

<b>Records Retention and Disposition Schedule</b>		<b>Agency: S462000</b>	<b>Schedule: 003</b>	<b>Page #:1 of 34</b>
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		<b>Title:</b>	Manager, Special Projects	
		<b>Phone #:</b>		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

<b>Status</b>	<b>Last Updated Date/Time</b>	<b>Approved Date</b>	<b>Effective Date</b>
Published	1/5/2018 11:18 AM		

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>EXECUTIVE OFFICES AND GENERAL RECORDS</b>										
0001-0000	Articles/Certificates Of Incorporation					P	Permanent		Permanent	
0002-0000	By-Laws Of The Hospital Board					P	Permanent		Permanent	
0003-0000	Certificate Of Need Application					P	10 years after project completion		Destroy	
0004-0000	Deeds					P	7 years after transfer of title		Destroy	
0005-0000	Employee Opinion Surveys/Suggestions					P	3 years		Destroy	
0006-0000	Financial Transaction Status Reports									
0007-0001	Financial Transaction Status Reports (Original)					P	3 years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0007-0002	Financial Transaction Status Reports (Copy)					P	As updated		Destroy	
0008-0000	Licensure Files --- Includes: license, annual renewals, correspondence, and surveys by the Department of Health and Senior Services. Note: License is renewed annually.					P	3 years after expiration		Destroy	
0009-0000	Organization Charts									
0009-0001	Organization Charts (Original)					P	Permanent		Permanent	
0009-0002	Organization Charts (Copy)					P	Periodic review		Destroy	
0010-0000	Policy And Procedures Manuals									
0010-0001	Policy And Procedures Manuals (Original)					P	Permanent		Permanent	
0010-0002	Policy And Procedures Manuals (Copy)					P	3 years after update		Destroy	
0011-0000	Quality Assurance Reports - Departmental (Copy)					P	3 years		Destroy	
0012-0000	Research Reports And Studies					P	Permanent		Permanent	
0013-0000	Statistical Reports									
0013-0001	Statistical Reports - Annual					P	Permanent		Permanent	
0013-0002	Statistical Reports - Quarterly And Monthly					P	3 years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0013-0003	Statistical Reports - Weekly					P	1 year		Destroy	
0013-0004	Statistical Reports - Daily					P	1 month		Destroy	
0013-0005	Statistical Reports- (Copy)					P	Periodic review		Destroy	
<b>HUMAN RESOURCES/PERSONNEL</b>										
0050-0000	Residency Personnel File					P	65 years		Destroy	
0051-000	Student Education File --- Includes: grades, evaluation, and work schedules, etc.					P	65 years		Destroy	
0052-0000	Student Application Log/Intern Register					P	65 years		Destroy	
0053-0000	Residents Surgical Procedures Performed --- Consists of a listing containing names of residents and procedure performed during four (4) year residency.					P	20 years		Destroy	
0054-0000	Employee Medical Records					P	40 years		Destroy	
<b>PLANNING</b>										
0100-0000	Planning Subject File --- Used for long range planning and development of the hospital.									

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							Total Retention Period	Minimum Period in Agency		
0100-0001	Planning Subject File - Plans					P	Permanent		Permanent	
0100-0002	Planning Subject File - Work papers					P	Periodic review		Destroy	
<b>MARKETING - AUXILIARY</b>										
0150-0000	Donor Files --- Include: name, address, and amount of donation.					P	3 years after update		Destroy	
0151-0000	News Clippings And Ads					P	3 Years		Destroy	
0152-0000	Prospect Cards --- Consist of index cards of prospective donors for fund raising.					P	3 years after update		Destroy	
<b>MARKETING - PUBLIC RELATIONS</b>										
0200-0000	Photographs					P	Permanent		Permanent	
0201-0000	Press Releases					P	Permanent		Permanent	
0202-0000	Public Service Announcements					P	Permanent		Permanent	
0203-0000	Publications									
0203-0001	Publications (Original)					P	Permanent		Permanent	
0203-0002	Publications (Copy)					P	Periodic Review		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>MARKETING - VOLUNTEER SERVICES</b>										
0250-0000	Sign-In Sheets					P	3 Years		Destroy	
0251-0000	Training Materials And Handouts					P	3 yrs after update		Destroy	
0252-0000	Volunteer Application Files - Adult And Junior --- Include: application, reference letters, interview sheet, check sheet, and Utilization Form which indicates position, needs, job description and placement.					P	6yrs after termination of employment		Destroy	
<b>EDUCATION</b>										
0300-0000	Educational Programs --- Include: manuals and program outlines, etc.					P	3 yrs after update		Destroy	
0301-0000	Education Training Files --- Include: R.N., L.P.N., Unit Secretaries and Nursing Technicians. Contains test booklets and results					P	6 yrs after termination of employment		Destroy	
<b>EDUCATION - IN-SERVICE EDUCATION</b>										
0350-0000	Cardio - Pulmonary Resuscitation (CPR) Training --- Includes: test results, test booklets, test result strips, and skill sheet.					P	3 Years		Destroy	
0351-0000	CPR Certification Roster					P	3 Years		Destroy	
0352-0000	First Aid Roster					P	3 Years		Destroy	
0353-0000	Screening Registration Form --- Includes: diabetes, hypertension, glaucoma, breast, colon-rectal and cholesterol screens, and information release form.					P	3 Years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>NURSING - ADMINISTRATION</b>										
0400-0000	Nursing Licenses (Copy)					P	6 yrs after termination of employment		Destroy	
0401-0000	Nursing Schedules					P	7 Years		Destroy	
0402-0000	Twenty-Four Hour Report					P	3 Years		Destroy	
<b>NURSING - AMBULATORY CARE</b>										
0450-0000	Ambulance Log Slips					P	7 Years		Destroy	
0451-0000	Ambulance Records Book / Register					P	10 yrs after final entry		Destroy	
<b>NURSING - CENTRAL SUPPLY</b>										
0500-0000	Equipment Use Record --- Records date used and by whom.					P	3 Years		Destroy	
0501-0000	Steam Sterilization Control Room --- Includes: Bouse-Dick chart test, graph, load card, gas sterilizer load card, and biological monitoring form, etc.					P	3 Years		Destroy	
0502-0000	Syringe And Needle Control Record					P	3 Years		Destroy	
0503-0000	Syringe And Needle Inventory Sheet					P	1 Years		Destroy	
0504-0000	Syringe And Needle Worksheet					P	3 Years		Destroy	
0505-0000	Washer / Sterilizer Cleaning Log Sheet					P	3 Years		Destroy	

