

COMMONWEALTH OF VIRGINIA  
 THE LIBRARY OF VIRGINIA  
 ARCHIVES AND RECORDS DIVISION  
 (804) 786-5634

# RECORDS RETENTION AND DISPOSITION SCHEDULE

## SPECIFIC SCHEDULE NO. 206-007

AGENCY: Virginia Commonwealth University  
 DIVISION: Medical College of Virginia - Hospital  
 SUBUNIT: All Clinics, Services, Laboratories, Testing Facilities and the Medical Records Department

This schedule is continuing authority under the provisions of the Virginia Public Records Act, §§42.1-76 et seq. Code of Virginia, for the retention and disposition of the records as stated. This schedule supersedes previously approved applicable schedules. Request approval on Form RM-3, Certificate of Records Disposal, for the destruction of record series noted in this schedule. Any records created prior to the Constitution of 1902 must first be offered to the LVA before applying these disposition instructions.

EFFECTIVE SCHEDULE DATE: SEP 12 1995

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RECORD SERIES NUMBER AND TITLE

SCHEDULED RETENTION AND DISPOSITION

This revision adds series number 13 and supersedes schedule number 206-062.

This schedule applies to all clinics, services, labs or testing facilities not having approved schedules tailored to their facilities.

The following categories are included in this Schedule:

- I. General Records
- II. Medical Records

### I. GENERAL RECORDS

Administrative Records

Retain in accordance with The Library of Virginia (LVA) General Schedule (GS) No. 101, Administrative Records Retention and Disposition Schedule.

Electronic Records

Retain in accordance with LVA GS-110, Electronic Records Retention and Disposition Schedule.

Fiscal Records

Retain in accordance with LVA GS-102, Fiscal Records Retention and Disposition Schedule.

Personnel Records

Retain in accordance with LVA GS-103, Personnel Records Retention and Disposition Schedule.

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II. MEDICAL RECORDS

- |    |   |  |
|----|---|--|
| 1. | Appointment Books   | Retain 2 years, then destroy by shredding or pulping.  |
| 2. | Billing Records - Other than Medicare or Medicaid                       | Retain 3 years or until audited, whichever is greater; then destroy.   |
| 3. | Directives  |  |
|    | a. Record (Master Copy)   | Retain in issuing office until 2 years after being superseded or obsolete, then transfer to MCV Archives.              |
|    | b. Duplicates   | Retain until superseded or obsolete, then destroy.   |
| 4. | Electrocardiograms or electroencephalograms                             |  |
|    | a. Report (Master)  | File in master patient medical record.   |
|    | b. Tracings   | Retain 7 years, then destroy by shredding or pulping.  |
|    | c. Duplicate reports  | Retain 2 years, then destroy by shredding or pulping.  |
| 5. | Employee Health Records   | Retain 30 years after last treatment or termination of employment, whichever is greater; then destroy.                 |
| 6. | Immunization Records (if not included in master patient medical record) |  |
|    | a. Juveniles  | Retain 5 years after majority or 10 years after last seen, whichever is greater; then destroy by shredding or pulping. |
|    | b. Adults   | Retain 10 years after last seen, then destroy by shredding or pulping.   |

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|-----|--|---|
| 7.  | Laboratory Records                             |   |
|     | a.   | Equipment calibration, maintenance or inspection records  |
|     |  | Retain 2 years after last entry or until next certification complete, whichever is greater; then destroy. |
|     | b.   | Quality control records   |
|     |  | Retain 5 years, then destroy.   |
|     | c.   | Test results or reports   |
|     |  | 1) Record copy  |
|     |  | File in master patient medical record.  |
|     |  | 2) Duplicates   |
|     |  | Retain 2 years, then destroy by shredding or pulping.   |
|     | d.   | Summaries, workload statistics, special reports, etc.   |
|     |  | Retain 2 years, then destroy.   |
| 8.  | Medicare/Medicaid Records                      |   |
|     | a.   | Billings or other financial files   |
|     |  | Retain 5 years or until completion of audits, whichever is greater, then destroy.                         |
|     | b.   | Other records   |
|     |  | Retain 5 years, then destroy by shredding or pulping.   |
| 9.  | Nursing Logs (MCVH Nursing Policy Definition)  | Retain 3 years, then destroy by shredding or pulping.   |
| 10. | Occupational Licenses                          | Retain 2 years after expiration, then destroy.  |
| 11. | Patient Index (Office use)                     | Destroy five years after last entry.  |
| 12. | Patient Medical Records - Clinics and Services |   |
|     | a.   | Any record that is a duplicate of part of the master patient medical record                               |
|     |  | Retain 1 year after last treatment, then destroy by shredding or pulping.                                 |

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- |     |   |  |
|-----|---|--|
| b.  | Records not duplicated in the master patient medical record         |  |
| 1)  | Records of persons declared legally incompetent                     | Retain 5 years after the death or declared competent or 10 years after last treatment, whichever is later; then destroy by shredding or pulping. |
| 2)  | Minors  | Retain 5 years after the age of majority or 10 years after last treatment, whichever is greater; then destroy by shredding or pulping.           |
| 3)  | Other Adults  | Retain 10 years after last treatment, then destroy by shredding or pulping.  |
| 13. | Patient Medical Records - Hospital's Master Patient Medical Records |  |
| 1)  | Records of persons declared legally incompetent                     | Retain 5 years after the death or declared competent or 10 years after last treatment, whichever is later; then destroy by shredding or pulping. |
| 2)  | Minors  | Retain 5 years after the age of majority or 10 years after last treatment, whichever is greater; then destroy by shredding or pulping.           |
| 3)  | Other Adults  | Retain 10 years after last treatment, then destroy by shredding or pulping.  |
| 14. | Pharmacy/Drug Records   |  |
| a.  | Drug cards/inventory records  | Retain 2 years, then destroy.  |
| b.  | Drug destruction records  | Retain 5 years, then destroy   |
| c.  | Drug prescriptions or orders  | Retain 2 years, then destroy.  |
| d.  | Reports, surveys and reviews  | Retain 5 years, then destroy.  |
| e.  | Requisition/dispensing records                                      | Retain 5 years, then destroy.  |

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AGENCY APPROVAL

AGENCY HEAD OR DEPUTY

*[Signature]*

Acting State Records  
Administrator  
STATE ARCHIVIST

STATE APPROVAL

*[Signature]*

AGENCY RECORDS MANAGER

*[Signature]*

COMPTROLLER OR DEPUTY

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### 15. Pulmonary Function Tests

- |   |   |
|---|---|
| a. Equipment calibration, maintenance or inspection records | Retain 2 years after last entry or until next certification complete, whichever is greater; then destroy. |
| b. Report record copy                                       | File in master patient medical record.  |
| c. Tracings   | Retain 5 years, then destroy.   |
| d. Duplicate reports  | Retain 2 years, then destroy.   |

### 16. Radiology Records (including MRIs, CTs, CATs, etc.)

- |   |   |
|---|---|
| a. Equipment calibration, maintenance or inspection records | Retain 2 years after last entry or until next certification complete, whichever is greater; then destroy. |
| b. Report record copy                                       | File in master patient medical record.  |
| c. Films, printouts, data files                             | Retain 5 years, then destroy.   |
| d. Report duplicates  | Retain 2 years, then destroy.   |

### 17. Tickler Files

Retain until action completed or rescheduled, then destroy.