

RECORDS RETENTION AND DISPOSITION SCHEDULE		AGENCY # S462000	SCHEDULE # 001	PAGE # 1 OF 30
DEPARTMENT: New Jersey Health Care Facilities		AGENCY REPRESENTATIVE: Susan Glick		
DIVISION:		TITLE: Manager, Special Projects/ UMDNJ		
BUREAU:		PHONE #: 973-972-8609		
SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.				
AGENCY REPRESENTATIVE SIGNATURE		DATE:	SECRETARY, STATE RECORDS COMMITTEE SIGNATURE	DATE:
<i>Susan Glick</i>		08-19-2010	<i>Karl J. Miederer</i>	08-19-2010

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
	<p style="text-align: center;">Acknowledgement</p> <p>Please review the attached Records Retention Schedule, making any additions, deletions or changes as necessary. Once the schedule has met your satisfaction, please sign this page as the agency representative. With this signature, you acknowledge that you have reviewed and approved this schedule. Please be advised that changes may subsequently be suggested/ made to this schedule by a panel of Records Analysts at the State Records Center. If revisions are suggested/ made, you will be notified of such. The schedule will then be presented to the State Records Committee for final approval.</p> <p style="text-align: center;">Management of Electronic Records</p> <p>This records retention schedule includes records series which are maintained in an electronic format. In the normal course of business, the agency will take the necessary actions to ensure: hardware and software maintenance, backup procedures, security measures, and compliance with the rules and regulations pertaining to the maintenance of public records. Any reference made herein to the process of data erasure means the process of data degaussing.</p>			

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 2 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
	NOTE: <i>The State Agency General Records Retention Schedule</i> should be consulted for all Financial; Personnel; General Administrative; Agency Related Policy, Legislation, and Operating Procedure; and Report and Publication records that are maintained in common by all offices of a New Jersey Health Care Facility.			
	EXECUTIVE OFFICES AND GENERAL RECORDS			
0001-0000	Articles/ Certificates of Incorporation	Permanent		Permanent
0002-0000	By-Laws of the Hospital Board	Permanent		Permanent
0003-0000	Certificate of Need Application	10 yrs after project completion		Destroy
0004-0000	Deeds	7 yrs after transfer of title		Destroy
0005-0000	Employee Opinion Surveys/ Suggestions	3 yrs		Destroy
0006-0000	Financial Transaction Status Reports			
0007-0001	Financial Transaction Status Reports (Original)	3 yrs		Destroy
0007-0002	Financial Transaction Status Reports (Copy)	As updated		Destroy
0008-0000	Licensure Files Includes: license, annual renewals, correspondence, and surveys by the Department of Health and Senior Services. Note: License is renewed annually.	3 yrs after expiration		Destroy
0009-0000	Organization Charts			
0009-0001	Organization Charts (Original)	Permanent		Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 3 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0009-0002	Organization Charts (Copy)	Periodic review		Destroy
0010-0000	Policy and Procedures Manuals			
0010-0001	Policy and Procedures Manuals (Original)	Permanent		Permanent
0010-0002	Policy and Procedures Manuals (Copy)	3 yrs after update		Destroy
0011-0000	Quality Assurance Reports – Departmental (Copy)	3 yrs		Destroy
0012-0000	Research Reports and Studies	Permanent		Permanent
0013-0000	Statistical Reports			
0013-0001	Statistical Reports – Annual	Permanent		Permanent
0013-0002	Statistical Reports – Quarterly and Monthly	3 yrs		Destroy
0013-0003	Statistical Reports – Weekly	1 yr		Destroy
0013-0004	Statistical Reports – Daily	1 month		Destroy
0013-0005	Statistical Reports– (Copy)	Periodic review		Destroy
	HUMAN RESOURCES/ PERSONNEL			
0050-0000	Residency Personnel File	65 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 4 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0051-0000	Student Education File Includes: grades, evaluation, and work schedules, etc.	65 yrs		Destroy
0052-0000	Student Application Log/ Intern Register	65 yrs		Destroy
0053-0000	Residents Surgical Procedures Performed Consists of a listing containing names of residents and procedure performed during four (4) year residency.	20 yrs		Destroy
0054-0000	Employee Medical Records	40 yrs		Destroy
	PLANNING			
0100-0000	Planning Subject File Used for long range planning and development of the hospital.			
