



Rancho Los Amigos National Rehabilitation Center

DEPARTMENT OF NURSING

ADMINISTRATIVE

POLICY AND PROCEDURE

SUBJECT: RECORDS RETENTION

Policy No.: A160
Effective Date: 5/1997
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POLICY: The Nursing Department shall maintain copies of the following reports and records for the length of time and in the location stated:

Assignment Sheets	CALS Survey Cycle	Nurse Manager Office*/ Electronic Shared drive Storage
Attendance & Time Records	6 Years	
Correspondence, General	2 Years	Departmental
Employee Education Records	5 Years	Unit Location/Storage
Inspection Reports: a. Environmental Rounds	Current Survey Cycle	Unit*
Crash Cart Checks	3-Years	Unit*
Pharmacy Inspections	3-Years	Unit*
Refrigerator Temperature Checks	3 Years	Unit*
Memo Sent, Copies	2 Years	Departmental
Memo Received, Copies	Discretionary	Departmental
Minutes of Meetings	6 Years Nursing	Administration*
Minutes of Departmental Meetings	Current Survey Cycle	Nursing Administration*
Nursing Education & Training Continuing Education	5 Years	Clinical Professional Development (CPD) / Storage
Personnel Records, Current Departmental	3 Years	Nurse Manager
Policy & Procedures	10 years following revision	Storage/ Electronic Shared Drive
Quality Improvement Records and Reports	Current Survey Cycle	Nursing Units

Requisitions	1 Year	Nursing Facilities
Staffing, Methodology to Determine	6 Years	Resource Office*

** Previous year only. Remaining years should be sent to storage for archiving*

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03/88 – Revised
12/90 – Revised
05/97 – Revised
07/00 – Reviewed
08/01 – Reviewed
06/05 – Revised
06/09 – Reviewed
05/12 – Reviewed
06/16 – Revised
07/20 – Reviewed
09/23 – Revised

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