



## Arizona State Library, Archives and Public Records

### General Records Retention Schedule for All Public Bodies Public Health Records

Schedule Number:  
**000-12-33**

#### Authorization and Approval

Pursuant to ARS §41-151.12, the retention periods listed herein are the minimum amount of time records may be kept. Keeping records for a time period shorter than their approved retention period is illegal. Records required for ongoing or foreseeable official proceedings such as audits, lawsuits or investigations, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule. If it is believed that special circumstances warrant that records should be kept for a shorter time than the time period listed in this schedule or that any of these records may be appropriate for transfer to the State Archives, please contact the Records Management Division to inquire about a change to the retention period. Only the Arizona State Library, Archives and Public Records has the authority to set records retention periods. **Public records, including electronic records, not listed in this schedule are not authorized to be destroyed.**

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Lisa Maxwell, Director  
Records Management Division  
Arizona State Library, Archives and Public Records

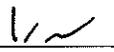
Date Approved: *April 20, 2012*

**Records Retention Schedule for  
All Public Bodies  
Public Health Records**

<u>Item #</u>	<u>Records Series</u>	<u>Retention (Yrs.)</u>	<u>Start of Retention</u>
1.	<b>Academic</b> Academic Affairs Records (including credential records)	75	After created or received
2.	<b>Administrative and Management</b> Appointment Records	3	After created or received
3.	Charge Records if not included in patient medical record (including encounter forms, tick sheets, acuity sheets, charge sheets and other related records)	1	After created or received
4.	Health Insurance Portability and Accountability Act (HIPAA) Privacy Standard Documentation Records (not patient specific)	6	After created or superseded, whichever is later (45 CFR 164.5300(j))
5.	Indigent Health Care Administrative Records (including hearing files, hospital notification records, long term care files and Arizona Health Care Cost Containment Services (AHCCCS) eligibility records, and other related records)	5	After fiscal year created or received (AAC R9-22-313)
6.	Medicare Records		
	a. Licenses and Permit Records	7	After fiscal year created or received
	b. Patient Account Records		
	i. Paid	6	After fiscal year paid
	ii. In collections	6	After fiscal year collected or written off
	c. Medicare Reimbursement Records (including ownership data, organization and operating cost data, fiscal records, medical records, tax records, asset sale records, acquisition or lease records, patient service charge schedules, income and funds flow information and other related records)	6	After fiscal year created or received (42 CFR 413.20)

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7.	Registers (chronological registers of tests including lab logs, blood draws logs and pregnancy screening logs)	2	After created
8.	<b>Clinical</b> Clinical Trial Agreements (including related documentation)	15	After created or received
9.	<b>Compliance</b> Compliance Records (including investigation records, supporting documents, work papers and hotline documents)	7	After created or completed, whichever is later
10.	<b>Emergency/Clinic Records</b> Central Log of Patients (including sign-in sheets)	5	After created (42 CFR 489/20(r)(1-3))
11.	Lists of On-call Physicians	10	After created (42 CFR 489/20(r)(1-3))
12.	<b>Health Information Records</b> Disease Indices (data sent to Arizona Department of Health Services (ADHS))	Permanent	Preserve pursuant to ARS §39-101
13.	Emergency Room and Paramedic Communication Records	6	After date of last contact (ARS §12-2291; AAC R9-10-228(A)(10))
14.	HIV Records ( <b>not</b> including any personal identifying information and including statistics sent to Department of Health Services (ADHS) or federal/regional groups)	Permanent	Preserve pursuant to ARS §39-101 (per Arizona Department of Health Services (ADHS))
15.	Hospital and Outpatient Clinic Records (encounter statistics)	1	After created or received
16.	Indices to Patient Records a. Historic/Master	Permanent	Preserve pursuant to ARS §39-101
	b. All others	10	After created

