

# Nevada Local Government Retention Schedule

Hospitals

Section Number S-1018

## Admission and Discharge Statistical Reports

LRDA Number 20070678

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series should not contain confidential or restricted information and non-annual reports may be destroyed in a non-secure manner such as deleting or recycling.	NAC 449.329, NAC 449.963	None.

## Admissions Register or Report

LRDA Number 20070679

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 449.329, NAC 449.963, NAC 239.165 (1)(2)	None.

## Alcohol: Inventories and Orders

LRDA Number 20070683

Description	Minimum Retention Period	Disposition	Legal Citations	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.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	27 CFR 22.105, 27 CFR 22.161, 27 CFR 22.162, 27 CFR 22.164, NRS 369.440	None

**Alcohol: Permits**

LRDA Number 20070684

Description	Minimum Retention Period	Disposition	Legal Citations	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.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	27 CFR 22.105, 27 CFR 22.24, 27 CFR 22.49, 27 CFR 22.51, NRS 369.440	None

**Ambulance Enroute Telemetry Tape**

LRDA Number 20070685

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the sending of a patient's 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.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530, NRS 629.051, NAC 449.379, NAC 239.165 (1)(2)	None.

**Annual Reports to Board**

LRDA Number 20070687

Description	Minimum Retention Period	Disposition	Legal Citations	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 20070686

Description	Minimum Retention Period	Disposition	Legal Citations	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.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

**Birth Records**

LRDA Number 20070689

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.240, NRS 440.630, NRS 440.170(1); 440.650(2); and NAC 440.070(2)	None.

**Blood Bank Records**

LRDA Number 20070692

Description	Minimum Retention Period	Disposition	Legal Citations	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 similar records.	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.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	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 series may also include logs/reports which indicate on-hand inventory and notices of emergency shortages.

**Blueprints of Buildings**

LRDA Number 20070695

Description	Minimum Retention Period	Disposition	Legal Citations	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	This record series may contain restricted information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 239C.090, NRS 239.210, NAC 239.165 (1)(2)	None.

**Census** **LRDA Number 20070698**

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series should not contain confidential or restricted information and may be destroyed in a non-secure manner such as deleting or recycling.	NRS 11.190 (3)(d)	Review for historical value

**Certificates of Stillbirth** **LRDA Number 20070699**

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of certificates of stillbirth submitted to the District Health Officer.	Retained Permanently by District Health Officer.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.340, NRS 440.630, NRS 440.170(1); 440.650(2); and NAC 440.070(2)	None.

**Complaint Records - Mammography Facility** **LRDA Number 20071577**

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	21 CFR 900.4 (g)(2), NAC 239.165 (1)(2)	None.

**Constitution and Bylaws**

LRDA Number 20070701

Description	Minimum Retention Period	Disposition	Legal Citations	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 201201804

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series contains credentialing information for all physicians and allied health staff and may include but is not limited to 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.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 41A.097, NRS 11.190 (1)(a), NRS 205.4617, NAC 239.165 (1)(2)	None.

**Death Certificates**

LRDA Number 20070703

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of death certificates submitted to the District Health Officer.	Retained Permanently by District Health Officer.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.240, NRS 440.170(1), 440.650(2), and NAC 440.070(2)	None.

**Death Records**

LRDA Number 20070704

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the deaths of individuals. Records may include but are not limited to physician's report, medical staff notes, copy of death certificate, reports, logs or registers, applicable forms, related correspondence and similar documents.	Permanent.	This record series contains restricted information. See NRS 440.170 and NAC 440.070 for further details.	NRS 440.240, NRS 440.170(1), NRS 440.650(2), and NAC 440.070(2)	None.

**Departmental Reports**

LRDA Number 20070705

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series should not contain confidential or restricted information and non-annual reports may be destroyed in a non-secure manner such as deleting or recycling.	None	None

**Dietary Services Records**

LRDA Number 20181964

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer Dietary Services Programs (food services). The records may include but are not limited to copies of contracts and agreements, copies of menus, copy of doctor's meal prescriptions, daily food counts, nutritional risk-screenings, inspection reports, incident reports, corrective action reports, cost accounting records and related documentation.	Three (3) calendar years from the date of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner which will prevent its reconstruction.	42 CFR 482.28, 42 CFR 482.94 (e), NAC 449.337 to NAC 449.3395.	None.

**Discharge Reports**

LRDA Number 20070707

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 449.963, NRS 11.190 (4)(e), NAC 239.165 (1)(2)	None.

**Emergency Medical Services (EMS) Recordings**

LRDA Number 20181978

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series consists of recordings/transmissions between a hospital and an ambulance, air ambulance or an EMS agency's vehicle which are used to provide basic, intermediate or advanced emergency care of patients.	Ninety (90) days from the date of the recording.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 450B.120, NRS 450B.130, NAC 450B.578	NAC 450B.578 (2) - The hospital must agree to record on magnetic tape or digital disc all transmissions between the hospital and the ambulance or agency's vehicle regarding care of patients and retain the tapes or discs for at least 90 days, if the tapes or discs are not retained at a regional dispatch center or recorded and stored with the Department of Transportation as part of the Nevada Shared Radio System.

