



**ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS**
A DIVISION OF THE ARIZONA SECRETARY OF STATE



**General Records Retention Schedule Issued to:
All Public Bodies
Health and Medical Records**

**Schedule Number:
GS-1022 Rev. 2**

- Authority:** Pursuant to ARS §41-151.12(3), only the Arizona State Library, Archives and Public Records has the authority to set retention periods, including the sole authority to modify, extend or decrease records retention periods. The retention periods listed herein are the required time records must be retained. Records should be promptly and orderly disposed of at the end of their retention period. Keeping records longer than the retention period poses financial, legal, audit and investigative risks to the Agency. These risks need to be considered by State and Local Agencies when there is a compelling need to retain records for a longer period of time than the approved retention period. Records required for ongoing or foreseeable official proceedings such as audits, investigations or lawsuits, must be retained until released from such official proceedings, notwithstanding the instructions of this schedule.
- Archival Value:** Records designated as Permanent on the retention schedule must not be destroyed (ARS §39-101). If it is believed that special circumstances warrant other records to be retained permanently, contact the Arizona State Archives for assistance in determining historical or archival value. All records created prior to 1912 must be retained permanently. This retention schedule does not authorize the transfer of records to any repository other than the Arizona State Archives (ARS §41-151.09).
- Disposition:** This schedule is used in conjunction with the *Certificate of Records Destruction*. All records disposed under this schedule must be reported on the *Certificate of Records Destruction*, unless transferred to the Arizona State Archives.
- Format:** Retention periods listed on this schedule apply to all records regardless of physical form or characteristics. Records, regardless of format (including electronic, paper, microfilm, etc.) not listed in this schedule or on the approved General Retention Schedule, are not authorized to be destroyed.
- Copies:** Additional copies created for convenience or reference purposes should not be retained longer than the record copy listed in this schedule. Copies do not need to be reported on the *Certificate of Records Destruction* when they are disposed.
- Supersedence:** **This schedule supersedes General Schedule 1022 Rev. 1 dated October 18, 2018.**

Records Analyst, Secretary of State: Helena LaPina <i>Records Series Electronically Approved in RSM Database</i>	Arizona State Archivist: Laura Palma Blandford <i>Records Series Electronically Approved in RSM Database</i>
Deputy Arizona State Archivist: Carlos Lopez <i>Records Series Electronically Approved in RSM Database</i>	

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Record Series Number	Record Series Title	Retention Period	Retention Remark	Legal Citation(s)	Approval Date
10173	Academic Records - Academic Affairs Records Includes credential records.	75 Years	After created or received		10/6/2015
10174	Administrative and Management - Appointment Records	3 Years	After created or received		10/6/2015
10175	Administrative and Management - Charge Records If not included in patient medical record, including, but not limited to, encounter forms, tick sheets, acuity sheets and charge sheets.	1 Year	After created or received		10/6/2015
10176	Administrative and Management - Health Insurance Portability and Accountability Act (HIPAA) Privacy Standard Documentation Records Not patient specific.	6 Years	After created or superseded, whichever is later.		8/8/2017
10177	Administrative and Management - Indigent Health Care Administrative Records Including, but not limited to, Arizona Health Care Cost Containment Services (AHCCCS) eligibility records, hearing files, hospital notification records, and long term care file records.	5 Years	After fiscal year created or received.		8/8/2017
53058	Administrative and Management - Interpreter Logs	2 Years	After created or received.		8/8/2017

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10178	Administrative and Management - Medicare Records, Licenses and Permit Records	7 Years	After fiscal year created or received		10/6/2015
10179	Administrative and Management - Medicare Records, Patient Account Records, In collections	6 Years	After fiscal year collected or written off		10/6/2015
10180	Administrative and Management - Medicare Records, Patient Account Records, Paid	6 Years	After fiscal year paid		10/6/2015
10181	Administrative and Management - Medicare Records, Reimbursement Records Including, but not limited to, acquisition or lease records, asset sale records, cost data, fiscal records, income and funds flow information, medical records, operating tax records, organization and patient service charge schedules and ownership data.	6 Years	After fiscal year created or received		10/6/2015
10182	Administrative and Management - Registers Chronological registers of tests including blood draws logs, lab logs and pregnancy screening logs.	2 Years	After created		10/6/2015

