

OHSU Records Retention Schedule

This document is to be read in conjunction with OHSU Policy No. 07-90-010. Records include all information or data regardless of format or medium (hard copies, emails, etc). Please see Section 4 of the Policy for further details.

Unless otherwise required by applicable law or regulation, the following schedule sets out the length of time particular records are to be retained after which they are to be destroyed.

Academic Affairs

Type of Record	Retention Period
Faculty Personnel Files	
Faculty Correspondence	Term + 7 years
Employment Application or Resume	Permanent
Notice of Appointment	Permanent
Grievance/Appeal Files	
Faculty Grievances	Term + 7 years
Immigration Files	
J-1 Files	Exp. VISA + 3 years
H-1B Files	Exp. VISA + 3 years
Recruitment/Search Files	
Job Announcements/Advertisements	3 years after position closes
Applicants Not Hired Material	3 years after position closes
Applicants Hired Material	See Individual Employee Personnel File Retention

Admin Systems

Equipment and Supplies	
Service Contracts	1 year post expiration
Maintenance Schedules	Permanent (electronic)
Equipment Inventory	Permanent (electronic)
Equipment Regulatory Permits	Until renewed

Admitting

Admitting Records	
Admission registers	Permanent
Reservation Logs	Until entered into electronic register
Transfer Logs	Until entered into electronic register
Business and Finance Records	
Patient Valuables Receipts	2 years
Registers	7 years

Affirmative Action (AAEO)

General Files	
AA/EEO Plan	Current + Previous
Grievance/Appeal Files	
EEO Investigative Reports	10 years
EEO Grievance Records	10 years

Ambulatory Care Practices

Outpatient Services	
Appointment Books	10 years

OHSU Records Retention Schedule

Type of Record	Retention Period
Registers	
Outpatient Register for Acute Care Facilities	7 years

Board Secretary

Administrative Records	
Board of Directors Articles and Bylaws	Permanent
Board of Directors Meeting Minutes	Agendas and Minutes Permanent; Audio and Video Records 1 year; Other Materials 5 years
Board of Directors Membership	10 years after Final Term Expires
Board of Directors Resolutions	Permanent

Bursar

Financial Aid	
Promissory Notes	Until paid
Borrower Loan Records	Until paid

Care Management

Utilization Review	
Referrals to Utilization Review Physician	7 years
Termination of Benefits	7 years
Utilization Review Records	1 year
On-site review lists	1 year

CDRC Library

Library Records	
CDRC Library Committee Records	Minutes and reports permanent; All other records 10 years

Central Financial Services

Accounts Payable	
AP Invoices	7 years
AP Disbursement Requests / Expense Reports	7 years
Vendor Reports	7 years
Travel Reimbursements / Expense Reports	7 years
W-9's	7 years
1099's / B notice	7 years
Accounts Receivable	
Uncollected Accounts	3 years or until written-off
Cash Receipts	3 years
Accounts Receivable Ledgers	7 years
Collection Records	7 years
Business and Finance Records	
Alien, statement of income paid	3 years
Audit Reports	Permanent
Budgets	6 years
Cash Receipts	6 years
Correspondence	6 years
Credits and Collections	6 years
Equipment Purchase & Depreciation Records	Equip Life + 6 years
Financial Statements	Permanent
Accounts Receivable	6 years
Accounts Payable	6 years

OHSU Records Retention Schedule

Type of Record	Retention Period
General Ledgers	6 years
Capital Property	
Equipment Inventory Counts / Records	7 years
Equipment Retirements / Surplus	7 years
Damaged/Stolen Property	7 years
Donated Equipment	7 years
Vehicle Titles	Life of Car + 7 years
Financial Services	
Annual Financial Reports	10 years
Audit Reports	Permanent
Budget Preparation Records	7 years
General Ledger Reports	7 years
Project Accounting Records	7 years
Journal Entries	7 years
Hospital Records	
Corporate Records	Permanent
Miscellaneous Finance Records	
Bank Account Information	7 years
Electronic Payments	7 years
Investment Information	Maturity + 7 years
Bond Documents	Life of Bond + 7 years
Software Records	3 years after Disposal
Payroll	
Deduction Authorization	7 years
Employee Time Records	3 years
Federal/State Tax Records	7 years
Garnishment Records	2 years after Resolution
Payroll Registers	7 years
Payroll Registers - Year end	Permanent
Unemployment Compensation Claims/Reports	3 years
Wage & Tax Statements	7 years
Withholding Allowance - W-4 Forms	7 years
W-2's	7 years
Student Loans (Not enrolled students)	
Federal Student Loans - Support	Life of Loan + 7 years
Non-Federal Student Loans - Support	Life of Loan + 7 years
Promissory Notes - Bursar	Life of Note / Returned upon full payment

Clinical Engineering

Engineering

Biomedical Equipment Maintenance	Permanent
Vendor-provided Field Service Reports	Current & prior fiscal years

Current Department

Individual Employee Personnel Files

Outside Activities/Conflict of Interest Forms	Term + 7 years
Department Personnel File	Term + 7 years
Emergency Contacts	Active

Faculty Personnel Files

Faculty Committee Evaluation Reports	Term + 7 years
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OHSU Records Retention Schedule

Type of Record	Retention Period
Compensation Files	
Attendance Records	6 months
TPS Default Reports	Current
Payroll Reports	Current Fiscal/Grant Year

