

# JUVENILE COURT HEALTH SERVICES MEDICAL RECORDS PROCEDURES

Subject: <b>STORAGE AND RETENTION OF RECORDS</b>		Original Issue Date: 4/22/85 Supersedes: 1/31/03	Procedures # <b>015</b> Effective Date: 06/02/2021
Departments Consulted: HIM Departments	Approved By:  (Signature on File) Heidi M. Mittwer Medical Records Director	Approved By:  (Signature on File) David Oh, MD Medical Director	

## PURPOSE

To define JCHS policy and procedure regarding the storage and retention of inactive health records.

## PROCEDURE

1. All inactive health records shall be maintained by the Medical Records Unit staff in the original form, in compliance with State regulations, and shall be retained for a minimum of seven (7) years after the youth's 18<sup>th</sup> birthday, plus one (1) year after the last legal action.
2. All inactive health records including dental on patients over the age of 18 shall be retained in an approved, off-site storage area, so to be protected against loss, destruction or unauthorized use.
3. Archived health records shall be retrieved, as necessary, to respond to court and other medical-legal request.
4. No health records shall be destroy without the permission of the health authority.

## AUTHORITY

California Code of Regulations, Title 15, Article 8, Section 1407

## REFERENCE

NCCHC Standard Y-H-04