

RECORDS RETENTION AND DISPOSAL SCHEDULE

**DEPARTMENT OF HEALTH AND MENTAL HYGIENE
DHMH RESIDENTIAL FACILITIES**

THIS SCHEDULE SUPERSEDES SCHEDULES 1421, 1421A, AND 1660.

	DESCRIPTION	RETENTION
1	<p>Residents Master Records Series includes the resident's identification data, authority for admission, personal effects inventory, legal and administrative documents, psychological and medical records, consultation reports, education records, disciplinary notes, authorizations and consents, correspondence, includes both paper and electronic formats. See item 5 for financial records.</p> <p>Medical records in this records series must be maintained in the original format unless otherwise noted.</p>	<p>1a. Adult Residents - Retain for six (6) years after discharge and until all audit requirements are met, then destroy, unless categories below apply.</p> <p>1b. Children /adolescent Residents-Retain for six (6) years after discharge, or until resident is twenty-one (21), whichever is longer, and until all audit requirements are met, then destroy unless category below applies.</p> <p>1c. "Regulation D" Clients- medical records of clients in observation who are discharged or released before a hearing. Retain records for six (6) years or until individual is 21, whichever is longer and until all audit requirements are met, then destroy.</p> <p>Note: Medical records may be scanned or microfilmed six (6) years after resident is discharged. After copy verification, original paper records may be destroyed.</p>
2	<p>RESIDENTS MASTER INDEX (Card) includes resident name, address, birth date, resident ID number, admission and discharge dates, parent/guardian, etc.</p>	<p>2. Retain permanently. Transfer periodically to State Archives.</p>
3	<p>DEATH/DISCHARGE SUMMARY includes reason for admission, history, physical exam, significant findings, procedures performed, services rendered, progress during residency, discharge notes, condition on discharge, autopsy report, cause of death, and death certificate, as appropriate.</p>	<p>3. Retain permanently. Transfer periodically to State Archives.</p>
<p>APPROVED:(DHMH Official) DATE: MAY 24 2005</p> <p>SIGNATURE: <i>Michele Gourdine, M.D.</i> Michele Gourdine, M.D., Deputy Secretary-Public Health Services</p>		<p>AUTHORIZED:(State Archives) DATE: JUL 11 2005</p> <p>SIGNATURE: <i>Edward C. Papenfuss Jr.</i> Edward C Papenfuss Jr, Maryland State Archivist</p>

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4	<p>INCIDENT REPORTS ON RESIDENTS - Accidents, altercations, allegations of abuse, unexplained injuries, etc.</p>	<p>4. Retain six (6) years after discharge or until resident is twenty-one (21), whichever is greater, and then destroy.</p>
5	<p>Resident's Financial Records Series Including insurance information, social security application, Medicare information, Medicaid information, release of information forms, income eligibility and financial support forms, invoice/payment transaction history, financial agreements, etc.</p>	<p>5. Retain active records in office. Upon death or discharge, hold in office for one (1) year. Transfer to storage for three (3) years and until all audit requirements are met, then destroy.</p>
6	<p>Resident's Personal Funds Account Includes account deposit and withdrawal history, copy of periodic statements to patient/trustee, bank account information, Social Security information, power of attorney for financial matters, correspondence, etc.</p>	<p>6. Retain active records in office. Upon death or discharge, move to inactive, hold in office for one (1) year. Transfer to storage for three (3) years and until all audit requirements are met, then destroy</p>