

# Nevada Local Government Retention Schedule- Updated November 24, 2014

Section Number S-1018

## Hospitals

### Admission and Discharge Statistical Reports

**LRDA Number 2007678**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of statistics gathered from patient admission and discharge reports. Data may include but is not limited to the number of patients in a particular ward such as maternity or intensive care, the number of patients admitted for each hour of the day, the number of trauma patients in a day, types of injury or illness, types of services provided, demographic information, and similar statistical information.	Retain annual reports permanently. Retain daily and monthly reports until annual report is completed.	NAC 449.329, NAC 449.963	None	These types of reports should not contain personal identifying information.

### Admissions Register or Report

**LRDA Number 2007679**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents patient admissions and may contain, but is not limited to, patient personal data, insurance information, chief complaint or reason for seeking care, billing and payment information, admission forms, and similar documents	One (1) calendar year from the end of the calendar year to which the records pertain.	NAC 449.329, NAC 449.963, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

### Alcohol: Inventories and Orders

**LRDA Number 2007683**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document orders for and inventories of tax free alcohol used for medical purposes.	Three (3) calendar years from the end of the calendar year to which the records pertain.	27 CFR 22.105, 27 CFR 22.161, 27 CFR 22.162, 27 CFR 22.164, NRS 369.440	None	None

### Alcohol: Permits

**LRDA Number 2007684**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents permits issued to hospitals to use tax free alcohol in accordance with state and federal law. Permits to withdraw and use tax-free alcohol are continuing unless automatically terminated by the terms thereof, suspended or revoked as provided in 27 CFR 22.51, or voluntarily surrendered.	Until permit is suspended, revoked, or voluntarily surrendered.	27 CFR 22.105, 27 CFR 22.24, 27 CFR 22.49, 27 CFR 22.51, NRS 369.440	None	None

### Ambulance Enroute Telemetry Tape

**LRDA Number 2007685**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the sending of a patients vital signs from an ambulance to a hospital or medical facility.	Six (6) calendar years from the end of the calendar year to which the records pertain.	45 CFR 164.530, NRS 629.051, NAC 449.379, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Annual Reports to Board**

LRDA Number 2007687

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These types of reports document various hospital program activities and accomplishments for the previous year and may include but is not limited to statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents.	Permanent.	None	None	None

**Appointments for Treatment**

LRDA Number 2007686

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the scheduling of patient appointments for various treatments.	One (1) calendar year from the end of the calendar year to which the records pertain.	None	None	None

**Birth Records**

LRDA Number 2007689

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents births occurring in local government owned or operated hospitals. Records may include but are not limited to all necessary information needed for completion of birth certificates such as baby's name, height, weight, time, date, location of birth, information on the baby's parents, copy of birth certificate, reports or logs of delivery room activities, physician notes, medical staff notes, applicable forms, related reports and similar documents.	Permanent.	NRS 440.240, NRS 440.630, NRS 440.170(1); 440.650(2); and NAC 440.070(2)	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

**Blood Bank Records**

LRDA Number 2007692

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of documents maintained in a blood bank and may include but are not limited to donor information, processing records, storage and distribution records, compatibility testing reports, quality control records, transfusion reaction reports and complaints, and general records. Donor records include but are not limited to donor selection, informed consent, medical interview and examinations, permanent and temporary deferrals, donor adverse reaction complaints and reports, investigation and follow-up reports. Processing records may include blood processing, including results and interpretation of all tests and retests. Storage and distribution records may include distribution and disposition of the blood product; visual inspection of whole blood and red blood cells during storage and immediately before distribution; storage temperature control and initialed temperature log or recorder chart; and emergency releases of blood including a physician's signature. Compatibility tests may include the results of cross-matching, antibody screenings, and the results of confirmation testing. Quality control records may include calibration and standardization of equipment, performance checks, periodic check of sterile technique, and periodic tests of the capacity of shipping containers to maintain the proper temperature. Transfusion reaction and complaints may include records of investigations and follow-up. General records may include records of the sterilization of supplies and reagents, errors and accidents, maintenance of equipment and the physical plant, expiration dates of supplies and reagents, responsible personnel, and the disposition of rejected supplies and reagents used in the collection, processing and compatibility testing of blood and blood components.	Ten (10) calendar years after the records of processing have been completed or six (6) months after the latest expiration date for the individual product, whichever is a later date. When there is no expiration date, records must be retained permanently.	21 CFR 606.160, 21 CFR 606.165, 21 CFR 606.170, 21 CFR 606.151, NRS 11.190 (3)(d), NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information. Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].	This series may also include logs/reports which indicate on-hand inventory and notices of emergency shortages.