Cytogenetics

Permanently Stained Slides	3 years
Wet Specimen/Tissue	Until adequate metaphase cells are obtained
Fixed Cell Pellet	Final Report + 2 weeks
Final Reports	20 years
Diagnostic Images (Digitized or Negatives)	20 years

Dean's Office/Equivalent

Faculty Personnel Files	
Faculty Correspondence	Term + 7 years
Faculty Course Evaluations	Term + 7 years
Faculty Peer Review Documents	Term + 7 years
Faculty Scholastic Evaluation	Term + 7 years
Faculty Tenure Records	Term + 7 years
Faculty Committee Evaluation Reports	Term + 7 years

Dental School Library (Van Hassel Library)

Van Hassel Library Committee Records	Minutes and reports permanent; All other records 10 years
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Department Administration

Administrative Records	
Alcohol Use Forms	2 years
Annual Reports	Permanent
Audit Reports	Permanent
Committee Materials	Agendas and Minutes Permanent; Other Materials 5 years
Correspondence**	5 years
Policies (Department specific)	1 copy Permanent; other material 1 yr after policy adopted
Professional Memberships	6 years
Reports and Studies	Accounting/Budgeting Reports 6 years; Other Material 5 years
Speeches	5 years
Staff Meeting Materials	5 years
Contract Records	
Bidding Materials	7 years
Engineering	
Sterilizers, Monthly Bacteriological Tests	3 years
Temperature Charts	2 years

Department Investigators

Researchers	
Medical Records for research subjects	25 years
Study Records other than Medical Records: no PHI or FDA regulated products	3 years after study completion

OHSU Records Retention Schedule

Type of Record	Retention Period
Study Records other than Medical Records: containing PHI but not research of an FDA regulated product	6 years after study completion
Study records other than Medical Records for research of an FDA regulated product (drugs or devices)	2 years after market approval or discontinuation of the IND/IDE or as specified by terms of sponsor agreement, whichever is longer

Department of Comparative Medicine

Public Health Service Assurance	3 years
Institutional Animal Care and Use Committee (IACUC) Meeting Minutes and Deliberations	3 years
IACUC applications, proposals and proposed significant changes in the care and use of animals, including approval or denial	3 years after the completion of the activity
IACUC Reports and Recommendations (including minority views)	3 years
IACUC Accreditation	3 years

Departments

Laboratory, Therapy, Radiology

Requests for Tests	2 years
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Specimens

Therapy Treatment not in Medical Records	5 years
Clinical Records not in Medical Records (Radiology, EKG, EEG, Nuclear Medicine)	Discharge + 7 years
Test Results (Not x-ray, pathology, EKG, EEG)	10 years

Information Security and Integrity Records

Acceptable Use Forms	Term + 6 years
Banner Access Forms	Term + 6 years
Oracle Access Forms	Term + 6 years
Scientific Integrity Committee	7 years

Diagnostic Radiology

Specimens

Radioisotopes Receipt and Transfer	Permanent
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Emergency Department

Registers

Emergency Room Register	7 years
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Employee Health Services

Employee Medical Records	Term + 30 years
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Environmental Health and Radiation Safety (EHRS)

Radiation Safety Program Audits	5 years
Radiation equipment calibrations	5 years or until inspected by State
Radiation Safety surveys	5 years
Personnel dose records	Permanent
Radioactive waste disposal records	Permanent
Radionuclide inventory	Until inspected by State
Room shielding with standard x-ray systems	Until inspected by State
Grenz-ray therapy x-ray	Until inspected by State
Training of fluoroscopy user records	Until inspected by State
Lead apron/personal shield checks	Until inspected by State
Fluoroscopy times, individual tracking	Until inspected by State

OHSU Records Retention Schedule

Type of Record	Retention Period
X-ray machine State ID numbers	Until inspected by State
Deliberate exposure-variance for screening	Until inspected by State
Radiation safety committee minutes	Until inspected by State
Written directives	Until inspected by State
Radiation safety program changes	Until license is renewed or terminated
Quality management program reviews	3 years
Recordable radiation event	5 years or until inspected by State
Radiopharmaceutical misadministrations	5 years
Irradiator leak tests	Until inspected by State
Radioactive waste storage surveys	Until inspected by State
Radionuclide decay-in-storage	Until inspected by State
Radioactive xenon evacuation time calculation	Permanent
Radiopharmaceutical therapy-nursing training	Until inspected by State
Rad therapy patient room surveys	Until inspected by State
Sealed radioactive sources-nursing training	Until inspected by State
Planned special radioactive exposure	Permanent
Employee Medical/Health/Safety Files	
Accident Reports	10 years
Employee Exposure Records	40 years
Safety Records	10 years
FAA/IATA infectious agent shipping	
Training records	3 years
Select biological agents and toxins records	
Approved individuals	3 years
Inventory of agents/toxins held	3 years
Inspections	3 years
Safety,security,emergency response plans	3 years
Training records	3 years
Transfer records	3 years
Safety/incident reports	3 years
Exposure monitoring records	
Noise measurements	2 years
Confined space entry permits	1 year
Asbestos monitoring data	30 years
Lead monitoring	40 years
Formaldehyde exposure	30 years
Respirator fit testing	Annually after new test is performed
Fire Marshall inspection results	3 years
Fire Drill Records	3 years
OSHA bloodborne pathogen standard	
Training records (Researchers only)	3 years
Water quality reports	5 years or permit duration, whichever is longer
Hazardous material exposure survey forms	30 years
Material safety data sheet records	As long as substance is used or stored
Chemical and hazardous waste disposal records	Permanent
Hazardous material training records	4 years
Hazardous waste generator reports	5 years
Underground storage tank reports	10 years
Toxic use reduction reports	3 years
Chemical Use	
MSDS Sheets	30 years
Employee Exposure	30 years
Departmental Reports	Permanent

