



Common NMSU Retention Schedules for Medical Related Files

Records Management and Retention (RMR)

FSA - RMR Office

(Per Functional Records Retention and Disposition Schedules (FRRDS))

Documents ¹	FRRDS Record Classification Number & Title	Retention Requirement	File Closed	Confidential
Accident Report Files				
Accident Report File - Files resulting in no action or claim or	1.21.2.263 REPORTS - INJURIES	Destroy two years from date file created.		Yes
Accident Report File - Files resulting in action or claim or litigation	1.21.2.261 CLAIMS Note: Records involving medical claims or litigation shall be transferred to business office to be incorporated into worker's compensation file.	Destroy three years from date file closed.	Date all action completed or issues resolved.	Yes
Vehicle Accident Report File -Fatal accidents	1.21.2.927 ACCIDENTS AND INCIDENTS - FATALITY Note: To be used if file includes medical records	Destroy 25 years from date file closed.	Date of accident.	Yes
Vehicle Accident Report File - Non-fatal accidents	1.21.2.926 ACCIDENTS AND INCIDENTS Note: To be used if file includes medical records	Destroy 10 years from date file closed.	Date of accident.	Yes
Alcohol & Drug Abuse Program Files				
Alcohol & Drug Abuse Program File	1.21.2.186 PROGRAMS - HIGHER EDUCATION	Destroy three years from date file closed.	Close of FY in which created	Yes
Athletics Files				
Drug Dispensing Records File	1.21.2.828 DRUGS AND CONTROLLED SUBSTANCES	Destroy three years from date file closed.	Close of FY in which created	Yes
Injuries File	1.21.2.831 PATIENT RECORDS - ADULT	Destroy 10 years from date file closed.	Date of last visit (date inactivated)	Yes
	1.21.2.832 PATIENT RECORDS - MINOR (≥9 YEARS OF AGE)	Destroy 10 years from date of last discharge.		Yes
Medical Clinic or Dispensary Files				
Clinic Admissions File (daily listing of admitted patients)	1.21.2.110 LOGS	Retain until no longer needed for reference.		Yes
Controlled Drug Administrative File	1.21.2.828 DRUGS AND CONTROLLED SUBSTANCES	Destroy three years from date file closed.	Close of FY in which created	Yes
Controlled Drug Audit Forms File	1.21.2.828 DRUGS AND CONTROLLED SUBSTANCES	Destroy three years from date file closed.	Close of FY in which created	Yes
Controlled Drug Dispensing File	1.21.2.828 DRUGS AND CONTROLLED SUBSTANCES	Destroy three years from date file closed.	Close of FY in which created	Yes
Daily Drug Dispensing File	1.21.2.828 DRUGS AND CONTROLLED SUBSTANCES	Destroy three years from date file closed.	Close of FY in which created	Yes
Encounter Forms (receipts)	1.21.2.303 ACCOUNTS RECEIVABLE	Destroy six years from date audit report released		Yes
ER Drug Dispensing File	1.21.2.828 DRUGS AND CONTROLLED SUBSTANCES	Destroy three years from date file closed.	Close of FY in which created	Yes

Documents ¹	FRRDS Record Classification Number & Title	Retention Requirement	File Closed	Confidential
Medical Clinic or Dispensary Files - continued				
In-Patient Records (not resulting in the opening of medical case file)	1.21.2.831 PATIENT RECORDS - ADULT	Destroy 10 years from date file closed.	Date of last visit (date inactivated)	Yes
	1.21.2.832 PATIENT RECORDS - MINOR (≥9 YEARS OF AGE)	Destroy 10 years from date of last discharge.		Yes
Medical Records	1.21.2.831 PATIENT RECORDS - ADULT	Destroy 10 years from date file closed.	Date of last visit (date inactivated)	Yes
	1.21.2.832 PATIENT RECORDS - MINOR (≥9 YEARS OF AGE)	Destroy 10 years from date of last discharge.		Yes
Patient Admission Slips	1.21.2.110 LOGS	Retain until no longer needed for reference.		Yes
Prescriptions	1.21.2.828 DRUGS AND CONTROLLED SUBSTANCES	Destroy three years from date file closed.	Close of FY in which created	Yes
Worker's Compensation Files				
Worker's Compensation File - Policy	1.21.2.164 INSURANCE POLICIES	Destroy 10 years from date file closed.	Expiration Policy, provided no claims or suits pending	Yes
Worker's Compensation File - Claim files	1.21.2.261 CLAIMS	Destroy three years from date file closed.	Case closed	Yes

1 This is only a representative set of typical medical files used at NMSU. It is not intended to be a comprehensive list. For retention requirements for other files, please reference the FRRDS at our web site <http://rmr.nmsu.edu/nmacs/>.

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