**Blueprints of Buildings**

LRDA Number 2007695

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of blueprints and other building plans which detail the layout of the buildings in the hospital's service district.	Life of Building	NRS 239C.090, NRS 239.210, NAC 239.165 (1)(2)	This record series may contain restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Census**

LRDA Number 2007698

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series usually consists of a report which documents the number of patients admitted to and/or receiving treatment in the hospital/clinic at a particular time period.	Three (3) calendar years from the date of the report. Review for historical value.	NRS 11.190 (3)(d)	None	None

**Certificates of Stillbirth**

LRDA Number 2007699

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of certificates of stillbirth submitted to the District Health Officer.	Retained Permanently by District Health Officer.	NRS 440.340, NRS 440.630, NRS 440.170(1); 440.650(2); and NAC 440.070(2)	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

**Complaint Records - Mammography Facility**

LRDA Number 20071577

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents complaints filed by an employee or patient against a mammography provider and the results of the accrediting body's investigation.	Three (3) calendar years from the date of receipt of each complaint.	21 CFR 900.4, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Constitution and Bylaws**

LRDA Number 2007701

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of the constitution and bylaws of local government hospital boards and are used to establish the organization and operational procedures for the board. They usually include date of adoption and amendments, description and purpose of board, membership, description and responsibilities of board's positions, meeting frequency, voting procedures, explanation of what constitutes a quorum, and the establishment of procedural rules related to the board.	Permanent.	None	None	None

**Credentialing Records-Physicians, Allied Health Providers and Observers**

LRDA Number 20101804

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series contains credentialing paperwork for all physicians and allied health staff and may include license verifications, verification of work profile history, information regarding medical license activity, hospital privilege status, proof of continuing education, peer references, training certificates, TB tests, related correspondence and similar documents.	Ten (10) calendar years after individual is no longer on staff or ten (10) calendar years from last date of service, whichever is longer.	NRS 41A.097, NRS 11.190 (1)(a), NRS 205.4617, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Death Certificates****LRDA Number 2007703**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of death certificates submitted to the District Health Officer.	Retained Permanently by District Health Officer.	NRS 440.240, NRS 440.170(1), 440.650(2), and NAC 440.070(2)	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

**Death Records****LRDA Number 2007704**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the deaths of individuals. Records may include but are not limited to physicians report, medical staff notes, copy of death certificate, reports, logs or registers, applicable forms, related correspondence and similar documents.	Permanent.	NRS 440.240, NRS 440.170(1), NRS 440.650(2), and NAC 440.070(2)	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	Address public-access issues with your records manager, records management officer, records management review committee, or other "custodian of records" [NRS 239.121(1)].

