

CHAPTER 19

Retention of Patient Unit Health Records

I. POLICY

Health Record Services (HRS) shall retain the UHR for the legal retention period and for the period of time established by the Department Records Coordinator, Business Services Section. The UHR shall be retained for the duration of the patient's stay. The UHR shall be transferred with the patient as he/she moves within the California Department of Corrections (CDC) system. The UHR shall not be destroyed except by authorized individuals at the archival storage center. The institution shall maintain all secondary records for the period established by the Department Records Coordinator, Business Services Section.

HRS shall ensure that previous health records existing at the Parole Regions or the Archive Center shall be made available to health care providers promptly. Upon receipt, the recalled records shall be combined into the UHR.

II. PROCEDURES

A. Health record staff shall:

1. Retain as active all health-related information and records until the patient's discharge from CDC, transfer to another institution, or death.
2. Transfer active records with the patient to another CDC institution. Follow policy, "Transfer Within CDC Institution-to-Institution."
3. Transfer records of patient parolees on the 6th business day to the Institution Case Records Office for forwarding with the C-File to the appropriate Parole Region.
4. Transfer records of patients discharged from CDC on the 6th business day to the Institution Case Records Office for forwarding with the C-File to the Archives Center.
5. Transfer records retrieved from the centralized filing system during a purge immediately to the retaining institution.
6. Maintain the records of patients who have expired at the institution for ten (10) years. Health record staff shall maintain a control log of death records (death register). At the end of the ten (10) years, health record staff shall destroy the records.
7. Maintain secondary health related files, logs and registers as follows:
 - a. Annual reports to Governmental Agencies, Permanent
 - b. Original inpatient records, seven (7) years from date of last encounter between the patient and CDC (licensed facilities only)
 - c. Birth Certificates, permanent
 - d. Death Certificates, permanent
 - e. Arrival and transfer logs, two (2) years

- f. Correspondence Logs, Patient Access Log, ten (10) years
- g. Minutes of departmental meetings, two (2) years
- h. Disease and procedure indexes, 25 years
- i. Patient index (inpatient), permanent
- j. Policy and procedure manuals (outdated), six (6) years