

Index: 8620.000
 Addendum: #40
 Reviewed Date: May, 2005

RECORD RETENTION IN NURSING OFFICE

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| 1. | COMMITTEE MINUTES | PERMANENT |
| 2. | CORRESPONDENCE | 2 YEARS |
| 3. | NARCOTIC SHEETS | 7 YEARS |
| 4. | NURSING OFFICE REPORT SHEETS | PERMANENT
Staple census to report sheets on a weekly basis. Keep current year on hand, store prior. |
| 5. | UNIT NURSING ASSIGNMENT SHEETS | 2 YEARS |
| 6. | PERSONNEL FILE (important data kept in Personnel Office) | PERMANENT - When an employee leaves, file given to Human Resources. |
| 7. | POLICIES AND PROCEDURES | PERMANENT |
| 8. | PURCHASE REQUISITIONS | 1 YEAR |
| 9. | RESCUE SQUAD TRANSPORT SHEETS | 2 YEARS AND THEN TO MEDICAL RECORDS FOR PATIENT=S CHART. |
| 10. | TIME SCHEDULES:
Work Book Daily Pages
and Monthly Schedules
Handwritten Monthly Schedules | PERMANENT
PERMANENT
PERMANENT |
| 11. | STAFF DEVELOPMENT:
Inservice Records
Training Course Outlines | PERMANENT - Staff Development
PERMANENT - Staff Development |
| 12. | SWITCH SLIPS | 1 MONTH |
| 13. | VACATION LIST | 1 MONTH |

Guidelines from Record-Keeping Requirements under Federal Legislation Bureau of National Affairs.