



Ohio Historical Society  
State Archives of Ohio  
Local Government Records Program

800 E. 17<sup>th</sup> Avenue  
Columbus, Ohio 43211-2497

OHIO HISTORY CONNECTION

Page 1 of 35

MAY 28 2014

STATE AND LOCAL  
GOVERNMENT RECORDS

RECORDS RETENTION SCHEDULE (RC-2)

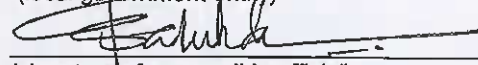
See instructions before completing this form.

Section A: Local Government Unit

The MetroHealth System

(local government entity)

(unit)

  
(signature of responsible official)

Ashoke S. Talukdar, Esq.  
(name)

Staff Attorney  
(title)

3/5/2014  
(date)

Section B: Records Commission

Cuyahoga County Records Commission

216-443-7250

Records Commission

(telephone number)

Public Works-Cuyahoga County Archives, 2905 Franklin Blvd., N.W.  
(address)

Cleveland, OH 44113  
(city) (zip code)

Cuyahoga  
(county)

To have this form returned to the Records Commission electronically, include an email address: \_\_\_\_\_

I hereby certify that our records commission met in an open meeting, as required by Section 121.22 ORC, and approved the schedules listed on this form and any continuation sheets. I further certify that our commission will make every effort to prevent these records series from being destroyed, transferred, or otherwise disposed of in violation of these schedules and that no record will be knowingly disposed of which pertains to any pending legal case, claim, action or request. This action is reflected in the minutes kept by this commission.

Quentin D. Cetani, Ph.D. - Acting Chair

Records Commission Chair Signature

3-5-2014

Date

Section C: Ohio Historical Society - State Archives

Connie Connor  
Signature

Govt. Records Archivist  
Title

6/25/14  
Date

Section D: Auditor of State

Martin E. Mann  
Signature

7-11-14

Date

Please Note: The State Archives retains RC-2 forms permanently.  
It is strongly recommended that the Records Commission retain a permanent copy of this form

**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-1	Abortion Records	35 years	Film or Paper		<input type="checkbox"/>
2014-2	Accession Log Records (Manual specimen receipt logs)	- 2 years for Clinical and Anatomic Pathology - 5 years for blood bank	Paper		<input type="checkbox"/>
2014-3	Accreditation surveys and reports (includes Conditions of participation) ♦ inspection reports ♦ notices of correction ♦ in-house surveys ♦ testing done prior to survey	Permanent	Electronic		<input type="checkbox"/>
2014-4	Admission and discharge statistical reports (Master Patient Index): - Admission - Transfers - Letters of Agreement - Discharges	Permanent	Electronic		<input type="checkbox"/>
2014-5	Angiography Scheduling Book	1 year	Paper		<input type="checkbox"/>
2014-6	Annual Financial Statement	Permanent	Electronic or Paper		<input type="checkbox"/>
2014-7	Annual reports	Permanent	Paper		<input checked="" type="checkbox"/>
2014-8	Application for duplicate instrument, affidavit and bond	Permanent	Paper		<input type="checkbox"/>
2014-9	Auditors reports	Permanent	Electronic or Paper		<input checked="" type="checkbox"/>

**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-10	Autoclave Testing - Includes monthly bacteriological tests and sterilizer records♦ recording charts♦ readings from jacket pressure gauge♦ chamber pressure gauge readings	3 years	Electronic or Paper		<input type="checkbox"/>
2014-11	Auto-fax - Notice of patient admission to insurance companies	7 years	Electronic		<input type="checkbox"/>
2014-12	Autopsy Records/Reports	10 years	Electronic or Paper		<input type="checkbox"/>
2014-13	Bank account reconciliation	7 years	Paper		<input type="checkbox"/>
2014-14	Bank deposit records and statements	6 years	Paper		<input type="checkbox"/>
2014-15	Bills of Sale	7 years	Electronic or Paper		<input type="checkbox"/>
2014-16	Birth log book (used to create birth certificates)	Permanent	Electronic or Paper		<input checked="" type="checkbox"/>
2014-17	Birth room records	Permanent	Electronic or Paper		<input type="checkbox"/>
2014-18	Blocks, Paraffin	Autopsy - 10 years Forensic - Indefinitely Surgical - 10 years	Specimen		<input type="checkbox"/>
2014-19	Blood and Blood Components Records Includes: Storage and distribution, and all modifications	10 years	Electronic or Paper		<input type="checkbox"/>
2014-20	Bond and Coupon Register	6 years	Paper		<input type="checkbox"/>

**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-21	BREAST BIOPSY PATHOLOGY RESULTS	35 years - 10 years after exam, Lab must retain the original or duplicate copy of the report, may be in medical record, but must be readily available to lab	Film or Paper		<input type="checkbox"/>
2014-22	Budget development files	Permanent	Electronic		<input type="checkbox"/>
2014-23	Burn Registry	Permanent	Electronic		<input type="checkbox"/>
2014-24	Calibrations records of the therapy and dosimetry systems. (Therapeutic X-Ray Systems of more than 1 megaelectron volt)	3 years	Paper		<input type="checkbox"/>
2014-25	Cancelled checks/warrants [note: see below]	10 years	Electronic or Paper		<input type="checkbox"/>
2014-26	Cash Disbursements	Tax return filing dates + 10 years	Electronic or Paper		<input type="checkbox"/>
2014-27	Cash receipts and transmittals	6 years	Electronic or Paper		<input type="checkbox"/>
2014-28	Census Books/Census Reports	Current Year + 5 years	Electronic		<input type="checkbox"/>
2014-29	CFO Financial Reports	Permanent	Electronic or Paper		<input checked="" type="checkbox"/>
2014-30	Charge cards. Daily patient charge items entered into accounting system	7 years	Electronic		<input type="checkbox"/>

