

SUBMITTAL TO THE BOARD OF SUPERVISORS  
COUNTY OF RIVERSIDE, STATE OF CALIFORNIA



ITEM: 3.13  
(ID # 29434)

**MEETING DATE:**  
Tuesday, December 16, 2025

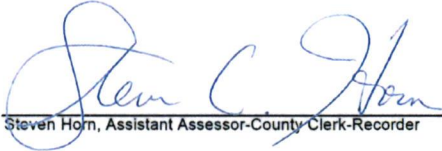
**FROM :** ASSESSOR-COUNTY-CLERK-RECORDER

**SUBJECT:** ASSESSOR-COUNTY CLERK-RECORDER / RMAP: Approval of Revised Departmental Records Retention Schedule for RUHS-Medical Center (RUHS-MC), All Districts. [\$0] (4/5th Vote Required)

**RECOMMENDED MOTION:** That the Board of Supervisors:

1. Approve the attached Departmental Records Retention Schedule for RUHS-Medical Center (RUHS-MC)

**ACTION:4/5 Vote Required, Policy**


  
Steven Horn, Assistant Assessor-County Clerk-Recorder 11/19/2025

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**MINUTES OF THE BOARD OF SUPERVISORS**

On motion of Supervisor Spiegel, seconded by Supervisor Perez and duly carried, IT WAS ORDERED that the above matter is approved as recommended.

Ayes: Spiegel, Washington, Perez, and Gutierrez  
Nays: None  
Absent: Medina  
Date: December 16, 2025  
xc: ACR

Kimberly A. Rector  
Clerk of the Board  
By:   
Deputy

**SUBMITTAL TO THE BOARD OF SUPERVISORS COUNTY OF RIVERSIDE,  
STATE OF CALIFORNIA**

<b>FINANCIAL DATA</b>	<b>Current Fiscal Year:</b>	<b>Next Fiscal Year:</b>	<b>Total Cost:</b>	<b>Ongoing Cost</b>
COST	\$0	\$0	\$0	\$0
NET COUNTY COST	\$0	\$0	\$0	\$0
<b>SOURCE OF FUNDS: N/A</b>			<b>Budget Adjustment: No</b>	
			<b>For Fiscal Year: 2025/2026</b>	

**C.E.O. RECOMMENDATION:** Approve

**BACKGROUND:**

**Summary**

In accordance with the provisions of Board Policy A-43, the Records Management and Archives Program (RMAP) worked with appropriate departments to review the Records Retention Schedule attached. Approval will authorize the disposal of certain records following mandatory retention requirements, thereby enabling the County to reduce the cost of storage for obsolete materials while ensuring that administrative, fiscal, legal, and other recordkeeping responsibilities are met. Prior agenda references are noted on the appropriate cover page. Per Government Code Section 26202, this item requires a 4/5 vote.

**Impact on Residents and Businesses**

The citizens of Riverside County benefit from the efficiencies gained through the application of generally accepted recordkeeping principles.

**ATTACHMENTS:**

**DRRS\_RUHS-MC\_2025\_Rev06** – Supersedes DRRS\_RUHS-MC\_2025\_Rev05 adopted April 8, 2025, Agenda item #3.5.

*Cesar Bernal*  
 Cesar Bernal, PRINCIPAL MGMT ANALYST 12/8/2025

*Aaron Gettis*  
 Aaron Gettis, Chief of Deputy County Counsel 12/5/2025



## County of Riverside, California Departmental Records Retention Schedule (DRRS\_RUHS-MC\_2025\_Rev06)

Enacted pursuant to Board of Supervisors, County of Riverside Resolution No. 2016-126, "Pertaining to the Management, Retention, Destruction or Disposition of County Records," and Board of Supervisors, County of Riverside Policy A-43: "County Records Management and Archives Policy."

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Inquiries or comments regarding this schedule should be directed to:

County of Riverside  
Records Management and Archives Program (RMAP)  
2724 Gateway Drive  
Riverside, CA 92507  
[ACR-RIM@asrclkrec.com](mailto:ACR-RIM@asrclkrec.com)  
<https://www.rivcoacr.org/RiversideCountyRecordsManagement>

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### Introduction

This Departmental Records Retention Schedule (DRRS) for Riverside University Health System – Medical Center (RUHS-MC) is adopted as per the recommendations of Board Policy A-43 as the department's first retention schedule.

This schedule is written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series. This retention schedule indicates the length of time that listed records, regardless of media or format, must be retained by the department before disposition may be implemented. These retention requirements are recommended in order to reduce the costs for the storage and maintenance of records while ensuring that administrative, fiscal, legal and other recordkeeping responsibilities are met.

Records, including copies held for convenience or reference, must be disposed of as directed herein at the close of the official retention period. Retention schedule changes apply to all documents unless they have been digitally uploaded into a Trusted System. The regulatory requirements include the immutability standards for objects in a Trusted System. This includes the initial retention applied to the digital file per RMAP management. A full justification for any request to extend the retention period for a particular group of records must be submitted in writing to the Records Management and Archives Program (RMAP) as stated by Board Policy A-43, Section D.5.

If a federal or state statute or regulation specifies a longer retention period for any records series received, created, or maintained by the department, the statute or regulation override this schedule, and the department must amend its records retention schedule as soon as practicable. In addition, a record may not be destroyed if notice of litigation, audit, public records request, etc. is received prior to the expiration of the retention period. For records held for audit purposes, the Auditor Controller's Office, or appropriate auditing authority, will notify the department once the audit is complete. In the event a lawful claim or a lawsuit is made against the county of Riverside, the department will suspend destruction of the subject records until all issues of the matter are resolved. Further, if the department is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, the department will suspend any records destruction of the identified documents. (Board Policy A-43 § D.9)

The department will maintain the requested records until the close of litigation or proceedings plus an additional ten (10) years. The department is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Furthermore, the department is responsible for establishing appropriate procedures to ensure that records are retained for the period of time mandated and that the records remain accessible as required.