0100-0001	Planning Subject File – Plans	Permanent		Permanent
0100-0002	Planning Subject File – Workpapers	Periodic review		Destroy
	MARKETING – AUXILIARY			
0150-0000	Donor Files Include: name, address, and amount of donation.	3 yrs after update		Destroy
0151-0000	News Clippings and Ads	3 yrs		Destroy
0152-0000	Prospect Cards Consist of index cards of prospective donors for fund raising.	3 yrs after update		Destroy
	MARKETING – PUBLIC RELATIONS			
0200-0000	Photographs	Permanent		Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 5 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0201-0000	Press Releases	Permanent		Permanent
0202-0000	Public Service Announcements	Permanent		Permanent
0203-0000	Publications			
0203-0001	Publications (Original)	Permanent		Permanent
0203-0002	Publications (Copy)	Periodic review		Destroy
	MARKETING – VOLUNTEER SERVICES			
0250-0000	Sign-In Sheets	3 yrs		Destroy
0251-0000	Training Materials and Handouts	3 yrs after update		Destroy
0252-0000	Volunteer Application Files – Adult and Junior Include: application, reference letters, interview sheet, check sheet, and Utilization Form which indicates position, needs, job description and placement.	6 yrs after termination of employment		Destroy
	EDUCATION			
0300-0000	Educational Programs Includes: manuals and program outlines, etc.	3 yrs after update		Destroy
0301-0000	Education Training Files Includes: R.N., L.P.N., Unit Secretaries and Nursing Technicians. Contains test booklets and results.	6 yrs after termination of employment		Destroy
	EDUCATION – IN-SERVICE EDUCATION			
0350-0000	Cardio – Pulmonary Resuscitation (CPR) Training Includes: test results, test booklets, test result strips, and skill sheet.	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 6 OF 30
---	----------------------------	--------------------------	--------------------------

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0351-0000	CPR Certificate Roster	3 yrs		Destroy
0352-0000	First Aid Roster	3 yrs		Destroy
0353-0000	Screening Registration Form Includes: diabetes, hypertension, glaucoma, breast, colon-rectal and cholesterol screens, and information release form.	3 yrs		Destroy
	NURSING - ADMINISTRATION			
0400-0000	Nursing Licenses (Copy)	6 yrs after termination of employment		Destroy
0401-0000	Nursing Schedules	7 yrs		Destroy
0402-0000	Twenty-Four Hour Report	3 yrs		Destroy
	NURSING – AMBULATORY CARE			
0450-0000	Ambulance Log Slips	7 yrs		Destroy
0451-0000	Ambulance Records Book/ Register	10 yrs after final entry		Destroy
	NURSING – CENTRAL SUPPLY			
0500-0000	Equipment Use Record Records date used and by whom.	3 yrs		Destroy
0501-0000	Steam Sterilization Control Record Includes: Bouse-Dick chart test, graph, load card, gas sterilizer load card, and biological monitoring form, etc.	3 yrs		Destroy
0502-0000	Syringe and Needle Control Record	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 7 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0503-0000	Syringe and Needle Inventory Sheet	1 yr		Destroy
0504-0000	Syringe and Needle Worksheet	3 yrs		Destroy
0505-0000	Washer/ Sterilizer Cleaning Log Sheet	3 yrs		Destroy
	NURSING – SURGERY/ OPERATING ROOM			
0550-0000	Autoclave Graphs – Sterilization	3 yrs		Destroy
0551-0000	Birth Logs	Permanent		Permanent
0552-0000	Hospital Infection Statistical report	3 yrs		Destroy
0553-0000	Infection Report Form	3 yrs		Destroy
0554-0000	Operating Room Cancellation List	1 yr		Destroy
0555-0000	Operating Room Charge Sheet (Copy) Original maintained by Finance.	3 yrs		Destroy
0556-0000	Operating Room Reservation Sheet	1 yr		Destroy
0557-0000	Operating Room Log	10 yrs		Destroy
0558-0000	Patient Record (Copy) Used to monitor patient's progress after surgery. Original located in patient's medical record.	2 yrs		Destroy
0559-0000	Temperature and Humidity Log	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 8 OF 30
---	----------------------------	--------------------------	--------------------------

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
	NURSING – ANESTHESIOLOGY/ RECOVERY ROOM			
0600-0000	Arthroscopy Video Tapes	5 yrs		Destroy
0601-0000	Crash Cart Checklist Lists: contents of each cart, date, and nurses signatures.	5 yrs		Destroy
0602-0000	Defibrillator Checklist	3 yrs		Destroy
0603-0000	Pre-Operative and Post-Operative Checklists	3 yrs		Destroy
0604-0000	Recovery Room Log Includes minor surgery and same-day surgery.	10 yrs		Destroy
0605-0000	Weekly Duty List/ Schedule	7 yrs		Destroy
	NURSING – EMERGENCY ROOM			
0650-0000	Emergency Department Log and/ or Card Files	3 yrs		Destroy
0651-0000	Emergency Room Daily Statistics	1 yr		Destroy
0652-0000	Mobile Intensive Care Unit Audio Tapes	3 yrs		Destroy
	PROFESSIONAL SERVICES – LABORATORY			
0700-0000	Blood Bank – Immunohematology Proficiency and Clinical Laboratory Test Reports (Copy) Includes: record of transfusions and cross matches. Originals maintained in patient medical record. May also include Test Requisitions	5 yrs		Destroy
