

GOVERNMENT OF THE DISTRICT OF COLUMBIA
RECORDS RETENTION SCHEDULE

SCHEDULE NO. <i>42</i>	AMENDMENT NO.
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OF 6

INSTRUCTIONS:

1. Send original and TWO copies to the D.C. Records Management Officer, Bureau of Materiel Management, Department of General Services, after approval by head of department or agency having custody of records.
2. The Records Management Officer, will secure all other necessary clearances.
3. Original of approved schedule will be retained in the Bureau of Materiel Management.

4. The Records Management Officer, will furnish the Office of the Inspector General and the Washington National Records Center with a copy of each approved Records Schedule.
5. Consultation with the Records Management Officer, is recommended prior to initial submission of a Records Schedule.
6. List any special conditions and limitations prior to listing of records.
7. Use D.C. Form 2810-1A for continuation sheets

AUTHORITY:

This schedule constitutes authority to destroy certain records at the end of retention periods specified herein. Records may be retained longer when in the opinion of the Custodian, with the concurrence of the Records Management Officer, there is sound reason for doing so. In no event, however, may disposal be made of records known

to pertain to unsettled accounts, claims, or demands involving the Government of the District of Columbia. Records known to pertain to outstanding exceptions, unsettled accounts, incomplete investigations, pending litigation, or any other matter involving a specific request made by the Comptroller General shall not be destroyed until satisfactory clearances thereof have been obtained.

BRIEF TITLE OF RECORDS COVERED BY THIS SCHEDULE.

Records created within the District of Columbia General Hospital. Some housekeeping records are to be found within the District's "Official Records Retention and Disposition Schedule Number 40.

DISTRICT OF COLUMBIA GENERAL HOSPITAL
1900 Mass Ave S.E., Washington, D.C. 20003

BASIC AUTHORITY: D.C. 1-134, dated May 13, 1977.

CONCURRENCES AND APPROVAL

FOR THE CUSTODIANS OF THE RECORDS:
(SIGNATURES, TITLES AND DATES)

Benjamin F. Kornegay
BENJAMIN F. KORNEGAY
Records Management Officer

Robert B. Johnson
ROBERT B. JOHNSON
Executive Director
Head of Agency

Date: 4/28/80

FOR THE OFC. of the Inspector Gen.	DATE
SIGNATURE OF THE DIRECTOR	
FOR THE CORPORATION COUNSEL	DATE
SIGNATURE OF THE ASST. CORPORATION COUNSEL	
For Director of General Services	DATE
Assistant Director for Materiel Mgt.	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
<p>DCIA Regulation Admin Syst 507 - mtd by comp 10 cc. H. 1977 - present array of systems usually 10 yrs after revision</p>	<p>1. DIRECTIVES: Internal directives issued by Executive Director or division level directors.</p> <p>a. <u>Record Copy</u> with supporting case file, if any, documenting important aspects of the issuance. Retained by originating office for 10 years, then destroyed. <i>Includes concurrences, backups</i></p> <p>b. <u>All Other Copies:</u> Maintained until superseded, obsolete, or revised, or destroyed when no longer needed.</p>	<p>FRC RETENTION YEARS ONLY IN THIS SPACE</p> <p><i>Operation D.V. - 507s include Reg. charts & June. documents 1 July 1979-80</i></p>
<p>2.</p>	<p>PUBLICATIONS: Numbered Hospital Regulations, Manuals, or other published or processed documents.</p> <p>a. <u>Record Copy</u> with supporting case file, if any, documenting important aspects of the issuance. Retained by office of record for 10 years, then destroyed.</p> <p>b. <u>All Other Copies:</u> Maintained until superseded, obsolete, or revised, or destroyed when no longer needed.</p>	<p><i>Reg. System</i></p>
<p>3.</p>	<p>FORMS: Numbered Hospital Forms.</p> <p>a. <u>Record Copy:</u> One copy of each form created with related background instructions, drawings, or other documentation showing purpose of the form. Maintained by office of record for 10 years, then destroyed.</p>	
<p>4. EDIC Records Processing Advisors, CETA</p>	<p>GENERAL OFFICE FILES: These consist of letters, messages, memoranda, forms, and other documents involved in running the administrative functions of an office. Retained for 3 years, then destroyed.</p>	<p><i>1970 80</i></p>
<p>5. Commission - records not covered</p>	<p>COMMITTEE, BOARD, AND CONFERENCE RECORDS:</p> <p>a. Records relating to establishment, organization, membership, and policy of hospital committees, boards or conferences.</p> <p>(1) Medical and Dental Committees, Boards, or Conferences. Retained for 10 years.</p> <p>(2) All Others: Destroy 2 years after termination.</p> <p><i>Established by Cong. Act 1977</i></p>	<p><i>D.V. Subj. Cash in a budget, 8 Dec 80</i></p>