**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-31	Charge summaries. Summary records for patient accounts	7 years	Electronic		<input type="checkbox"/>
2014-32	Check registers	7 years	Electronic or Paper		<input type="checkbox"/>
2014-33	Check requests	7 years	Electronic		<input type="checkbox"/>
2014-34	Check stubs or duplicate copies	3 years	Electronic		<input type="checkbox"/>
2014-35	Checks (cancelled for important payments such as taxes, purchases of property, special contracts)	Permanent	Electronic or Paper		<input type="checkbox"/>
2014-36	Chemotherapy records	35 years	Film or Paper		<input type="checkbox"/>
2014-37	Child abuse reports	Age of majority + 6 years	Electronic		<input type="checkbox"/>
2014-38	Claims for damages	10 years provided no action pending	Electronic or Paper		<input type="checkbox"/>
2014-39	Clinician Alert Report	4 years [If minor need to maintain 4 years from age of majority	Paper		<input type="checkbox"/>
2014-40	Committee Meeting Minutes - Peer Review	Permanent	Electronic or Paper		<input checked="" type="checkbox"/>
2014-41	Committee Meeting Minutes - Quality Improvement	Permanent	Electronic		<input checked="" type="checkbox"/>
2014-42	Committee Meeting Minutes (except for Quality Improvement and Peer Review)	3 years	Electronic or Paper		<input type="checkbox"/>

**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-43	Communicable disease reports	Current Year + 3years	Electronic or Paper		<input type="checkbox"/>
2014-44	Complaint/requests to the Ombudsman	Permanent	Electronic or Paper		<input type="checkbox"/>
2014-45	Compounding practice reports	3 years	Paper		<input type="checkbox"/>
2014-46	Consent for disclosure of prescription information, pharmacist memos related to emergency release of prescription information	3 years	Electronic or Paper		<input type="checkbox"/>
2014-47	Contracts/agreements (includes records related to development, negotiation, acceptance, changes and implementation of contracts)	9 years after expiration	Paper		<input type="checkbox"/>
2014-48	Controlled substances records of receipts, prescribing, dispensing and administration	Current Year + 3 years	Electronic or Paper		<input type="checkbox"/>
2014-49	Correspondence relating to agency business	Permanent	Electronic or Paper		<input type="checkbox"/>
2014-50	Cost Accounting Records	Permanent	Electronic		<input type="checkbox"/>
2014-51	Credentials Committee Minutes	Permanent	Electronic or Paper		<input checked="" type="checkbox"/>
2014-52	CT Oral Contrast - Dispensing Log	3 years	Paper		<input type="checkbox"/>
2014-53	CT Scanner Logbooks	5 years	Paper		<input type="checkbox"/>

**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

<b>(1) Schedule Number</b>	<b>(2) Record Title and Description</b>	<b>(3) Retention Period</b>	<b>(4) Media Type</b>	<b>(5) For use by Auditor of State or OHS-LGRP</b>	<b>(6) RC-3 Required by OHS- LGRP</b>
2014-54	Current & Previous Personnel Files Performance Records 1. Performance reviews 2. Americans with Disabilities Act requests 3. Hiring 4. Promotions 5. Demotions 6. Transfers 7. Selection for training 8. Layoffs 9. Recalls 10. Discharge	9 years after termination of employment	Electronic		<input type="checkbox"/>
2014-55	Daily cash report or summary♦ Worksheet for each account that reached balance on report date♦ total charges with payments♦ adjustment allowances and write offs that occurred since account final billed.	7 years	Electronic		<input type="checkbox"/>
2014-56	Daily Emergency Department Encounters including: 1. Lists of all patients who received emergency transport, and were revived and/or attempted to be revived by administration of drugs (inter-cardiac or intravenous), and counter- shock; 2. Logs	Permanent	Electronic		<input type="checkbox"/>
2014-57	Daily patient census	Current Year + 5 years	Electronic		<input type="checkbox"/>

**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-58	Daily work schedule (textile services)	3 years	Electronic or Paper		<input type="checkbox"/>
2014-59	Deceased patient disposition of personal property	coroner case - retained by coroner office / victim of crime - retained in police valuable property dept. downtown	Paper		<input type="checkbox"/>
2014-60	Department Staff Minutes	Current Year + 3 years	Paper		<input type="checkbox"/>
2014-61	Dietary inspection reports	1 year after superseded	Paper		<input type="checkbox"/>
2014-62	Disaster Plans	Permanent	Electronic or Paper		<input type="checkbox"/>
2014-63	Discharged patient disposition of personal property	90 days in the Metro Police Dept lost & found / clothing if soiled-1 week and held by Metro Police Dept in Metro sub-basement	Paper		<input type="checkbox"/>
2014-64	Distribution of Expenditures	Permanent	Electronic		<input type="checkbox"/>
2014-65	Document training - antineoplastic meds	30 years after termination of employment	Paper		<input type="checkbox"/>
2014-66	Donor or Patient Records (Blood Bank)	Normal - 10 years Abnormal - Indefinitely	Electronic or Paper		<input type="checkbox"/>
2014-67	Emergency Cart/ Refrigerator checks, etc	3 years	Paper		<input type="checkbox"/>



