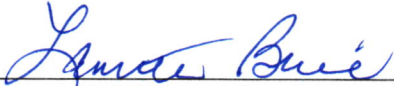


**LSU HEALTH CARE SERVICES DIVISION
BATON ROUGE, LOUISIANA**

POLICY NUMBER: 0516-18
CATEGORY: Administrative Services
CONTENT: HCSD Record Retention
EFFECTIVE DATE: Issued: June 15, 2004
Revised: April 25, 2006
Reviewed: February 26, 2008
Reviewed: October 1, 2010
Reviewed: July 27, 2012
Reviewed: July 23, 2013
Revised: February 28, 2014
Revised: August 24, 2015
Revised: January 18, 2017
Reviewed: December 18, 2018

INQUIRIES TO: Lanette Buie, Deputy CEO
LSU Health Care Services Division
Post Office Box 91308
Baton Rouge, LA 70821-1308
Telephone: 225-354-7008 Facsimile: 225-354-4953



Deputy Chief Executive Officer
LSU Health Care Services Division

12/19/18

Date



Executive Project Manager
LSU Health Care Services Division

12/18/18

Date

I. Purpose, Reference and Responsibility

A. Purpose

The purpose of this policy is to establish guidelines and procedures for the retention of Public records.

B. References

(See Attachment A)

Responsibility

Exhibit A, "Document Retention Schedule," identifies the appropriate Sections responsible for maintaining and archiving the source documents covered by this policy. Each Section identified in Exhibit A is responsible for complying with and enforcing the following policies and procedures.

II. Applicability and Definitions

A. Applicability

This policy applies to all Public records in the administrative office and Lallie Kemp Regional Medical Center. The period of time noted in the column entitled "Destroy After" on the Records Retention Schedule shall not be modified; however the hospital administrator or his designee may request a modification in the period of time listed in the columns entitled "In Office" and "Records Center", provided the total period of time a record is retained is not reduced lower than the amount in the "Destroy After" column. In any event, the "In Office" column and the "Records Center" column must add up to equal the total listed in the "Destroy After" column.

The facility revisions to Exhibit A **must** be routed to Medical Records-Administrative Office for approval prior to implementation. The revised Records Retention Schedule will be submitted to the HCSD Executive Project Manager, for review, and preparation of the necessary forms to be submitted to the Secretary of State. All required forms will be submitted to the LSU HCSD Deputy CEO for review, signature and submittal to the Louisiana Secretary of State's Office.

Issued: June 15, 2004
Revised: April 25, 2006
Reviewed: February 26, 2008
Reviewed and Revised: October 1, 2010
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Policy 1506-18
Page 1506-18.2

III. Policy

A. General

This policy addresses retention of Public records as required for external and internal review. The policy requirements, rules, and regulations vary between the many entities that provide financial resources to LSU HCSD. This policy takes all of the varying requirements into consideration in order to make certain that records are retained for archive and audit purposes.

B. Departmental Records Retention Responsibilities

Departments are responsible for maintaining supporting documentation for records initiated by the department. Attachment A identifies the following documents as being the responsibility of the respective departments: (see attached, Attachment A)

C. Exception to Retention Period

The only exceptions to the above retention periods are as follows:

If any litigation, claim, or audit is started before the expiration of the required retention period, the records shall be retained for four years following resolution and final action on any litigation, claims or audit findings involving the records.

When records are transferred to or maintained by a different Federal or State agency, the record retention and compliance of the policy regarding records retention is the responsibility of that agency.

D. Access to Records

A Federal awarding agency, the Inspector General, Comptroller General of the United States, or any of their duly authorized representatives, state auditors, internal auditors, and other sponsored program representatives as specified in written agreement have the right of timely and unrestricted access to any pertinent records of the HCSD in order to conduct audits, examinations, excerpts, transcripts and copies of such documents.

This right also includes timely and reasonable access to HCSD personnel for the purpose of interview and discussions related to such documents. The rights of access in this paragraph are not limited to the required retention period, but shall last as long as records are retained.

Pursuant to and in compliance with HIPPA guidelines, any request to review records that might compromise patient confidentiality must be made in writing to the Deputy CEO and or his/her designee for review and approval prior to the records being made available.