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17.	Records of Individuals Transferred to/from Hospital (records relating to the transfer of a patient should not include medical records)	5	After created or received (42 CFR 489.20(r)(1-3))
18.	Release or Disposal of Human Remains Records	10	After created or received
19.	Sterilization Logs	20	After created or received
	<b>Laboratory</b>		
20.	Blood and Blood Component Disposition Records	5	After disposal of blood and/or blood components
21.	Blood and Blood Product Testing Records (for donated blood)	5	After processing completed or 6 months after expired, whichever is later (42 CFR 593.1105)
22.	Immunohematology Records and Transfusion Records (for donated blood)	5	After processing completed or 6 months after expired, whichever is later (42 CFR 593.1105)
23.	Patient Testing Records (including instrument printouts if not filed in patient medical record)	2	After created (42 CFR 593.1105)
24.	Refrigeration and Blood Inspection Records (for donated blood)	5	After created or received
25.	Requests for Tests (if not filed in patient medical record)	2	After created or received
	<b>Long Term and Extended Stay</b>		
26.	Admission Listings, Registers and Statistical Records	6	After created or received
27.	Operative Indices	10	After created or received
28.	Physician Indices	10	After created
29.	Registers of Surgical Procedures	75	After created or received
30.	Rounds and Assignment Sheets	3	After created or received
31.	Tumor Registry Records	10	After created or received

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32.	<b>Medical Staff</b> Bylaws and Rules/Regulations	Permanent	Preserve pursuant to ARS §39-101
33.	Medical Staff Services Records (including credential records)	75	After no longer member of staff
34.	Physician Services Agreements	6	After expired, cancelled or revoked
	<b>Nursing</b>		
35.	Nursing Training Records (including attendance, course outlines and examinations)	5	After employee terminated
36.	Private Duty Nurse Records	6	After date last used
37.	Daily Assignment Schedules	3	After created or received
	<b>Nutrition</b>		
38.	Dietary Records		
	a. Food costs	5	After fiscal year created or received
	b. Meal counts	5	After fiscal year created or received
	c. Menus	2	After created
39.	Women, Infants and Children (WIC) Food Program Records (including education records, financial operation reports, hearing files, vendor records and other related records)	3	After date of final expenditure report (7 CFR 246.15)
	<b>Permitting/Inspection</b>		
40.	Citizen Complaint Records (other than for permitted establishments that do not turn into legal action)	3	After resolved
41.	Food Handler Training Records	3	After training received
42.	Legal Action Records (including complaints, cease and desist orders, stipulation orders, and other related records)	10	After resolved

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43.	Permitted Establishment Records (including permit applications, plans, plan reviews, construction records, embargo and destruction reports, incident reports, inspection reports, food borne illness reports, citizen complaints, correspondence and other related records)	5	After establishment closed
44.	Public and Semi-public Swimming Pool Inspection Records (including opening and annual inspections, permits, complaints and other related records)	5	After pool closed
45.	<b>Pharmacy</b> Controlled Substances Records (including inventory and orders both dispensed and administered)	3	After created or received (R4-23-1003)
46.	Quality Monitoring Records (including Accucheck, drug storage, exposure control, first aid kits, oxygen tank, syringe and medical count sheets and narcotics counts, and other related records)	3	After created or received
47.	<b>Radiology</b> Radioisotope Records (including receipt, transfer, use, storage, delivery, disposal and reports of over-exposure)	Permanent	Preserve pursuant to ARS §39-101
48.	Requests for Tests (other than contained in medical records)	1 month	After month created or received
49.	<b>Vital Records</b> Applications for Copy of Birth/Death Records	3	After processed
50.	Birth/Death Certificate Registration Records (if not entered directly into Arizona Department of Health Services (ADHS) database)	10	After registered

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51.	Correspondence (pertaining to birth/death records)	-	After administrative value has been served
52.	Corrections Records		
	a. Birth	4	After received
	b. Death	10	After received
53.	Disposal of Permits	4	After permit expired
54.	Paternity Records	3	After action taken

**Supersedes schedules Counties/Health Services and Counties/Environmental Quality/Health – items 1, 2, 3, 4, 5, 6, and 25 dated November 5, 2001**