**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-68	Employee agreements All collective bargaining agreements, certain trust agreements, plans and individual contracts	9 years after expiration	Electronic		<input type="checkbox"/>
2014-69	Employee benefit plans including: Pension Insurance plans Copies of any seniority systems and merit systems	1 year after termination or minimum of 6 years whichever period is longer	Electronic		<input type="checkbox"/>
2014-70	Employee expense reports	Tax Return filing date + 10 years	Paper		<input type="checkbox"/>
2014-71	Employee Health Records· Exposure records	30 years after termination of employment	Electronic or Paper		<input type="checkbox"/>
2014-72	Employee TB tests	10 years after termination of employment	Electronic		<input type="checkbox"/>
2014-73	Employment Applications/Resumes 1. Current employees 2. Past employees 3. Other records (advertisements/notices for open positions, training programs, test results, applications for persons not hired). 4. Employment inquiries in response to advertisements 5. Job orders to employment agencies	Current employees: Duration of employment. Past employees/job applicants: 1 year post employment decision (or 9 years after termination of employment, if longer, where employment agreement or contract is in place)	Electronic		<input type="checkbox"/>

**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-74	Environmental Exposure Records (Documenting the results of measurements and calculations used to evaluate the release of radioactive effluents into the environment.)	Until Termination of License or Registration	Paper		<input type="checkbox"/>
2014-75	Environmental Services ♦ Cleaning records ♦ Autoclave ♦ Isolation	2 years	Paper		<input type="checkbox"/>
2014-76	Equipment (tools) logs/maintenance	5 years - blood bank 2 years - others	Electronic or Paper		<input type="checkbox"/>
2014-77	Experimental drugs and device records	30 years beyond experiment	Electronic or Paper		<input type="checkbox"/>
2014-78	Explanation of benefit forms from insurance companies	Current Year + 3 years	Electronic or Paper		<input type="checkbox"/>
2014-79	Exterminator records	Current Year + 5 years	Paper		<input type="checkbox"/>
2014-80	Failed Fax Log	6 years	Electronic		<input type="checkbox"/>

**Section E: Records Retention Schedule**The MetroHealth System

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-81	<b>Family Medical Leave Act Documentation</b> 1. Payroll and identifying employee data 2. Dates that Family Medical Leave Act leave is taken 3. Copies of employee leave notices furnished to the employer and general and specific notices given to employee as required by regulations 5. Documents describing employee benefits or employee policies or practices regarding the taking of paid and unpaid leaves 6. Benefit premium payments 7. Records of any dispute between the employer and the employee regarding the Family Medical Leave Act leave.	3 years	Electronic or Paper		<input type="checkbox"/>
2014-82	Fetal Monitor Strips	Greater of 35 years or age of majority + 6 years	Electronic or Film or Paper		<input type="checkbox"/>
2014-83	Fiscal purchase and receiving documents	Permanent	Electronic or Paper		<input type="checkbox"/>
2014-84	Fixed asset inventories	Permanent	Electronic		<input type="checkbox"/>
2014-85	Fleet Safety Maintenance	Duration ownership of vehicle + 3 years	Paper		<input type="checkbox"/>
2014-86	Fluoroscopy Log Books	Current Year + 3 years	Paper		<input type="checkbox"/>

**Section E: Records Retention Schedule**The MetroHealth System

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-87	Food & refrigeration temp logs	3 years	Electronic or Paper		<input type="checkbox"/>
2014-88	General Ledger	Permanent	Electronic or Paper		<input checked="" type="checkbox"/>
2014-89	Glass Slides	Autopsy - 10 years Bone Marrow - 10 years Forensic - Permanent Peripheral Blood and Body Fluids - 7 days Fine Needle Aspirations - 10 years Stained slides, incl. Microbiology - 7 days Cytology gyn and non-Gyn - 5 years Surgical/Histopathology - 10 years	Specimen		<input type="checkbox"/>
2014-90	Hard Copy Radiology Reports	35 years	Film or Paper		<input type="checkbox"/>
2014-91	Hazardous Waste Manifests (chemical waste) & Biennial and Exception Reports ♦ Hazardous waste manifest ♦ Biennial report ♦ Exception report ♦ Test results ♦ Waste analysis	3 years* from date recorded *Note: if unresolved enforcement action - do not discard	Paper		<input type="checkbox"/>
2014-92	Hazmat Spills (records of clean-up)	Permanent	Paper		<input type="checkbox"/>

**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-93	Health food handlers permit	Permanent	Paper		<input type="checkbox"/>
2014-94	Hematology/Cytology Reports	35 years - 10 years after exam, Lab must retain the original or duplicate copy of the report, may be in Magnetic Resonance, but must be readily available to lab	Electronic or Paper		<input type="checkbox"/>
2014-95	Highland View Hospital Diagnosis and Procedure Index	Permanent	Film or Paper		<input type="checkbox"/>
2014-96	Human Subject/Institutional Review Board Research Proposals♦ Scientific reviews♦ Approved sample consent forms♦ Progress reports♦ Reports of injuries	Pregnant Women/Minors 22 years; Device Studies 4 years after they receive FDA approval; all other 4 years	Electronic or Paper		<input type="checkbox"/>
2014-97	Incident reports & anonymous phone logs	Current Year + 6 years	Electronic or Paper		<input type="checkbox"/>
2014-98	Infection Control Program Records 1. Review/eval of septic isolation and sanitation techniques	Current Year+5 years	Electronic		<input type="checkbox"/>