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<p><i>17 committees Alfred Russel W. R. ... Mental ... Comm & ... changed ...</i></p> <p><i>6 Copy of cert. ... evaluation ... doctors Teaching Hosp.</i></p>	<p>b. Records created by Committee.</p> <p>(1) Agenda Minutes, Final Reports, and related records documenting the accomplishments of official boards and committees.</p> <p>(a) Record or Secretariat copy of Medical and Dental Committees, retain for twenty (20) Yrs.</p> <p>(b) All Other Copies: Destroy when 3 years old or when no longer needed whichever is sooner.</p> <p>(c) All Other Committee Records: Destroy when 3 years old or no longer needed for reference.</p> <p><u>PROFESSIONAL PAPERS:</u> These consist of medical and dental professional documents concerned with research, studies, techniques, evaluation of services, teaching materials, attendance papers from seminars, associations, and other professional societies. Maintained for 5 years or until obsolete, whichever is sooner.</p> <p>7. <u>ANESTHESIA REPORTS:</u> These consist of the Anesthesia Department copy of the Anesthesia Death Report, Charts, and summaries of procedures on patients. Maintained in office space for 7 years, then transferred to FRC...</p> <p>8. <u>CLINIC/LABORATORY REPORT RECORDS:</u> These consist of the Specialized Service clinic/laboratory copy of the test or other clinical records such as Electrocardiograms, Echo Reports, Catherizations, Phonocardiograms, and Vectrocardiograms.</p> <p>a. Electrocardiograms: Maintained for 5 years.</p> <p>b. All others: Maintained for 10 years.</p> <p>9. <u>COURT INTERROGATORY RECORDS:</u> These consist of papers dealing with court cases of patients and individuals concerned with the hospital. Retained for 5 years after case is closed.</p> <p>10. <u>SOCIAL SERVICE RECORDS:</u> These consist of case folders of clients compiled by the Social Service Staff. Maintained for 10 years.</p>	<p>FRC RETENTION YEARS ONLY IN THIS SPACE</p> <p>13 Years</p>