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## Explanation of Fields

**Record Series Codes:** The Record Series Code is assigned by RMAP. The code is alphanumeric and uniquely identifies the Record Series Title regardless of the schedule it occupies enabling the Record Series to be tracked within the master index system.

**Record Series Title:** The Record Series Title identifies a group of similar records generally produced or utilized for similar business needs allowing them to be evaluated as a group for retention scheduling purposes.

**Record Series Description:** A description of the Record Series Title that includes examples, not an exhaustive list, of the record types found within the group.

**Official Records:** The agency or department responsible for the county's official record.

**Official Record Retention:** The length of time that the official record must be kept based upon the legal minimum requirement as well as any operational or business need. All other copies must be disposed of at the end of the retention period. For example, departmental copies held for convenience or reference must be destroyed at the close of the retention period or when no longer needed to support normal business operations, whichever is earlier.

**Citation / Rationale:** The legal citation or operational/business reason for retaining the official record for the period specified.

**Final Disposition:** The recommended final status or arrangement for the official record, usually disposed of by confidential shredding or transfer to the County of Riverside Archives as determined through best practice.

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## Explanation of Codes

**Audit Support** = Records are not required by statute or regulation to be held for the period indicated but should be maintained to support records submitted in support of the County's internal or external auditing procedures.

**Best Practice** = Best Practice determined through business and government agency benchmarks.

**BP** = California Business Code

**CCP** = California Code of Civil Procedure

**CCR** = California Code of Regulations

**CFR** = Code of Federal Regulations

**CL** = Closed, which will also mean after final resolution (as in an inquiry or litigation) after expiration (as in a contract) after final payment, upon

completion of participation in a program, etc. A record is considered "closed" when no further action is pending or required.

**CY** = Calendar year end

**FY** = Fiscal year end

**GC** = California Government Code

**PROB** = California Probate Code

**P** = Permanent

**REV** = Revised

**T** = Termination (of employment, or use, i.e. of a product or piece of equipment within the County, of a benefit or plan)



Department / Agency: RUHS - Medical Center (RUHS-MC)

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: All

Schedule #: **DRRS\_RUHS-MC\_2025\_REV06**

Section: All

With full consideration given to the preservation of the historic records of the County, the undersigned hereby certifies that this retention schedule was developed in compliance with countywide standards and policies and conforms with accepted records and information management practices.

Department Head:

*Jennifer Cruikshank*  
 Dept Head Name, Title

Jennifer Cruikshank, CEO

Date: 11/13/2025

Riverside University Health System - Medical Center

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
<b>Administration (ADM)</b>						
RUHS-MC - ADM100	Accreditation	Records related to the accreditation process and subsequent improvements to policies and procedures. Records series may include surveys and findings.	RUHS-MC	Until re-accreditation is achieved + 5	GC 26202; Best Practice	Shred / Delete
RUHS-MC - ADM125	Adverse Event Reports	Reports provided to the California Department of Public Health detailing negative impact events.	RUHS-MC	CL + 5	CCP 340.5; 22 CCR 70733(a)(8); GC 26202	Shred / Delete
RUHS-MC - ADM200	Census (daily)	Patient admission rosters and other records related to the daily population of the facility.	RUHS-MC	CL + 5	CCP 340.5; 22 CCR 70733(a)(7); GC 26202	Shred / Delete
RUHS-MC - ADM225	Committee minutes	Minutes of committee meetings that are not subject to the Brown Act.	RUHS-MC	CL + 5	22 CCR 70733(a)(4); GC 26202	Shred / Delete
RUHS-MC - ADM260	Complaints and Grievances	Records related to the receipt and resolution of complaints or grievances including those received through surveys. Records series may include investigation materials and correspondence.	RUHS-MC	CL + 5	22 CCR 53858(h); 21 CFR 900.12(h)(2); CCP340.5	Shred / Delete

