

JUVENILE COURT HEALTH SERVICES

«Facility»

| | | | |
|---|--|--|--|
| Subject: STORAGE AND RETENTION OF RECORDS | | Original Issue Date: 4/22/85 Supersedes: 1/31/03 | Policy # E-110 Effective Date: 1/13/2013 |
| Departments Consulted: JCHS HIM Department | Approved By: (Signature on File) Medical Director (Signature on File) Medical Records Director | Approved By: (Signature on file) Health Services Administrator | |

PURPOSE

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

POLICY

All health records will be stored and retained in accordance with Federal, State, and local regulations.

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 18th birthday, plus one () year after the last legal action.
2. All inactive health records 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 medico-legal request.
4. No health records shall 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