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							Total Retention Period	Minimum Period in Agency		
<b>NURSING - SURGERY OPERATING ROOM</b>										
0550-0000	Autoclave Graphs - Sterilization					P	3 Years		Destroy	
0551-0000	Birth Logs					P	Permanent		Permanent	
0552-0000	Hospital Infection Statistical Report					P	3 Years		Destroy	
0553-0000	Infection Report Form					P	3 Years		Destroy	
0554-0000	Operating Room Cancellation List					P	1 Years		Destroy	
0555-0000	Operating Room Charge Sheet (Copy) --- Original maintained by Finance.					P	3 Years		Destroy	
0556-0000	Operating Room Reservation Sheet					P	1 Years		Destroy	
0557-0000	Operating Room Log					P	10 Years		Destroy	
0558-0000	Patient Record (Copy) --- Used to monitor patient's progress after surgery. Original located in patient's medical record.					P	2 Years		Destroy	
0559-0000	Temperature And Humidity Log					P	3 Years		Destroy	
<b>NURSING - ANESTHESIOLOGY RECOVERY ROOM</b>										
0600-0000	Arthroscopy Video Tapes					P	5 Years		Destroy	
0601-0000	Crash Cart Checklist --- Lists: contents of each cart, date, and nurses signatures.					P	5 Years		Destroy	
0602-0000	Defibrillator Checklist					P	3 Years		Destroy	
0603-0000	Pre-Operative And Post-Operative Checklists					P	3 Years		Destroy	

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							Total Retention Period	Minimum Period in Agency		
0604-0000	Recovery Room Log --- Includes: minor surgery and same-day surgery.					P	10 Years		Destroy	
0605-0000	Weekly Duty List/Schedule					P	7 Years		Destroy	
<b>NURSING - EMERGENCY ROOM</b>										
0650-0000	Emergency Department Log And/Or Card Files					P	3 Years		Destroy	
0651-0000	Emergency Room Daily Statistics					P	1 Years		Destroy	
0652-0000	Mobile Intensive Care Unit Audio Tapes					P	3 Years		Destroy	
<b>PROFESSIONAL SERVICES - LABORATORY</b>										
0700-0000	Blood Bank-Immunohematology Proficiency And Clinical Laboratory Test Reports (Copy) --- Includes: record of transfusions and cross matches. Originals maintained in patient medical record. May also include Test Requisitions.					P	5 Years		Destroy	
0701-0000	Appointment Log					P	3 yrs after final entry		Destroy	
0702-0000	Blood Bank Register					P	Permanent		Permanent	
0703-0000	Exfoliative Cytology Reports - Pap Smears									
0703-0001	Exfoliative Cytology Reports - Positive Or Questionable Results					P	50 Years		Destroy	
0703-0002	Exfoliative Cytology Reports - Negative Results					P	2 Years		Destroy	
0704-0000	Graphs --- Printouts indicating barbiturates, alcohol, cocaine, and opiates, etc.					P	2 Years		Destroy	