FORM APPROVED COUNTY COUNSEL

BY MCT 05 DEC 25  
 MICHAEL C. THOMAS DATE

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
RUHS-MC - ADM275	Donations, endowments, trusts, bequests, contributions	Records of support received by the hospital in addition to County allocated funds.	RUHS-MC	CL + 7 unless longer per terms of agreement	GC 26202; Best Practice	Shred / Delete
RUHS-MC - ADM300	HIPAA Records	Records related to compliance with the Health Insurance Portability and Accessibility Act. Records series may include notice of privacy practices, acknowledgement of receipt, correspondence, forms and HIPAA related policies and procedures.	RUHS-MC	CL + 6	45 CFR 164.530(j)(2)	Shred / Delete
RUHS-MC - ADM325	Incident Reports	Reports of accidents or incidents involving patients or other non-staff while on hospital grounds or in hospital facilities.	RUHS-MC	CL + 10	CCP 340.5; GC 26202	Shred / Delete
RUHS-MC - ADM350	Inspection Records	Records of inspection, either by internal or external entities, and approval of facilities, pharmacies, systems and processes. Records series may include recommendations received and the actions taken to comply with the recommendations.	RUHS-MC	CY + 6	42 CFR 482.41(b)(6); GC 26202; Best Practice	Shred / Delete
RUHS-MC - ADM375	Licenses or certificates	Records of application and receipt of licenses or certificates.	RUHS-MC	Expiration of License or Certificate + 5	GC 26202	Shred / Delete
RUHS-MC - ADM400	List of Contracted Services	Records indicating the type and nature of contracted services utilized by the hospital.	RUHS-MC	CL + 6	GC 26202; 42 CFR 482.12(e)(2); Best Practice	Shred / Delete
RUHS-MC - ADM450	Office of Statewide Health Planning and Development (OSHDP) Reports - Patient data	Records related to a patients overall stay with the hospital including financial and discharge data and quality of care information.	RUHS-MC	CY + 20	GC 26202; Best Practice	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
RUHS-MC - ADM500	Patient Index / Medical Record Index number	Index cross-referencing patient information with the medical record number.	RUHS-MC	P	Best Practice	Dept.
RUHS-MC - ADM525	Patient Property	Records related to the collection, inventory of personal property, cash and valuables. Records series may include inventory sheets, receipts and disbursements of personal funds held in trust.	RUHS-MC	Delivery of Property + 3	GC 26202; PROB 330(d); Best Practice	Shred / Delete
RUHS-MC - ADM550	Permits	Records of the application and receipt of permits.	RUHS-MC	Expiration + 5	GC 26202	Shred / Delete
RUHS-MC - ADM575	Policies and Procedures - manuals	Records of polices and procedures implemented by the hospital or related facilities with the exception of those related to pediatrics or otherwise the treatment of minors.	RUHS-MC	REV +10	GC 26202; 22 CCR 70733(a)(10) and (11); Joint Commission Standard 03.02.01, EP5 & 6	Shred / Delete
RUHS-MC - ADM580	Policies and Procedures - manuals: Pediatrics	Records of polices and procedures relevant to the treatment of minors implemented by the hospital or related facilities.	RUHS-MC	REV +25	GC 26202; 22 CCR 70733(a)(10)and (11); Joint Commission Standard 03.02.01, EP5 & 6	Shred / Delete
RUHS-MC - ADM600	Reports and Statistics	Reports and statistical data maintained to establish trends or assist with business planning. Records series may include correspondence, admission/ discharge numbers, services rendered, transfers, etc.	RUHS-MC	CY + 10	GC 26202	Shred / Delete
RUHS-MC - ADM625	Summary Records - Airborne Infection	Summary records of decisions not to transfer a patient to another facility for airborne infection isolation for medical reasons. Records series may also include explanations regarding the unavailability of isolation rooms/areas.	RUHS-MC	CY + 3	GC 26202; 8 CCR 5199(j)(3)(E)	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
RUHS-MC - ADM650	Treatment Authorization Requests	Records providing source documents for Medi-Cal electronic claims submissions.	RUHS-MC	FY + 7	GC 26202; 22 CCR 51502.1(f)(2) and 51476; Best Practice	Shred / Delete
RUHS-MC - ADM675	Unusual Occurrence Reports	Reports made to California Department of Public Health and/or the Public Health Officer detailing the facts surrounding an unusual occurrence.	RUHS-MC	CY + 5	22 CCR 70733(a)(8); CCP 340.5	Shred / Delete
<b>Admitting (ADT)</b>						
RUHS-MC - ADT300	Medicare Secondary Payer Questionnaire	Completed questionnaire required by Medicare.	RUHS-MC	CY + 10	GC 26202; Medicare Secondary Payer Manual § 20.2.2 (page 25)	Shred / Delete
<b>Business and Finance (BUS)</b>						
RUHS-MC - BUS025	Accounts Payable	Records documenting payment for goods or services. Records series may include coral files, nurse registry and supporting documentation.	RUHS-MC	FY + 10	GC 26207; Audit Support	Shred / Delete
RUHS-MC - BUS030	Accounts Receivable	Records documenting efforts made by the County to bill and collect for services. Records series may include cashier deposits, collection notices and supporting documentation.	RUHS-MC	FY + 10	GC 26207; GC 26202; Audit Support	Shred / Delete
RUHS-MC - BUS050	Claims - Medical	Records for payment of claims for medical services. Records series may include claim forms, medical records, invoices, Explanation of Benefits, Data Entry Reports, Itemized reports, Letter of Guarantee, Letters of Authorization, Request Referral Form, Treatment Plan Notes, EMS run reports, vendor registration, return mail.	RUHS-MC	CL + 7	GC 26202; Best Practice	Shred / Delete
RUHS-MC - BUS100	Medicare / MediCal Records	Records related to the administration of the Medicare / MediCal Programs. Records series may include appeals and provider service costs.	RUHS-MC	P	42 CFR 423.505 (i)(2)(ii); Best Practice	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