0701-0000	Appointment Log	3 yrs after final entry		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 9 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0702-0000	Blood Bank Register	Permanent		Permanent
0703-0000	Exfoliative Cytology Reports – Pap Smears			
0703-0001	Exfoliative Cytology Reports – Positive or Questionable Result	50 yrs		Destroy
0703-0002	Exfoliative Cytology Reports – Negative Result	2 yrs		Destroy
0704-0000	Graphs Printouts indicating barbiturates, alcohol, cocaine, and opiates, etc.	2 yrs		Destroy
0705-0000	Instrument Maintenance Reports/ Machine Calibrations	7 yrs		Destroy
0706-0000	Laboratory Test Log Books	7 yrs after final entry		Destroy
0707-0000	Machine Log	7 yrs		Destroy
0708-0000	Quality Control reports – Blood Bank	7 yrs		Destroy
0709-0000	Workbooks – Urine Screening Tests	2 yrs		Destroy
	PROFESSIONAL SERVICES – LABORATORY			
0710-0000	Specimen Records Includes: identifying information, test results and reports. Also used for Quality Control and Proficiency Test Results			
0710-0001	Specimen Reports – Immunohematology - Blood Bank Test Reports, Test Results, and Identifying Information	10 yrs		Destroy
0710-0002	Specimen Records – Pathology Test Reports	20 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 10 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0710-0003	Specimen Records – General Test Reports	2 yrs		Destroy
0711-0000	Bone Marrow Reports	20 yrs		Destroy
0712-0000	Blood Bank Donor and Recipient Cards	5 yrs		Destroy
0713-0000	Blood Bank Employee Signatures, Initials and Identification Codes	6 yrs after termination of employment		Destroy
0714-0000	Accession Log	2 yrs		Destroy
0715-0000	Laboratory Test Request	5 yrs		Destroy
	PROFESSIONAL SERVICES – PATHOLOGY			
0750-0000	Autopsy Reports (Copy) Original maintained in Medical Records.	20 yrs		Destroy
0751-0000	Death Register Books	Permanent		Permanent
0752-0000	Death Slips and Mortician's Releases	7 yrs		Destroy
0753-0000	Pathology Report on Lab Results (Copy) Original located in patient's medical record.	10 yrs		Destroy
	PROFESSIONAL SERVICES – PSYCHIATRY			
0800-0000	Social Services Patient Files – Notes and Workpapers	10 yrs from most recent discharge or age 23, whichever is longer		Destroy
0801-0000	Social Services Patient Files – Summary Sheet	20 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 11 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0802-0000	Social Services Patient Files – Index	20 yrs		Destroy
	PROFESSIONAL SERVICES – PEDIATRICS			
0850-0000	Nursery Daily Statistics	3 yrs		Destroy
0851-0000	Pneumogram			
0851-0001	Pneumogram – Interpretation Report	23 yrs		Destroy
0851-0002	Pneumogram – Graph	5 yrs		Destroy
	PROFESSIONAL SERVICES – CARDIOPULMONARY			
0900-0000	Electrocardiograms/ Echocardiograms			
0900-0001	Electrocardiograms/ Echocardiograms – Diagnostic and Interpretation Report	10 yrs after most recent discharge or age 23, whichever is later		Destroy
0900-0002	Electrocardiograms/ Echocardiograms – Graphs	5 yrs		Destroy
0901-0000	Holter Monitor			
0901-0001	Holter Monitor - Diagnostic and Interpretation Report	10 yrs after most recent discharge or age 23, whichever is later		Destroy
0901-0002	Holter Monitor – Graph	5 yrs		Destroy
0902-0000	Machine Calibration Log	Life of the instrument plus 2 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 12 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
0903-0000	Outpatient Medical Charts	10 yrs after most recent discharge or age 23, whichever is later		Destroy
0904-0000	Work Schedules	3 yrs		Destroy
	PROFESSIONAL SERVICES—NEURO-SCIENCES			
0950-0000	Electroencephalograms			
0950-0001	Electroencephalograms – Explanation and Interpretation Report	10 yrs after most recent discharge or age 23, whichever is later		Destroy
0950-0002	Electroencephalograms – Graphs	5 yrs		Destroy
0951-0000	Machine Calibration Log	Life of the instrument plus 2 yrs		Destroy
0952-0000	Work Schedules	7 yrs		Destroy
	PROFESSIONAL SERVICES—DIETARY			
1000-0000	Cashier Tapes – Cafeteria Used for account verifications.	7 yrs		Destroy
1001-0000	Diet Information Sheet – Daily	1 yr		Destroy
1002-0000	Dietary Instructions Log	3 yrs after final entry		Destroy
1003-0000	Food Tally – Daily Production Sheet	3 yrs		Destroy
1004-0000	Patient Meal Count – Daily	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 13 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
	PROFESSIONAL SERVICES—DIAGNOSTIC AND THERAPEUTIC SERVICES			
1050-0000	Outpatient Files	10 yrs after most recent discharge or age 23, whichever is later		Destroy
1051-0000	Respiratory Therapy Patient Kardex Index Cards	3 yrs after most recent discharge		Destroy
	PROFESSIONAL SERVICES—PHARMACY RECORDS			
1100-0000	Antibiotic Sensitivity Patterns— Graph	5 yrs		Destroy
1101-0000	Barbiturate Records	5 yrs		Destroy
1102-0000	Narcotic Books and Records	5 yrs		Destroy
1103-0000	Patient Profile Record System Contains: patients address, name, age group, date medication is dispensed, prescription number or designation, strength and quantity of drug dispensed, initial of dispensing pharmacist, and date of refill. N.J.A.C. 13:39-9.43.	5 yrs from date of last entry in the profile record		Destroy
