



Records Retention Schedule

Department: Health Care Services Division
Agency: LSUHSC

Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
Property Control				
Movable property	2	3	CY +4	Administrative Decision
Property Appraisals	2	3	CY +4	Administrative Decision
Bldgs/Additions Cost	2	Permanent	Permanent	Administrative Decision
Safety				
Disaster Recovery Plan	x		CY + 3	LA R.S. 44:36
Safety Inspections	x		CY +3	Administrative Decision
Procedural Incident Reports	x		CY +3	Administrative Decision
Security				
Security Disturbances	x		Cy +3 years	LA R.S. 44:36
Patient Personal Property	x		3 years after discharge	LA R.S. 44:36
Abandoned Property Records	x		10 yrs	LA R.S. 9:173
Maintenance				
Construction Project Plans	x		10 years	Administrative Decision
Maintenance Records	x		CY + 3	Administrative Decision
Motor Vehicle Maint records	x		Until surplused	Administrative Decision
Maintenance of Equip	x		Until surplused	Administrative Decision
Property Appraisals	x		CY +4	Administrative Decision
Repair Records	x		CY + 3	Administrative Decision
Research Records				
Human Experiment Records	x		30 years Beyond Experiment	LAC 46:LIII.2551
Medical Research	x		10 Years	
Patient Medical Record				
Adult	x		10 Years	RS 40:34
Infant/Child	x		10 + age of majority	
Birth Record	x		Permanent	
Death Record	x		Permanent	
Administration				
Annual Reports	x		CY + 3	LA R.S. 44:36
Policies and Procedures	x		10 yrs ¹	Medicare and Medicaid Guide (PRM-I, §2304.1 ¶ 6420.85;45 CFR 413.20; 45 CFR 413.24; Health Insurance Manual 10 Section 413.04 ¹
Minutes of Board of Supervisors, Board of Directors, Executive Committee, Medical Staff	x		Life of Hospital	La. R.S. 44:7
Unresolved audit, appeal & litigation ²	x		3 yrs from the date of resolution	La. R.S. 40:2144(F)(2)
Record Retention Schedule	x		Active + 3 yrs	La. R.S. 40:1299.96; La. R.S. 37:2817 LA R.S. 44:36

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Finance				
Accounts Payable Records	2	2	CY + 3	La. R. S. 44:36
Accounts Receivable Records	2	2	CY + 3	La. R. S. 44:36
Audit Reports	x		CY + 3	LA R.S. 44:36
Bank Account Statements	2	2	CY + 3	La. R. S. 44:36
Bank Deposit Receipts	2	2	CY + 3	La. R. S. 44:36
Bonds	2	8	10 yrs	Administrative Decision
Budgets			CY + 3	La. R. S. 44:36
Canceled Checks	2	2	CY + 3	La. R. S. 44:36
Canceled Notes	2	8	10 yrs	Administrative Decision
Capital Asset Records	x		3 yrs from full depreciation	
Cash Disbursements	2	2	CY + 3	La. R. S. 44:36
Cash Receipts	2	2	CY + 3	La. R. S. 44:36
Chart of Accounts	2	8	10 yrs	Footnote 1
Contracts	x		Contract end + 10 yrs	Civil Code
Credit Card Records	2	2	CY + 3	La. R. S. 44:36
Depreciation Schedules	x		10 yrs	Administrative Decision
Federal State and Private Financial Awards	2	2	CY + 3	34 CFR 74.53; 45 CFR 2543.53 45 CFR 74.53; La. R. S. 44:36
Financial Statements	2	8	10 yrs	Administrative Decision
Inventory	x		CY + 3	La. R. S. 44:36
Invoices	2	2	CY + 3	La. R. S. 44:36
Journal Vouchers	2	2	CY + 3	La. R. S. 44:36
Organizational Charts	x		CY + 3	La. R. S. 44:36
Payroll	x		CY + 3	La. R. S. 44:36
Petty Cash Records	2	2	CY + 3	La. R. S. 44:36
Purchase Orders	x		CY + 3	La. R. S. 44:36
Purchase Requisitions	x		CY + 3	La. R. S. 44:36
Sales Receipts	2	2	CY + 3	La. R. S. 44:36
Travel Authorizations	x		CY + 3	La. R. S. 44:36
Travel Expense Requests	2	2	CY + 3	La. R. S. 44:36
Unemployment Insurance Payments	x		CY + 3	La. R. S. 44:36
Wire Transfers	2	2	CY + 3	La. R. S. 44:36
Workers Compensation Insurance	x		CY + 3	La. R. S. 44:36
Medicaid/Medicare/UCC				
Billing Material HCFA 1450 and supporting documents			10 yrs ¹	Footnote 1
Cost Report support documents			10 yrs ¹	Footnote 1
Medical Records (utilization review committee reports, physician certifications, discharge summaries, patients' medical records, etc.)			10 yrs ¹	Footnote 1
Hospital Physician Materials (agreements upon which Part A-Part B allocations are made)			10 yrs ¹	Footnote 1
Medicare & Medicaid claims and supporting documentation including nursing education records			10 yrs ¹	U.S. Dept of Justice Medicare Hospital Manual Section 480