RUHS-MC - BUS200	Medicare Part D Records	Records related to the prescription drug benefit of Medicare.	RUHS-MC	P	42 CFR 423.505 (i)(2)(ii); Best Practice	Shred / Delete
RUHS-MC - BUS300	Medically Indigent Services Program (MISP) Applications	Records related to MISP applications for medical service benefits. Records series may include documentation of records necessary for MISP eligibility determination including household financial, identification, social security, Medi-Cal eligibility information and other program information as appropriate.	RUHS-MC	CL + 7	CCP 337; Best Practice	Shred / Delete
RUHS-MC - BUS400	Transaction Summaries	Journals, registers, and subsidiary ledgers dedicated to individual funds or functions. May include accounts payable & receivable, expenditures, investments, properties and revenue, cash disbursements, cash receipts, vouchers and warrants.	RUHS-MC	FY + 10	GC 26207; Audit Support	Shred / Delete
<b>Education / Moodle's (EDU)</b>						
RUHS-MC - EDU100	Training Records - Employees	Records documenting any job related training provided to employees. Records series may include attendance lists, instructors names and qualifications, dates/times and curricula.	RUHS-MC	T + 3	GC 26202; 8 CCR 5199(j)(2)(A)(4) and (j)(2)(B); Best Practice	Shred / Delete
RUHS-MC - EDU200	Continuing Medical Education Records	Records related to the development of medical training. Records series may include committee minutes, evaluation summaries, needs assessment data, activity files, etc.	RUHS-MC	Until re-accreditation is achieved + 2	GC 26202; Best Practice	Shred / Delete
<b>Department (DEP)</b>						
RUHS-MC - DEP100	Appointment Calendars	Records documenting the date and time allotted for appointments of each patient or group of patients and the time actually spent with them.	RUHS-MC	CY + 3	GC 26202; CCP 340.5	Shred / Delete
RUHS-MC - DEP200	Compliance Audits or Investigations (Internal)	Records of audits or investigations of compliance. Records series includes compliance hotline log.	RUHS-MC	CL + 6	CCP 340.5; GC 26202; Best Practice	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
RUHS-MC - DEP210	Correctional Healthcare Services Records - Adult	Records related to Correctional Healthcare Services	RUHS-CHS	Last Date of visit + 7	22 CCR 70751(c); Best Practice	Shred / Delete
RUHS-MC - DEP220	Correctional Healthcare Services Records - Minor	Records related to Correctional Healthcare Services	RUHS-CHS	Age 18 + 7	22 CCR 70751(c); Best Practice	Shred / Delete
RUHS-MC - DEP300	Emergency Medical Treatment and Active Labor Act (EMTALA) Records	Records related to Medicare and the transfer of individuals to and from the hospital.	RUHS-MC	CL + 5	42 CFR 489.20(r)(1)	Shred / Delete
RUHS-MC - DEP450	Labor Room Records	Records related to all labor room activities.	RUHS-MC	CY + 6	GC 26202; CCP 340.5; Best Practice	Shred / Delete
RUHS-MC - DEP500	Medical Transportation Records	Records related to the transport of patients. Records series may include date/time/location of service, odometer readings, vehicle ID, operator name, patient information, etc.	RUHS-MC	CY + 5	42 CFR 489.20(r)(1); 22 CCR 51502.1(f)(2) and 51476(e)	Shred / Delete
RUHS-MC - DEP550	Psychiatric Reports - Adult	Records related to psychiatric reports sent to the Mental Health Department. Records series may include patient's rights denials, ECT and psychosurgery reports.	RUHS-MC	Last Date of visit + 7	BP 2919	Shred / Delete
RUHS-MC - DEP555	Psychiatric Reports - Minor	Records related to psychiatric reports sent to the Mental Health Department. Records series may include patient's rights denials, ECT and psychosurgery reports.	RUHS-MC	Age 18 + 7	BP 2919	Shred / Delete
<b>Dietary Department (DIT)</b>						
RUHS-MC - DIT100	Bacteriological testing of ice	Records documenting the methodology and results of testing for bacteria in ice.	RUHS-MC	CY + 2	GC 26202	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
RUHS-MC - DIT200	Meal Counts	Records documenting the number of meals provided in a given period of time.	RUHS-MC	CY + 2	GC 26202	Shred / Delete
RUHS-MC - DIT300	Menus	Record of the menu as served including documentation of variations from the meal planned.	RUHS-MC	Discontinued + 90 days	22 CCR 70273(g)(5); Best Practice	Shred / Delete
RUHS-MC - DIT400	Recipes	Recipes, including ingredients, portion size, nutritional analysis, etc.	RUHS-MC	Patient Discharge	22 CCR 70273(i)(3)	Place in patient medical file
<b>Emergency Dept (ED)</b>						
RUHS-MC - ED100	Admission and Discharge Records	Patient admission roster.	RUHS-MC	CL + 5	GC 26202; CCP 340.5	Shred / Delete
RUHS-MC - ED200	Emergency Department Logs	Records constituting a central log on each individual who comes to the emergency department seeking assistance regardless of whether or not treatment was received.	RUHS-MC	CL + 6	GC 26202; 42 CFR 489.20(r)(1)(3); Best Practice	Shred / Delete
<b>Graduate Medical Education (GME)</b>						
RUHS-MC - GME100	Resident Rotation Schedules	Records documenting the schedules of medical residents. Records series may include location, nature of assignment, vacation, leave of absence, sick time, orientation time, classroom time, etc.	RUHS-MC	T + 3	22 CCR 70725	Shred / Delete
<b>Housekeeping / Environmental Services (HES)</b>						
RUHS-MC - HES100	Cleaning Records	Records showing the cleaning schedule and associated tasks for rooms, equipment and work surfaces, etc.	RUHS-MC	CY + 2	GC 26202	Shred / Delete
RUHS-MC - HES200	Hazardous Waste Records	Records related to the testing, analysis and transport of non-medical hazardous waste. Records series includes reports, test results, and manifests.	RUHS-MC	Disposition + 3	22 CCR 66262.40	Shred / Delete
<b>Human Resources (HR)</b>						