**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-99	Infection Control Program Records 1. Surg. Inf. investigation reports 2. Employee exposed to communicable diseases: a. Work restrictions b. Reinstatement	Current Year+5 years	Electronic or Paper		<input type="checkbox"/>
2014-100	Infection Control Program Records 1. Training course content	Current Year+5 years	Electronic or Paper		<input type="checkbox"/>
2014-101	Inpatient Diagnosis and Procedure Index	Permanent	Film or Paper		<input type="checkbox"/>
2014-102	Inpatient Statistics	Current Year + 6 years	Paper		<input type="checkbox"/>
2014-103	Inspection reports by local, state or federal agents	Permanent	Paper		<input type="checkbox"/>
2014-104	Institutional Review Board Statements of Significant new findings (i.e. a statement that significant new findings developed during the course of the research which may relate to the subject's willingness to continue participation will be provided to the subject)	4 years	Electronic or Paper		<input type="checkbox"/>

**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-105	Institutional Review Board - Investigation Reports - Correspondence - Injury reports - Meeting minutes (Institutional Review Board membership, attendance records and documentation of actions taken by Institutional Review Board, votes including members voting for, against, and abstaining, basis for requiring changes or disapproving research, summary of discussion of controverted issues and their resolution) - Research file contains (protocol, amendment(s), consent document(s), Institutional Review Board actions) - Research consent documents - Review Activity Files	Pregnant Women/Minors 22 years; Device Studies 4 years after they receive FDA approval; all other 4 years	Electronic or Paper		<input type="checkbox"/>
2014-106	Institutional Review Board - Member lists - Procedures	Permanent	Electronic or Paper		<input type="checkbox"/>
2014-107	Instrument logs/maintenance records	Clinical Labs - 2years Anatomic Labs - 2 years Blood Bank - 5 years	Electronic or Paper		<input type="checkbox"/>
2014-108	Instrument Service Records - Medical Device Tracking	Life of instrument	Electronic or Paper		<input type="checkbox"/>
2014-109	Insurance Company Correspondence	10 years	Electronic or Paper		<input type="checkbox"/>

**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-110	Insurance contractual / adjustment discount report ♦ All system generated insurance contractual adjustments or discounts for report date	Permanent	Electronic		<input type="checkbox"/>
2014-111	Insurance remittance (patients received from insurance companies)	Tax Return filing date + 10 years	Electronic or Paper		<input type="checkbox"/>
2014-112	Insurance verification ♦ Medicare/Medicaid records ♦ Financial, admissions and records associated with claims, reimbursement and client activities	Current Year + 15 years	Electronic		<input type="checkbox"/>
2014-113	Internal chart audit and related paper work	6 years	Electronic or Paper		<input type="checkbox"/>
2014-114	Interpretation Log Sheets (internal Quality Assurance)	1 year	Electronic or Paper		<input type="checkbox"/>
2014-115	Inventory & Orders	3 years	Paper		<input type="checkbox"/>
2014-116	Inventory of linen discarded	2 years	Electronic		<input type="checkbox"/>
2014-117	Investment Accounts and supporting documents	Permanent	Paper		<input type="checkbox"/>
2014-118	Invoices	7 years	Electronic or Paper		<input type="checkbox"/>
2014-119	IRS Form 1099	7 years	Paper		<input type="checkbox"/>
2014-120	IRS Form W-9	6 years	Paper		<input type="checkbox"/>
2014-121	Journals for all funds	Permanent	Paper		<input type="checkbox"/>



**Section E: Records Retention Schedule**

The MetroHealth System

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-122	Lab data related to drug batch & Monthly Medication Inspection of Nursing Unit	3 years	Paper		<input type="checkbox"/>
2014-123	Legal Opinions	Permanent	Electronic or Paper		<input checked="" type="checkbox"/>
2014-124	LEGAL REQUESTS	35 years	Film or Paper		<input type="checkbox"/>
2014-125	Licenses and Permits	Permanent	Paper		<input type="checkbox"/>
2014-126	Life Flight dispatch tapes of transports.	10 years	Electronic		<input type="checkbox"/>
2014-127	Life Flight Quality Improvement	Permanent	Paper		<input type="checkbox"/>
2014-128	Life Flight Registry	Permanent	Electronic		<input type="checkbox"/>
2014-129	Litigation files	Case closed + 10 years	Electronic or Paper		<input checked="" type="checkbox"/>
2014-130	Lock box payment detail report ♦ Payments received at designated lock box	Current Year + 3 years	Electronic or Paper		<input type="checkbox"/>
2014-131	Mammograms	5 years, if no additional films 10 years	Film		<input type="checkbox"/>
2014-132	Mammography Breast Questionnaire	5 years, if no additional films 10 years	Paper		<input type="checkbox"/>