OHSU Records Retention Schedule

Type of Record	Retention Period
Use of Pesticides, Herbicides	4 years
Pesticide Application Record (log)	3 years
Pesticide Use Reporting System (PURS)	Permanent

Environmental Services

Housekeeping

Room Records	6 years
Statistics, Reports	6 years

Executive Vice President

Administrative Records

Institutional Planning, including Strategic Plans	Final Documents Permanent; Other Materials 20 years
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Facilities Construction

Repair & Maintenance of Buildings & Grounds

Drawings	Permanent
Agreements	6 years Post Final Acceptance (PFA)

Non-Capital Construction (<\$150,000)

Work Order	6 years PFA
Budget Development/Cost Estimate Approval	6 years PFA
Layouts/Sketches	6 years PFA
Surveys/Studies/Reports	Permanent
Bid Documents/Addendum	6 years PFA
Construction Drawings	6 years PFA
Construction Specification	6 years PFA
Plan Review	6 years PFA
Permits	6 years PFA
Code Appeals/Waivers	Permanent
Equipment Lists	6 years PFA
Project Schedule	6 years PFA
Vendor Proposals	6 years PFA
Testing	6 years PFA
Interim Life Safety Measures	6 years PFA
Infection Control Requirements	6 years PFA
Construction Rounds Reports	6 years PFA
Contracts/Supplements	6 years PFA
Change Orders	6 years PFA
Daily Reports/Incident Logs	6 years PFA
Meeting Minutes	6 years PFA
Hot Work/Shutdown/Fire Alarm	6 years PFA
O&M's	6 years PFA
Submittals	6 years PFA
Substitution Requests	6 years PFA
Warranties	6 years PFA
Legal Claims	6 years PFA
Insurance Certs/Performance & Payment Bond	6 years PFA
Payments	6 years PFA
Final Acceptance	6 years PFA
Correspondence	6 years PFA
Record Specification	Permanent
Record Drawings	Permanent

Capital Construction (>= \$150,000)

Concept/Programming Reports	Permanent
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OHSU Records Retention Schedule

Type of Record	Retention Period
Budget Analysis/Reports	Permanent
Work Order	Permanent
Final Cost Estimate Sign-off	Permanent
Design Development Drawings	Permanent
Conditional Use	Permanent
Permits	Permanent
Federal Grant	Permanent
Schedule of Values	Permanent
Studies/Reports	Permanent
Transmittals	Permanent
Construction Drawings & 90% Spec	Permanent
Bidding Documents & Addenda	Permanent
Equipment Lists	Permanent
Design & Plan Reviews (State, City)	Permanent
Project Schedules	Permanent
Proposals	Permanent
Substitution Requests	Permanent
Submittals	Permanent
Request for Information (RFI)	Permanent
Contracts	Permanent
Supplements/Amendments/Change Orders	Permanent
Daily Logs/Incident Reports	Permanent
Meeting Minutes	Permanent
Final Completion Certificate	Permanent
Substantial Completion Certificate	Permanent
Punchlist	Permanent
Hot Work/Shutdown/Fire Alarm/Key/I.D.	Permanent
Testing	Permanent
Commissioning	Permanent
Legal Claims	Permanent
Insurance Certs & Performance/Payment Bond	Permanent
Wage Certifications	Permanent
Payments	Permanent
Warranties	Permanent
Record Specification	Permanent
Record Drawings	Permanent
Correspondence (Internal & External)	Permanent

Facilities Management

Engineering

Blueprints of Buildings	Permanent
Calibration Records	6 years
Construction Projects	Permanent
Equipment Records	Permanent
Equipment Operating Instructions	Equip Life + 6 years
Equipment Inspection, Maintenance	Equip Life + 6 years
Inspection of Groups, Buildings	1 year
Survey, Inspection Reports	3 years
Work Orders	2 years

Financial Aid

Financial Aid Applications	7 years after end of Academic Year (AY)
Financial Aid Awards	7 years after end of AY
Title IV Program Participation Agreement	7 years after end of AY
Campus Based Aid and Direct Loan Records	7 years after end of AY
Pell Grant Records	7 years after end of AY
Annual A-133 Audits	10 years after end of AY

OHSU Records Retention Schedule

Type of Record	Retention Period
Fiscal Records and Reports	10 years after end of AY

Fiscal Services

Business and Finance Records

Medicare Cost Report Records	6 years or until open appeals are finalized
Rate Schedules	6 years

Food & Nutrition Services

Inservice Training Records	4 years
Food Purchased, Cost	2 years
Patient Menus	6 years
Work Schedules	Permanent

Government Relations

Administrative Records

Legislative Relations	5 years
Lobbyist Records	5 years

Graduate Medical Education

Applicant Interview Records	3 year
Final Written Evaluation of Graduate	Permanent