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
RUHS-MC - HR250	Time Sheets	Records documenting time worked by contracted staff retained for the purpose of paying the vendor.	RUHS-MC	FY + 10	GC 26202; CCP 337; Best Practice	Shred / Delete
<b>Imaging/Radiology (IMR)</b>						
RUHS-MC - IMR100	CDPH Reports of Unplanned Contamination Events	Reports of unplanned contamination events submitted to the California Department of Public Health. Records series may include reports of equipment failure, events requiring medical treatment, fire or exposure to radioactive materials.	RUHS-MC	Expiration of License + 3	GC 26202; 17 CCR 30293(b); Best Practice	Shred / Delete
RUHS-MC - IMR150	Dosage and Radioactive Effluence	Records related to radioactive release including surveys, sampling bioassays, measurements, etc.	RUHS-MC	Expiration of License + 3	17 CCR 30275(f); 10 CFR 20.2103 (a) and (b)	Shred / Delete
RUHS-MC - IMR200	Dose to Patient	Records indicating the dose of radioactive elements used on a patient.	RUHS-MC	Expiration of License + 2	GC 26202; 10 CFR 20.2107(b)	Shred / Delete
RUHS-MC - IMR250	Mammography Records - Quality Control	Records concerning mammography technique and procedures, quality control (including monitoring data, problems detected, corrective actions and their effectiveness), safety precautions and protection. Records series may include various log sheets for tests performed to ensure appropriate quality controls are in place.	RUHS-MC	Inspection + 3	21 CFR 900.12(d)(2)	Shred / Delete
RUHS-MC - IMR300	Mammography Records - Testing	Records related to various film tests including processor film strips, fixer retention tests, darkroom tests, etc.	RUHS-MC	Inspection + 3	21 CFR 900.12(d)(2)	Shred / Delete
RUHS-MC - IMR310	Mammograms and Reports	Records related to the performance and reporting of mammograms.	RUHS-MC	Last date of visit + 10	21 CFR 900.12(c)(4)	Shred / Delete
RUHS-MC - IMR400	NRC Form 4 - prior occupational dose	Nuclear Regulatory Commission Form 4: Cumulative Occupations Dose History. Record of exposure per employee.	RUHS-MC	Expiration of License + 3	10 CFR 20.2104(f)	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
RUHS-MC - IMR450	NRC Form 5 - occupations monitoring	Nuclear Regulatory Commission Form 5: Occupational Dose Record for a Monitoring Period. Record of exposure per employee for a given period of time. Note: a copy of this record must also be filed in the employee's health (medical) record.	RUHS-MC	Expiration of License + 3	10 CFR 20.2106(f); Best Practice	Shred / Delete
RUHS-MC - IMR500	Planned Special Exposure	Records documenting the exceptional circumstances requiring the use of a planned special exposure. Records series includes the name of the official who authorized procedure, what actions were taken and why each action was necessary.	RUHS-MC	Expiration of License + 3	10 CFR 20.2105(b); Best Practice	Shred / Delete
RUHS-MC - IMR550	Radiation Protection Program	Records related to the radiation protection program including the provisions of the program and any audits and other reviews of the programs content and implementation.	RUHS-MC	Expiration of License + 3	10 CFR 20.2102(b)	Shred / Delete
RUHS-MC - IMR600	Radiation Source Records - disposal	Records related to the disposal of licensed materials including by burial in soil.	RUHS-MC	Expiration of License + 3	10 CFR 20.2108(b); 17 CCR 30293(a); Best Practice	Shred / Delete
RUHS-MC - IMR650	Radiation source Records - receipt and transfer	Records showing the receipt and transfer of each source of radiation which is subject to license or registration.	RUHS-MC	Date of Transfer + 3	17 CCR 30293(a)(1)	Shred / Delete
RUHS-MC - IMR700	Radioisotope Records	Records of receipt, transfer, use, storage, delivery, disposal and reports of overexposure.	RUHS-MC	Expiration of License + 3	10 CFR 30.51; 10 CFR 20.2105(b); Best Practice	Shred / Delete
<b>Infection Control (IC)</b>						
RUHS-MC - IC100	Annual Reviews	Records related to the annual review of safety plans such as transmissible diseases and biosafety plans.	RUHS-MC	CY + 6	GC 26202; 8 CCR 5199(j)(3)(A); Best Practice	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
RUHS-MC - IC200	Communicable Disease Reports	Reports of communicable diseases that are provided to state and local health agencies.	RUHS-MC	CY + 3	GC 26202	Shred / Delete
