<table>
<thead>
<tr>
<th>Item No.</th>
<th>Description</th>
<th>Retention</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PATIENT AND EMPLOYEE X-RAYS</td>
<td>RETAIN FOR FIVE (5) YEARS AFTER DATE OF X-RAY, THEN DESTROY. 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. 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.</td>
</tr>
</tbody>
</table>

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.

Schedule approved by Department, Agency or Division Representative

Superintendent

Signature

Title

Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Date

Signature

Title

Date