Grounds

Repair & Maintenance of Buildings & Grounds

Chemical Application Records	30 yrs
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Health Information Services

Admitting Records

Patient Admission Records	3 years
Condition of admission agreements	6 years

Medical Records

Adult Records	25 years after last date of service
Pediatric Records	25 years after the patient's 21st birthday or 25 yrs after the last date of service (whichever is longer)

Hiring Department

Faculty Personnel Files

Faculty Correspondence	Term + 7 years
Faculty Course Evaluations	Term + 7 years
Faculty Scholastic Evaluation	Term + 7 years

Recruitment/Search Files

Job Announcements/Advertisements	3 years after position closes
Applicants Not Hired Material	3 years after position closes
Applicants Hired Material	See Individual Employee Personnel File Retention

Historical Collections & Archives

For more information go to: <http://ozone.ohsu.edu/policy/pac/records/historical.htm>

Library Records

Appraisal Records	Permanent
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OHSU Records Retention Schedule

Type of Record	Retention Period
Acquisition Records	Permanent
Collection or Artifact Loan Records	10 years after termination of loan
Collection Control Records	Until superseded or obsolete for reference guides and finding aids; All other records permanent
De-accession Records	Permanent
Exhibit Records	Permanent
Patron and Visitor Records	Permanent
Reference Request Records	5 years
Correspondence, Administrative (concerning significant information re: institutional programs)	Permanent
Correspondence, Executive (concerning significant events)	Permanent
Usage Statistics Records	3 years

Hospital Administration

Hospital Records

Appointment Books	3 years
Correspondence	5 years

Human Resources

Employee Medical/Health/Safety Files

Drug Testing Records	Term + 7 years
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Hospital Records - Nursing

Education and Training	Permanent
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Recruitment/Search Files

Job Announcements/Advertisements	3 years after position closes
Applicants Not Hired Material	3 years after position closes
Applicants Hired Material	See Individual Employee Personnel File Retention

General Files

AFSCME Seniority Reports	Active
Collective Bargaining Agreements	75 years
Layoff Records	3 years
Position Descriptions	Current
Requests/Subpoenas for Personnel Records	3 years

Grievance/Appeal Files

Unclassified Grievances	Term + 7 years
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Individual Employee Personnel Files

Employment Application or Resume	Term + 7 years
Position Description	Term + 7 years
Notice of Appointment	Term + 7 years
Employee Evaluations	Term + 7 years
Personnel Actions (other than salary changes)	Term + 7 years
FMLA/OFLA Requests	Term + 7 years
Disciplinary Warnings and Actions	Term + 7 years
Salary History	Term + 7 years
Beneficiary Designation	Term + 7 years
I-9 Form	Term + 3 years
Continuing Education Records	3 years

Compensation Files

Compensation Plan	3 years
Comparable Worth Studies	3 years

OHSU Records Retention Schedule

Type of Record	Retention Period
Unemployment Compensation Claims	2 years
<i>Pension/Benefit Files</i>	
Individual Employee Files	Term + 6 years
Vesting Records	Term + 6 years
Disability Records	Term + 6 years
Retirement Plan Documents	Term + 6 years
University Flex Appeals	Term + 6 years
COBRA Notices	Term + 6 years
Plan Documents for Other Benefits	Term + 1 year
Public Employee Retirement System (PERS) Enrollment Records	75 years
Other Benefit Enrollment Records	3 years
<i>Nursing</i>	
Education and Training	Permanent

Infection Control

<i>Specimens</i>	
Communicable Disease Reports	2 years

Information Technology Group (ITG)

<i>Admitting Records</i>	
Admission & Discharge reports	6 years
Master patient index	Permanent
<i>Registers</i>	
Statistics on Admissions/Services	Permanent
<i>Business and Finance Records</i>	
Census (daily)	Permanent
<i>Information Security and Integrity Records</i>	
Central Email Archive	TBD
Back-Up Tapes- File	TBD
Email Backup (Disaster Recovery Purposes)	24 hours
<i>Medical Staff</i>	
Paging Records	3 years + electronic

Integrity Office

Notice of Privacy Practices	6 years from the date of its creation of the date when it last was in effect, whichever is later
Accounting of Disclosures	6 years prior to the date on which the accounting is requested
Information Security Policies and Procedures	6 years from the date of its creation of the date when it last was in effect, whichever is later
Information Security Incident Reports	6 years after the date of the incident
<i>Research Records</i>	
Institutional Review Board Records	3 years after the activity has ceased

Labor Relations

<i>Grievance/Appeal Files</i>	
AFSCME Grievances	Term + 7 years
ONA Grievances	Term + 7 years

OHSU Records Retention Schedule

Type of Record	Retention Period
Legal Department	
<i>NOTE: Absent a determination by the Legal Department that a Record should be retained for regulatory, business, legal, strategic, or liability purposes beyond the limitations defined below, the following retention periods shall be used.</i>	
Audits/Investigations Done Under the Direction of Legal Counsel	Applicable legally required retention period (if any) or 2 years from completion
Bond Financing Records	Life of Bond + 7 years
Contracts Prepared and/or Negotiated by Legal Department (and not retained by other units)	Term + 6 years
Contract Signature Authorization	Term + 6 years
Due Diligence Records	10 years
Financial Audit Letters	Permanent
Formal Attorney Opinions	Permanent; background files 20 years
Litigation Case Files	Last date of action or case closed + 10 years
Notary Public Official Records	Commission Expiration + 7 years
Outside Counsel Engagement and Billing Files	Term + 6 years
Policies (OHSU Policy Manual)	1 copy of current policies: Permanent; other material: 1 year after policy adopted
Policy Advisory Committee Meeting Materials	10 years for minutes and agendas; other material 3 years