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Human Resources				
Accident/Injury Reports	x		5 years	29 CFR 1904.3
Affirmative Action Plan	x		Active + 10 years	Liability concerns
Applications	x		CY + 3	La. R.S. 44:36
Bi-Weekly Payroll Reports	x		CY + 3	La. R. S. 44:36
Civil Service Certificates of Eligibility	x		Active + 3 yrs	La. R.S. 44:36
Civil Service SF-9's	x		Active + 3 yrs	La. R.S. 44:36
Correspondence	x		CY + 3	La. R.S. 44:36
Criminal Background Checks	x		CY + 3	La. R.S. 44:36
Drug Test Results	x		CY + 3	La. R.S. 44:36
EEO Reports	x		CY + 3	La. R.S. 44:36
Employee Benefits Records	x		CY + 3	29 CFR 1627.3 LA R.S. 44:36
Employee Grievances	x		CY + 3	29 CFR 1627.3 LA R.S. 44:36
Employee Manuals	x		Active + 10 years	Liability concerns 29 CFR 1627.3
Employee Medical Records	x		CY + 3	LA R.S. 44:36
Employee Payroll Files	x		Active + 8	
Employee Personnel Files	x		CY + 3	29 CFR 1627.3 LA R.S. 44:36
Hazard Communication Records	x		CY + 30 yrs	29 CFR 1910.20; 29 CFR 1910.1001
Hazardous Exposure Records including medical records	x		CY + 30 yrs	29 CFR 1910.20; 29 CFR 1910.1001
IRS Records (W-2, W-9, W-4, 1099, 940, 941, Payroll deduction authorization)	x		Active + 3	26 CFR 301.6501(E)-1
Job Descriptions	x		Active + 10 years	Liability concerns 29 CFR 1627.3
Layoff Records	x		CY + 3	LA R.S. 44:36
Leave Registers & Worksheets	x		CY + 3	La. R. S. 44:36
Material Safety Data Sheets	x		CY + 30 yrs	29 CFR 1910.20; 29 CFR 1910.1001
Monthly Payroll Registers	x		CY + 3	La. R. S. 44:36
Occupational Injury and Illness Annual Summary	x		CY + 5 yrs	29 CFR 1904.6
Pay Scales	x		CY + 3	29 CFR 1627.3 LA R.S. 44:36
Payroll Correspondence	x		CY + 3	La. R. S. 44:36
Payroll Payables & Invoices	x		CY + 3	La. R. S. 44:36
Performance Standards	x		Active + 10 years	Liability concerns
PPR Records	x		CY + 3	La. R.S. 44:36
Prior Pay Period Adjustments	x		CY + 3	La. R. S. 44:36
Promotion Records	x		CY + 3	29 CFR 1627.3 LA R.S. 44:36
Retirement Records	x		CY + 3	29 CFR 1627.3 LA R.S. 44:36
Salary Records	x		CY + 3	29 CFR 1627.3 LA R.S. 44:36
Temporary Employee Records	x		CY + 3	29 CFR 1627.3 LA R.S. 44:36
Time and Attendance Records	x		CY + 3	La. R. S. 44:36
Training Materials	x		CY + 3	La. R.S. 44:36