1104-0000	Pharmacist/ Intern Signature and/ or Initial Identification	5 yrs after termination of employment		Destroy
1105-0000	Pharmacy Requisition	7 yrs		Destroy
1106-0000	Prescription Books	5 yrs after last entry		Destroy
	PROFESSIONAL SERVICES—HOUSEKEEPING			
1150-0000	Daily Patient Interview Form	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 14 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
1151-0000	Daily Supervisor's Report	3 yrs		Destroy
1152-0000	Linen Inventory	3 yrs		Destroy
1153-0000	Patient Dismissal Notice to Housekeeping	3 yrs		Destroy
1154-0000	Project List – Work Order	3 yrs		Destroy
1155-0000	Supply Inventory	3 yrs		Destroy
1156-0000	Weekly Inspection Report	3 yrs		Destroy
	PROFESSIONAL SERVICES – PATIENT MANAGEMENT			
1200-0000	Appeals Hospital costs appeals filed by patients.	7 yrs after final settlement or payment		Destroy
1201-0000	Diagnosis Related Group Analysis Files Includes a financial and clinical analysis of services provided.	7 yrs		Destroy
1202-0000	Incident Reports			
1202-0001	Incident Reports (Original)	7 yrs after incident, final settlement or payment		Destroy
1202-0002	Incident Reports (Copy)	Periodic review		Destroy
1203-0000	Patient Complaint Files and Litigation Case File	7 yrs after final settlement or payment		Destroy
1204-0000	Social Services Discharge Planning File (Copy) Includes individual patient worksheet and referral notes. Original maintained in medical records.	3 yrs after discharge		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 15 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
	PROFESSIONAL SERVICES—RADIOLOGY			
1250-0000	Annual Reports of Radiation Surveys	Permanent		Permanent
1251-0000	Daily Calibration Standards Check in Does Calibrator	10 yrs		Destroy
1252-0000	Daily Check of Incoming and Outgoing Materials	2 yrs		Destroy
1253-0000	Daily Dose Report per Patient	2 yrs		Destroy
1254-0000	Daily Flood Check – Nuclear Camera Check	10 yrs		Destroy
1255-0000	Daily Radiation Monitoring Report	10 yrs		Destroy
1256-0000	Daily Radiation Monitoring Report	10 yrs		Destroy
1257-0000	Daily Radiation Survey – Area of Injection	10 yrs		Destroy
1258-0000	Daily Survey Meter Check	2 yrs		Destroy
1259-0000	Equipment Quality Testing – Monthly Report	10 yrs		Destroy
1260-0000	Individual Monthly Badge Report	10 yrs after termination of employment		Destroy
1261-0000	Individual Report of Radiation Exposure (JCAHO)	10 yrs after termination of employment		Destroy
1262-0000	License Files – Nuclear Regulatory Commission (NRC) Includes federal and state licenses required for the operation of radiation emitting equipment.	10 yrs after expiration		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 16 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
1263-0000	Nuclear Radiation Technologist Certification	10 yrs after expiration		Destroy
1264-0000	Patient Cards Used to provide an x-ray history of a patient.	10 yrs after inactive		Destroy
1265-0000	Patient Sign-In Roster	3 yrs after final entry		Destroy
1266-0000	Register of all Radiation Producing Equipment	10 yrs after disposal of equipment		Destroy
1267-0000	Semiannual Survey of Calibration Standards Retested	3 yrs		Destroy
1268-0000	Semiannual Survey Report of Meters Recalibrated and Re-tested	3 yrs		Destroy
1269-0000	Weekly Bar Phantom Check Report – Calibration Report	3 yrs		Destroy
1270-0000	Weekly Radiation Survey of Entire Radiology Department	3 yrs		Destroy
1271-0000	Work Schedules	7 yrs		Destroy
1272-0000	X-Ray Films	5 yrs		Destroy
1273-0000	X-Ray Interpretation (Copy) Original maintained in Medical Record.	5 yrs		Destroy
1274-0000	X-Ray Technician Certification	10 yrs after expiration		Destroy
1275-0000	Inventor of all Sealed Radioactive Materials	3 yrs		Destroy
1276-0000	Sealed Source Records – Leak Tests	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 17 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
1277-0000	Unsealed Source Records – Area Contamination Wipe Tests	3 yrs		Destroy
1278-0000	Survey of Radioactive Material Received	3 yrs		Destroy
1279-0000	Survey of Waste Generated in Controlled Areas	3 yrs		Destroy
1280-0000	Nuclear Medicine Dose Calibrator – Constancy Test, Linearity Test, Accuracy Test and Geometry Test	3 yrs		Destroy
1281-0000	Nuclear Medicine Radiopharmaceutical Dosage – Dose Determination Test	3 yrs		Destroy
1282-0000	Nuclear Medicine Imaging Service – Uniformity Test and Resolution Test	3 yrs		Destroy
1283-0000	Nuclear Medicine Well Counter – Constancy Test	3 yrs		Destroy
1284-0000	Mammograms – X-rays and Interpretive Report (21 CFR 900.12(c)4)	10 yrs		Destroy
1285-0000	Radiation Oncology Treatment Patient Records (N.J.A.C. 8:43G-28.16 (b))	2 yrs after death of patient or until patient obtains age of 90, or for 5 yrs, whichever is longer		Destroy
	FINANCE			
	NOTE: <i>The State Agency General Records Retention Schedule</i> should be consulted for all Financial Records that are maintained by a New Jersey State Hospital.			