Library

Historical Collections and Records

Appraisal Records	Permanent
Acquisition Records	Permanent
Collection or Artifact Loan Records	Term of Loan + 10 years
Collection Control Records	Until superseded or obsolete for reference guides and finding aids; Permanent for all other records
De-accession Records	Permanent
Exhibit Records	Permanent
Patron and Visitor Records	Permanent
Reference Request Records	5 years

Library Systems and Cataloging

Activity Reports Records	Final reports permanent; All other records 3 years
Administrative Correspondence	3 years
Circulation Services Records	Major move records 5 years; Electronic reserves records 3 years; All other records after resolution of request
Database Usage Records	3 years
Contracts and Agreements Records	6 years after expiration unless specified longer in the contract; Licenses 6 years after last date of purchase of resource
Executive Committee Records	Minutes and reports permanent; All other records 5 years
Collection Development Records	Summary order tallies 7 years; All other records 3 years
Claims and Disbursement Records (Collection Development Records)	5 years
Serials Title Orders Records (Collection Development Records)	4 years

Monographic Acquisitions

Book Order Records	7 years
Library Collection Material Donation Records	Letter and agreements permanent; All other records 5 years

Research and Reference

Course Records	3 years or until superseded or until obsolete
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OHSU Records Retention Schedule

Type of Record	Retention Period
Reference Request Records	5 years
Usage Statistics Records	3 years

Library Historical Archives

Unit, Institution, Organization History	Permanent
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Locksmith

Key Request and Assignment Forms	1 year after return of key
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Logistics

Engineering

Product Warranties	20 years
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Medical Affairs Quality Management

Hospital Administration

Licenses, Permits	Permanent
Policies, Procedures (Final Versions Only)	Permanent
Annual Reports	Permanent
Inspection Reports	6 years
Survey Reports	3 years

Business and Finance Records

Enrollment documentation	Permanent
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Medical Staff

Non-Physician Medical Staff Members	Permanent
Medical Staff Credentialing Files	Permanent
Continuing Medical Ed. Attestation	Permanent
Medical Staff Certification & Recertif.	Permanent
Medical Graduate Courses	Permanent
Medical Staff Applications, Rejected	Permanent
Medical Staff Bylaws, Rules, Regulations	Permanent
Credentialing Committee Records	Permanent

Infection Control

Communicable Disease Reports	3 years
Summaries of Infection Control	Permanent
Community Acquired Infections	3 years
Internal Consultation Notes	1 year
Infection Control Committee Minutes	3 years
Infection Control Program Staff Meeting Minutes	3 years
Surveillance Database	Permanent

Medical Staff Departments

Medical Staff

Medical Staff Call Roster	Permanent
On-call Schedules	6 months

OGI Library (Samuel L. Diack Library)

Book Order Records	Deposit account statements 7 years; All other records 2 years
Circulation Service Records	1 year
Collection Donation Records	Letters and agreements permanent; All other records 5 years

OHSU Records Retention Schedule

Type of Record	Retention Period
Interlibrary Loans, Document Delivery, and Summit Records	Summit courier manifests 6 months; ILL statistics and costs 6 months; OCLC IFM 6 months; Document delivery billing, membership records, and support documentation 2 fiscal years
Thesis Material Records	Copy of record permanent; All other copies until obsolete

Operations Zone

Equipment & Supplies

Equipment Maintenance	1 year post removal
Lease Agreements	1 year post expiration
Warranties	1 year post removal
Operating & Maintenance Manuals	1 year post removal
Service Documentation	1 year post removal

Public Safety & Security

Security Inspection/Testing (Maintenance)	6 years
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Repair & Maintenance of Buildings & Grounds

Shutdowns	6 years Post Final Acceptance (PFA)
Fire Suppression & Alarm Testing	2 years

Oregon Graduate Institute

Application/Entrance - Matriculated

Acceptance Letters	Permanent
Transcripts of Prior Colleges	5 years after Last Date of Attendance
Admission Committee Notes	Until Matriculated

Coursework/Transcripts

Academic Records	Permanent
Foreign Student Forms	Permanent
Diploma	Permanent
Transfer Credit Evaluations	20 years after Last Date of Attendance
Student Status/Graduation Verifications	5 years after Last Date of Attendance or Request
Department Financial Support	5 years after Last Date of Attendance
Insurance Enrollment Forms	5 years after Last Date of Attendance

General Information/Statistics

Educational Policy Committee Minutes	Permanent
Course Evaluations	Permanent

Pathology

Laboratory Equipment Records

Blood Bank	5 years
Surgical Pathology, Histopathology, Cytology	10 years
All other Laboratories	2 years
Validation, Major Repairs, Annual Maintenance	Equipment Life + 2 years
Test System Validation	Test System Life + 2 years

Patient Test Records for Clinical Pathology

Blood Bank Patient and Donor Tests	10 years
Blood Bank HIV/HCV Lookback	Permanent
All other Clinical Pathology Laboratories	2 years