RUHS-MC - IC300	Unusual Occurrence Reports	Reports made to California Department of Public Health and/or the Public Health Officer detailing the facts surrounding an unusual occurrence.	RUHS-MC	CY + 5	22 CCR 70733(a)(8); CCP 340.5	Shred / Delete
RUHS-MC - IC400	Infection Control Records	Records related to steps taken to mitigation the spread of infections and communicable diseases. Records series may include decision making reports and control logs.	RUHS-MC	CY + 5	8 CCR 5199(j)(3)(F); 22 CCR 70733 (a)(12) and (13)	Shred / Delete
<b>Laboratory (LAB)</b>						
RUHS-MC - LAB100	Analytic System Records	Records related to quality control procedures and patient test records. Records series may include test results for system performance verified under 42 CFR 493.1253.	RUHS-MC	Life of equipment or CY + 3, whichever is longer	BP 1265(j)(2); 42 CFR 493.1105(a)(3)	Shred / Delete
RUHS-MC - LAB150	Cytology Lab Records	Records maintained to document control procedures and workloads per employee as specified in 42 CFR 493.1274 et seq.	RUHS-MC	CY + 3	BP 1265(j)(2)	Shred / Delete
RUHS-MC - LAB175	Cytology Reports and Confirmations	Records of cytology reports as well as histologic or clinical confirmations of findings.	RUHS-MC	CY + 40 5	42 CFR 493.1105(a)(7)	Shred / Delete
RUHS-MC - LAB200	Immunohematology and Transfusion Records	Records related to the collection, processing, compatibility testing, storage and distribution of blood units.	RUHS-MC	CY + 10 or Expiration of product + 6 months, whichever is later.	21 CFR 606.160(d)	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
RUHS-MC - LAB210	Immunohematology and Transfusion Records -no expiration	Records related to the collection, processing, compatibility testing, storage and distribution of blood units.	RUHS-MC	P	21 CFR 606.160(d)	Dept.
RUHS-MC - LAB250	Pathology Test Reports	Records of pathology test reports.	RUHS-MC	CY + 10	42 CFR 493.1105 (a)(6)(ii)	Shred / Delete
RUHS-MC - LAB300	Patient Specimen Testing Records	Records related to specimen testing including personnel performing the test and instrument printouts.	RUHS-MC	CY + 3	BP 1265(j)(2)	Shred / Delete
RUHS-MC - LAB350	Quality Control Records	Records related to the calibration, control procedures, maintenance and function tests, test result comparison activities, workload limit records, alarm system checks, proficiency testing, corrective actions, etc.	RUHS-MC	CY + 3	BP 1265(j)(2); 42 CFR 493.1105(a)(3)(i)	Shred / Delete
RUHS-MC - LAB400	Registers of Tests	Records of tests performed and maintained within log books (chronological) or accession logs.	RUHS-MC	CY + 3	BP 1265(j)(2); 42 CFR 493.1105(a)(b)	Shred / Delete
RUHS-MC - LAB450	Test Procedures	Records of testing procedures in use. Records series must include the date of initial use and the date the procedure was discontinued.	RUHS-MC	Discontinued + 3	BP 1265(j)(2); 42 CFR 493.1105(a)(2)	Shred / Delete
RUHS-MC - LAB500	Test Requisitions	Records documenting the request for certain tests to be performed.	RUHS-MC	CY + 3	BP 1265(j)(2); 42 CFR 493.1105(a)(1)	Shred / Delete
<b>Medical Records (MED)</b>						
RUHS-MC - MED100	Anatomical Gifts	Records related to anatomical gifts.	RUHS-MC	CY + 2	GC 26202	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
RUHS-MC - MED200	Medical Records	Patient medical records, including admission records, consent forms, immunization records, laboratory notes, medication profile, nurses' notes, pathologist's reports, patient identification information, physical examinations, physicians' orders, prescriptions, surgical records, vital signs sheets, imaging, x-rays and studies, etc.	RUHS-MC	Last date of visit + 25 years	22 CCR 70751(c); Best Practice	Shred / Delete
<b>Medical Staff Records (MES)</b>						
RUHS-MC - MES050	Surgical Privileges List	Roster of practitioners that specifies the privileges of each. NOTE: Each physician's surgical privileges should also be maintained within his/her medical staff file.	RUHS-MC	CL + 5	42 CFR 482.51(a)(4); GC 26202; CCP 340.5	Shred / Delete
RUHS-MC - MES100	Bylaws, rules and regulations	Records documenting the bylaws, rules and regulations of the medical staff.	RUHS-MC	REV + 3	GC 26202; CCP 340.5; 22 CCR 70733(a)(3)	Shred / Delete
RUHS-MC - MES150	Call Schedules	Records listing physicians who available to provide treatment necessary after the initial examination to stabilize individuals is complete.	RUHS-MC	REV + 2	42 CFR 489.20 (r)(2); GC 26202	Shred / Delete