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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0705-0000	Instrument Maintenance Reports/Machine Calibrations					P	7 Years		Destroy	
0706-0000	Laboratory Test Log Books					P	7 yrs after final entry		Destroy	
0707-0000	Machine Log					P	7 Years		Destroy	
0708-0000	Quality Control Reports - Blood Bank					P	7 Years		Destroy	
0709-0000	Workbooks - Urine Screening Tests					P	2 Years		Destroy	
0710-0000	Specimen Records --- Includes: identifying information, test results and reports. Also used for Quality Control and Proficiency Test Results.									
0710-0001	Specimen Reports - Immunohematology - Blood Bank --- Test Reports, Test Results, and Identifying Information.					P	10 Years		Destroy	
0710-0002	Specimen Records - Pathology Test Results					P	20 Years		Destroy	
0710-0003	Specimen Records - General Test Reports					P	2 Years		Destroy	
0711-0000	Bone Marrow Reports					P	20 Years		Destroy	
0712-0000	Blood Bank Donor And Recipient Card					P	5 Years		Destroy	
0713-0000	Blood Bank Employee Signatures, Initials And Identification Codes					P	6 yrs after termination of employment		Destroy	
0714-0000	Accession Log					P	2 Years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0715-0000	Laboratory Test Request					P	5 Years		Destroy	
<b>PROFESSIONAL SERVICES - PATHOLOGY</b>										
0750-0000	Autopsy Reports (Copy) --- Original maintained in Medical Records.					P	20 Years		Destroy	
0751-0000	Death Register Books					P	Permanent		Permanent	
0752-0000	Death Slips And Mortician's Releases					P	7 Years		Destroy	
0753-0000	Pathology Report On Lab Results (Copy) --- Original located in patient's medical record.					P	10 Years		Destroy	
<b>PROFESSIONAL SERVICES - PSYCHIATRY</b>										
0800-0000	Social Services Patient Files - Notes And Work papers					P	10 yrs from most recent discharge or age 23, whichever is longer		Destroy	
0801-0000	Social Services Patient Files - Summary Sheet					P	20 Years		Destroy	
0802-0000	Social Services Patient Files - Index					P	20 Years		Destroy	
<b>PROFESSIONAL SERVICES - PEDIATRICS</b>										
0850-0000	Nursery Daily Statistics					P	3 Years		Destroy	
<b>PROFESSIONAL SERVICES - LABORATORY</b>										
0851-0000	Pneumogram									

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							Total Retention Period	Minimum Period in Agency		
<b>PROFESSIONAL SERVICES - PEDIATRICS</b>										
0851-0001	Pneumogram - Interpretation Report					P	23 Years		Destroy	
0851-0002	Pneumogram - Graph					P	5 Years		Destroy	
<b>PROFESSIONAL SERVICES - CARDIOPULMONARY</b>										
0900-0000	Electrocardiograms / Echocardiograms									
0900-0001	Electrocardiograms/Echocardiograms - Diagnostic And Interpretation Report					P	10 yrs after most recent discharge or age 23, whichever is later		Destroy	
0900-0002	Electrocardiograms/Echocardiograms - Graphs					P	5 Years		Destroy	
0901-0000	Holter Monitor									
0901-0001	Holter Monitor - Diagnostic And Interpretation Report					P	10 yrs after most recent discharge or age 23, whichever is later		Destroy	
0901-0002	Holter Monitor - Graph					P	5 Years		Destroy	
0902-0000	Machine Calibration Log					P	Life of the instrument plus 2 yrs		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0903-0000	Outpatient Medical Charts					P	10 yrs after most recent discharge or age 23, whichever is later		Destroy	
0904-0000	Work Schedules					P	3 Years		Destroy	
<b>PROFESSIONAL SERVICES - NEURO-SCIENCES</b>										
0950-0000	Electroencephalograms									
0950-0001	Electroencephalograms - Explanation And Interpretation Report					P	10 yrs after most recent discharge or age 23, whichever is later		Destroy	
0950-0002	Electroencephalograms - Graphs					P	5 Years		Destroy	
0951-0000	Machine Calibration Log					P	Life of the instrument plus 2 yrs		Destroy	
0952-0000	Work Schedules					P	7 Years		Destroy	
<b>PROFESSIONAL SERVICES - DIETARY</b>										
1000-0000	Cashier Tapes - Cafeteria --- Used for account verifications.					P	7 Years		Destroy	
1001-0000	Diet Information Sheet - Daily					P	1 Years		Destroy	