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53163	Board Meetings, Digital Recordings of Public Meetings (This record series is to be used only by State Health Profession Regulatory Boards) See Legal Remarks	3 Years	After the date of the recording.		10/2/2017
10183	Clinical Records - Clinical Trial Agreements Includes related documentation.	15 Years	After created or received		10/6/2015
10184	Compliance Records Includes hotline document, investigation records, supporting documents and work papers.	7 Years	After created or completed, whichever is later		10/6/2015
10185	Emergency / Clinic Records - Central Log of Patients Includes sign-in sheets.	5 Years	After created		10/6/2015
10186	Emergency / Clinic Records - Lists of On-call Physicians	10 Years	After created		10/6/2015

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10235	Epidemiology and Disease Control Records - Communicable Disease Database Records Contains information related to the list of communicable diseases required by Arizona Administrative Code (A.A.C.). Including, but not limited to, address, county of residence, date of birth, date of diagnosis, date of incident, date of onset of symptoms	30 Years	After entered into database or after epidemiological trending value has been served, whichever is longer.		10/6/2015
10429	Epidemiology and Disease Control Records - Leprosy (Hansen's Disease) Records Includes clinical charts	50 Years	After calendar year created.		10/6/2015
10187	Health Information Records - Disease Indices Data sent to Arizona Department of Health Services (ADHS). Listing of patients organized by discharge date and diagnosis code.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		10/6/2015
10188	Health Information Records - Emergency Room and Paramedic Communication Records	6 Years	After date of last contact.		8/8/2017

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10189	Health Information Records - HIV / AIDS Records, From 1970 - 1995 Includes statistics sent to Department of Health Services (ADHS) or federal/regional groups but not including any personal identifying information.	Permanent	Per Arizona Department of Health Services (ADHS). Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		10/6/2015
10236	Health Information Records - HIV / AIDS Records, From 1995 - Present		See Record Series 10235		10/6/2015
10190	Health Information Records - Hospital and Outpatient Clinic Records Encounter statistics.	1 Year	After created or received		10/6/2015
10192	Health Information Records - Indices to Patient Records, All others	10 Years	After created		10/6/2015

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Schedule Number: GS-1022 Rev. 2

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10191	Health Information Records - Indices to Patient Records, Historical or Master	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		10/6/2015
10193	Health Information Records - Records of Individuals Transferred to/from Hospital Records relating to the transfer of a patient; should not include medical records.	5 Years	After created or received		10/6/2015
10194	Health Information Records - Release or Disposal of Human Remains Records	10 Years	After created or received		10/6/2015
10195	Health Information Records - Sterilization Logs	20 Years	After created or received		10/6/2015
10196	Laboratory Records - Blood and Blood Component Disposition Records	5 Years	After disposal of blood and/or blood components		10/6/2015

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Schedule Number: GS-1022 Rev. 2

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10197	Laboratory Records - Blood and Blood Product Testing Records For donated blood.	5 Years	After processing completed or 6 months after expired, whichever is later.		8/8/2017
10198	Laboratory Records - Immunohematology Records and Transfusion Records For donated blood.	5 Years	After processing completed or 6 months after expired, whichever is later.		8/8/2017
10199	Laboratory Records - Patient Testing Records Includes instrument printouts if not filed in patient medical record.	2 Years	After created.		8/8/2017
10200	Laboratory Records - Refrigeration and Blood Inspection Records For donated blood.	5 Years	After created or received		10/6/2015
10201	Laboratory Records - Requests for Tests If not filed in patient medical record.	2 Years	After created or received		10/6/2015

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Health and Medical Records**

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10202	Long Term and Extended Stay - Admission Listings, Registers and Statistical Records	6 Years	After created or received		10/6/2015
53055	Long Term and Extended Stay - Fetal Monitoring Strips	28 Years	After patient date of birth.		8/8/2017
10203	Long Term and Extended Stay - Operative Indices	10 Years	After created or received		10/6/2015
53056	Long Term and Extended Stay - Patient Property Envelopes	3 Years	After signature from patient acknowledging property receipt.		8/9/2017
10204	Long Term and Extended Stay - Physician Indices	10 Years	After created		10/6/2015
10205	Long Term and Extended Stay - Registers of Surgical Procedures	75 Years	After created or received		10/6/2015

**General Records Retention Schedule Issued to:
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Health and Medical Records**

Schedule Number: GS-1022 Rev. 2

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10206	Long Term and Extended Stay - Rounds and Assignment Sheets	3 Years	After created or received		10/6/2015
10207	Long Term and Extended Stay - Tumor Registry Records	10 Years	After created or received		10/6/2015
10172	Medical Records - Medical Imaging Records - Mammography Includes scans, x-rays, and other image records.	10 Years	After date of last contact.		8/8/2017
10171	Medical Records - Medical Imaging Records- Juveniles Includes scans, x-rays, and other image records.	24 Years	After patient's date of birth.		8/8/2017
10170	Medical Records - Medical Imaging Records, Adults Includes scans, x-rays and other image records.	6 Years	After date of last contact		10/6/2015
10167	Medical Records - Patient Medical Records - Adults Includes dental, disease surveillance reports, family planning records, forensic, immunization records, medical orders and protocols and mental health.	6 Years	After date of last contact.		7/24/2017