**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-133	Manual Patient Requisition - Patient Test Records	6 years	Paper		<input type="checkbox"/>
2014-134	Material Safety Data SheetSheets (2008 and later)	Employment + 30 years	Electronic		<input type="checkbox"/>
2014-135	Material Safety Data SheetSheets (pre-2008)	Employment + 30 years	Paper		<input type="checkbox"/>
2014-136	Meal count	3 years	Paper		<input type="checkbox"/>
2014-137	Medical Record Committee Minutes	5 years	Paper		<input type="checkbox"/>
2014-138	Medical Record Department timesheets	3 years	Paper		<input type="checkbox"/>
2014-139	Medical Records	35 years (regardless of origin)	Electronic or Film or Paper		<input type="checkbox"/>
2014-140	Medical Staff Bylaws	Permanent	Electronic or Paper		<input checked="" type="checkbox"/>
2014-141	Medical Staff Executive Committee Minutes	Permanent	Electronic or Paper		<input checked="" type="checkbox"/>
2014-142	MEDICAL STAFF PRIVILEGE FILES:(Physicians - attending & resident, Advanced Practice Nurses, Physician assistant, Anesthesia Assistant, Bioscientific Staff)♦ Certifications♦ Credentials♦ Complaints♦ CME info	Permanent	Paper		<input type="checkbox"/>

**Section E: Records Retention Schedule**

The MetroHealth System

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-143	Medical Staff Rules & Regulations	Permanent	Electronic or Paper		<input type="checkbox"/>
2014-144	Medical Student files	Permanent	Paper		<input type="checkbox"/>
2014-145	Menus - non-patient	1 year	Electronic		<input type="checkbox"/>
2014-146	Menus - patient ♦ food lists ♦ name of dietician ♦ average portion size ♦ schedule of time ♦ length of food service	30 days	Electronic or Paper		<input type="checkbox"/>
2014-147	Methadone records - Inventory and administration	3 years	Paper		<input type="checkbox"/>
2014-148	Method Performance Specifications	Life of method use + 2 years	Electronic or Paper		<input type="checkbox"/>
2014-149	MetroLife Flight Ambulance records♦ Air ambulance♦ safety committee meetings♦ Emergency communications - audio logs	2 years	Paper		<input type="checkbox"/>
2014-150	MetroLife Flight- Flight Logs	7 years/21 years for children	Paper		<input type="checkbox"/>
2014-151	Minutes: Board of Trustees, Executive Committees and Medical Staff Meetings	Permanent	Electronic or Paper		<input checked="" type="checkbox"/>

**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

<b>(1) Schedule Number</b>	<b>(2) Record Title and Description</b>	<b>(3) Retention Period</b>	<b>(4) Media Type</b>	<b>(5) For use by Auditor of State or OHS-LGRP</b>	<b>(6) RC-3 Required by OHS- LGRP</b>
2014-152	Misadministration of dosages (Documentation of misadministration of dosages including wrong patient, dosage differences from prescribed dosage, and wrong mode of treatment.)	3 years [minors - age of majority + 3 years]	Paper		<input type="checkbox"/>
2014-153	MRI Protocol Log Sheets	3 years	Electronic or Paper		<input type="checkbox"/>
2014-154	Negative Urine Toxicology screen of terminated employees	Termination + 1 year	Electronic		<input type="checkbox"/>
2014-155	New linen distribution list	2 years	Electronic		<input type="checkbox"/>
2014-156	New linen purchases	2 years	Electronic		<input type="checkbox"/>
2014-157	Notification of Admission (notification to payer)	Current Year + 3 years	Electronic or Paper		<input type="checkbox"/>
2014-158	Nuclear Medicine Reagents and Isotopes, radioactive drugs - Inventory and orders records and logs: - Dose Receipts- Dose Log books- Packing Slips- Receipt- Transfer- Use- Storage- Delivery- Disposal- Overexposure- Isotope I131- White blood cell tag/isotope	5 years	Paper		<input type="checkbox"/>

**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-159	Nurse scheduling electronic staffing info	Permanent	Electronic		<input type="checkbox"/>
2014-160	Nursing Communications Cards	7 years after superceded	Paper		<input type="checkbox"/>
2014-161	Nursing Manuals - policies and procedures/standards	Permanent	Electronic		<input type="checkbox"/>
2014-162	Nursing Standards	Permanent	Electronic or Paper		<input type="checkbox"/>
2014-163	Operating room schedule	3 years	Electronic or Paper		<input type="checkbox"/>
2014-164	Operative Indices	10 years	Electronic or Paper		<input type="checkbox"/>
2014-165	Operative Report	Permanent	Electronic or Paper		<input type="checkbox"/>
2014-166	OSHA reports - exposures Employee medical records Employee exposure records Analyses using exposure or medical records	30 years	Electronic or Paper		<input type="checkbox"/>
2014-167	OSHA reports ♦ OSHA 300 log ♦ Privacy case list ♦ Annual summary ♦ OSHA 301 incident report form ♦ OSHA 200 (need to see if retention period for 200-101, etc) ♦ OSHA 101 ♦ OSHA 102/102a	Current Year + 5 years	Paper or Electronic		<input type="checkbox"/>
2014-168	Parental products tests for microbials	8 years	Paper		<input type="checkbox"/>