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
11.	<p><u>STUDENT LOAN RECORDS:</u> These consist of papers and forms relating to loans provided nursing students attending classes at D.C. General Hospital. Retained for 3 years after loan is repaid, or until closed for non payment, or audited, whichever is sooner.</p>	<p>FRC RETENTION YEARS ONLY IN THIS SPACE</p>
12.	<p><u>STUDENT NURSE PERSONNEL FOLDERS:</u> These records consist of the personnel records with documentation of training of student nurses who attended the former School of Nursing at D.C. General Hospital. These files are maintained alphabetically by name, by graduating year, or year of separation, and retained in the Office of Nursing Service Education for 20 years then sent to FRC...</p>	<p>...55 years</p>
13.	<p><u>LABORATORY REPORT RECORDS:</u> These consist of the duplicate (laboratory copy) of the clinical or laboratory report, monthly report of laboratory activities, cards, indexes or ledgers pertaining to operating the laboratory facility. Retained for 3 years.</p>	
14.	<p><u>AUTOPSY PROTOCOL RECORDS:</u> These consist of the clinical record of Autopsy Protocol, abstracts of other documents or materials relating to individual cases, and reports for diagnosis of autopsy protocols and similar papers. Maintained for 5 years.</p>	
15.	<p><u>INDEXES TO SURGICAL SPECIMENS:</u> These are clinical references and alphabetical name card indexes to surgical specimens. Retained for 20 years.</p>	
16.	<p><u>LABORATORY AND PATHOLOGY PAPERS:</u> These consist of papers concerned with development and dissemination of information on medical and scientific methods, studies, techniques and procedures on, or the evaluation of services of Laboratory and Pathology Services. This includes program and organizational changes of this department. Retained for 5 years.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
17.	<p><u>PARAFFIN BLOCK SPECIMENS</u>: These consist of specimens of tissues embedded in a paraffin block, for microscopic studies. Blocks are stored numerically by case number, and retained for -</p> <p>a. Surgical tissues, 5 years.</p> <p>b. Autopsy tissues, 3 years.</p>	<p>FRC RETENTION YEARS ONLY IN THIS SPACE</p>
18.	<p><u>MICROSCOPIC SLIDES</u>: These consist of microscopic slides prepared from specimens taken from humans. Slides are stored numerically by case number, and retained for -</p> <p>a. Surgical pathology slides, 20 years.</p> <p>b. Negative cytology and autopsy slides, 3 years.</p> <p>c. Positive cytology slides, PERMANENT. <i>Handwritten: 60 yrs</i></p>	
19.	<p><u>TISSUE EXAMINATION RECORDS</u>: These consist of clinical record tissue examination from surgical specimens. Filed numerically, and retained for 20 years.</p>	
20.	<p><u>BLOOD PROGRAM FILES</u>: These consist of the laboratory copy of the clinical record on blood transfusions, Blood Donor Records, and other related papers on the blood program at D.C. General Hospital. Filed numerically, and retained for 6 years.</p>	
21.	<p><u>OFFICIAL VOLUNTEER PERSONNEL RECORDS</u>: These consist of applications from individuals in the community who desire to volunteer their services to supplement staff personnel in the delivery of services to patients and clients at D.C. General Hospital. Also included are confidential references and other information pertaining to the applicant. Filed alphabetically by name. Destroy 10 years after volunteer becomes inactive, or death of the volunteer, whichever is sooner.</p> <p><u>JUSTIFICATION</u>: The Office of Personnel Management uses volunteer experience in lieu of other working experiences, in addition the Internal Revenue Service may inquire about volunteer deductible expenses.</p>	

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ITEM NO.	DESCRIPTION OF RECORDS	RETEN. PERIOD
22.	VOLUNTEER COORDINATOR'S LEDGERS: Consist of records or donations, disbursements, and related documents of fund and equipment transactions. Filed by fiscal year. Destroy 6 years after close of fiscal year funds or equipment acquired or expended.	FRC RETENTION YEARS ONLY IN THIS SPACE
23.	BUDGET POLICY FILES: Consist of correspondence and other written documentation pertaining to the hospital's policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for hospital programs. Filed subjectively by fiscal year. Destroy six (6) years after end of fiscal year.	
24.	<u>BUDGET ESTIMATES AND JUSTIFICATION FILES:</u> <i>Final</i> <i>Justification</i> <i>of fund use?</i> <i>product.</i> <i>- OMB w/</i> <i>D. K. T. -</i> a. Copies of budget estimates and justifications prepared or consolidated by the hospital's Budget Office, or division level within the hospital. Included are appropriation language sheets, narrative statements, and related schedules and data. Filed subjectively by fiscal year. Destroy six (6) years after end of FY. b. Working papers and background materials. Destroy one (1) year after the close of the fiscal year covered by the budget.	
25.	<u>ACCOUNTING FILES:</u> a. Original or Ribbon Copy of Accountable Officers' records maintained at D.C. General Hospital for SITE AUDIT by GAO Auditors or other Audit Agencies, consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers or documents used as schedules or vouchers. Destroy six (6) years and three (3) months after the period of the account. b. Memorandum or extra copies of accounting office files, including statements of transactions and accountability records, supporting vouchers, schedules, and related papers. Destroy three (3) years after the period of the account. NOTE: Section 4, Schedule 40, Government of the District of Columbia, Official Records Retention and Disposal Schedule, covers other accounting, budget, and other hospital files.	