1300-0000	Census Statistical reports that provide total number of admission, discharges, transfers, and deaths.			
1300-0001	Census – Annual	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 18 OF 30
---	----------------------------	--------------------------	---------------------------

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
1300-0002	Census – Monthly and Quarterly	3 yrs		Destroy
1300-0003	Census – Weekly	1 yr		Destroy
1300-0004	Census – Daily	1 month		Destroy
1300-0005	Census (Copy)	As updated		Destroy
1301-0000	Daily Bed Count	3 yrs		Destroy
	FINANCE – ADMISSIONS/ REGISTRATION			
1450-0000	Admission Register/ Log	3 yrs		Destroy
1451-0000	Daily Reservation Sheets	1 yr		Destroy
	FINANCE – BUDGET AND REIMBURSEMENTS			
1500-0000	Annual Hospital Rate Submission	20 yrs		Destroy
1501-0000	Hospital Rate Appeals	7 yrs after settlement		Destroy
1502-0000	Medicare Cost Reports	3 yrs		Destroy
1503-0000	Monthly Detail Analysis Report			
1503-0001	Monthly Detail Analysis Report (Original)	3 yrs		Destroy
1503-0002	Monthly Detail Analysis Report (Copy)	As updated		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 19 OF 30
---	----------------------------	--------------------------	---------------------------

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
	FINANCE - ACCOUNTING			
	NOTE: <i>The State Agency General Records Retention Schedule</i> should be consulted for all Financial Accounting Records that are maintained by a New Jersey State Hospital.			
	FINANCE – PATIENT BILLING			
1550-0000	Assessment Reports of Patients Accounts – Monthly Status Report	3 yrs		Destroy
1551-0000	Departmental Allowance Reports	3 yrs		Destroy
1552-0000	Monthly Agency Paid and Open Account Report	3 yrs		Destroy
1553-0000	Monthly Payment Register	7 yrs		Destroy
1554-0000	Monthly Trial Balance - Patient Lists all costs per patient.	3 yrs		Destroy
1555-0000	Patient Billing File Includes: Admission Form (Copy), verification documentation, insurance company correspondence, detailed billing list, and uniform bill.	7 yrs after final action or write-off		Destroy
1556-0000	Record of Refund	7 yrs		Destroy
	FINANCE – MATERIALS MANAGEMENT/ PROCUREMENT			
1600-0000	Cost Containment Report – Cost Savings Report			
1600-0001	Cost Containment Report – Annual	Permanent		Permanent
1600-0002	Cost Containment Report – Monthly	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 20 OF 30
---	----------------------------	--------------------------	---------------------------

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
1601-0000	Itemized Listing of Receivables			
1601-0001	Itemized Listing of Receivables – Monthly	3 yrs		Destroy
1601-0002	Itemized Listing of Receivables – Daily	1 yr		Destroy
	TRANSPORTATION SERVICES			
1650-0000	Escort Assignment Slip	2 yrs		Destroy
1651-0000	Transport Travel Log	3 yrs		Destroy
1652-0000	Vehicle Maintenance File	7 yrs after disposal of vehicle		Destroy
	MEDICAL RECORDS			
1700-0000	Fetal Monitoring Strips	23 yrs		Destroy
1701-0000	Medical Records – Inpatient/ Outpatient Includes all disciplines			
1701-0001	Individual Patient Charts Contains: bedside notes, admission form, medical chart, medication prescribed, emergency room report, Ambulatory Care Services Report, and all required documentation according to licensing and accreditation bodies.	10 yrs after most recent discharge or age 23, whichever is later		Destroy
1701-0002	Discharge Summary Sheet	20 yrs		Destroy
1701-0003	Medical Records of Deceased Individuals	10 yrs		Destroy
1702-0000	Subpoenas and Related Correspondence	3 yrs from final action		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 21 OF 30
---	----------------------------	--------------------------	---------------------------

RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
	SECURITY			
1750-0000	Daily Incident Log/ Daily Blotter	3 yrs after final entry		Destroy
1751-0000	Incident Reports	3 yrs		Destroy
	MAINTENANCE			
1800-0000	Air Conditioning/ HVAC Filter Change Log	3 yrs after final entry		Destroy
1801-0000	Annual Boiler Inspection Report	3 yrs		Destroy
1802-0000	Building Plans and Specifications	Permanent		Permanent
1803-0000	Conductivity Testing of Electrical Receptacles – Annual	3 yrs		Destroy
1804-0000	Emergency Generator Log	3 yrs after final entry		Destroy
1805-0000	Fire Prevention Checklist			
1805-0001	Fire Prevention Checklist – Annual Report	7 yrs		Destroy
1805-0002	Fire Prevention Checklist – Quarterly Report	3 yrs		Destroy
