

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH AND MENTAL HYGIENE

DEER'S HEAD CENTER

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p>PATIENT AND EMPLOYEE X-RAYS</p> <p>These files are composed of x-ray negatives prepared and filed by the hospital for current and separated patients and employees. Some 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 x-rays, and the parts of the body x-rayed.</p>	<p>RETAIN FOR FIVE (5) YEARS AFTER THE DATE OF THE LAST USAGE OF THE X-RAY, THEN DESTROY.</p>

Schedule Approved by Department, Agency, or Division Representative

6/24/80

*[Signature]*  
Director

Schedule Authorized by Hall of Records Commission

10/23/80

*[Signature]*  
State Archivist

9/23/80  
9-24-80

*[Signature]*  
Dept Head, Pathology