

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p> <p><b>HEALTH RECORDS PROTOCOL</b></p>	<p><b>HEALTH RECORD - RETENTION AND DESTRUCTION OF INACTIVE HEALTH INFORMATION</b></p>	<p><b>Policy 2.5.2 Protocol 5</b></p>
---	--	---

## STANDARD

All Bay of Plenty District Health Board (BOPDHB) health records will be retained in a secure manner, while at the same time maintaining the ability to have them easily retrieved, for the minimum retention period.

## OBJECTIVE

To meet legislative requirements.

## STANDARDS TO BE MET

### 1. Retention of Health Records

Sections 1.1 – 1.4 below, where a patient has a record in more than one (1) of these categories, none should be destroyed until all retention periods have been met.

#### 1.1 General Health records

- a) retained for 10 years from the date of the most recent documentation in the health record.
- b) for patients known to have deceased will be retained for 10 years from the date of the most recent documentation in the health record.
- c) for children aged 16 years or less at time of last visit to a BOPDHB hospital will be retained for 20 years from the date of the most recent documentation in the health record.

#### 1.2 Maternity Records

retained for 20 years from the date of the patient's last confinement at a BOPDHB hospital.

#### 1.3 Community Records

retained for 10 years from the date of the most recent documentation in the community services record.

#### 1.4 Violence / Abuse / Neglect Records

retained for 20 years from the date of the most recent documentation in the partner abuse record.

#### 1.5 Mental Health & Addiction Services (MH&AS) Records

retained for 20 years from the date of the most recent documentation in the MH&AS record.

#### 1.6 Radiology Records

- i. Radiology – X-Ray film and paper reports stored in radiology will be destroyed after 10 years from date of last radiology visit and examination.
- ii. A paper copy of the radiology report should be held in the individual patient health record or with the patient's General Practitioner (GP).
- iii. Special interest patient X-Rays are retained as Radiology Library Films.
- iv. Records flagged for permanent archiving will be held indefinitely.
- v. Electronic X-ray reports will be kept for at least 10 years.

#### 1.7 Clinical Trials

Health records for patients who have participated in clinical trials will be held in accordance with the time requirements around the trial when that date exceeds the set health records retention period. Details of the required retention period shall be recorded on the front cover of the hard copy health record and in the electronic health record.

<p>Issue Date: May 2014 Review Date: May 2017</p>	<p>Page 1 of 2 Version No: 3</p>	<p>NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.</p>
<p>Protocol Steward: Regional Manager, Clinical Support Services</p>	<p>Authorise by: Director of Nursing</p>	

 <p>BAY OF PLENTY DISTRICT HEALTH BOARD HAUORA A TOI</p> <p><b>HEALTH RECORDS PROTOCOL</b></p>	<p align="center"><b>HEALTH RECORD - RETENTION AND DESTRUCTION OF INACTIVE HEALTH INFORMATION</b></p>	<p align="center"><b>Policy 2.5.2 Protocol 5</b></p>
---	---	--

1.8 Permanent Archiving

Health records flagged by a medical specialist for archiving permanently where requested on a case by case basis (no criteria, request for retention to be made by a clinical person). Full details will be recorded in the patient management system.

**2. Storage**

2.1 Records to be stored in a secure area allowing maximum protection from damage or loss. 'Secure' in this instance refers to an area that is locked and not accessible to the general public.

2.2 Records to be stored in a manner which allows ease of access, tracking and retrieving.

2.3 Records to be tagged for ease of identification for disposal after the relevant period of retention.

2.4 Violence / Abuse / Neglect Records will be stored in a separate file from other records

**3. Destruction**

3.1 Records for disposal to be confidentially destroyed and disposed of.

3.2 X-Ray films for disposal to be stored in locked bins and sent offsite, as arranged, for destruction and silver recovery.

3.3 X-Ray film packets and radiology paper reports to be shredded in a manner allowing maximum protection of report.

3.4 Prior to the disposal of a health record BOPDHB does not contact the individual, their family or whanau.

**ASSOCIATED DOCUMENTS**

- Bay of Plenty District Health Board policy 2.5.2 Health Records Management
- Bay of Plenty District Health Board policy 2.5.2 Protocol 1 Health Record - Standards
- Bay of Plenty District Health Board policy 2.5.2 Protocol 2 Health Record - Content and Structure
- Bay of Plenty District Health Board policy 2.5.2 protocol 3 Health Record - Access to Personal Health Information
- Bay of Plenty District Health Board policy 2.5.2 Protocol 4 Health Record - Transportation by BOPDHB Staff
- Bay of Plenty District Health Board policy 2.5.2 Protocol 7 Health Record - Inpatient Care Pathways
- Bay of Plenty District Health Board policy 2.5.2 protocol 8 Health Record - Abbreviations List
- Bay of Plenty District Health Board policy 2.5.1 Health Information Privacy
- Bay of Plenty District Health Board Personal Information Request (8264) – *viewable only. Order through Design & Print Centre*

<p>Issue Date: May 2014 Review Date: May 2017</p>	<p>Page 2 of 2 Version No: 3</p>	<p>NOTE: The electronic version of this document is the most current. Any printed copy cannot be assumed to be the current version.</p>
<p>Protocol Steward: Regional Manager, Clinical Support Services</p>	<p>Authorise by: Director of Nursing</p>	