1806-0000	Fire/ Electrical Safety Training Programs Includes: course outlines, handouts, and brochures, etc.	3 yrs after update		Destroy
1807-0000	Freezer Temperature Readings Log	3 yrs after final entry		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 22 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
1808-0000	Monthly Fire Drill Report	3 yrs		Destroy
1809-0000	Operating Engineer's Daily Log	7 yrs after final entry		Destroy
1810-0000	Preventive Maintenance Duct Cleaning Report	3 yrs		Destroy
1811-0000	Quarterly Inspection Report of Operating Room Equipment	3 yrs		Destroy
1812-0000	Quarterly Sewer Cleaning Inspection Room	7 yrs		Destroy
1813-0000	Sprinkler Inspection Semiannual Report	3 yrs		Destroy
1814-0000	Trash Incineration Daily Report Consists of: statistical report on amount of trash incinerated, boxes of needles, hazardous waste, medical waste, weight and temperature.	7 yrs		Destroy
	MEDICINE DIVISION			
1850-0000	Daily Consultations with Other Departments Concerning Medication Given to Patients.	2 yrs		Destroy
1851-0000	Explorations and Discharges – Records of Results of Medications Given (Research)	Permanent		Permanent
1852-0000	Residency Certificates	Permanent		Permanent
1853-0000	Student Applications – Denied	3 yrs		Destroy
	INFECTION CONTROL			
1900-0000	Antibiotic Audit Survey Report	3 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 23 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
1901-0000	Environmental Sanitation Inspection Report	3 yrs		Destroy
1902-0000	Immediate/ Infection Report Form Received From Nurses/ Doctor	3 yrs		Destroy
1903-0000	Weekly Report of Antibiotic Orders	5 yrs		Destroy
	QUALITY ASSURANCE			
1950-0000	Program Assessment/ Evaluation Reports – Periodic/ Program Audit Reports	3 yrs		Destroy
1951-0000	Quality Assurance Annual Evaluations	Permanent		Permanent
1952-0000	Quality Assurance Investigative Case File – Patient Care and Research Contains Quality Assurance Problem Identification Log and all supporting documentation.			
1952-0001	Quality Assurance Investigative Case File - Patient Care	7 yrs after problem is resolved		Destroy
1952-0002	Quality Assurance Investigative Case File – Research (Original)	7 yrs after problem is resolved		Destroy
1952-0003	Quality Assurance Investigative Case File– Research (Copy)	3 yrs after problem is resolved		Destroy
1953-0000	Quality Assurance Reports Contains clinical disciplines and ancillary departments – monthly and quarterly summary reports.	7 yrs		Destroy
	PROGRAM EVALUATION/ JOINT COMMISSION ACCREDITATION HEALTH ORGANIZATIONS(JCAHO)			
2000-0000	Facility and Program Evaluation Inspection Reports Includes: goals and objectives, quarterly progress reports, final progress reports, evaluations, and surveys. Evaluations are conducted every three (3) years.	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 24 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
2001-0000	Problem Identification Summary Used to indicate and track problems.	7 yrs		Destroy
2002-0000	Special Reporting and Evaluation Reports	Permanent		Permanent
	UTILIZATION			
2050-0000	Emergency Services Review	3 yrs		Destroy
2051-0000	Federal and Non-Federal Termination of Benefits Letters	7 yrs		Destroy
2052-0000	Hospital Patient Stay Review Includes inappropriate length of stay letters and replies.	3 yrs		Destroy
2053-0000	Investigative Case File Includes problem identification sheet.	7 yrs after problem is resolved		Destroy
2054-0000	Patient Care Monitoring Forms (Evaluation)	3 yrs after discharge of patient		Destroy
2055-0000	Patient Discharge Forms – Billing Includes: insurance carrier coverage forms, denial of benefit letters, charge slips, and physicians review recommendation.	7 yrs		Destroy
2056-0000	Public Welfare Certification of Coverage	7 yrs		Destroy
	REHABILITATION SERVICES			
2100-0000	Attendance Sign-In Book	7 yrs		Destroy
2101-0000	Charge Slips	3 yrs		Destroy
2102-0000	Combined Activity Analysis	7 yrs		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 25 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
2103-0000	Contracts/ Agreements for Services	7 yrs after termination of contract		Destroy
2104-0000	Daily Progress Statistical Report Lists: patients, date of visits, length of time, classification or degree of difficulty, patients not attending, discharges, and charges.	3 yrs		Destroy
2105-0000	Education Program Includes: attendance sheet, agenda, and bank account.	7 yrs		Destroy
2106-0000	Electromyogram (E.M.G.)			