**Departmental Reports****LRDA Number 20070705**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These types of reports document various hospital department activities and accomplishments for the previous year and may include but is not limited to statistics, narratives, graphs, diagrams, tabulations, correspondence and similar documents.	Retain annual report Permanently. Retain daily or monthly reports until annual report is completed.	None	None	None

**Discharge Reports****LRDA Number 2007707**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents patient discharges and may contain, but is not limited to, discharge reports and summaries, copies of insurance documents, billing and payment documents, related correspondence and similar documents.	Two (2) fiscal years from the end of the fiscal year to which the records pertain.	NAC 449.963, NRS 11.190 (4)(e), NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Equipment: Depreciation Records****LRDA Number 2007711**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the depreciation of hospital equipment and may include but is not limited to cost reports, depreciation reports, related correspondence and similar information.	Three (3) fiscal years after disposition of the equipment.	None	None	None

**Equipment: Inspection Records**

LRDA Number 2007712

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the inspection and maintenance of equipment used by hospital personnel.	Life of equipment	None	None	None

**Equipment: Inventories**

LRDA Number 2007713

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of inventories of hospital equipment.	Until superseded	None	None	None

**Equipment: Locations of Equipment**

LRDA Number 2007714

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the physical location of hospital equipment.	Life of equipment	None	None	None

**Exposure Control Files**

LRDA Number 20071703

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents exposure control activities designed to eliminate or minimize employee exposure to blood or other potentially infectious materials in accordance with OSHA standards. The files may contain, but are not limited to, exposure control plans, exposure determination documentation, communication of hazards documentation, employee exposure training records, compliance reports, work practice controls, housekeeping records, informational reports, supporting documentation and related correspondence.	Three (3) calendar years from the end of the calendar year in which the plan was reviewed and updated. Review for historical value.	29 CFR 1910.1030, 29 CFR 1910.1030 (c)(1), 29 CFR 1910.1030 (h)(2), NRS 11.190 (3)(d), NRS 11.190 (4)(e)	In accordance with 29 CFR 1910.1030 (c)(C)(iv) -Exposure Control Plans must be reviewed and updated at least annually and whenever necessary to reflect new or modified tasks and procedures which affect occupational exposure and to reflect new or revised employee positions with occupational exposure.	None

**Health Information Disclosure Files**

LRDA Number 20071667

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document the disclosure and/or denial of access to patient medical records in the custody of local government owned or operated hospitals or medical facilities in accordance with state and federal law. This series may contain, but is not limited to, various federal and state forms, release of information forms, requests for confidential information, requests to amend records, denials, appeals, copies of medical records, investigative reports, determinations, related correspondence and supportive documentation.	Six (6) calendar years from the end of the calendar year to which the file pertains.	45 CFR 164.528, 45 CFR 164.530, 45 CFR 160.103	This record series contains confidential information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information.	This series would also be applicable to other local governmental entities which meet the definition of a "covered entity" as defined in 45 CFR 160.103.

**HIPAA Compliance Audits****LRDA Number 20101806**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series documents investigations and outcomes based on complaints and audits. Series may include, but is not limited to, complaints, memos and reports, policies and procedures, HIPAA presentations, articles and newsletters, mandatory training programs, compliance handbook, compliance manual, hybrid entity decision memos, workpapers, spreadsheets, compliance forms, audit findings, corrective action documents, related correspondence, and similar documents.	Seven (7) calendar years from the end of the calendar year to which the record pertains.	45 CFR 164.530 (j), NRS 205.4617, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Infection Control Records****LRDA Number 20071578**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of reports used in identifying, reporting, investigating and controlling infections and communicable diseases of patients and personnel of the hospital.	Six (6) calendar years from the end of the calendar year to which the record pertains.	NAC 449.325, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	None

**Inspections of Grounds and Buildings****LRDA Number 2007721**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the inspection of hospital property for security, damage, preventive maintenance and other purposes.	One (1) calendar year after superseded.	None	None	None

