

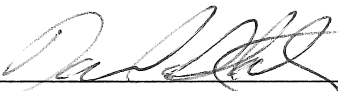
**Local Health Department  
Records Retention Schedule Amendment**

Amending the Local Health Department Records Retention and Disposition Schedule published September 7, 2007.

**STANDARD 19. PATIENT CLINICAL RECORDS**

Amending item 6 **Patient Clinical Records** as shown on substitute page 87.

**APPROVAL RECOMMENDED**

  
\_\_\_\_\_  
Danny Staley, Acting Director  
DHHS, Division of Public Health

  
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Sarah E. Koonts, Director  
Division of Archives and Records

**APPROVED**

  
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Aldona Z. Wos, M.D., Secretary  
Department of Health and Human Services

  
\_\_\_\_\_  
Susan W. Kluttz, Secretary  
Department of Cultural Resources

**ACKNOWLEDGED (AGREED TO COMPLY)**

\_\_\_\_\_  
Director, Local Health Department

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Chairman, Local Health Dept. Board

March 31, 2015

\_\_\_\_\_  
County/Region

| ITEM # | STANDARD-19: PATIENT CLINICAL RECORDS                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                               |                                                                            |
|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|
|        | RECORD SERIES TITLE                                                                                                                                                                                                                                                                                                                         | DISPOSITION INSTRUCTIONS                                                                                                                                                                                                                                                                                      | CITATION                                                                   |
| 6.     | <b>PATIENT CLINICAL RECORDS</b><br>Clinical records for all patients served by the local health department.<br><br>See also <b>IMMUNIZATION RECORDS</b> item 1, page 85; <b>TUBERCULOSIS RECORDS</b> item 10, page 88; <b>MATERNAL HEALTH (CLINICAL) RECORDS</b> item 4, page 86 and <b>STD/HIV/AID (CLINICAL) RECORDS</b> item 9, page 87. | a) Adult Patients: Destroy in office 11 years from date of last service.*<br><br>b) Pediatric Patients: Destroy in office when individual reaches 30 years of age and has not received services within the last 11 years.*<br><br>c) Deceased Patients: Destroy in office 11 years from date of last service. | Confidentiality:<br>G.S. § 131E-97<br><br>Retention:<br>10A NCAC 13B .3903 |
| 7.     | <b>PERINATAL HEPATITIS B PREVENTION REPORT PART I</b><br>Records track the testing and vaccination status of newborns exposed to hepatitis B at birth.                                                                                                                                                                                      | a) Forward original reports to the Division of Women's and Children's Health at the North Carolina Department of Health and Human Services.<br><br>b) Destroy copies in office when individual reaches 28 years of age and has not received services within the last 10 years.*                               |                                                                            |
| 8.     | <b>PERINATAL HEPATITIS B PREVENTION REPORT PART II</b><br>Records track the testing and vaccination status of contacts of pregnant females who have hepatitis B.                                                                                                                                                                            | a) Forward original reports to the Division of Women's and Children's Health at the North Carolina Department of Health and Human Services.<br><br>b) Destroy copies in office after 10 years from date of last service.                                                                                      |                                                                            |
| 9.     | <b>STD/HIV/AIDS (CLINICAL) RECORDS</b><br>Patient clinical records related to patients who receive STD/HIV/AID services.                                                                                                                                                                                                                    | Destroy in office 10 years after documented determination of cure or after death of the patient.                                                                                                                                                                                                              |                                                                            |

\*See **AUDITS, LITIGATION AND OTHER OFFICIAL ACTIONS**, page vii.

<sup>1</sup>See "DHHS Records Retention and Disposition Schedule for Grants." This document is published semiannually by the DHHS Controller's Office.