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Transfer Records	x		CY + 3	29 CFR 1627.3 LA R.S. 44:36
Vacancy Announcements	x		CY + 3	La. R.S. 44:36
Worker's Comp Records	x		Active + 3 yrs	
HIPAA				
Authorization for Release of Protected Health Information (HIPAA 7501-03)	x		6 years	45 CFR Parts 160 & 164
Request for Access to Protected Health Information (HIPAA 4503-03)	x		6 years	45 CFR Parts 160 & 164
Restricting Uses & Disclosures of Protected Health Information: Patient Request, Facility Response & Revoking or Terminating Restriction (HIPAA 7504-03)	x		6 years	45 CFR Parts 160 & 164
Permission to Use & Disclose Protected Health Information (HIPAA 7505-03)	x		6 years	45 CFR Parts 160 & 164
Request to Receive Confidential Information by Alternative Means or at Alternative Location (HIPAA 7506-03 & 7521-03)			6 years	45 CFR Parts 160 & 164
Accounting of Disclosures of Protected Health Information	x		6 years	45 CFR Parts 160 & 164
Tracking Form for Disclosure of Protected Health Information (HIPAA 7507-03 & 7525-03)	x		6 years	45 CFR Parts 160 & 164
Request for Amendment to Protected Health Information & Related Correspondence: Notification of Approval, Notification of Delay in Decision, Notification of Denial, Notification to other Entities (HIPAA 7508-03)	x		6 years	45 CFR Parts 160 & 164
Limited Data Set Request & Data Use Agreement (HIPAA 7509-03)	x		6 years	45 CFR Parts 160 & 164
Business Associate Agreements (HIPAA 7510-03)	x		6 years	45 CFR Parts 160 & 164
Request for De-identified Information (HIPAA 7511-03)	x		6 years	45 CFR Parts 160 & 164
Acknowledgement of Receipt of Notice of Privacy Practices (HIPAA 7515-03)	x		6 years	45 CFR Parts 160 & 164
Authorization for Use and Disclosure of Protected Health Information for Marketing Purposes (HIPAA 7517-03)	x		6 years	45 CFR Parts 160 & 164
Verification of Treatment Relationship by Health Care Provider-Individual or Entity (211408-1)	x		6 years	45 CFR Parts 160 & 164

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Medical Staff				
Minutes of Meetings:				
Medical Executive Committee	x		Life of Hospital	LA R.S. 44:7
Medical Staff	x		Life of Hospital	
Utilization Management				
Patient Management System Reports: ADT, 1 Day Stay, etc.	x		1 year	Administrative Decision
Case Review Records	x		2 years	Administrative Decision
Correspondence with Payers	x		2 years	Administrative Decision
Quality Management				
Departmental Meeting Minutes	x		Life of Hospital	Administrative Decision
Surgical Case Review	x		7 years	Administrative Decision
Medicare Mortality Report	x		Life of Hospital	Administrative Decision
UR/DRG Review Worksheets	x		10 years	Medicare & Medicaid Guide (PRM-I, 2304.1 P 6420385)
JCAHO Survey Reports	x		Life of Hospital	Administrative Decision
Ethics & Compliance				
Committee Meetings Minutes	x		Life of Hospital	Footnote 1
Ethics & Compliance Policy Development Committee Meetings Minutes	x		Life of Hospital	
Facility Ethics & Compliance	x		Life of Hospital	
Compliance				
Audits-External	x		Active +5	Administrative Decision
Audits-Internal	x		Active +5	Administrative Decision
Investigation-Documentation	x		Active +10	Administrative Decision
General Correspondence	x		Active +3	Administrative Decision
Correspondence with OIG	x		Active +3	Administrative Decision
Correspondence with Ethics and Compliance Officers	x		Current Yr +4	Administrative Decision
Training Materials	x		Active +4	Administrative Decision
Training Programs	x		Active +4	Administrative Decision
Newsletters/Bulletins	x		Current Yr +1	Administrative Decision
Compliance Officer Designation Form	x		Until Current Officer is Replaced	Administrative Decision
Quarterly Reports	x		Current Yr +4	Administrative Decision
Reference Files	x		Administrative Decision	Administrative Decision
Dietary/Nutritional Services				
Menus	x		Current Yr +3	LA R.S. 44:36
Inspection Reports	x		Current Yr +3	LA R.S. 44:36
Dietary Recipe Records	x		Active File	Administrative Decision
Dietician Counseling Summaries	x		2 Years	Administrative Decision
Food Costs	x		Current Yr +5	Administrative Decision
Meal Counts	x		Current Yr +3	Administrative Decision