**Lab Test Order Requisitions****LRDA Number 20101802**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series is used to allow medical service providers to order laboratory tests.	Two (2) calendar years from the date of requisition.	42 CFR 493.1105, NRS 205.4617, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Medical Information Indexes****LRDA Number 2007718**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of various medical indexes and may contain, but is not limited to, physician's index, master patient index, operative index, dialogistic disease index and similar indexes.	Six (6) calendar years from the end of the calendar year to which the records pertain. Review for historical value.	NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Methadone Clinic Records****LRDA Number 2007726**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of records of clients seeking assistance from methadone clinics. Records may contain but are not limited to identification information; past medical and social history; copies of initial and periodic examinations; evaluations and progress notes; and records documenting the review and any revisions of each plan of treatment.	Six (6) calendar years following a client's discharge.	21CFR 1304.24, NRS 453.660, NRS 453.720, NAC 449.150, NAC 239.165 (1)(2)	This record series contains confidential and sensitive information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Patient Accounts****LRDA Number 2007722**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents closed patient accounts and may include but is not limited to billing documents, insurance information, payment documents, copies of cancelled checks, credit and collection notices, cash receipts, correspondence and similar documents.	Six (6) fiscal years from the date account is closed or written off as uncollectible.	45 CFR 164.530, NRS 11.190 (3)(d), NRS 239B.030, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Patient Laboratory Test Records - Anatomic Pathology****LRDA Number 20101801**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to inform the physician and other health care providers of a patient's laboratory results for diagnostic purposes.	Ten (10) calendar years after date of reporting	42 CFR 493.1105, NRS 205.4617, NAC 239.165 (1)(2). 45 CFR 164.528, 45CFR164.501	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Patient Medical Records****LRDA Number 2007725**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of the current and complete medical record for every patient seeking care or service from local government owned or operated healthcare providers or institutions. Medical records may contain but are not limited to patient identification data, chief complaint or reason for seeking care, present illness, personal and family medical history, physical examination reports, laboratory reports, radiology, diagnostic imaging, and ancillary testing reports, consultation reports, requisitions for laboratory tests, medical and surgical treatment notes and reports, consent forms, progress notes and reports, diagnoses, social services reports, individualized treatment plans, clinical assessments, postoperative reports, referral sources, intake interviews, mental status examination and assessments, physical, inhalation, speech, and occupational therapy plans, progress notes and consultations, trauma reports, tissue reports, anesthesia records, blood donor and transfusion information, adverse reaction to transfusion reports, transplant records, medical device transplant records, bone marrow test reports, dialysis records, diet counseling and restriction notes, interpretations of the EEG, EKG, and fetal heart monitor tracings or if no tracings are reported - the actual tracings may be included, infant screening test reports, nuclear medicine reports, x-ray interpretation records, growth charts and allergy history, emergency care rendered prior to arrival at the facility, infection notices and follow-up, adverse incident reports, emergency room reports, temperature charts, insurance information, discharge summary and reports, correspondence and related documents	Retain until the individual attains the age of 23, or 6 (six) calendar years from the date of receipt or production of the record, whichever is later.	42 CFR 485.638, 42 CFR 491.10, 45 CFR 164.502, 45 CFR 164.530(j), NRS 449.720, NRS 629.021 to 629.061, NAC 449.379, NAC 239.165 (1)(2)	This record series contains confidential and sensitive information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Patient Transport System Records****LRDA Number 20101800**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of data compiled to track movement of patients, visitors, equipment, blood and specimens done by Central Transportation.	Three (3) calendar years from the date of the record.	NRS 41A.097, NRS 205.4617, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Permits - Narcotics****LRDA Number 2007728**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document permits to dispense controlled substances issued by the State Board of Pharmacy in accordance with state law. Permits issued by the Board expire on October 31 of each even-numbered year.	Two (2) calendar years from the expiration, renewal, suspension, or revocation of the permit	21 CFR 1304.04, NRS 639.180, NRS 453.246	None	None

**Pharmacy: Adverse Drug Reaction Report to FDA**

LRDA Number 2007729

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of voluntary reports submitted to the Food and Drug Administration (FDA) documenting adverse drug reactions.	Two (2) calendar years from date of record.	None	None	None

