



**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. 1**

- 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 GS 1022, dated August 09, 2017.**

Records Analyst, Secretary of State: Richard Carroll	State Records Management Officer, Arizona State Archives & Records Management Center: Dr. Ted Hale
<i>Records Series Electronically Approved in RSM Database</i>	<i>Records Series Electronically Approved in RSM Database</i>
Assistant Director of Archives: Dennis Preisler, Ph.D.	Records Management Officer:
<i>Records Series Electronically Approved in RSM Database</i>	Records series approval on file

**RECORDS MANAGEMENT CENTER**

1919 West Jefferson Street • Phoenix, Arizona 85009 • <http://www.azlibrary.gov/records> • Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: [records@azlibrary.gov](mailto:records@azlibrary.gov)

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10173	<b>Academic Records - Academic Affairs Records</b> Includes credential records.	75 Years	After created or received.		10/6/2015
10174	<b>Administrative and Management - Appointment Records</b>	3 Years	After created or received.		10/6/2015
10175	<b>Administrative and Management - Charge Records</b> 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	<b>Administrative and Management - Health Insurance Portability and Accountability Act (HIPAA) Privacy Standard Documentation Records</b> Not patient specific.	6 Years	After created or superseded, whichever is later.	45 CFR 164.530 (j)	8/8/2017
10177	<b>Administrative and Management - Indigent Health Care Administrative Records</b> 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.	AAC R9-22-503	8/8/2017
53058	<b>Administrative and Management - Interpreter Logs</b>	2 Years	After created or received.	A.R.S. 12-542	8/8/2017
10178	<b>Administrative and Management - Medicare Records, Licenses and Permit Records</b>	7 Years	After fiscal year created or received.		10/6/2015

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10179	<b>Administrative and Management - Medicare Records, Patient Account Records, In collections</b>	6 Years	After fiscal year collected or written off.		10/6/2015
10180	<b>Administrative and Management - Medicare Records, Patient Account Records, Paid</b>	6 Years	After fiscal year paid.		10/6/2015
10181	<b>Administrative and Management - Medicare Records, Reimbursement Records</b> 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.	42 CFR 413.20	10/6/2015
10182	<b>Administrative and Management - Registers</b> Chronological registers of tests including blood draws logs, lab logs and pregnancy screening logs.	2 Years	After created.		10/6/2015
53163	<b>Board Meetings, Digital Recordings of Public Meetings (This record series is to be used only by State Health Profession Regulatory Boards)</b> See Legal Remarks.	3 Years	After the date of the recording.	ARS 32.3222(B)	10/2/2017
10183	<b>Clinical Records - Clinical Trial Agreements</b> Includes related documentation.	15 Years	After created or received.		10/6/2015
10184	<b>Compliance Records</b> Includes hotline document, investigation records, supporting documents and work papers.	7 Years	After created or completed, whichever is later.		10/6/2015

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10185	<b>Emergency / Clinic Records - Central Log of Patients</b> Includes sign-in sheets.	5 Years	After created.	42 CFR 489/20(r)(1-3)	10/6/2015
10186	<b>Emergency / Clinic Records - Lists of On-call Physicians</b>	10 Years	After created.	42 CFR 489/20(r)(1-3)	10/6/2015
10235	<b>Epidemiology and Disease Control Records - Communicable Disease Database Records</b> Contains information related to the list of communicable diseases required by Arizona Administrative Code (AAC). 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.	AAC Title 9, Chapter 6.	10/6/2015
10429	<b>Epidemiology and Disease Control Records - Leprosy (Hansen's Disease) Records</b> Includes clinical charts	50 Years	After calendar year created.		10/6/2015
10187	<b>Health Information Records - Disease Indices</b> 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	<b>Health Information Records - Emergency Room and Paramedic Communication Records</b>	6 Years	After date of last contact.	ARS 12-2297; AAC R9-10-213(A)(1)	8/8/2017

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10189	<b>Health Information Records - HIV / AIDS Records, From 1970 - 1995</b> 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	<b>Health Information Records - HIV / AIDS Records, From 1995 - Present</b>		See Record Series 10235.		10/6/2015
10190	<b>Health Information Records - Hospital and Outpatient Clinic Records</b> Encounter statistics.	1 Year	After created or received.		10/6/2015
10191	<b>Health Information Records - Indices to Patient Records, Historical or Master</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		10/6/2015
10192	<b>Health Information Records - Indices to Patient Records, All others</b>	10 Years	After created.		10/6/2015

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10193	<b>Health Information Records - Records of Individuals Transferred to/from Hospital</b> Records relating to the transfer of a patient; should not include medical records.	5 Years	After created or received.	42 CFR 489.20(r)(1-3)	10/6/2015
10194	<b>Health Information Records - Release or Disposal of Human Remains Records</b>	10 Years	After created or received.		10/6/2015
10195	<b>Health Information Records - Sterilization Logs</b>	20 Years	After created or received.		10/6/2015
10196	<b>Laboratory Records - Blood and Blood Component Disposition Records</b>	5 Years	After disposal of blood and/or blood components.		10/6/2015
10197	<b>Laboratory Records - Blood and Blood Product Testing Records</b> For donated blood.	5 Years	After processing completed or 6 months after expired, whichever is later.	42 CFR 493.1105	8/8/2017
10198	<b>Laboratory Records - Immunohematology Records and Transfusion Records</b> For donated blood.	5 Years	After processing completed or 6 months after expired, whichever is later.	42 CFR 493.1105	8/8/2017