\* P - Public, C - Confidential

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1002-0000	Diet Instructions Log					P		3 yrs after final entry	Destroy	
1003-0000	Food Tally - Daily Production Sheet					P	3 Years		Destroy	
1004-0000	Patient Meal Count - Daily					P	3 Years		Destroy	
<b>PROFESSIONAL SERVICES - DIAGNOSTIC &amp; THERAPEUTIC</b>										
1050-0000	Outpatient Files					P	10 yrs after most recent discharge or age 23, whichever is later		Destroy	
1051-0000	Respiratory Therapy Patient Kardex Index Cards					P	3 yrs after most recent discharge		Destroy	
<b>PROFESSIONAL SERVICES - PHARMACY RECORDS</b>										
1100-0000	Antibiotic Sensitivity Patterns - Graph					P	5 Years		Destroy	
1101-0000	Barbiturate Records					P	5 Years		Destroy	
1102-0000	Narcotic Books And Records					P	5 Years		Destroy	
1103-0000	Patient Profile Record System --- Contains: patients address, name, age group, date medication is dispensed, prescription number or designation, strength and quantity of drug dispensed, initial of dispensing pharmacist, and date of refill. N.J.A.C. 13:39-9.43.					P	5 yrs from date of last entry in the profile record		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1104-0000	Pharmacist/Intern Signature And/Or Initial Identification					P	5 yrs after termination of employment		Destroy	
1105-0000	Pharmacy Requisition					P	7 Years		Destroy	
1106-0000	Prescription Books					P	5 yrs after last entry		Destroy	
<b>PROFESSIONAL SERVICES - HOUSEKEEPING</b>										
1150-0000	Daily Patient Interview Form					P	3 Years		Destroy	
1151-0000	Daily Supervisor's Report					P	3 Years		Destroy	
1152-0000	Linen Inventory					P	3 Years		Destroy	
1153-0000	Patient Dismissal Notice To Housekeeping					P	3 Years		Destroy	
1154-0000	Project List - Work Order					P	3 Years		Destroy	
1155-0000	Supply Inventory					P	3 Years		Destroy	
1156-0000	Weekly Inspection Report					P	3 Years		Destroy	
<b>PROFESSIONAL SERVICES - PATIENT MANAGEMENT</b>										
1200-0000	Appeals --- Hospital costs appeals filed by patients.					P	7 yrs after final settlement or payment		Destroy	
1201-0000	Diagnosis Related Group Analysis Files --- Includes a financial and clinical analysis of services provided.					P	7 Years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1202-0000	Incident Reports									
1202-0001	Incident Reports (Original)					P	7 yrs after incident, final settlement or payment		Destroy	
1202-0002	Incident Reports (Copy)					P	Periodic review		Destroy	
1203-0000	Patient Complaint Files And Litigation Case File					P	7 yrs after final settlement or payment		Destroy	
1204-0000	Social Services Discharge Planning File (Copy) --- Includes individual patient worksheet and referral notes. Original maintained in medical records.					P	3 yrs after discharge		Destroy	
<b>PROFESSIONAL SERVICES - RADIOLOGY</b>										
1250-0000	Annual Reports Of Radiation Surveys					P	Permanent		Permanent	
1251-0000	Daily Calibration Standards Check In Does Calibrator					P	10 Years		Destroy	
1252-0000	Daily Check Of Incoming And Outgoing Materials					P	2 Years		Destroy	
1253-0000	Daily Dose Report Per Patient					P	2 Years		Destroy	
1254-0000	Daily Flood Check - Nuclear Camera Check					P	10 Years		Destroy	
1255-0000	Daily Radiation Monitoring Report					P	10 Years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1256-0000	Daily Radiation Monitoring Report					P	10 Years		Destroy	
1257-0000	Daily Radiation Survey - Area Of Injection					P	10 Years		Destroy	
1258-0000	Daily Survey Meter Check					P	2 Years		Destroy	
1259-0000	Equipment Quality Testing - Monthly Report					P	10 Years		Destroy	
1260-0000	Individual Monthly Badge Report					P	10 yrs after termination of employment		Destroy	
1261-0000	Individual Report Of Radiation Exposure (JCAHO)					P	10 yrs after termination of employment		Destroy	
1262-0000	License Files - Nuclear Regulatory Commission (NCR) --- Includes Federal and State license required for the operation of radiation emitting equipment.					P	10 yrs after expiration		Destroy	
1263-0000	Nuclear Radiation Technologist Certification --- Includes Federal and State license required for the operation of radiation emitting equipment.					P	10 yrs after expiration		Destroy	
1264-0000	Patient Cards --- Used to provide an x-ray history of a patient.					P	10 yrs after inactive		Destroy	
1265-0000	Patient Sign-In Roster					P	3 yrs after final entry		Destroy	



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							Total Retention Period	Minimum Period in Agency		
1266-0000	Register Of All Radiation Producing Equipment					P	10 yrs after disposal of equipment		Destroy	
1267-0000	Semiannual Survey Of Calibration Standards Retested					P	3 Years		Destroy	
1268-0000	Semiannual Survey Report Of Meters Recalibrated And Retested					P	3 Years		Destroy	
1269-0000	Weekly Bar Phantom Check Report - Calibration Report					P	3 Years		Destroy	
1270-0000	Weekly Radiation Survey Of Entire Radiology Department					P	3 Years		Destroy	
1271-0000	Work Schedules					P	7 Years		Destroy	
1272-0000	X-Ray Films					P	5 Years		Destroy	
1273-0000	X-Ray Interpretation (Copy) --- Original maintained in Medical Record.					P	5 Years		Destroy	
1274-0000	X-Ray Technician Certification --- Original maintained in Medical Record.					P	10 yrs after expiration		Destroy	
1275-0000	Inventor Of All Sealed Radioactive Materials					P	3 Years		Destroy	
1276-0000	Sealed Source Records - Leak Tests					P	3 Years		Destroy	
1277-0000	Unsealed Source Records - Area Contamination Wipe Tests					P	3 Years		Destroy	
1278-0000	Survey Of Radioactive Material Received					P	3 Years		Destroy	
1279-0000	Survey Of Waste Generated In Controlled Areas					P	3 Years		Destroy	

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1280-0000	Nuclear Medicine Dose Calibrator - Constancy Test, Linearity Test, Accuracy Test And Geometry Test					P	3 Years		Destroy	
1281-0000	Nuclear Medicine Radiopharmaceutical Dosage - Dose Determination Test					P	3 Years		Destroy	
1282-0000	Nuclear Medicine Imaging Service - Uniformity Test And Resolution Test					P	3 Years		Destroy	
1283-0000	Nuclear Medicine Well Counter - Constancy Test					P	3 Years		Destroy	
1284-0000	Mammograms - X-Rays And Interpretive Report (21 CFR 900.12(C)4)					P	10 Years		Destroy	
1285-0000	Radiation Oncology Treatment Patient Records (N.J.A.C. 8:43G-28.16 (B))					P	2 yrs after death of patient or until patient obtains age of 90, or for 5 yrs, whichever is longer		Destroy	
<b>FINANCE</b>										
1300-0000	Census --- Statistical reports that provide total number of admission, discharges, transfers, and deaths.									
1300-0001	Census - Annual					P	7 Years		Destroy	
1300-0002	Census - Monthly And Quarterly					P	3 Years		Destroy	
1300-0003	Census - Weekly					P	1 Years		Destroy	
1300-0004	Census - Daily					P	1 Months		Destroy	

