



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	Confidential
Accident Report Files			
Accident Report File - Files resulting in no action or claim or litigation	1.21.2.263 <u>REPORTS -INJURIES</u>	Destroy two years from date file created.	Yes
Accident Report File - Files resulting in action or claim or litigation	1.21.2.261 <u>CLAIMS</u> 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 all action completed or issues resolved.	Yes
Vehicle Accident Report File - Fatal accidents	1.21.2.927 <u>ACCIDENTS AND INCIDENTS - FATALITY</u> Note: To be used if file includes medical records	Destroy 25 years from date of accident.	Yes
Vehicle Accident Report File - Non-fatal accidents	1.21.2.926 <u>ACCIDENTS AND INCIDENTS</u> Note: To be used if file includes medical records	Destroy 10 years from date of accident.	Yes
Alcohol & Drug Abuse Program Files			
Alcohol & Drug Abuse Program File	1.21.2186 <u>PROGRAMS - HIGHER EDUCATION</u>	Destroy three years from close of FY in which created.	Yes
Athletics Files			
Drug Dispensing Records File	1.21.2.828 <u>DRUGS AND CONTROLLED SUBSTANCES</u>	Destroy three years from close of FY in which created.	Yes
Injuries File	1.21.2.831 <u>PATIENT RECORDS - ADULT</u>	Destroy 10 years from date of last visit (date inactivated).	Yes
	1.21.2.832 <u>PATIENT RECORDS - MINOR (>9 YEARS OF AGE)</u>	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 <u>LOGS</u>	Retain until no longer needed for reference.	Yes
Controlled Drug Administrative File	1.21.2.828 <u>DRUGS AND CONTROLLED SUBSTANCES</u>	Destroy three years from close of FY in which created.	Yes
Controlled Drug Audit Forms File	1.21.2.828 <u>DRUGS AND CONTROLLED SUBSTANCES</u>	Destroy three years from close of FY in which created.	Yes
Controlled Drug Dispensing File	1.21.2.828 <u>DRUGS AND CONTROLLED SUBSTANCES</u>	Destroy three years from close of FY in which created.	Yes
Daily Drug Dispensing File	1.21.2.828 <u>DRUGS AND CONTROLLED SUBSTANCES</u>	Destroy three years from close of FY in which created.	Yes
Encounter Forms (receipts)	1.21.2.828 <u>ACCOUNTS RECEIVABLE</u>	Destroy six years from date audit report released.	Yes
ER Drug Dispensing File	1.21.2.828 <u>DRUGS AND CONTROLLED SUBSTANCES</u>	Destroy three years from close of FY in which created.	Yes
Medical Clinic or Dispensary Files - continued			
In-Patient Records (not resulting in the opening of medical case file)	1.21.2.831 <u>PATIENT RECORDS - ADULT</u>	Destroy 10 years from date of last visit (date inactivated).	Yes
	1.21.2.832 <u>PATIENT RECORDS - MINOR (>9 YEARS OF AGE)</u>	Destroy 10 years from date of last discharge.	Yes
Medical Records	1.21.2.831 <u>PATIENT RECORDS - ADULT</u>	Destroy 10 years from date of last visit (date inactivated).	Yes
	1.21.2.832 <u>PATIENT RECORDS - MINOR (>9 YEARS OF AGE)</u>	Destroy 10 years from date of last discharge.	Yes
Patient Admission Slips	1.21.2.110 <u>LOGS</u>	Retain until no longer needed for reference.	Yes
Prescriptions	1.21.2.828 <u>DRUGS AND CONTROLLED SUBSTANCES</u>	Destroy three years from close of FY in which created.	Yes
Worker's Compensation Files			
Worker's Compensation File - Policy	1.21.2.164 <u>INSURANCE POLICIES</u>	Destroy 10 years from date of policy expiration, provided no claims or suits pending.	Yes
Worker's Compensation File - Claim files	1.21.2.261 <u>CLAIMS</u>	Destroy three years from date 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/>.