

LAC+USC MEDICAL CENTER

DEPARTMENT OF NURSING SERVICES POLICY

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Subject: THE MAINTENANCE OF REQUIRED NURSING RECORDS		Original Issue Date: 08/91 Supersedes: 03/08	Policy # 150 Effective Date: 11/2020
Departments Consulted:	Reviewed & Approved by: Professional Practice Committee Nurse Executive Council	Approved by: (signature on file) Annie Marquez Interim Chief Nursing Officer	

PURPOSE

To describe the maintenance of required nursing records including the name of the document and the length of time necessary to maintain it.

POLICY

The required records, manuals, reports, and statistical data are maintained according to standards indicated by nursing and regulatory agency requirements.

PROCEDURE

The following documents are listed with the required length of time.

Name of Document	Length of time to keep
Attendance Record #H415	Current year
Class/Program Application #425	Discard after employee receives Certificate of Completion
Class Roster (Unit specific, unit generated)	3 years
Concurrent Audits	1 Year
Corrective Action Report	3 years
Daily Staff Assignment Sheet	1 year
Education and Consulting Services Class Records	4 years
Emergency Equipment Check Log	3 years
Nursing Policy/Nursing Standards/Nursing Procedures	Current year
Overtime Request Authorization	5 Years
Request for Time #H5391	2 years
Unit Structure Standards	3 Years
Time- Card Correction	2 Years
Vacation Schedule	1 Year
Vacation Confirmation	1 Year

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	Initials:		

REFERENCE

California Code of Regulations, Title 22, Section 70733

REVISION DATES

1992, 1993, 1995, 1996, 1997, 05/98, 02/05, 04/06, 10/06, 03/08, 11/20