2106-0001	Electromyogram (E.M.G.) – Diagnostic Interpretation Report	10 yrs form most recent discharge or age 23, whichever is later		Destroy
2106-0002	Electromyogram (E.M.G.) – Graphs	5 yrs		Destroy
2107-0000	Inventory and Release Form for Physical Therapy Equipment	7 yrs		Destroy
2108-0000	Patient Medical Record – Outpatient Includes: medical chart, progress notes, orders, and admission form.	10 yrs form most recent discharge or age 23, whichever is later		Destroy
2109-0000	Patient Medical Discharge Summary – Outpatient	20 yrs		Destroy
2110-0000	Patient Kardex	As updated		Destroy
2111-0000	Speech Therapist Licenses (Copy)	6 yrs after termination of employment		Destroy
2112-0000	Training Request	3 yrs after completion of training		Destroy
2113-0000	Work Schedule	7 yrs		Destroy
	RESEARCH			

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 26 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
21150-0000	Basic Research File – Nonhuman (Hardcopy and Electronic) Research file of experimental and statistical data. File contains but is not limited to: logs, notebooks, code cards and sheets, observations, records on patients or healthy volunteers, interviews, questionnaires, examinations, laboratory tests data including machine readings and slides, culture specimens, abstracts of non-clinical records on individuals' birth/ death certificate (copy), project, indexes, charts/ graphs/ diagrams/ drawings, punch cards, tabulations, analyses, progress reports, feeder reports, and supporting documentation.	7 yrs after close of project		Destroy
21151-0000	Investigational New Drug and Device File, Food and Drug Administration (FDA) – Clinical Trial Documents (Hardcopy and Electronic) Investigational drug and device research/ studies document file essential to the conduct of a Clinical Trial. Records related to patient case histories which include: patient participation informed consent, observations of individuals administered the drug/ used in a control group, case report forms, signed and dated additional consent forms, medical records, physician progress notes, hospital charts, and the nurses' notes. (Title 21: FDA Chapter 1, FDA Administration, DHHS, Subchapter D, Drugs for Human use, Investigational New, PART 312.62)			
21151-0001	Investigational New Drug and Device File, Food and Drug Administration (FDA) – Clinical Trial Documents – Approved (Hardcopy and Electronic)	7 yrs after the date of marketing approval		Destroy
21151-0002	Investigational New Drug and Device File, Food and Drug Administration (FDA) – Clinical Trial Documents – Discontinued (Hardcopy and Electronic)	7 years after FDA notified of discontinuance		Destroy
21152-0000	Human Subject Documentation - Food and Drug Administration (FDA) Records related to patient participation in medical research trials. The records are maintained in compliance with the federal Records Research Subjects Review Board and Western Institutional Review Board. (Title 21: FDA Chapter 1, FDA Administration, DHHS, Subchapter A – General, Sec. 56.115 IRB records)	3 yrs after completion of research		Destroy
21153-0000	Research Projects End Product/ Result End product and/ or result of all research projects which include but are not limited to: report findings and conclusions, documented advancements in treatment of disease, development of new medical devices, use of establish methods, or other medical/ non-medical findings including records with value in continuing research, summary/ final project reports, article reprints, academic monographs, graphic compilations, analyses, and supporting documentation.	Permanent		Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 27 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
21154-0000	Animal Welfare File - National Institute of Health (NIH) Office of Laboratory Animal Welfare			
21154-0001	Animal Welfare File - Animal Welfare General Records File includes copy of the Public Health Service (PHS) Assurance, minutes of IACUC meetings, records of applications, proposals, and proposed significant changes in the care and use of animals and whether IACUC approval was given or withheld, records of semiannual IACUC reports and recommendations (including minority views) as forwarded to the Institutional Official, and records of accrediting body determinations	3 yrs after project has closed		Destroy
21154-0002	Animal Welfare File - Animal Disease Investigation Reports Animal disease investigation reports prepared at the request of an investigator, detailing examination, pathology, and treatment for each animal.	7 yrs		Destroy
21154-0003	Animal Welfare File - Animal Health Certificates Health certificates issued for the animals used in research.	5 yrs		Destroy
21155-0004	Animal Welfare File - Pedigree History Pedigree history providing data concerning the generational history of each strain, related weaning information, and other key genetic data. File contains pedigree registration forms, registration history records, pedigree documentation which may be provided by animal suppliers, necropsy records, weight records, breeding performance history, and quarantine records.	50 yrs		Destroy