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10199	<b>Laboratory Records - Patient Testing Records</b> Includes instrument printouts if not filed in patient medical record.	2 Years	After created.	42 CFR 493.1105	8/8/2017
10200	<b>Laboratory Records - Refrigeration and Blood Inspection Records</b> For donated blood.	5 Years	After created or received.		10/6/2015
10201	<b>Laboratory Records - Requests for Tests</b> If not filed in patient medical record.	2 Years	After created or received.		10/6/2015
10202	<b>Long Term and Extended Stay - Admission Listings, Registers and Statistical Records</b>	6 Years	After created or received.		10/6/2015
53055	<b>Long Term and Extended Stay - Fetal Monitoring Strips</b>	28 Years	After patient date of birth.		8/8/2017
10203	<b>Long Term and Extended Stay - Operative Indices</b>	10 Years	After created or received.		10/6/2015
53056	<b>Long Term and Extended Stay - Patient Property Envelopes</b>	3 Years	After signature from patient acknowledging property receipt.		8/9/2017

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10204	<b>Long Term and Extended Stay - Physician Indices</b>	10 Years	After created.		10/6/2015
10205	<b>Long Term and Extended Stay - Registers of Surgical Procedures</b>	75 Years	After created or received.		10/6/2015
10206	<b>Long Term and Extended Stay - Rounds and Assignment Sheets</b>	3 Years	After created or received.		10/6/2015
10207	<b>Long Term and Extended Stay - Tumor Registry Records</b>	10 Years	After created or received.		10/6/2015
10170	<b>Medical Records - Medical Imaging Records, Adults</b> Includes scans, x-rays and other image records.	6 Years	After date of last contact.	42 CFR 482.26(d)(2)	10/6/2015
10171	<b>Medical Records - Medical Imaging Records- Juveniles</b> Includes scans, x-rays, and other image records.	24 Years	After patient's date of birth.	ARS 12-2297; AAC R9-10-213 (A)(1)	8/8/2017
10172	<b>Medical Records - Medical Imaging Records - Mammography</b> Includes scans, x-rays, and other image records.	10 Years	After date of last contact.	21 CFR 900.12; AAC R12-1-614 (C) (1)	8/8/2017



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10167	<b>Medical Records - Patient Medical Records - Adults</b> 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.	ARS 12-2297; AAC R9-10-213(A)(1)	7/24/2017
10168	<b>Medical Records - Patient Medical Records - Juveniles</b> 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.	ARS 12-2297; AAC R9-10-213 (A)(1)	8/8/2017
10169	<b>Medical Records - Prescription Records</b> Includes orders.	7 Years	After created or received.	ARS 32-1964	10/6/2015
10208	<b>Medical Staff Records - Bylaws and Rules/Regulations</b>	Permanent	Retain per Arizona Standards for Permanent Records or transfer to State Archives when administrative value has been served.		10/6/2015
53064	<b>Medical Staff Records - Medical Staff Services Records: Adult Health Services</b> 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

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53063	<b>Medical Staff Records - Medical Staff Services Records: Juvenile Health Services</b> 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	<b>Medical Staff Records - Physician Services Agreements</b>	6 Years	After expired, cancelled or revoked.		10/6/2015
10213	<b>Nursing Records - Daily Assignment Schedules</b>	3 Years	After created or received.		10/6/2015
10211	<b>Nursing Records - Nursing Training Records</b> Includes attendance, course outlines and examinations.	5 Years	After employee terminated.		10/6/2015
10212	<b>Nursing Records - Private Duty Nurse Records</b>	6 Years	After date last used.		10/6/2015
10214	<b>Nutrition Records - Dietary Records, Food costs and Meal counts</b>	5 Years	After fiscal year created or received.		10/6/2015

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10215	<b>Nutrition Records - Dietary Records, Menus</b>	2 Years	After created.		10/6/2015
10216	<b>Nutrition Records - Women, Infants and Children (WIC) Food Program Records</b> Including, but not limited to, education records, financial operation reports, hearing files and vendor records.	3 Years	After date of final expenditure report.	7 CFR 246.25	8/8/2017
10224	<b>Pharmacy Records - Controlled Substances Records</b> Includes inventory and orders both dispensed and administered.	3 Years	After created or received.	R4-23-1003	10/6/2015
10225	<b>Pharmacy Records - Quality Monitoring Records</b> 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	<b>Pharmacy Records - Scripts and Narcotic Logs</b>	8 Years	After created or received.	ARS 32-1964	8/8/2017
10226	<b>Radiology Records - Radioisotope Records</b> 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

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10227	<b>Radiology Records - Requests for Tests</b> Other than contained in medical records.	1 Month	After month created or received.		10/6/2015
10228	<b>Vital Records - Applications for Copy of Birth/Death Records</b>	3 Years	After processed.		10/6/2015
10229	<b>Vital Records - Birth/Death Certificate Registration Records</b> If not entered directly into Arizona Department of Health Services (ADHS) database.	10 Years	After registered.		10/6/2015
10231	<b>Vital Records - Corrections Records, Birth</b>	4 Years	After received.		10/6/2015
10232	<b>Vital Records - Corrections Records, Death</b>	10 Years	After received.		10/6/2015
10230	<b>Vital Records - Correspondence Records</b> Pertaining to birth/death records.		After administrative value has been served.		10/6/2015
10233	<b>Vital Records - Disposal of Permits</b>	4 Years	After permit expired.		10/6/2015

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10234	Vital Records - Paternity Records	3 Years	After action taken.		10/6/2015