Quality Control Records

Blood Bank	2 years
Surgical Pathology, Histopathology, Cytology	10 years

OHSU Records Retention Schedule

Type of Record	Retention Period
All other Laboratories	2 years
<i>Proficiency Testing Reports</i>	
Blood Bank	5 years
All other Laboratories	2 years
<i>Autopsy Records</i>	
Paraffin Blocks	10 years
Reports	10 years
Slides	10 years
Wet Tissues	Final Report + 3 months
<i>Cytology</i>	
Fine Needle Aspiration Slides	10 years
Other Cytology Slides	5 years
Reports	10 years
<i>Surgical Pathology, Histopathology</i>	
Paraffin Blocks	10 years
Reports	10 years
Slides	10 years
Wet Tissues	Final Report + 2 weeks
<i>Laboratory, Therapy, Radiology</i>	
Accession Logs	2 years
<i>Specimens</i>	
Bone Marrow Smears	10 years
Peripheral Blood Smears, Body Fluid Smears	7 days
Permanently Stained Slides for Microbiology	7 days
Specimens from Blood Donor Units/Recipients	Transfusion + 7 days
Serum, Cerebral Spinal Fluid, Body Fluids	48 hours
Urine	24 hours

Patient Business Services

Business and Finance Records

Charge (slips) to patients	7 years
Claims and Charges to Patients,	7 years
Insurance company notices of acceptance of patients' claims	2 years after payment; 7 years if rejected
Patient Accounts	7 years

Patient Care Services

Nursing

Education and Training	Permanent
Nursing Records from Floors, Daily Events not contained in Medical Records	5 years
Private Duty Name File	Permanent

Payroll Department

Compensation Files

Attendance Records	4 years
Earnings History	5 years
Payroll Deductions	5 years
W-2 Forms	5 years
W-4 Forms	5 years
Tax Deposit Reports	5 years
Garnishments	Completion + 4 years

OHSU Records Retention Schedule

Type of Record	Retention Period
<u>Pharmacy Services</u>	
Controlled Substances Inventories, Orders	3 years
Drug Inventory	7 years
Prescriptions/Physicians' Orders	3 years
Computerized Inpatient Pharmacy Profiles	6 years
Board of Pharmacy Licensure	Permanent
Board of Pharmacy Inspection	Inspection to Inspection
Pharmacy Hood Certification Records	Equipment Life + 3 years
<u>Provost</u>	
<i>Administrative Records</i>	
Institutional Accreditation	Permanent
<u>Public Safety</u>	
Traffic Management	Permanent
Theft reports	Permanent
Vehicle Accident Reports	Permanent
Parking Citation Records	3 years
<u>Purchasing & Contracting</u>	
<i>Contract Records</i>	
Contracts and Agreements	Term + 6 years
<i>Hospital Administration</i>	
Contracts, General	Contract Life + 6 yrs
<u>Quality Management</u>	
<i>Administrative Records</i>	
Policies (JCAHO and Hospital/Clinic Protocols)	1 copy current policies Permanent; other material 1 yr after policy adopted
<u>Registrar</u>	
<i>Application/Entrance</i>	
Application Materials	20 years after Last Date of Attendance (LDA)
Acceptance Letters	20 years after LDA
Correspondence	20 years after LDA
Entrance Exams	20 years after LDA
Placement Scores	20 years after LDA
Letters of Recommendation	Until Matriculated
<i>Application/Entrance - School of Medicine</i>	
AMCAS Biosheet and Application	Permanent
<i>Coursework/Transcripts</i>	
Academic Records	20 years after LDA
Application for Graduation	20 years after LDA
Change of Grade Forms	Permanent
Class Schedules	10 years after LDA
Course Add/Drop Slips	10 years
Date of Graduation	Permanent
Dean Letters	Permanent
Degree Audit Records	20 years after LDA
Degree Award	Permanent

OHSU Records Retention Schedule

Type of Record	Retention Period
Disciplinary Files/Probation Records	20 years after LDA
FERPA Requests	Permanent
Foreign Student Forms	20 years after LDA
Grade Rosters	Permanent
Pass/Fail Requests	10 years
Registration Forms	10 years
Residency Affidavits	20 years after LDA
Transcripts	Permanent
Transcript Requests	3 years
Transfer Credit Evaluations	20 years after LDA
Veterans Records	20 years after LDA
Withdrawals from Program	20 years after LDA

General Information/Statistics

Name Change Authorizations	5 years after LDA
Enrollment Statistics	Permanent
Degree Statistics	Permanent
Racial/Ethnic Statistics	Permanent

Research Services

NIH Grant Records	3 years after the Final Status Report has been filed
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Risk Management

Insurance

Contracts/Agreements	Term + 6 years
Contractor Liability Insurance/Bonds	Term + 10 years
Insurance Policies	75 years after expiration
Liability Waivers	Minimum 3 years
Audit Reports	20 years
Warranties	Term + 6 years
OPS Limited Insurance Policy	Permanent

Claims

Patient Complaints	3 years
Potentially Compensable Events	5 years
Liability Claims	Permanent
Litigated Claims	Permanent
Subpoenas	5 years
Insurance Claims	Minimum 5 years
Auto Claims	If no complaint filed, term + 3 years; If action taken, term + 10 years
SAIF Claims	Term + 6 years after closed
Property Damage Claim	If no complaint filed, term + 3 years; If action taken, term + 10 years
Medical Records	Permanent
Public Record Request	3 years

