

FORM RM-1  
REV. 2/75

DEPARTMENT OF GENERAL SERVICE  
Records Management Division

SCHEDULE NO. **618**

PAGE NO.

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

SPRING GROVE HOSPITAL CENTER

AGENCY

DIVISION

Item No.	Description	Retention
1	<p><b>PATIENT AND EMPLOYEE X-RAYS</b></p> <p>These files are composed of x-ray negatives prepared and filed by the hospital for current and separated patients and employees. The majority of these files are chest x-rays, but also included are x-rays of other parts of the body as required by the illness or injury. Each individual x-ray file may contain one or more x-rays covering a period of years as well as reports and diagnoses. The cover of each file gives the name of the person (employee or patient), case numbers for patients, dates of the x-rays, and the parts of the body x-rayed.</p>	<p>RETAIN FOR FIVE (5) YEARS AFTER DATE OF X-RAY, THEN DESTROY.</p> <p>THE EXCEPTION TO THE ABOVE RETENTION SCHEDULE WILL BE THOSE X-RAYS SPECIFICALLY MARKED FOR RETENTION BY THE RADIOLOGIST AND WILL BE RETAINED UNTIL RELEASED FOR DESTRUCTION BY THE RADIOLOGIST.</p> <p>X-RAYS OF JUVENILES (UNDER TWENTY-ONE (21) YEARS OF AGE) SHALL BE RETAINED UNTIL THE JUVENILE REACHES MAJORITY AGE (21), AND FOR FIVE (5) YEARS THEREAFTER, THEN DESTROY.</p>

Schedule approved by Department, Agency or Division Representative

*[Signature]*  
Signature

Superintendent  
Title

6/4/75  
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

6-23-75  
Date

*[Signature]*  
Archivist

7/2/75  
Date

*[Signature]*  
Secretary