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Schedule Number: GS-1022 Rev. 2

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10168	Medical Records - Patient Medical Records - Juveniles Includes dental, disease surveillance reports, family planning records, forensic, immunization records, medical orders and protocols and mental health.	24 Years	After patient's date of birth.		8/8/2017
10169	Medical Records - Prescription Records Includes orders.	7 Years	After created or received		10/6/2015
53529	Medical Source Data Information that is summarized, interpreted or reported in the medical record, including X-rays and other diagnostic images. (see record series 10305, Administrative and Management GS 1018 for non-medical source documents).	6 Years	From the date of collection.		11/19/2021
10208	Medical Staff Records - Bylaws and Rules/Regulations	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		10/6/2015

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53064	Medical Staff Records - Medical Staff Services Records: Adult Health Services Includes credential records. This record series applies to health care facilities only providing health services to adults. Those health care facilities providing health services to both adults and juveniles should refer to record series #53063.	10 Years	After no longer member of staff.		8/8/2017
53063	Medical Staff Records - Medical Staff Services Records: Juvenile Health Services Includes credential records. This record series applies to health care facilities providing health services to juveniles, including those that also provide health services to adults.	20 Years	After no longer member of staff.		8/8/2017
10210	Medical Staff Records - Physician Services Agreements	6 Years	After expired, cancelled or revoked		10/6/2015
10213	Nursing Records - Daily Assignment Schedules	3 Years	After created or received		10/6/2015
10211	Nursing Records - Nursing Training Records Includes attendance, course outlines and examinations.	5 Years	After employee terminated		10/6/2015

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10212	Nursing Records - Private Duty Nurse Records	6 Years	After date last used		10/6/2015
10214	Nutrition Records - Dietary Records, Food costs and Meal counts	5 Years	After fiscal year created or received		10/6/2015
10215	Nutrition Records - Dietary Records, Menus	2 Years	After created		10/6/2015
10216	Nutrition Records - Women, Infants and Children (WIC) Food Program Records Including, but not limited to, education records, financial operation reports, hearing files and vendor records.	3 Years	After date of final expenditure report.		8/8/2017
53528	Patient Complaints and Grievances Complaint and grievance records documenting a healthcare or medical facility's interactions with patients and/or their representatives.	6 years	After issue (event, complaint, grievance) resolved.		11/19/2021
10224	Pharmacy Records - Controlled Substances Records Includes inventory and orders both dispensed and administered.	3 Years	After created or received		10/6/2015

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10225	Pharmacy Records - Quality Monitoring Records Including, but not limited to, Accucheck, drug storage, exposure control, first aid kits, medical count sheets, narcotics counts, oxygen tank and syringe records.	3 Years	After created or received		10/6/2015
53057	Pharmacy Records - Scripts and Narcotic Logs	8 Years	After created or received.		8/8/2017
10226	Radiology Records - Radioisotope Records Including receipt, transfer, use, storage, delivery, disposal and reports of over-exposure.	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		10/6/2015
10227	Radiology Records - Requests for Tests Other than contained in medical records.	1 Month	After month created or received		10/6/2015

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53526	Radiology Records -Unit Dose Records Records that demonstrate compliance with the radiation dose limit(s) for individual members of the public and occupational exposures.	3 years	After the Department of Health Services terminates license and registration granted to the Licensee (any person who is licensed by the Department to acquire, possess, transfer, or use sources of radiation).		11/19/2021
10228	Vital Records - Applications for Copy of Birth/Death Records	3 Years	After processed		10/6/2015
10229	Vital Records - Birth/Death Certificate Registration Records If not entered directly into Arizona Department of Health Services (ADHS) database.	10 Years	After registered		10/6/2015

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10231	Vital Records - Corrections Records, Birth	4 Years	After received		10/6/2015
10232	Vital Records - Corrections Records, Death	10 Years	After received		10/6/2015
10230	Vital Records - Correspondence Records Pertaining to birth/death records.		After administrative value has been served		10/6/2015
10233	Vital Records - Disposal of Permits	4 Years	After permit expired		10/6/2015
10234	Vital Records - Paternity Records	3 Years	After action taken		10/6/2015