**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-169	Pathology Reports, Medical Records - Results/Interpretations	Clinical Pathology - 2 years Blood Bank - 10 years Cytology - 10 years Cytogenetic - 25 years Surgical - 10 years Autopsy - 10 years Forensic Autopsy - Indefinitely	Electronic or Paper		<input type="checkbox"/>
2014-170	Patient charge summaries	Tax return filing dates + 15 years	Electronic		<input type="checkbox"/>
2014-171	Patient diet instructions	35 years	Film or Paper		<input type="checkbox"/>
2014-172	Patient in-house transfer log	5 years	Paper		<input type="checkbox"/>
2014-173	Patient personal property inventory	35 years	Film or Paper		<input type="checkbox"/>
2014-174	Patient profiles	1 year from date of last entry	Electronic		<input type="checkbox"/>
2014-175	Patient register ♦ Copies of driver's license and ins cards Insurance verification ♦ Face Sheet ♦ Consent to treat forms	Current Year + 6 years	Electronic		<input type="checkbox"/>
2014-176	Patient registration folder ♦ Medicare Secondary Payer Questionnaire sheets	7 years	Electronic		<input type="checkbox"/>

**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-177	Patient transfer from other facility log	2 years	Electronic		<input type="checkbox"/>
2014-178	Patient Transport Records	10 years	Paper		<input type="checkbox"/>
2014-179	Patient Treatment log	35 years	Film or Paper		<input type="checkbox"/>
2014-180	Patient valuable envelope log	3 years after discharge	Paper		<input type="checkbox"/>
2014-181	Records of Patient Valuables	90 days - then an additional 30 days after certified letter sent to patient	Paper		<input type="checkbox"/>
2014-182	Payroll and expense check log sheet	3 years	Electronic or Paper		<input type="checkbox"/>
2014-183	Payroll or other records which contain: (1) Name; (2) Address; (3) Date of birth; (4) Occupation; (5) Rate of pay, and (6) Compensation earned each week.	3 years after last date of employment	Electronic or Paper		<input type="checkbox"/>
2014-184	Payroll records/reports	Permanent	Electronic or Paper		<input type="checkbox"/>
2014-185	Peer Review Organization Studies	Current Year + 6 years	Paper		<input type="checkbox"/>
2014-186	Pension/profit sharing plans	Permanent	Electronic		<input type="checkbox"/>
2014-187	Permits to operate hospital	Permanent	Paper		<input type="checkbox"/>

**Section E: Records Retention Schedule**

The MetroHealth System

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-188	Petty cash record	Tax Return filing date + 10 years	Electronic		<input type="checkbox"/>
2014-189	Pharmacy (not applicable to inpatient) ♦ Records of dispensing ♦ Copies of prescriptions (all records related to practice of pharmacy)	Permanent	Electronic or Paper		<input type="checkbox"/>
2014-190	Pharmacy Inspections	Permanent	Paper or Electronic		<input type="checkbox"/>
2014-191	Planned Special Exposure Records (Documenting planned and authorized radiological exposure.)	Until Termination of License	Paper		<input type="checkbox"/>
2014-192	Policies & Procedures - Hospital	Permanent	Electronic or Paper		<input type="checkbox"/>
2014-193	Positive Urine Toxicology Screens/For Cause Drug Testing	30 years after termination	Electronic or Paper		<input type="checkbox"/>
2014-194	Proof / authorization for transport and billing to other facility.	10 years	Paper		<input type="checkbox"/>
2014-195	Property tax records	Permanent	Electronic		<input type="checkbox"/>
2014-196	Prospective Compliance Audits	10 years	Electronic or Paper		<input type="checkbox"/>
2014-197	QuadraMed Reports (correspondence)	Permanent	Electronic		<input type="checkbox"/>



**Section E: Records Retention Schedule**

The MetroHealth System

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-198	Quality control records - including Quality management records, Procedure Manuals, and Proficiency testing	Blood Bank - 5 years Anatomic Pathology and Clinical Pathology - 2 years	Electronic or Paper		<input type="checkbox"/>
2014-199	Quality controls on General Clinical Research Center and other clinical equipment	Permanent	Electronic		<input type="checkbox"/>
2014-200	Quality Policy and procedure manuals	Permanent	Electronic		<input type="checkbox"/>
2014-201	Radiation Detection Instrumentation (Records related to the calibration of radiation detection instruments that measure the radiation levels in the environment, on humans, and objects. Includes dates and times of inspections, repairs, and dates in and out of service.)	Until Termination of License or Registration	Paper		<input type="checkbox"/>
2014-202	Radiation Monitoring Records – Human Exposure(Records related to the monitoring of annual doses received by individuals, the doses received during planned special exposures, accidents, and emergency conditions. Includes adults and minors who receive in excess of their limitations in a single year and individuals entering a high or very high radiation area. May include surveys of radiation for determining an individual's dose from external sources.)	Until Termination of License or Registration	Paper		<input type="checkbox"/>