**Pharmacy: Theft / Loss of Controlled Substances, Reports to Drug Enforcement Administration**

LRDA Number 2007734

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of reports to the Drug Enforcement Administration of any theft or significant loss of controlled substances.	Two (2) calendar years from date of report.	NAC 639.482, NAC 639.487, NAC 239.165 (1)(2)	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Pharmacy: Controlled Substance Inventory and Issue File**

LRDA Number 2007730

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the inventory and use of controlled substances in accordance with state and federal law.	Two (2) calendar years after the date of the record.	21 CFR 1304.04, NAC 639.482, NAC 639.485, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Pharmacy: Inspection Reports**

LRDA Number 2007732

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents inspections by the State Board of Pharmacy and may include but is not limited to inspection reports, warnings, special bulletins, correspondence, and similar documents.	Two (2) calendar years after the date of issue.	NAC 639.505	None	None

**Pharmacy: Narcotics Destruction Forms**

LRDA Number 2007731

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents the destruction of controlled substances in accordance with state and federal law and may contain, but is not limited to, forms, reports, proof of destruction statements, correspondence, and related documents.	Two (2) calendar years after the date of the record.	NRS 639.282	None	None

**Pharmacy: Repackaging of Medications Log**

LRDA Number 2007733

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of a log which documents each controlled substance or dangerous drug packaged or repackaged by the pharmacy:	Two (2) calendar years from date of last entry.	NAC 639.512	None	None

**Physician On-Call Schedules****LRDA Number 20101805**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series lists physicians on call for the hospital for each specialty.	Five (5) calendar years from the end of the calendar year to which the records pertain.	42 CFR 489.20, NRS 205.4617, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Physician Privileges****LRDA Number 20101803**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series consists of documents required for physicians to obtain or maintain hospital privileges.	Five (5) calendar years from the expiration of privileges.	NRS 205.4617, NAC 165 (1)(2)	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Policies and Procedures****LRDA Number 2007735**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
These are written instructions, rules and guidelines usually in manual form documenting hospital policies and procedures. This series may include, but is not limited to, departmental or organization-wide directives, policy or operations manuals, instruction manuals, handbooks, memoranda setting out responsibilities and guidelines or outlining policies and procedures, bulletins, orders, rules, notices, notes, correspondence, and related documents.	Six (6) calendar years after superseded or abandoned officially. Review for historical value.	NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)	Portions of this record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Psychiatric Reports, Records and Case Histories**

LRDA Number 2007736

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document and administer the treatment of clients. The files may contain but are not limited to Evaluations [psychological, psychiatric, social, physical, and educational evaluations & assessments; intake demographic summary, photos and admission & discharge summaries]; Legal [court orders, copies of arrest records & other legal documents, sanity commission evaluations, body receipts and related correspondence]; Medical [nursing assessment, physician orders, vital sign logs, laboratory reports, medication reports, neurological evaluations and medical/clinical information sheets]; Treatment [program orders, problem list, treatment plans and reviews, special watch sheets and seclusion/restraint watch forms; Progress notes [forensic intake and interdisciplinary notes]; Client's rights [consent for evaluation and treatment, emergency medical treatment, HIV testing forms, patient confidentiality notice receipt, client manual receipt, request to inspect medical records, medical release authorizations, signed consent forms, intake & secure storage of property and property lists, referrals and pass requests]; Historical [health care records from other facilities -- medical and mental health -- and legal history] and; General information [assets & income assessment, all correspondence not relating to legal status, social security & insurance documents, news media articles, billings, and similar documents].	Retain until the individual attains the age of 23, or 6 (six) calendar years from the date of receipt or production of the record, whichever is later.	45 CFR 164.502, 45 CFR 164.530 (j), NRS 433A.360, NRS 422.290, NRS 629.021 to 629.061, NAC 239.165 (1)(2)	This record series contains confidential and/or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Radioisotopes - Receipt, Transfer, Use, Storage, Delivery, Disposal and Reports of Overexposure**