Worker's Compensation

WC Claim Records	Term + 6 years after closed or final action
Workplace Safety Committee Minutes	5 years
Workplace Safety Committee Records	5 years

Safety

Hazard Communication Program	Term + 75 years after superseded
Hazardous Substance Employer Surveys	Term + 10 years after superseded
Employee Incident/Injury Reports	3 years
Risk Factor Evaluations	3 years

OHSU Records Retention Schedule

Type of Record	Retention Period
Safety & Compliance Inspections	5 years
Safety Data	5 years
Safety Plans	5 years
SAIF Injury Reports	Term + 6 years after closed or final action
Legal Records	
Tort Claims Notice	10 years
Employee Medical/Health/Safety Files	
Accident Reports	10 years
Employee Exposure Records	40 years
Safety Records	10 years
OSHA 200 Log	5 years
Employee Injury Records	5 years if no action; 10 yrs if claim filed

School of Dentistry

Academic Records	
Applications/Entrance Admits	Permanent
Professional Skills Quarter Student Evaluation	Until Student Graduates
Dental Records	
Adult Records	10 years after last date of service
Pediatric Records	10 years after the patient's 21st birthday or 10 yrs after the last date of service (whichever is longer)

School of Medicine

Application/Entrance	
Committee Summary Sheet/Voting	5 years after Last Date of Attendance
Application Pool Files	3 years
Coursework/Transcripts	
Narrative Clerkship Grades	10 years after Graduation
Verification Forms	10 years after Graduation
Student Exams	1 year after Last Date of Attendance
General Information/Statistics	
Miscellaneous Items; Awards	5 years after Graduation

School of Nursing

Application/Entrance	
Personal Data Forms	1 year post graduation
Coursework/Transcripts	
Clinical Placements	1 year post graduation
Course Exams	90 days post end of term
Syllabi	Permanent
General Information/Statistics	
Accreditation Letters	Permanent
Certification Data (NCLEX and others)	Permanent
Committee Rosters	10 years for Accreditation cycle
Course Video Tapes	1 year post end of course
Faculty Governance and Strategic Planning Documentation	10 years for Accreditation cycle
Faculty Handbook	Permanent
Job Placement	Permanent

OHSU Records Retention Schedule

Type of Record	Retention Period
Meeting Minutes (Faculty, Academic, Admin Assemblies, Councils, Committees)	10 years for Accreditation cycle
PhD Comprehensive Exams	1 year after LDA
Practice Development	10 years for Accreditation cycle
Program/Advisor File (Correspondence, progression notes, etc.)	1 year post graduation

Schools

Application/Entrance

All Admissions Materials for Non-Admits	3 years after Academic Year (AY) begins
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Coursework/Transcripts

Course Catalog	Permanent
Commencement Program	Permanent
Student Handbook	Permanent
Theses and Dissertations Records	Permanent

Space Planning

Institutional Planning

Administrative records	3 years
Request for Need	Permanent
Final Planning Reports	3 years
Surveys	3 years
Activity Reports	3 years
Working Papers	3 years
Goal & Objective Statements	3 years
Correspondence	3 years

Building Space Inventory/Valuation Records

Inventory Reports	Permanent
Building Valuation Reports	5 years
Support Documentation	5 years
Room Assignments	5 years

Repair & Maintenance of Buildings & Grounds

Floor Plans	until updated
Specifications	Permanent

Sponsored Projects Administration

Federal Contracts

Contract and Amendments	For contracts exceeding the simplified acquisition threshold retention will be 6 years and 3 months after final payment, unless otherwise specified by the sponsor; for contracts at or below the simplified acquisition threshold retention will be 3 years after final payment, unless otherwise specified by the sponsor
Vouchers and Invoices	For contracts exceeding the simplified acquisition threshold retention will be 6 years and 3 months after final payment, unless otherwise specified by the sponsor; for contracts at or below the simplified acquisition threshold retention will be 3 years after final payment, unless otherwise specified by the sponsor

OHSU Records Retention Schedule

Type of Record	Retention Period
Proof of Payment	For contracts exceeding the simplified acquisition threshold retention will be 6 years and 3 months after final payment, unless otherwise specified by the sponsor; for contracts at or below the simplified acquisition threshold retention will be 3 years after final payment, unless otherwise specified by the sponsor
Adjustment Forms	For contracts exceeding the simplified acquisition threshold retention will be 6 years and 3 months after final payment, unless otherwise specified by the sponsor; for contracts at or below the simplified acquisition threshold retention will be 3 years after final payment, unless otherwise specified by the sponsor
Budget Adjustments	For contracts exceeding the simplified acquisition threshold retention will be 6 years and 3 months after final payment, unless otherwise specified by the sponsor; for contracts at or below the simplified acquisition threshold retention will be 3 years after final payment, unless otherwise specified by the sponsor
Correspondence	For contracts exceeding the simplified acquisition threshold retention will be 6 years and 3 months after final payment, unless otherwise specified by the sponsor; for contracts at or below the simplified acquisition threshold retention will be 3 years after final payment, unless otherwise specified by the sponsor
Closeout Documents	For contracts exceeding the simplified acquisition threshold retention will be 6 years and 3 months after final payment, unless otherwise specified by the sponsor; for contracts at or below the simplified acquisition threshold retention will be 3 years after final payment, unless otherwise specified by the sponsor
Subcontracts Association with Award	For contracts exceeding the simplified acquisition threshold retention will be 6 years and 3 months after final payment, unless otherwise specified by the sponsor; for contracts at or below the simplified acquisition threshold retention will be 3 years after final payment, unless otherwise specified by the sponsor
Construction Contracts above \$2000	6 years and 3 months after final payment, unless otherwise specified by the sponsor
Construction Contracts \$2000 or less	3 years after final payment, unless otherwise specified by the sponsor
<i>Federal Grants and Cooperative Agreements</i>	
PPQ/Set-up Documents	3 years from submission of final financial report
Notice of Grant Award	3 years from submission of final financial report
Application/Proposal	3 years from submission of final financial report
Financial Reports and Reconciliations	3 years from submission of final financial report
Vouchers and invoices	3 years from submission of final financial report
Proof of Payment	3 years from submission of final financial report
Adjustment Forms	3 years from submission of final financial report