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Pharmacy				
Controlled Substances Inventory and Orders	x		5 years CY + 3 years from date of dispensing	LAC 46:LIII.2525; LAC 46:LIII2545; LAC 46:LIII.2901-2903; 21 CFR 1304.04(a)
Alcohol (Tax Free Inventory) Controlled Substances Dispensed and Administered	x		5 years	LAC 46:LII.2525; 27 CFR 22.164
Methodone Records	x		5 years	LAC 46:LIII2525; LAC 46:LII2901-2903; 21 CFR LAC 46:LII: 1.2525; LAC 46:2545; LAC 46:LII2901-2903; 21 CFR 291.505 (d)(13)(ii); 21CFR 310.505 I. 2525; LAC 46:
Prescriptions	x		5 years	LAC 46LIII 2525; LAC 46:LIII 2901-2903; 21CFR 1304.04 (h)
Patient Profile	x		5 years	LAC 46:LIII2525; LAC 46:LIII.2901-2903
Inspection Reports	x		CY +3years	LAC 46:LIII.2529
Recall Records	x		CY +3years	LAC 46: LIII.2531
Radioactive Drugs	x		5 Years	LAC 46:LIII1907, LAC 46:2901-2903
Pharmacy Register	x		5 Years after date of dispensing	LAC 46:LIII 2911
Blood Bank				
Adverse Reactions to Transfusions	x		5 Years after Processing or 6 months after the latest expiration date, if no expiration date: permanently	21 CFR 606.160 AABB 7.4.2; 7.4.33; 7.4.4.1
General Records	x		5 Years after Processing or 6 months after the latest expiration date, if no expiration date: permanently	21 CFR 606.160
Blood Donor Records	x		CFR 5 years after Processing or 6 months after the latest expiration date, if no expiration date: permanently AABB 10 years	21 CFR 606.160 AABB 5.2.1; 5.4.2; 5.4.3.1; 5.2; 5.81; 5.82
ABO and RH Types	x		5 Years after Processing or 6 months after the latest expiration date, if no expiration date: permanently	21 CFR 606.160 AABB 5.13.1
Quality Control	x		5 Years	21CFR 606.160 AABB 5.1.3
Blood Test Results	x		5 Years after Processing	21 CFR 606.160 AABB 5.14.1
Final Disposition of Blood and Components	x		CFR 5 years AABB 10 years	21 CFR 606.160 AABB 5.1.6.5
Refrigeration and Blood Inspection Records	x		5 Years	21CRF 606.160 AABB5.18
Transfusion Request Records	x		5 Years	21 CRF 606.160 AABB5.18.4.5
Laboratory, Therapy, and Imaging				
Echocardiogram Tracings-				
Minors	x		Age of Majority + 10 years	RS:40:2114; RS: 40:1229.96
Adults	x		10 years after discharge	RS:40:2114; RS: 40:1229.96
Electrocardiogram Tracings				
Minors	x		Age of Majority + 10 years	RS:40:2114; RS: 40:1229.96
Adults	x		10 years after discharge	RS:40:2114; RS: 40:1229.96