**Equipment: Depreciation Records**

LRDA Number 20070711

Description	Minimum Retention Period	Disposition	Legal Citations	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.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

**Equipment: Inspection Records**

LRDA Number 20070712

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the inspection and maintenance of equipment used by hospital personnel.	Life of equipment	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

**Equipment: Inventories**

LRDA Number 20070713

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series consists of inventories of hospital equipment.	Until superseded	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

**Equipment: Locations of Equipment**

LRDA Number 20070714

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the physical location of hospital equipment.	Life of equipment	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

**Exposure Control Files**

LRDA Number 20071703

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	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.

**Health Information Disclosure Files**

LRDA Number 20071667

Description	Minimum Retention Period	Disposition	Legal Citations	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.	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.	45 CFR 164.528, 45 CFR 164.530, 45 CFR 160.103	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	Disposition	Legal Citations	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.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530 (j), NRS 205.4617, NAC 239.165 (1)(2)	None.

**Housekeeping Services Records**

LRDA Number 20181965

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to monitor the Housekeeping Services Program (janitorial / sanitation, bed and laundry services). The records may include but are not limited to copies of contracts and agreements, operational records, housekeeping daily/weekly reports, equipment and supply reports, copies of housekeeping policies, incident reports, corrective action records, cost accounting documentation, and similar documentation.	Three (3) calendar years from the date of the record.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner which will prevent its reconstruction.	42 CFR 482.42, NAC 449.322	None.

**Infection Control Records**

LRDA Number 20071578

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 449.325, NAC 239.165 (1)(2)	None

**Inspections of Grounds and Buildings**

LRDA Number 20070721

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series documents the inspection of hospital property for security, damage, preventive maintenance and other purposes.	One (1) calendar year after superseded.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

**Lab Test Order Requisitions**

LRDA Number 20101802

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This series is used to allow medical service providers to order laboratory tests.	Two (2) calendar years from the date of requisition.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 CFR 493.1105, NRS 205.4617, NAC 239.165 (1)(2)	None.

**Medical Information Indexes****LRDA Number 20070718**

Description	Minimum Retention Period	Disposition	Legal Citations	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	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	Review for historical value

**Methadone Clinic Records****LRDA Number 20070726**

Description	Minimum Retention Period	Disposition	Legal Citations	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.	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.	21CFR 1304.24, NRS 453.660, NRS 453.720, NAC 449.150, NAC 239.165 (1)(2)	None.

**Patient Accounts****LRDA Number 20070722**

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	45 CFR 164.530, NRS 11.190 (3)(d), NRS 239B.030, NAC 239.165 (1)(2)	None.

**Patient Laboratory Test Records - Anatomic Pathology**

LRDA Number 20101801

Description	Minimum Retention Period	Disposition	Legal Citations	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	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 CFR 493.1105, NRS 205.4617, NAC 239.165 (1) (2), 45 CFR 164.528, 45CFR164.501	None.

**Patient Medical Records - Adult**

LRDA Number 20070725

Description	Minimum Retention Period	Disposition	Legal Citations	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, personal and family medical history, physical examination reports, laboratory reports, radiology, diagnostic imaging, and ancillary testing reports and interpretations, consultations, requisitions for various tests, treatment notes/reports, consent forms, progress notes/reports, diagnoses, treatment plans, assessments, postoperative reports, referrals, intake interviews, therapy plans, trauma reports, anesthesia records, blood donor and transfusion information, adverse reaction reports, transplant records, diet counseling and restriction notes, infant screening tests, nuclear medicine reports, growth charts, infection notices and follow-up, emergency room reports, insurance information, discharge summary, and related documents	Six (6) calendar years from the date of receipt or production of the record, whichever is later.	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.	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)	None.

**Patient Medical Records - Youth**

LRDA Number 20181990

Description	Minimum Retention Period	Disposition	Legal Citations	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, personal and family medical history, physical examination reports, laboratory reports, radiology, diagnostic imaging, and ancillary testing reports and interpretations, consultations, requisitions for various tests, treatment notes/reports, consent forms, progress notes/reports, diagnoses, treatment plans, assessments, postoperative reports, referrals, intake interviews, therapy plans, trauma reports, anesthesia records, blood donor and transfusion information, adverse reaction reports, transplant records, diet counseling and restriction notes, infant screening tests, nuclear medicine reports, growth charts, infection notices and follow-up, emergency room reports, insurance information, discharge summary, and related documents	Retain these records until the individual attains the age of 23.	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.	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)	None.

**Patient Safety Records**

LRDA Number 20181966

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the patient safety duties as required by NRS 439.800 to NRS 439.890. The records may include but are not limited to reports from the Patient Safety Committee, records relating to the development of the Patient Safety Plan, reports from the Patient Safety Officer, and similar documentation.	Six (6) calendar years from the update of the plan.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner which will prevent its reconstruction.	42 CFR 482.21, NRS 439.865 to 439.890, NAC 439.920	In accordance with NRS 439.865 (6) The patient safety plan must be reviewed and updated annually.