21154-0005	Animal Welfare Documents - Records of Disposition of Laboratory Animals Records of disposition of laboratory animals required by the US Department of Agriculture.	5 yrs		Destroy
21155-0000	Patent and Invention Licensing			
21155-0001	Patent and Licensing – Experimental and Statistical Data File of patient experimental and statistical data which includes logs or notebooks with recorded patient observations and data used as evidence for establishing medical patents or inventions rights	10 yrs after expiration of patent or license		Destroy
21155-0002	Patent and Licensing – Invention Report Employee invention reports on which patent application will or will not be filed.	10 years		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 28 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
21155-0003	Patent and Licensing – Null Patent Abandoned or withdrawn patent file.	10 yrs after abandonment or withdrawal		Destroy
21155-0004	Patent and Licensing - Employee Invention Patent Application File File containing copies of patent applications, drawings, evaluations, Notice of Availability for Publication and Licensing, Summary of Invention Data, published articles, progress/ utilization reports and related documentation.	10 yrs after expiration of patent		Destroy
21155-0005	Patent and Licensing - Patent License Agreement (Domestic and Foreign, Exclusive and Non-Exclusive) Patent and License file for domestic and foreign, exclusive and non-exclusive invention license agreements. File contains but is not limited to: license agreement, correspondence, progress reports, royalty reports, negotiations, inquiries, and non patent-related biological material.	10 yrs after expiration of patent or license		Destroy
21156-0000	NJ State Research Subject Quality Assurance Investigative Case File National Institute of Health (NIH) Quality assurance investigation file pertaining to research subjects assuring that grantee and contractor institutions are following federal or state policy for protection of research subjects and to respond to questions about the policy. File contains: Quality Assurance Problem Identification Log, Quality Assurance Compliance, Quality Investigation - National Institute of Health (NIH) Compliance Unit, Quality Oversight: Investigational Reports of Compliance, oversight investigations, site visits, and supporting documentation. (NIH)			
21156-0001	NJ State Research Subject Quality Assurance Investigative Case File National Institute of Health (NIH) - No Litigation (Original)	7 yrs after final payment		Destroy
21156-0002	NJ State Research Subject Quality Assurance Investigative Case File National Institute of Health (NIH) - With Litigation (Original)	20 yrs after final settlement		Destroy
21156-0003	NJ State Research Subject Quality Assurance Investigative Case File National Institute of Health (NIH) - No Litigation (Copy)	3 yrs after final payment		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 29 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
21156-0004	NJ State Research Subject Quality Assurance Investigative Case File National Institute of Health (NIH) - With Litigation (Copy)	3 yrs after final settlement		Destroy
21157-0000	Environmental Impact Review Environmental Impact study created in compliance with Federal, State, County, and Municipal Regulations for facility usage, construction, refurbishment, and waste management planning.	30 yrs		Destroy
21158-0000	Chemical/ Waste Management File			
21158-0001	Chemical/ Waste Management File File includes minutes, management documents, manifest, annual reports, permits and supporting documentation created in compliance with the Resource Recovery and Reclamation Act of 1976 and related laws and regulations	30 yrs		Destroy
21158-0002	Chemical/ Waste Management File - Correspondence File File includes correspondence, inspections, pickup and log reports, worker/ personnel training records.	5 years		Destroy
21159-0000	BioSafety Agents and Toxins User File			
21159-0001	BioSafety Agents and Toxins User File - Authorization and Incident Reports	30 yrs		Destroy
21159-0002	BioSafety Agents and Toxins User File - Cabinet Testing Records File contains routine inspections records related to possession, use, and transfer of select agents and toxins.	5 years		Destroy
21160-0000	Registries File Reports that are prepared and submitted as part of a Registry and as a central system for data collection and maintenance for detailed information about a particular issue such as, stem cell, trauma or tumor registry. File contains: technical reports; quarterly, semi-annual/ annual reports, and final reports; and project summaries.			
21160-0001	Registries File - Final Report	Permanent		Permanent

RECORDS RETENTION AND DISPOSITION SCHEDULE	AGENCY # S462000	SCHEDULE # 001	PAGE # 30 OF 30
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RECORDS SERIES #	RECORD TITLE & DESCRIPTION	RETAIN IN		DISPOSITION
		AGENCY	SRC OR CRC	
21160-0002	Registries File - Work papers	20 yrs		Destroy
21161-0000	Research Misconduct File Records involved in proceedings, reviewed by the Hospital's Research Compliance Group, related to an allegation of research misconduct. Findings are substantiated in the meeting Minutes.	7 years after completion of proceeding		Destroy