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							Total Retention Period	Minimum Period in Agency		
1300-0005	Census (Copy)					P	As updated		Destroy	
1301-0000	Daily Bed Count					P	3 Years		Destroy	
<b>FINANCE - ADMISSIONS &amp; REGISTRATION</b>										
1450-0000	Admission Register/Log					P	3 Years		Destroy	
1451-0000	Daily Reservation Sheets					P	1 Years		Destroy	
<b>FINANCE - BUDGET AND REIMBURSEMENTS</b>										
1500-0000	Annual Hospital Rate Submission					P	20 Years		Destroy	
1501-0000	Hospital Rate Appeals					P	7 yrs after settlement		Destroy	
1502-0000	Medicare Cost Reports					P	3 Years		Destroy	
1503-0000	Monthly Detail Analysis Report									
1503-0001	Monthly Detail Analysis Report (Original)					P	3 Years		Destroy	
1503-0002	Monthly Detail Analysis Report (Copy)					P	As updated		Destroy	
<b>FINANCE - PATIENT BILLING</b>										
1550-0000	Assessment Reports Of Patients Accounts - Monthly Status Report					P	3 Years		Destroy	
1551-0000	Departmental Allowance Reports					P	3 Years		Destroy	
1552-0000	Monthly Agency Paid And Open Account Report					P	3 Years		Destroy	
1553-0000	Monthly Payment Register					P	7 Years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1554-0000	Monthly Trial Balance - Patient --- Lists all costs per patient.					P	3 Years		Destroy	
1555-0000	Patient Billing File --- Includes: Admission Form (Copy), verification documentation, insurance company correspondence, detailed billing list, and uniform bill.					P	7 yrs after final action or write-off		Destroy	
1556-0000	Record Of Refund					P	7 Years		Destroy	
<b>FINANCE - MATERIALS MANAGEMENT &amp; PROCUREMENT</b>										
1600-0000	Cost Containment Report - Cost Savings Report									
1600-0001	Cost Containment Report - Annual					P	Permanent		Permanent	
1600-0002	Cost Containment Report - Monthly					P	3 Years		Destroy	
1601-0000	Itemized Listing Of Receivables									
1601-0001	Itemized Listing Of Receivables - Monthly					P	3 Years		Destroy	
1601-0002	Itemized Listing Of Receivables - Daily					P	1 Years		Destroy	
<b>TRANSPORTATION SERVICES</b>										
1650-0000	Escort Assignment Slip					P	2 Years		Destroy	
1651-0000	Transport Travel Log					P	3 Years		Destroy	
1652-0000	Vehicle Maintenance File					P	7 yrs after disposal of vehicle		Destroy	

Records Retention and Disposition Schedule				Agency: S462000			Schedule: 003		Page #:21 of 34	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
<b>MEDICAL RECORDS</b>										
1700-0000	Fetal Monitoring Strips					P	23 Years		Destroy	
1701-0000	Medical Records - Inpatient/Outpatient --- Includes all disciplines									
1701-0001	Individual Patient Charts --- Contains: bedside notes, admission form, medical chart, medication prescribed, emergency room report, Ambulatory Care Services Report, and all required documentation according to licensing and accreditation bodies.					P	10 yrs after most recent discharge or age 23, whichever is later		Destroy	
1701-0002	Discharge Summary Sheet					P	20 Years		Destroy	
1701-0003	Medical Records Of Deceased Individuals					P	10 Years		Destroy	
1702-0000	Subpoenas And Related Correspondence					P	3 yrs from final action		Destroy	
<b>SECURITY</b>										
1750-0000	Daily Incident Log/Daily Blotter					P	3 yrs from final entry		Destroy	
1751-0000	Incident Reports					P	3 Years		Destroy	
<b>MAINTENANCE</b>										
1800-0000	Air Conditioning/HVAC Filter Change Log					P	3 yrs after final entry		Destroy	
1801-0000	Annual Boiler Inspection Report					P	3 Years		Destroy	

\* P - Public, C - Confidential

Records Retention and Disposition Schedule				Agency: S462000			Schedule: 003		Page #:22 of 34	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1802-0000	Building Plans And Specifications					P	Permanent		Permanent	
1803-0000	Conductivity Testing Of Electrical Receptacles - Annual					P	3 Years		Destroy	
1804-0000	Emergency Generator Log					P	3 yrs after final entry		Destroy	
1805-0000	Fire Prevention Checklist									
1805-0001	Fire Prevention Checklist - Annual Report					P	7 Years		Destroy	
1805-0002	Fire Prevention Checklist - Quarterly Report					P	3 Years		Destroy	
1806-0000	Fire/Electrical Safety Training Programs --- Includes: course outlines, handouts, and brochures, etc.					P	3 yrs after update		Destroy	
1807-0000	Freezer Temperatures Readings Log					P	3 yrs after final entry		Destroy	
1808-0000	Monthly Fire Drill Report					P	3 Years		Destroy	
1809-0000	Operating Engineer's Daily Log					P	7 yrs after final entry		Destroy	
1810-0000	Preventive Maintenance Duct Cleaning Report					P	3 Years		Destroy	
1811-0000	Quarterly Inspection Report Of Operating Room Equipment					P	3 Years		Destroy	
1812-0000	Quarterly Sewer Cleaning Inspection Room					P	7 Years		Destroy	
1813-0000	Sprinkler Inspection Semiannual Report					P	3 Years		Destroy	