OHSU Records Retention Schedule

Type of Record	Retention Period
Budget Adjustments	3 years from submission of final financial report
Correspondence	3 years from submission of final financial report
Closeout Documents	3 years from submission of final financial report
Subcontracts Associated with Award	3 years from submission of final financial report
Construction/Renovation Grants	Equal to the period of ownership or occupancy + 3 years
Cooperative Agreements	Equal to the period of ownership or occupancy + 3 years
<i>Industry Sponsored Clinical Trials</i>	
Contract and Amendments	5 years from date project is closed, unless otherwise specified in contract
Vouchers and Invoices	5 years from date project is closed, unless otherwise specified in contract
Proof of Payment	5 years from date project is closed, unless otherwise specified in contract
Adjustment Forms	5 years from date project is closed, unless otherwise specified in contract
Budget Adjustments	5 years from date project is closed, unless otherwise specified in contract
Correspondence	5 years from date project is closed, unless otherwise specified in contract
Closeout Documents	5 years from date project is closed, unless otherwise specified in contract
<i>Non-Federal Grants</i>	
PPQ/Set-up Documents	5 years from date project is closed, unless otherwise specified in contract
Notice of Grant Award	5 years from date project is closed, unless otherwise specified in contract
Application/Proposal	5 years from date project is closed, unless otherwise specified in contract
Financial Reports and Reconciliations	5 years from date project is closed, unless otherwise specified in contract
Vouchers and Invoices	5 years from date project is closed, unless otherwise specified in contract
Proof of Payment	5 years from date project is closed, unless otherwise specified in contract
Adjustment Forms	5 years from date project is closed, unless otherwise specified in contract
Budget Adjustments	5 years from date project is closed, unless otherwise specified in contract
Correspondence	5 years from date project is closed, unless otherwise specified in contract
Subcontracts Associated with Award	5 years from date project is closed, unless otherwise specified in contract
Closeout Documents	5 years from date project is closed, unless otherwise specified in contract
<i>Program Development Accounts</i>	
PPQ/Set-up Documents	5 years from date project is closed, unless otherwise specified in contract
PDA Request Form/Project Status Form	5 years from date project is closed, unless otherwise specified in contract
Adjustment Forms	5 years from date project is closed, unless otherwise specified in contract
Budget Adjustments and Installment Forms	5 years from date project is closed, unless otherwise specified in contract
Correspondence	5 years from date project is closed, unless otherwise specified in contract
Closeout Documents	5 years from date project is closed, unless otherwise specified in contract

OHSU Records Retention Schedule

Type of Record	Retention Period
<i>Internally Sponsored Projects</i>	
PPQ/Set-up Documents	5 years from date project is closed, unless otherwise specified in contract
Notice of Grant Award	5 years from date project is closed, unless otherwise specified in contract
Application/Proposal	5 years from date project is closed, unless otherwise specified in contract
Financial Reports and Reconciliations	5 years from date project is closed, unless otherwise specified in contract
Adjustment Forms	5 years from date project is closed, unless otherwise specified in contract
Budget Adjustments	5 years from date project is closed, unless otherwise specified in contract
Correspondence	5 years from date project is closed, unless otherwise specified in contract
Closeout Documents	5 years from date project is closed, unless otherwise specified in contract
<i>General Records</i>	
Effort Certification Statements	Permanent
A-133 Audit Reports and Workpapers	Permanent

Strategic Communications

News Releases	10 years
Photographs	Permanent
Publications Inventory	4 years
Publication Records (Only publications produced by OHSU News & Publications; Departments are responsible for retention of publication records not produced by News & Publications)	Permanent for final publications
Public Record Requests (not responses)	5 years
Sample Publications and Job Specifications	5 years

Student Affairs

General Information/Statistics

Discover OHSU Student Permission Slips	2 years
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Technology and Research Collaborations

Research Records

Research Agreements	20 years after the most recent patent; can be longer if the agreement contains clauses that survive termination or expiration of agreement
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Transfusion Services

Registers

Blood Bank Register	20 years
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Transportation, Facilities & Real Estate

Parking

Booth Billing (Daily/Monthly Passes)	6 years
Department Zone Permits	6 years
Nurse Orientation Billing	6 years
Paid Parking Tickets/Appeals	3 years
Parking Ticket Upload Auto Reports	1 year