**Patient Transport System Records**

LRDA Number 201201800

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 41A.097, NRS 205.4617, NAC 239.165 (1)(2)	None.

**Permits - Narcotics****LRDA Number 20070728**

Description	Minimum Retention Period	Disposition	Legal Citations	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	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	21 CFR 1304.04, NRS 639.180, NRS 453.246	None

**Pharmacy: Adverse Drug Reaction Report to FDA****LRDA Number 20070729**

Description	Minimum Retention Period	Disposition	Legal Citations	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.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

**Pharmacy: Theft / Loss of Controlled Substances, Reports to Drug Enforcement Administration****LRDA Number 20070734**

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series may contain confidential information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 639.482, NAC 639.487, NAC 239.165 (1)(2)	None.

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

LRDA Number 20070730

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	21 CFR 1304.04, NAC 639.482, NAC 639.485, NAC 239.165 (1)(2)	None.

**Pharmacy: Inspection Reports**

LRDA Number 20070732

Description	Minimum Retention Period	Disposition	Legal Citations	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.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NAC 639.505	None

**Pharmacy: Narcotics Destruction Forms**

LRDA Number 20070731

Description	Minimum Retention Period	Disposition	Legal Citations	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.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NRS 639.282	None

**Pharmacy: Repackaging of Medications Log**

LRDA Number 20070733

Description	Minimum Retention Period	Disposition	Legal Citations	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.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	NAC 639.512	None

**Physician On-Call Schedules**

LRDA Number 20101805

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	42 CFR 489.20, NRS 205.4617, NAC 239.165 (1)(2)	None.

**Physician Privileges**

LRDA Number 20101803

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	NRS 205.4617, NAC 165 (1)(2)	None.

**Policies and Procedures**

LRDA Number 20070735

Description	Minimum Retention Period	Disposition	Legal Citations	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.	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.	NRS 11.190 (1)(b), NRS 11.190 (3)(d), NRS 11.190 (4)(e), NAC 239.165 (1)(2)	Review for historical value

**Psychiatric Reports, Records and Case Histories**

LRDA Number 20070736

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series is used to document and administer the treatment of clients. The files may contain but are not limited to evaluations, legal records, treatment plans, client's rights forms, requests to inspect medical records, authorizations, signed consent forms, intake and secure storage of property and property lists, referrals and pass requests; general information assets and income assessments, 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.	This record series contains confidential and/or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	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)	None.

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

LRDA Number 20070737

Description	Minimum Retention Period	Disposition	Legal Citations	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.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	10 CFR 30.51, NRS 459.060, NAC 459.365 (7)	None

**Radiological Film Badge Reports**

LRDA Number 20101807

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series may contain confidential or sensitive information and should be destroyed in a secure manner that will prevent reconstruction of the information.	29 CFR 1910.1020, 45 CFR 164.528, NAC 239.165	None.

**Records of Mammograms and Related Documents**

LRDA Number 20070740

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	21 CFR 900.12 (4), NAC 457.313, NAC 239.165 (1)(2)	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 20070744

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 441A.230, NRS 629.061, NAC 239.165 (1)(2)	None.

**Security Guards / Systems, Logs and Diaries**

LRDA Number 20070747

Description	Minimum Retention Period	Disposition	Legal Citations	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.	If this record series contains confidential or restricted information that information should be destroyed in a secure manner that will prevent its reconstruction.	None	None

**Sentinel Events**

LRDA Number 20181967

Description	Minimum Retention Period	Disposition	Legal Citations	Note
This record series documents the reporting of sentinel events as required by state law. The records may include but are not limited to copies of serious occurrence reports with supportive documentation, investigative records, OSHA reports, performance improvement action plans, monitoring documentation, patient safety officer reports, copies of reports submitted to regulatory bodies, copies of performance audits, report of findings, patient notifications, related correspondence, and similar documentation.	Six (6) calendar years from the date of the closure of the incident.	This record series contains confidential or sensitive information and must be destroyed in a secure manner which will prevent its reconstruction.	42 CFR 482.21, 42 CFR 482.42, NRS 439.830 to 439.860, NAC 439.900 to 439.920	None.

**Sharps Injury Log**

LRDA Number 20071702

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	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)	None

**Social Services Case Histories**

LRDA Number 20070748

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	NAC 239.165 (1)(2)	None.

**Surgical Cases, Register**

LRDA Number 20070749

Description	Minimum Retention Period	Disposition	Legal Citations	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.	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.	45 CFR 164.530, NAC 239.165 (1)(2)	None.

**Welfare Agency**

LRDA Number 20070752

Description	Minimum Retention Period	Disposition	Legal Citations	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.	This record series may contain confidential or sensitive information and must be destroyed in a secure manner that will prevent reconstruction of the information.	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)	None.