**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-203	Radiation Monitoring Records – Radioactive Materials (Records documenting the results of calibrations for packages received that contain radioactive materials. Includes the date and time a package was received, the time and date of calibration, the results and levels of the test, the name of the person who performed the test.)	Until Termination of License or Registration	Paper		<input type="checkbox"/>
2014-204	Radiation Protection Program – Audits	3 years	Paper		<input type="checkbox"/>
2014-205	Radiology Films - Active Patient File (Film Jacket)- Angiography Acquisition Data- CT Scan Data- Digital Radiography- MRI Images- Myocardial Perfusion Scans	Adult: 7 years (2 years on site, 5 years at a certified off-site storage facility). Minors: 4 years from age of majority;	Electronic Film		<input type="checkbox"/>
2014-206	Radiology Films - Active Patient File (Film Jacket) - Bone Density Questionnaire and Scan	Adult: 7 years (2 years on site, 5 years at a certified off-site storage facility). Minors: 4 years from age of majority;	Paper		<input type="checkbox"/>
2014-207	Radiology Films - Digital Radiology	Permanent	Electronic		<input type="checkbox"/>

**Section E: Records Retention Schedule**

The MetroHealth System

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-208	Radiology Surveys (Records related to surveys to evaluate radiation levels, concentrations or quantities of radioactive materials, and potential radioactive hazards that could be present. Includes surveys of physical radiation for the purpose of determining whether each sealed source is in its shielded position prior to securing the radiographic device, storage container, or source changes in a storage area. The entire device is surveyed including the source guide tube.)	3 years	Paper		<input type="checkbox"/>
2014-209	Radiotherapy credentials, licenses, and certifications (of each person providing diagnostic and therapeutic radiation, imaging, and nuclear medicine services including formal training, on the job education, and continuing educational credits.)	7 years after Separation or Termination of Employment	Paper		<input type="checkbox"/>
2014-210	Recall records	3 years	Paper		<input type="checkbox"/>
2014-211	Receipts	6 years	Electronic or Paper		<input type="checkbox"/>
2014-212	Record of Suppliers from Central Stores	7 years	Electronic		<input type="checkbox"/>

**Section E: Records Retention Schedule**

The MetroHealth System

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-213	Records documenting the prevention of unnecessary radiological exposure to humans and the environment.	Until Termination of License or Registration	Paper		<input type="checkbox"/>
2014-214	Remittance Advices	10 years	Electronic or Paper		<input type="checkbox"/>
2014-215	Reports and background files relating to accounting adjustments	Permanent	Paper or Electronic		<input type="checkbox"/>
2014-216	Reports relating to cash accounts	Permanent	Paper or Electronic		<input type="checkbox"/>
2014-217	Request for leave or overtime	3 years	Electronic		<input type="checkbox"/>
2014-218	Required annual training	6 years, Long Term Care records maintained Permanently	Electronic or Paper		<input type="checkbox"/>
2014-219	Research involving pregnant women/minors, device	Pregnant Women/Minors 22 years-Device Studies 4 years after they receive FDA approval	Electronic or Paper		<input type="checkbox"/>
2014-220	Research papers published	Permanent	Electronic or Paper		<input type="checkbox"/>
2014-221	Residency alumni data	Permanent	Paper		<input type="checkbox"/>
2014-222	Resident files	Permanent	Paper		<input type="checkbox"/>

**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-223	Resident minimum data sets	10 years after termination of residency	Paper		<input type="checkbox"/>
2014-224	Respiratory Protection Programs	1 year after Termination or Expiration of License	Paper		<input type="checkbox"/>
2014-225	Results of any physical examination in connection with any personnel action	Termination + 1 year	Electronic or Paper		<input type="checkbox"/>
2014-226	Revenue bonds and coupons	6 years after redemption	Paper		<input type="checkbox"/>
2014-227	Risk Management Reports/Minutes	Permanent	Electronic or Paper		<input checked="" type="checkbox"/>
2014-228	Safety Committee Minutes	Current Year + 6 years	Electronic or Paper		<input type="checkbox"/>
2014-229	Schedule I drug records	3 years	Electronic or Paper		<input type="checkbox"/>
2014-230	Schedule II through V drug records	10 years after last entry	Electronic or Paper		<input type="checkbox"/>
2014-231	Schedules for emergency medicine and trauma services:1. Staffing schedules2. Time-worked schedules3. On-call schedules	5 years - 21 years for Labor & Delivery, Pediatrics & Neonatal Intensive Care Unit	Paper or Electronic		<input type="checkbox"/>
2014-232	Self Disclosure Professional Audits	Active until employee no longer employed or superceded by new record + 15 years	Electronic or Paper		<input type="checkbox"/>

**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-233	Social service reports (HIV) - Confidential case histories - Clinic records related to welfare agencies	Adults – 6 years After Discharge	Paper		<input type="checkbox"/>
2014-234	Social service reports (non- HIV) - Confidential case histories - Clinic records related to welfare agencies	Adults – 6 years After Discharge	Electronic		<input type="checkbox"/>
2014-235	Specimen, Tissue	Surgical - 2 weeks post final report Autopsy - 3 months after final report (Forensic - 3 years) Cytogenetics - 14 day minimum (specimens with growth - 21 days) Cell pellet and tissue flask - minimum of 2 weeks after final	Electronic or Paper		<input type="checkbox"/>
2014-236	Specimens - Blood (serum, plasma, whole blood)	Blood Bank - 7 days post transfusion/10 days post x-match (College of American Pathologists)Clinical Pathology - 48 hours (College of American Pathologists)	Specimen		<input type="checkbox"/>
2014-237	Specimens - Body Fluid	Clinical Pathology - 48 hours	Specimen		<input type="checkbox"/>
2014-238	Specimens - Urine	24 hours	Specimen		<input type="checkbox"/>