RUHS-MC - MES250	Continuing Medical Training Records	Records related to the continued training and education of the medical staff. Records series may include attendance lists, credits earned/claimed, etc. An accredited provider must have mechanism in place to record and verify participation.	RUHS-MC	T + 6	22 CCR 70725	Shred / Delete
RUHS-MC - MES300	Medical and/or Professional Staff Meeting Minutes	Minutes of committee or other medical or professional staff meetings. Records series may include reports or other attachments presented during the meeting.	RUHS-MC	CY + 2	GC 26202; 22 CCR 70733(a)(4)	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
RUHS-MC - MES350	Medical Staff Records	Records related to medical staff, including non-employees, documenting their qualifications and history with the hospital. Records series may include credentialing files, applications (accepted and rejected), complaints, etc.	RUHS-MC	T + 75	GC 26202; 22 CCR 70733(a)(9); Best Practice	Shred / Delete
RUHS-MC - MES400	Peer Review Records	Records produced by peers that evaluate the performance of other medical staff.	RUHS-MC	T + 3	GC 26202; CCP 340.5; Best Practice	Shred / Delete
RUHS-MC - MES450	Quality Assurance Records	Records related to the quality of care provided by medical staff. Records series may include copies of incident reports, root-cause analysis, etc.	RUHS-MC	CY + 6	GC 26202; Best Practice	Shred / Delete
<b>Nuclear Medicine Records (NME)</b>						
RUHS-MC - NME100	Interpretation, Consultation and Procedures Reports	Records documenting the interpretation of results, the consultation provided to the patient and the procedures followed during the process.	RUHS-MC	CY + 5	42 CFR 482.53(d)(1)	Shred / Delete
RUHS-MC - NME200	Radiation Dose Records - Adult	Records indicating the dose of radioactive elements used on a patient.	RUHS-MC	Last dose + 10	CCP 340.5; 22 CCR 70751(c); Best Practice	Shred / Delete
RUHS-MC - NME210	Radiation Dose Records - Minor	Records indicating the dose of radioactive elements used on a patient.	RUHS-MC	Last dose + 25	CCP 340.5; 22 CCR 70751(c); Best Practice	Shred / Delete
RUHS-MC - NME300	Receipt and Disposition of Radiopharmaceuticals	Records documenting receipt and disposal of radiopharmaceuticals.	RUHS-MC	Disposal or Transfer + 3	42 CFR 482.53(d)(3); 22 CCR 66262.40	Shred / Delete
RUHS-MC - NME400	Reports of Overexposure	Records documenting an instance of overexposure to radiation.	RUHS-MC	CY + 50	CCP 340.5; 22 CCR 70751(c); Best Practice	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
RUHS-MC - NME500	Utilization Records	Records documenting how radiopharmaceuticals are used by the hospital.	RUHS-MC	CY + 2	GC 26202	Shred / Delete
<b>Nursing Records (NUR)</b>						
RUHS-MC - NUR110	Charge Nurse Packets	Records documenting staffing ratios and nurse activities for each day. Records series may include copy of department census, staffing records, charge nurse activity report, patient admission records and staffing activities.	RUHS-MC	CY + 7	GC 26202; Best Practice	Shred / Delete
RUHS-MC - NUR200	Staffing Plan - Adults	Records related to the staffing plan for each patient care unit and the methodology used to develop it. Records series may include patient care requirements, staffing levels for registered nurses, and other licensed and unlicensed personnel.	RUHS-MC	Last Date of Visit + 7 or for the period of time between licensing surveys, whichever is longer	GC 26202; 22 CCR 70217(d)(1)	Shred / Delete
RUHS-MC - NUR250	Staffing Plan - Minors	Records related to the staffing plan for each patient care unit and the methodology used to develop it. Records series may include patient care requirements, staffing levels for registered nurses, and other licensed and unlicensed personnel.	RUHS-MC	When the subject of the record reaches age 25 or for the period of time between licensing surveys, whichever is longer	GC 26202; 22 CCR 70217(d)(1)	Shred / Delete
<b>Occupational Health (OCC)</b>						
RUHS-MC - OCC100	Respirator Fit Testing	Records related to the fit testing of respirators on employees. Records series may include documentation of any exceptions.	RUHS-MC	CY + 3 or next fit test, whichever is later	8 CCR 5144(m)(2)(B)	Shred / Delete
RUHS-MC - OCC200	Sharps Injury Log	Record of injury sustained while using sharps.	RUHS-MC	CY + 5	8 CCR 5193(h)(3)	Shred / Delete
RUHS-MC - OCC300	Vaccine Availability	Records documenting the availability, or not, of vaccines for employees exposed to transmittable diseases.	RUHS-MC	CY + 3	8 CCR 5199(j)(3)(C)	Shred / Delete
<b>Pharmacy Records (PHR)</b>						