Records Retention and Disposition Schedule				Agency: S462000			Schedule: 003		Page #:23 of 34	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1814-0000	Trash Incineration Daily Report --- Consists of statistical report on amount of trash incinerated, boxes of needles, hazardous waste, medical waste, weight and temperature.					P	7 Years		Destroy	
<b>MEDICINE DIVISION</b>										
1850-0000	Daily Consultations With Other Departments --- Concerning Medication Given to Patients.					P	2 Years		Destroy	
1851-0000	Explorations And Discharges - Records Of Results Of Medications Given (Research)					P	Permanent		Permanent	
1852-0000	Residency Certificates					P	Permanent		Permanent	
1853-0000	Student Applications - Denied					P	3 Years		Destroy	
<b>INFECTION CONTROL</b>										
1900-0000	Antibiotic Audit Survey Report					P	3 Years		Destroy	
1901-0000	Environmental Sanitation Inspection Report					P	3 Years		Destroy	
1902-0000	Immediate/Infection Report Form Received From Nurses/Doctor					P	3 Years		Destroy	
1903-0000	Weekly Report Of Antibiotic Orders					P	5 Years		Destroy	
<b>QUALITY ASSURANCE</b>										
1950-0000	Program Assessment/Evaluation Reports - Periodic/Program Audit Reports					P	3 Years		Destroy	
1951-0000	Quality Assurance Annual Evaluations					P	Permanent		Permanent	
1952-0000	Quality Assurance Investigative Case File - Patient Care And Research Contains Quality Assurance Problem Identification Log And All Supporting Documentations.									

Records Retention and Disposition Schedule				Agency: S462000			Schedule: 003		Page #:24 of 34	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
1952-0001	Quality Assurance Investigative Case File - Patient Care					P	7 yrs after problem is resolved		Destroy	
1952-0002	Quality Assurance Investigative Case File - Research (Original)					P	7 yrs after problem is resolved		Destroy	
1952-0003	Quality Assurance Investigative Case File - Research (Copy)					P	3 yrs after problem is resolved		Destroy	
1953-0000	Quality Assurance Reports --- Contains clinical disciplines and ancillary departments - monthly and quarterly summer reports.					P	7 Years		Destroy	
<b>PROGRAM EVALUATION-JOINT COMMISSION ACCREDITATION</b>										
2000-0000	Facility And Program Evaluation Inspection Reports --- Includes: goals and objectives, quarterly progress reports, final progress reports, evaluations, and surveys. Evaluations are conducted every three (3) years.					P	7 Years		Destroy	
2001-0000	Problem Identification Summary --- Used to indicate and track problems.					P	7 Years		Destroy	
2002-0000	Special Reporting And Evaluation Reports					P	Permanent		Permanent	
<b>UTILIZATION</b>										
2050-0000	Emergency Services Review					P	3 Years		Destroy	

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Records Retention and Disposition Schedule				Agency: S462000			Schedule: 003		Page #:25 of 34	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
2051-0000	Federal And Non-Federal Termination Of Benefits Letters					P	7 Years		Destroy	
2052-0000	Hospital Patient Stay Review --- Includes inappropriate length of stay letters and replies.					P	3 Years		Destroy	
2053-0000	Investigative Case File --- Includes problem identification sheet.					P	7 yrs after problem is resolved		Destroy	
2054-0000	Patient Care Monitoring Forms (Evaluation)					P	3 yrs after discharge of patient		Destroy	
2055-0000	Patient Discharge Forms - Billing --- Includes: insurance carrier coverage forms, denial of benefit letters, charge slips, and physicians review recommendation.					P	7 Years		Destroy	
2056-0000	Public Welfare Certification Of Coverage					P	7 Years		Destroy	
<b>REHABILITATION SERVICES</b>										
2100-0000	Attendance Sign-In Book					P	7 Years		Destroy	
2101-0000	Charge Slips					P	3 Years		Destroy	
2102-0000	Combined Activity Analysis					P	7 Years		Destroy	
2103-0000	Contracts/Agreements For Services					P	7 yrs after termination of contract		Destroy	

Records Retention and Disposition Schedule		Agency: S462000					Schedule: 003		Page #:26 of 34	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
2104-0000	Daily Progress Statistical Report --- Lists: patients, date of visits, length of time, classification or degree of difficulty, patients not attending, discharges, and charges.					P	3 Years		Destroy	
2105-0000	Education Program --- Includes: attendance sheet, agenda, and bank account.					P	7 Years		Destroy	
2106-0000	Electromyogram (E.M.G.)									
2106-0001	Electromyogram (E.M.G) - Diagnostic Interpretation Report					P	10 yrs from most recent discharge or age 23, whichever is later		Destroy	
2106-0002	Electromyogram (E.M.G) - Graphs					P	5 Years		Destroy	
2107-0000	Inventory And Release Form For Physical Therapy Equipment					P	7 Years		Destroy	
2108-0000	Patient Medical Record - Outpatient --- Includes: medical chart, progress notes, orders, and admission form.					P	10 yrs from most recent discharge or age 23, whichever is later		Destroy	
2109-0000	Patient Medical Discharge Summary - Outpatient					P	20 Years		Destroy	
2110-0000	Patient Kardex					P	As updated		Destroy	