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Electroencephalogram Tracings				
Minors	x		Age of Majority + 10 years	RS:40:2114; RS: 40:1229.96
Adults	x		10 years after discharge	RS:40:2114; RS: 40:1229.96
Electromyograms				
Minors	x		Age of Majority + 10 years	RS:40:2114; RS: 40:1229.96
Adults	x		10 years after discharge	RS:40:2114; RS: 40:1229.96
Radioisotopes	x		5 years	10 CFR 30.51
Laboratory Test Requisitions	x		2 years	42 CFR 493.1105
Therapy Treatment Records				
Minors (not duplicated in patient records)	x		Age of majority + 10 years	RS 40:2114; RS 40: 1299.96
Adults (not duplicated in patient records)	x		10 years after discharge	RS 40:2114; RS 40: 1299.96
Final Test Reports-Pathology/ Histology/ Cytology	x		10 years after Date of Reporting	42 CFR 493.1109; 42 CFR 493.1257
Patient Testing Reports - Immunohematology, Histocompatibility	x		5 years	42 CFR 493.1109
Laboratory Reports- Complete Reports documenting each step in the processing, testing, and reporting of patient specimens to assure the accuracy of the testing	x		5 years	42 CFR 439.1109
Bone Marrow Test Reports				
Minors	x		Age of majority + 10 years	RS 40:2114; RS 40: 1299.96
Adults	x		10 years after discharge	RS 40:2114; RS 40: 1299.96
Requests for tests	x		2 years	42 CFR 493:1105
Test Procedures-Errors	x		2 years	42 CFR 493.1219(d)(3)
Wet Tissue	x		7 days after sign out	42CFR 493.1259(b)
Paraffin Blocks	x		2 years	42CFR 493.1259(b)
Slides	x		5 years	42CFR 493.1259
Histopathology Slides	x		10 years	42CFR 493.1259(b)
Screening Procedures	x			
Minors	x		Age of majority + 10 years	RS 40: 2144; RS 40:1299.96
Adults	x		10 years after discharge	RS 40: 2144; RS 40:1299.96
HIV Test results (anonymous)	x		2 years after date of reporting	42 CFR 493:1109
HIV Test results	x			
Minors	x		Age of majority + 10 years	RS 40: 2144; RS 40:1299.96
Adults	x		10 years after discharge	RS 40: 2144; RS 40:1299.96
Performance Records	x		5 Years	42 CFR 493.903
Radiation Protection Program				
Radiation Equipment Minor Maintenance	x		CY +3 years	LAC 33:XV.472
Testing (Sealed Sources)	x		5 years	LAC 33:XV.473
Testing (Entry Control Devices)	x		CY + 3 years	LAC 33:XV.473

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Records	x		CY + 3 years after termination/expiration of license	LAC 33:XV.473
Credential License and Certification Records	x		7 years after separation/termination of employment	LAC 46:LXVI.1213
Planned Special Exposure	x		CY + 3 years after Termination	LAC 33:XV.472; LAC 33.SV.475
Environmental Exposure	x		1 year after termination of expiration of license	LAC 33:XV.472
Radiation Monitoring Records (human exposure)	x		1 year after termination/expiration of license	LAC 33:XV.472
Radiation Detection Instrumentation	x		3 years	LAC 33:XV.472
Radiation Monitoring Records (Radioactive Materials)	x		3 years	LAC 33:XV.472
Radiology Surveys Records	x		3 years	LAC 33:XV.472
Mammograms	x		3 years	RS 40:2144; RS 40: 1299.6

NOTES:

- 1 Medicare and Medicaid Guide (PRM-I, §2304.1 ¶ 6420.85; 45 CFR 413.20; 45 CFR 413.24; Health Insurance Manual 10 Section 413.01 requires retention of 7 years after the later of date cost report is filed or date of service, plus 3 additional years if disputed.
- 2 Any and all records involved in an audit, appeal, dispute, or litigation must be retained for 3 years from the date of resolution unless a longer retention is required by law, regulation or policy for the specific record.
- 3 This Record Retention Schedule serves as a template for all HCSD Hospitals and Headquarters. Each Business Unit may submit an amended plan to move records from "In Office" to "Records Center" according to individual Business Unit needs. Any location other than Records Center is considered "In Office."

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