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
RUHS-MC - PHR100	Alcohol Records	Records regarding the receipt, shipment, use, etc. of alcohol for medicinal, mechanical (analysis or test) or scientific purposes.	RUHS-MC	CY + 6	27 CFR 22.164(a)	Shred / Delete
RUHS-MC - PHR150	Automated Delivery Device Policy and Procedure	Records documenting the policies and procedures relative to automated delivery device.	RUHS-MC	Last Use + 3	16 CCR 1713(f)	Shred / Delete
RUHS-MC - PHR200	Compounding Records - products used	Records related to the chemicals and products used for compounding including records of acquisition, storage and disposition.	RUHS-MC	CY + 3	16 CCR 1735.3(d)	Shred / Delete
RUHS-MC - PHR250	Compounded Drug Records	Records related to the compounding of drugs. Records series may include the master formula, date, personnel who compounded, pharmacists reviewing final product, quantity of each component, quantity compounded, etc.	RUHS-MC	CY + 3	16 CCR 1735.3(d)	Shred / Delete
RUHS-MC - PHR300	Controlled Substance Records	Records related to the inventory and dispensing of controlled substances. Records series may include inventory by registered location, kind and quantity of substances dispensed or administered, date of dispensing, names, addresses, etc.	RUHS-MC	CY + 3	GC 26202; 21 CFR 1304.11(c) and 1304.21(a); Best Practice	Shred / Delete
RUHS-MC - PHR350	Dialysis Drugs and Devices for Home Use	Records related to the drugs and devices used by home dialysis patients. Records series may include prescriptions, invoices, quantities, manufacturer information, lot numbers, date and pharmacists.	RUHS-MC	CY + 3	16 CCR 1787(c) and 1790	Shred / Delete
RUHS-MC - PHR400	Drugs Provided to Ambulance or EMS provider	Records related to the delivery of drugs to pre-hospital treatment providers.	RUHS-MC	CY + 3	BP 4119(b)(5)	Shred / Delete
RUHS-MC - PHR450	Epinephrine Auto-injector Records	Records related to epinephrine auto-injectors furnished to school districts, county offices of education, etc. Records series may include acquisition and disposition records.	RUHS-MC	CY + 3	BP 4119.2(b)	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
RUHS-MC - PHR500	Inspection Reports by Pharmacists	Records of monthly inspections conducted by hospital pharmacists of emergency drug supplies, particularly within the Nursing units.	RUHS-MC	CY + 3	22 CCR 70263(f)(3)	Shred / Delete
RUHS-MC - PHR550	Logs of Drugs Destruction	Records of destruction of discontinued individual patient's drugs not supplied by the hospital but that remain at the hospital after the patient is discharged.	RUHS-MC	CY + 3	GC 26202; 22 CCR 70263(q)(11)(A)	Shred / Delete
RUHS-MC - PHR600	Order Form - Drug Enforcement Agency (DEA) 222	Record copies of the Drug Enforcement Agency's order form.	RUHS-MC	CY + 2	21 CFR 1305.13(c)	Shred / Delete
RUHS-MC - PHR650	Prescription Records	Records related to the dispensing of controlled or non-controlled substances, which must be filed separately. Records series may include the prescription and supporting documentation. RUHS-MC Retail Pharmacy has offsite waiver. MSC Pharmacy does not have a waiver so they will keep their records onsite.	RUHS-MC	CY + 2 Recommend to keep 1 yr. + CY on site and store other 2 yr. of records offsite.	16 CCR 1717(f); 21 CFR 1304.04(a)	Shred / Delete
RUHS-MC - PHR700	Quality Assurance Records	Records related to ongoing quality insurance efforts as well as investigation and analysis of medication errors.	RUHS-MC	CL + 5	16 CCR 1711(f); 22 CCR 53861	Shred / Delete
RUHS-MC - PHR750	Recall Records	Records related to the manufacturer's recall of drugs and records evidencing removal of drugs from all units and satellite facilities.	RUHS-MC	CY + 6	GC 26202; Best Practice	Shred / Delete
RUHS-MC - PHR800	Records of Sale, Acquisition and Disposition of Drugs	Records documenting the sale, acquisition and disposition of all drugs.	RUHS-MC	FY + 7	BP 4081(a), 4105(c), 4333(a); Best Practice	Shred / Delete
RUHS-MC - PHR850	Research Related to Purposely Mislabeled Prescriptions - Research	Records related to a research study.	RUHS-MC	CL + 30	BP 4078(c); Best Practice	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
RUHS-MC - PHR900	Sterile Injectable Product Records	Records related to sterile injectable products including name, lot number, amount, date and compounding information.	RUHS-MC	CY + 3	16 CCR 1751.1(c)	Shred / Delete
<b>Public Relations Records (PR)</b>						
RUHS-MC - PR100	Authorization to Use/Disclose Protected Health Information	Records documenting how protected health information will be used by the hospital and all instances of the disclosure of this information to other entities.	RUHS-MC	CY + 6	45 CFR 164.530(j)(2)	Shred / Delete
RUHS-MC - PR200	Consent to Photograph	Authorization to photograph a patient (as opposed to an employee) for use in a media format.	RUHS-MC	Discontinued + 6	45 CFR 164.530(j)(2)	Shred / Delete
<b>RCCT (RCT)</b>						
RUHS-MC - RCT100	Medical Records - Riverside County Child Assessment Team (RCCAT)	Patient forensic medical reports and photographs, intake and consent forms, forensic provider's notes, physicians' orders, chain of custody forms. Hair strand Testing results, caregiver assessments and case notes	RUHS-MC	P	Best Practice	Dept.
<b>Research Records (RES)</b>						
RUHS-MC - RES100	Contracts - Research related	Records related to contracts with study sponsors and principal investigators including supporting documentation.	RUHS-MC	CL + 7 unless longer per terms of agreement	GC 26202; Best Practice	Shred / Delete
RUHS-MC - RES200	Human Subject Records - Adult	Records related to the use of human subjects during research. Records series may include the subject's medical record.	RUHS-MC	CL + 7	22 CCR 70751(c)	Shred / Delete
RUHS-MC - RES250	Human Subject Records - Minor	Records related to the use of human subjects during research. Records series may include the subject's medical record.	RUHS-MC	Age 18 + 1 or CL+ 7, whichever is later	22 CCR 70751(c)	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
RUHS-MC - RES300	Institutional Review Board (IRB) Records	Records related to the IRB's approval of a research project. Records series may include the proposal, scientific evaluation, approved sample documents, progress reports, reports of injuries to subjects, etc.	RUHS-MC	CL + 3	21 CFR 56.115(b); 45 CFR 46.115(b)	Shred / Delete
<b>SART (SAR)</b>						
RUHS-MC - SAR100	Medical Records - Sexual Assault Response Team (SART)	Patient medical records, including admission records, consent forms, laboratory notes, medication profile, nurses' notes, pathologist's reports, patient identification information, physical examinations, physicians' orders, prescriptions, surgical records, vital signs sheets, imaging, x-rays and studies, etc.	RUHS-MC	P	Best Practice	Dept.
<b>Surgery/Operating Room Records (SUR)</b>						
RUHS-MC SUR100	Implant Records	Records of all devices intended to be partially or wholly absorbed into the human body through surgical intervention and intended to remain in place after the procedure for at least 30 days.	RUHS-MC	Life of Device + 6	21 CFR; 821.60	Shred / Delete
RUHS-MC SUR150	Surgery Records	Records showing register of operations performed and operating room logs.	RUHS-MC	CY + 10	GC 26202; 22 CCR 70223(f); CCP 340.5; Best Practice	Shred / Delete
RUHS-MC SUR200	Sterilization of Instruments	Records related to daily check recordings and temperatures for instruments	RUHS-MC	CY + 10	22 CCR Sections 70833, 71637, 72619, and 73677	Dept.
RUHS-MC SUR250	Disinfection of Instruments	Records related to checking for high level disinfection	RUHS-MC	CY + 10	22 CCR Sections 70833, 71637, 72619, and 73677	Dept.
RUHS-MC SUR300	Staff Competencies	Records of staff assigned to a case are responsible for checking the inventory	RUHS-MC	Duration of employment + 6	22 CCR Section 70214(a)(4)	Dept.