LRDA Number 2007737

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series is used to track radioisotopes from receipt through disposal.	As long as material is possessed and three (3) calendar years following transfer or disposal of the material.	10 CFR 30.51, NRS 459.060, NAC 459.365 (7)	None	None

**Radiological Film Badge Reports**

LRDA Number 20101807

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to monitor employee exposure to radiation. Badges are collected monthly and sent out for examination and an exposure report is issued.	Thirty (30) calendar years after employee separation.	29 CFR 1910.1020, 45 CFR 164.528, NAC 239.165	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Records of Mammograms and Related Documents****LRDA Number 2007740**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of records related to mammograms and may include but is not limited to patient information, x-ray film, provider of care information, radiologist's interpretation of film, and summary of results	Five (5) calendar years if a subsequent mammogram is performed on the patient at the facility; or Ten (10) calendar years if no subsequent mammogram is performed on the patient at the facility.	21 CFR 900.12 (4), NAC 457.313, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	A patient may request custody of their records and mammograms; or that their records and mammograms be transferred permanently to a responsible provider of care.

**Reports of Communicable Disease****LRDA Number 2007744**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series fulfills the public health requirement of reporting the discovery of communicable disease. This series may include, but is not limited to, laboratory test results; name and address of patient; date of onset and the date of diagnosis of the communicable disease; the name and the address or telephone number of the health care provider making the report, and any other information requested by the health authority if available.	Six (6) calendar years from the end of the calendar year to which the report pertains.	NAC 441A.230, NRS 629.061, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Security Guards / Systems, Logs and Diaries****LRDA Number 2007747**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of logs or reports which document the activities of hospital security guards and/or security systems.	One (1) calendar year from the date of the report or last date of log.	None	None	None

**Sharps Injury Log****LRDA Number 20071702**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This record series is used to document injuries from contaminated "sharps" as required by federal law (29 CFR 1904.8). The log contains information on the type and brand of device involved in the incident, the department or work area where the exposure occurred, an explanation of how the incident occurred, the name and identifying details of employees involved and related information.	Five (5) calendar years from the end of the calendar year to which they pertain.	29 CFR 1904.8, 29 CFR 1910.1030 (h)(5), 29 CFR 1904.33, 29 CFR 1910.1030, 45 CFR 164.502, NRS 629.061, NAC 449.379, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	None

**Social Services Case Histories****LRDA Number 2007748**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents social services provided to patients other than what is filed in the patient medical record.	Six (6) calendar years from the date of last service.	NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Surgical Cases, Register****LRDA Number 2007749**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series documents surgical procedures performed at local government owned or operated hospitals or clinics and may include but is not limited to patient name or ID number; reason for surgery; date and time of surgery; surgeon, and similar information.	Six (6) calendar years from the last date in register.	45 CFR 164.530, NAC 239.165 (1)(2)	This record series contains confidential and sensitive information and must be destroyed in accordance with HIPAA security regulations (See 45 CFR 164.310 (d) and 164.530 (c)) in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

**Welfare Agency****LRDA Number 2007752**

Description	Minimum Retention Period	Legal Citations	Legal Note	Note
This series consists of financial, administrative, and program records associated with Medicare and Medicaid claims, reimbursement, and client activities. Records may include but are not limited to copies of authorization's for service, pre-payment reviews, payment authorizations, billing invoices, medical review forms, payment authorization requests, certificate of medical necessity, medical justification, copies of investigative reports, notice of decision and other forms all with related backup material (MD notes, copies of medical records, etc.) and related correspondence.	Six (6) calendar years from the end of the calendar year to which the report pertains.	42 USC section 302, 42 USC section 405 (c)(2)(C)(viii), 42 USC section 1320d-6, 42 USC section 1390d-2 (d)(2), 45 CFR 164.502, 45 CFR 164.530, NRS 433A.360, NRS 422.290, NAC 239.165 (1)(2)	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	Address public-access issues with your records manager, records management officer, records management review committee, or other custodian of records [NRS 239.121(1)].