Records Retention and Disposition Schedule		Agency: S462000					Schedule: 003		Page #:27 of 34	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
2111-0000	Speech Therapist Licenses (Copy)					P	6 yrs after termination of employment		Destroy	
2112-0000	Training Request					P	3 yrs after completion of training		Destroy	
2113-0000	Work Schedule					P	7 Years		Destroy	
<b>RESEARCH</b>										
2150-0000	<p>Basic Research File - Nonhuman (Hardcopy And Electronic)</p> <p>---</p> <p>Research file of experimental and statistical data. File contains but is not limited to: logs, notebooks, code cards and sheets, observations, records on patients or healthy volunteers, interviews, questionnaires, examinations, laboratory tests data including machine readings and slides, culture specimens, abstracts of non-clinical records on individuals' birth/death certificate (copy), project, indexes, charts/graphs/diagrams/drawings, punch cards, tabulations, analyses, progress reports, feeder reports, and supporting documentations.</p>					P	7 yrs after close of project		Destroy	
2151-0000	<p>Investigational New Drug And Device File, Food And Drug Administration (FDA) - Clinical Trial Documents (Hardcopy And Electronic)</p> <p>---</p> <p>Investigational drug and device research/studies document file essential to the conduct of a Clinical Trial. Records related to patient case histories which include: patient participation informed consent, observations of individuals administered the drug/used in a control group, case report forms, signed and dated additional consent forms, medical records, physician progress notes, hospital charts, and the nurses' notes. (Title 21: FDA Chapter 1, FDA Administration, DHHS, Subchapter D, Drugs for Human use, Investigational New, PART 312.62)</p>									

Records Retention and Disposition Schedule		Agency: S462000					Schedule: 003		Page #:28 of 34	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
2151-0001	Investigational New Drug And Device File, Food And Drug Administration (FDA) - Clinical Trial Documents - Approved (Hardcopy And Electronic)					P	7 yrs after the date of marketing approval		Destroy	
2151-0002	Investigational New Drug And Device File, Food And Drug Administration (FDA) - Clinical Trial Documents - Discontinued (Hardcopy And Electronic)					P	7 yrs after FDA notified of discontinuance		Destroy	
2152-0000	Human Subject Documentation - Food And Drug Administration (FDA) --- Records related to patient participation in medical research trials. The records are maintained in compliance with the Federal Records Research Subjects Review Board and Western Institutional Review Board. (Title 21: FDA Chapter 1, FDA Administration, DHHS, Subchapter A - General, Sec. 56.115IRB records).					P	3 yrs after completion of research		Destroy	
2153-0000	Research Projects End Product/Result --- End product and/or result of all research projects which include but are not limited to: report findings and conclusions, documented advancements in treatment of disease, development of new medical devices, use of establish methods, or other medical/non-medical findings including records with value in continuing research, summary/final project reports, article reprints, academic monographs, graphic compilations, analyses, and supporting documentation.					P	Permanent		Permanent	
2154-0000	Animal Welfare File - National Institute Of Health (NIH) Office Of Laboratory Animal Welfare									

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
2154-0001	Animal Welfare File - Animal Welfare General Records --- File includes copy of the Public Health Service (PHS) Assurance, minutes of IACUC meetings, records of applications, proposals, and proposed significant changes in the care and use of animals and whether IACUC approval was given or withheld, records of semiannual IACUC reports and recommendations (including minority views) as forwarded to the Institutional Official, and records of accrediting body determinations.					P	3 yrs after project has closed		Destroy	
2154-0002	Animal Welfare File - Animal Disease Investigation Reports --- Animal disease investigation reports prepared at the request of an investigator, detailing examination, pathology, and treatment for each animal.					P	7 Years		Destroy	
2154-0003	Animal Welfare File - Animal Health Certificates --- Health certificates issued for the animals used in research.					P	5 Years		Destroy	
2154-0004	Animal Welfare File - Pedigree History --- Pedigree history providing data concerning the generational history of each strain, related weaning information, and other key genetic data. file contains pedigree registration forms, registration history records, pedigree documentation which may be provided by animal suppliers, necropsy records, weight records, breeding performance history, and quarantine records.					P	50 Years		Destroy	
2154-0005	Animal Welfare Documents - Records Of Disposition Of Laboratory Animals --- Records of disposition of laboratory animals required by the US Department of Agriculture.					P	5 Years		Destroy	
2155-0000	Patent And Invention Licensing									

Records Retention and Disposition Schedule		Agency: S462000					Schedule: 003		Page #:30 of 34	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
2155-0001	Patent And Licensing - Experimental And Statistical Data --- File of patient experimental and statistical data which includes logs or notebooks with recorded patient observations and data used as evidence for establishing medical patents or inventions rights.					P	10 yrs after expiration of patent or license		Destroy	
2155-0002	Patent And Licensing - Invention Report --- Employee invention reports on which patent application will or will not be filed.					P	10 Years		Destroy	
2155-0003	Patent And Licensing - Null Patent --- Abandoned or withdrawn patent file.					P	10 yrs after discharge or inactivity		Destroy	
2155-0004	Patent And Licensing - Employee Invention Patent Application File --- File contains copies of patent applications, drawings, evaluations, Notice of Availability of Publication and Licensing, Summary of Invention Data, published articles, progress/utilization reports and related documentation.					P	10 yrs after expiration of patent		Destroy	
2155-0005	Patent And Licensing - Patent License Agreement (Domestic And Foreign, Exclusive And Non-Exclusive) --- Patent and License file for domestic and foreign, exclusive and non-exclusive invention license agreements. File contains but is not limited to: license agreement, correspondence, progress reports, royalty reports, negotiations, inquires, and non-patent-related biological material.					P	10 yrs after expiration of patent or license		Destroy	