E. Limits on Public Access

Unless required by statute, no Federal awarding agency shall place restrictions on the HCSD that limit public access to the records of the HCSD that are pertinent to a sponsored program, except when the Federal awarding agency can demonstrate that such records shall be kept confidential and would have been exempted from disclosure pursuant to the Freedom of Information Act (5 U.S.C. 552) if the records had belonged to the Federal awarding agency.

F. Disposal of Records After The End of The Retention Period

The respective Section as noted in Exhibit A of this policy, and or its designee, will have the responsibility of disposing of the records that are no longer required for retention or access as soon as possible after the expiration of the retention period.

G. Content

The content of a system-wide standard or best practices shall be, at a minimum, as specified in the sections above.

H. Assessment

The LSU HCSD Deputy CEO shall annually confirm that all reporting requirements, guidelines, rules, regulations, time delays for record retention as outlined in this document have been met.

I. Implementation

This policy becomes effective upon the approval and signature of the Deputy CEO of the LSU HCSD. Subsequent revisions to this policy shall become effective on the date the policy or revised policies are approved by the Deputy Chief Executive Officer of LSU HCSD and/or his or her designee.

J. Responsibility

It shall be the responsibility of each Departmental Director and Hospital administrator and/or his or her designee to adhere to the procedures set forth in this policy.

Issued: June 15, 2004
Revised: April 25, 2006
Reviewed: February 26, 2008
Reviewed and Revised: October 1, 2010
Reviewed: July 27, 2012
Reviewed: July 23, 2013
Revised: February 28, 2014
Revised: August 24, 2015
Revised: January 18, 2017
Reviewed: December 18, 2018

Policy 1506-18
Page 1506-18.4



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) La. R.S. 40:1299.96; La. R.S. 37:2817
Record Retention Schedule	x		Active + 3 yrs	LA R.S. 44:36

Approval: *Janita Bui*
Date: *12/19/18* Agency: *HCSO*
Date: Secretary of State, Archives and Records Services
Unsigned Schedules will be Returned to Agency



Records Retention Schedule

Department: Health Care Services Division
Agency: LSUHSC

Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
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

Approval: *Jamie Ruiz*
Date: *12/19/18* Agency: *HASD*
Date: _____ Secretary of State, Archives and Records Services
Unsigned Schedules will be Returned to Agency



Records Retention Schedule

Department: Health Care Services Division
Agency: LSUHSC

Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
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
Employee Medical Records	x		CY + 3	29 CFR 1627.3 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
Layoff Records	x		CY + 3	29 CFR 1627.3 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

Approval: *[Signature]*
Date: *12/19/18* Agency: *HCSO*
Date: Secretary of State, Archives and Records Services

Unsigned Schedules will be Returned to Agency



Records Retention Schedule

Department: Health Care Services Division
Agency: LSUHSC

Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
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

Approval: *[Signature]*
Date: *12/19/18* Agency: *HCSO*
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Records Retention Schedule

Department: Health Care Services Division
Agency: LSUHSC

Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
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

Approval: *[Signature]*
Date: 12/19/18 Agency: HCSO
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Records Retention Schedule

Department: Health Care Services Division
Agency: LSUHSC

Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
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)	x			LAC 46:LII.2525; 27 CFR 22.164
Controlled Substances Dispensed and Administered	x		5 years	LAC 46:LIII2525; LAC 46:LII2901-2903; 21 CFR
Methodone Records	x		5 years	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

Approval: *[Signature]*
Date: *12/19/18* Agency: *[Signature]*
Date: Secretary of State, Archives and Records Services

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Records Retention Schedule

Department: Health Care Services Division
Agency: LSUHSC

Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
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 - Immunohematoloty, 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

Approval: *Janice Bui*
Date: *12/19/18* Agency: *HCSO*
Date: Secretary of State, Archives and Records Services
Unsigned Schedules will be Returned to Agency



Records Retention Schedule

Department: Health Care Services Division
Agency: LSUHSC

Series Title	In Office	Records Center	Destroy After	Disposition and Remarks
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."

Approval: *Janice Bowie*
Date: *12/19/08* Agency: *HCSD*
Date: _____ Secretary of State, Archives and Records Services
Unsigned Schedules will be Returned to Agency