**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-239	Staff competency records	Active until employee no longer employed or superceded by new record + 6 years	Electronic or Paper		<input type="checkbox"/>
2014-240	Staff Meeting Minutes	3 years	Electronic or Paper		<input type="checkbox"/>
2014-241	Staffing records/ Assignment sheets	5 years 21 years for Labor & Delivery, Pediatrics & Neonatal Intensive Care Unit	Electronic or Paper		<input type="checkbox"/>
2014-242	State auditor exam report	Permanent	Paper		<input checked="" type="checkbox"/>
2014-243	State Income Tax Withholding Documents:1. Name of such person or partnership, income tax identification number2. The name of the employee, social security number.3. Total amount or wages4. Total amount deducted and withheld5. Copies of annual, quarterly, and monthly returns and statements filed with the state's Department of Revenue6. Wage and tax statements (Form W-2)7. Federal Employee Withholding Exemption Certificate (Form W-4)8. State Unemployment Insurance Records	4 years	Electronic or Paper		<input type="checkbox"/>
2014-244	Status and adjustments to individual funds	Current Year + 3 years	Electronic or Paper		<input type="checkbox"/>

**Section E: Records Retention Schedule**

The MetroHealth System

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-245	Subpoena Records	35 years	Electronic or Paper		<input type="checkbox"/>
2014-246	Summary of food costs & food services	Current Year + 5 years	Electronic		<input type="checkbox"/>
2014-247	Surgery schedules	4 years	Electronic		<input type="checkbox"/>
2014-248	Surgical Specimen book	5 years	Paper		<input type="checkbox"/>
2014-249	Surgical Sterilization records	3 years	Paper		<input type="checkbox"/>
2014-250	Teaching Films	Permanent	Film		<input checked="" type="checkbox"/>
2014-251	Test procedures - discontinued	2 years from last date procedure used	Electronic or Paper		<input type="checkbox"/>
2014-252	Testing Entry Control Devices(Records related to testing of entry control devices to secured areas housing high levels of radiation. Includes: date, time and results of each test.)	3 years	Paper		<input type="checkbox"/>
2014-253	Timesheets	4 years	Electronic		<input type="checkbox"/>
2014-254	Toxic Waste Records 1. Copies of infectious waste manifests 2. Invoices or records received from treatment facility 3. Logs and documentation of amounts of waste sent off-site	3 years	Paper		<input type="checkbox"/>



**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-255	Training/Certification records	Active until employee no longer employed or superceded by new record + 3 years	Electronic or Paper		<input type="checkbox"/>
2014-256	Transfer agreements	9 years after expiration	Paper		<input type="checkbox"/>
2014-257	Transfusion Reaction to Blood Components	Permanent	Electronic or Paper		<input type="checkbox"/>
2014-258	Trauma Registry	Permanent	Electronic		<input type="checkbox"/>
2014-259	Tumor Registry Files	Permanent	Electronic		<input type="checkbox"/>
2014-260	Utilization & Quality Improvement Plans	Permanent	Electronic		<input type="checkbox"/>
2014-261	Utilization & Quality Improvement Plans	Permanent	Electronic or Paper		<input type="checkbox"/>
2014-262	Vendor files and reports	Tax Return filing date + 10 years	Electronic or Paper		<input type="checkbox"/>

**Section E: Records Retention Schedule****The MetroHealth System**

(local government entity)

(unit)

<b>(1) Schedule Number</b>	<b>(2) Record Title and Description</b>	<b>(3) Retention Period</b>	<b>(4) Media Type</b>	<b>(5) For use by Auditor of State or OHS-LGRP</b>	<b>(6) RC-3 Required by OHS- LGRP</b>
2014-263	Verification of Alienage - Employment Authorization: 1. Individual's U.S. Passport 2. Social security account number card 3. Resident alien card or alien registration if evidence of authorization of employment in the U.S. Verification of Alienage - Identification: 1. Driver's license or other state issued ID 2. Certificate of birth in the U.S. or establishing U.S. citizenship at birth	3 years after date of recruiting. If hired - 3 years after hire or 1 year after termination whichever is later	Electronic or Paper		<input data-bbox="1321 731 1353 760" type="checkbox"/>

**Section E: Records Retention Schedule**

The MetroHealth System

(local government entity)

(unit)

(1) Schedule Number	(2) Record Title and Description	(3) Retention Period	(4) Media Type	(5) For use by Auditor of State or OHS-LGRP	(6) RC-3 Required by OHS- LGRP
2014-264	<p>Wage and Hour Documents - General employment records1. Full name, employee's identifying number (SSI #)2. Home address, including zip code3. Date of birth4. Sex and occupation in which employed5. Time of day and week on which the employee's workweek begins6. Hourly rate of pay in which Overtime. is due and amount of each payment7. Hours worked each workday and total hours worked/week8. Daily/weekly straight time earnings9. Overtime. pay10. Additions/deductions from wages11. Total wages paid each pay period12. Date of payment and pay period covered13. Date hired or re-hired, termination dates, layoffs, etc.14. Time lost due to being unavailable for work15. Services performed16. Cash value of remuneration in lieu of or in addition to cash wages17. Info for audits - including but not limited to: W-2, W-3, 1096, 1099, etc.</p>	Not less than five years after the calendar year in which the remuneration with respect to such worker was paid (or 9 years, if longer, where employment agreement or contract in place)	Electronic		<input type="checkbox"/>