Records Retention and Disposition Schedule		Agency: S462000					Schedule: 003		Page #:31 of 34	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
2156-0000	NJ State Research Subject Quality Assurance Investigative Case File National Institute Of Health (NIH) --- Quality assurance investigation file pertaining to research subjects assuring that grantee and contractor institutions are following Federal or State policy for protection of research subjects and to respond to questions about the policy. File contains: Quality Investigation - National Institute of Health (NIH) Compliance Unit, Quality Oversight: Investigational Reports of Compliance, oversight investigations, site visits, and supporting documentation. (NIH)									
2156-0001	NJ State Research Subject Quality Assurance Investigative Case File National Institute Of Health (NIH) - No Litigation (Original)					P	7 yrs after final payment		Destroy	
2156-0002	NJ State Research Subject Quality Assurance Investigative Case File National Institute Of Health (NIH) - With Litigation (Original)					P	20 yrs after final settlement		Destroy	
2156-0003	NJ State Research Subject Quality Assurance Investigative Case File National Institute Of Health (NIH) - No Litigation (Copy)					P	3 yrs after final payment		Destroy	
2156-0004	NJ State Research Subject Quality Assurance Investigative Case File National Institute Of Health (NIH) - With Litigation (Copy)					P	3 yrs after final settlement		Destroy	
2157-0000	Environmental Impact Review --- Environmental Impact study created in compliance with Federal, State, County, and Municipal Regulations for facility usage, construction, refurbishment, and waste management planning.					P	30 Years		Destroy	
2158-0000	Chemical/Waste Management File									

Records Retention and Disposition Schedule				Agency: S462000			Schedule: 003		Page #:32 of 34	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
2158-0001	Chemical/Waste Management File --- File includes minutes, management documents, manifest, annual reports, permits and supporting documentation created in compliance with the Resource Recovery and Reclamation Act of 1979 and related laws and regulations.					P	30 Years		Destroy	
2158-0002	Chemical/Waste Management File - Correspondence File --- File includes correspondence, inspections, pickups and log reports, worker/personnel training records.					P	5 Years		Destroy	
2159-0000	Biosafety Agents And Toxins User File									
2159-0001	Biosafety Agents And Toxins User File - Authorization And Incident Reports					P	30 Years		Destroy	
2159-0002	Biosafety Agents And Toxins User File - Cabinet Testing Records --- File contains routine inspections records related to possession, use, and transfer of select agents and toxins.					P	5 Years		Destroy	
2160-0000	Registries File --- Reports that are prepared and submitted as part of a Registry and as a central system for data collection and maintenance for detailed information about a particular issue such as, stem cell, trauma or tumor registry. File contains: technical reports; quarterly, semi-annual/annual reports, and final reports; and project summaries.									
2160-0001	Registries File - Final Report					P	Permanent		Archival review	
2160-0002	Registries File - Work Papers					P	20 Years		Destroy	



Records Retention and Disposition Schedule				Agency: S462000			Schedule: 003		Page #:33 of 34	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
2161-0000	Research Misconduct File --- Records involved in proceedings, reviewed by the Hospital's Research Compliance Group, related to an allegation of research misconduct. Finding are substantiated in the meeting Minutes.					P	7 yrs after completion of proceeding		Destroy	
<b>Retired Record Series</b>										
0030-0000	Agency - Specific Resident Information Database --- Used to track resident location, education, discipline, progress, etc. These systems contain information supplementary to the resident classification folder and shall be retained as such					P	10 yrs after JJC jurisdiction has ended or age 23 whichever is longer	10 yrs after JJC jurisdiction has ended or age 23 whichever is longer	Destroy	
0042-0000	Custody Blotter/Master Log --- Consists of three parts: 1) list date, time and summary of daily resident activities; 2) disposition form lists date, time, destination and arrival time; and 3) institutional master count sheet.					P	3 yrs after final entry	3 yrs after final entry	Destroy	
0043-0000	Discipline Report Log --- List date, charge, resident name and number, housing unit, log time, and disciplinary action.					P	5 yrs after final entry	5 yrs after final entry	Destroy	
0061-0000	Resident Student File --- File may include but not limited to: Notification of Admission Form, education Status Form, student transcripts, education program discharge letter, Student Record Form, certified mail receipts, other miscellaneous student information not contained in the Education Information Management System (EIMS).									

Records Retention and Disposition Schedule		Agency: S462000					Schedule: 003		Page #:34 of 34	
Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0120-0000	<p>Special Psychological Reports File</p> <p>---</p> <p>File may include but not limited to: Furlough Evaluation Report, Special Psychological Situational Report, Special Psychological Progress Report, and other types of related reports. These reports are not contained in the residents Institutional Classification File or Medical Record.</p> <p>*NJSA26:8-5</p>					P	10 yrs following most recent discharge of resident or age 23, whichever is later	10 yrs following most recent discharge of resident or age 23, whichever is later	Destroy	