

RECORD RETENTION POLICY

DEFINITIONS

"Record" means any documentary material, maintained in any form or medium, that is generated or received by you or any of your employees in connection with transacting business. It includes documentary material related to legal obligations.

"Active" refers to any Record which (i) has a continuous use; (ii) relates to an ongoing judicial, administrative, or congressional inquiry or proceeding; or (iii) provides a historical or research purpose.

PROCEDURE

Records falling into any category listed on the following Record Retention Schedule (the "Schedule") should be retained for at least the minimum period set forth in the Schedule. In some cases, you may wish to retain certain documents for a longer period of time.

Correspondence and memoranda relating to Records falling into any of the categories listed on the Schedule should be retained for the same period as the Record to which they relate. General correspondence and memoranda unrelated to any category of Records listed on the Schedule should be retained for three (3) years, as set forth in Part 1 of the Schedule. If a Record remains Active at the end of the applicable period outlined on the Schedule, it should be retained for three (3) years following the date it ceases to be Active.

"With regard to patient medical records, the recommended retention periods contained in this Schedule run from the date of the last treatment of that patient. Where records from two different treatments are stored together on-site, and are retained together in the same file, the entire file should be destroyed ten (10) years after the last treatment provided."

Note that in some cases, a specific contract may call for the retention, or return, of certain documents. In such cases, the terms of the contract will take precedence over this Schedule. In addition, if particular records are relevant to a matter in dispute or in litigation, scheduled destruction of such records, according to this Schedule, should be suspended and legal counsel should be consulted.

RECORD RETENTION SCHEDULE

1. Business Records

CATEGORY OF RECORD	RETENTION PERIOD
Accident or incident reports subject to civil action	5 years
Administrative manuals:	Life of manual, plus 3 years
(a) Superseded policies within manual	(a) 3 years
Collective bargaining agreements	Permanent
Construction reports	Permanent
Contracts	Life of contract, plus 6 years
Copyright records, including registrations and permissions	Permanent
Corporate records:	
(a) Articles of Incorporation, Bylaws, minutes of meetings of the Board of Directors, and minutes of the Meetings of the Shareholders	(a) Permanent
(b) Committee meeting minutes and reports	(b) 3 years
Departmental reports:	
(a) Annual	(a) Permanent
(b) Non-annual	(b) 3 years
Insurance policies, current and expired	Permanent
Patient Appointment Schedules/Appointment Books	3 years
Invoices for:	
(a) Accounts receivable/payable	(a) 6 years
(b) Equipment	(b) Life of equipment, plus 6 years
(c) Fixed assets	(c) Permanent
CMS Claim Forms	10 years

Superbills/fee slips	6 years after end of fiscal year
Explanation of Benefits	6 years
Leases	Life of lease, plus 6 years
Licenses or certificates	Life of license or certificate, plus 6 years
Medicare/Medicaid cost reports	5 years from the end of the month in which the cost report is filed with the fiscal intermediary, unless still Active
Policy and procedure manuals:	Life of manual, plus 6 years
(a) Superseded policies and procedures	(a) 6 years
Property records, including deeds, easements, rights of way, title reports	Permanent
Records regarding equipment:	
(a) Equipment sold	(a) 6 years
(b) Equipment retained	(b) Permanent
General correspondence and memoranda	3 years
Executive memoranda	Permanent
Appraisal reports	Permanent
Audit reports	Permanent
Banking records, including statements and evidence of deposits and withdrawals	6 years

2. Financial Records

CATEGORY OF RECORD	RETENTION PERIOD
Canceled checks for:	
(a) Capital purchases	(a) Life of item, plus 6 years
(b) Contracts exceeding \$50,000, tax payments	(b) Permanent
(c) Other	(c) 6 years
Checking records, including registers and statements	6 years
Depreciation schedules for:	
(a) Fixed assets	(a) Permanent
(b) Equipment	(b) Life of equipment, plus 6 years
Evidence of endowments, trusts, bequests	Permanent
Expense account records	6 years
Financial reports	Permanent
Tax returns and records	Permanent

3. Personnel Records

CATEGORY OF RECORD	RETENTION PERIOD
(a) Permanent or temporary employees, volunteers, and interns	(a) Term of employment, plus 3 years
(b) Application of Individuals not hired	(b) 3 years from date of application

Health records of:	
(a) Employees not subject to OSHA	(a) 6 years
(b) Employees subject to OSHA	(b) Term of employment, plus 30 years
Equal Pay Act records	4 years
Family and Medical Leave Act records	3 years
Harassment records, including complaints, investigations, and actions taken	Term of employment of anyone involved plus 3 years
Immigration (I-9) forms	3 years from the date of hire, or 1 year from termination, whichever is later
Job descriptions	3 years
OSHA logs and summaries	5 years
Pay rates, compensation terms	6 years
Pension records	Permanent
Requests for reasonable accommodation under the Americans with Disabilities Act	Term of employment, plus 3 years
Employment tax records, including Social Security tax records	4 years from date taxes paid
Testing records	3 years
Training manuals:	Life of manual, plus 3 years
(a) Superseded sections of manual	(a) 3 years
Welfare agency records	6 years
Withholding (W-2, W-4) forms	4 years from the date taxes paid
Workers' compensation documents	6 years
All other individual payroll records not listed above, including evidence of hours worked, leave of absence, overtime, vacation, sick leave, time cards, garnishment, and wages paid	Term of employment, plus 6 years

All other individual personnel records not listed above, including evidence of hiring, promotions, demotions, transfers, lay-offs, termination, attendance, performance evaluations, and employment-related correspondence	Term of Employment, plus 6 years
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4. Medical Records

CATEGORY OF RECORD	RETENTION PERIOD
Patients' Medical Records:	10 years after last discharge
(a) Minors	(a) 10 years after reaching age 21 ¹
(b) Incompetents	(b) Permanent
Prisoners' Medical Records	Permanent
Cases in litigation	10 years following entry of judgment or conclusion of litigation
Records regarding receipt of and disposition of all blood and blood components	Permanent
Name and other identification of person tested for HIV	Permanent
Master patient index	Permanent
X-ray films	5 years

¹ This recommended retention period is suggested for purposes of simplifying the record retention/purging process. In some cases, the medical records of minor patients may be retained for a shorter period of time under Nebraska law. Should you have questions in this regard, please consult with legal counsel.

5. HIPAA-Related Records

CATEGORY OF RECORD	RETENTION PERIOD
HIPAA-related records, including authorization forms, policies, procedures, business associate contracts, complaints, etc.	6 years from the date of creation or the date the document was last in effect - whichever is longer

RECORDS RETENTION POLICY

There are many considerations that must be taken into account when determining what records should be retained or destroyed. Among these factors are:

1. Legal Value – statutory, regulatory and common law requiring the record be retained;
2. Administrative Value – value record has to its creating office in carrying out its function;
3. Physical Value – record that is needed for audit and operational purposes;
4. Historical Value – record that is of such quality that it will be useful to both the researcher of today and 100 years from now;
5. Activity – frequency of reference to the record;
6. Volume – the space required to store the record;
7. Efficiency of retention v. destruction – time it will take to properly determine what records to retain;
8. Availability of identical record elsewhere;
9. Difficulty and expense of replacement; and
10. Custom.

The following are minimum recommended retention periods for certain types of documents. In some cases, you may wish to retain certain documents for a longer period of time.

Note that in some cases, a specific contract may call for the retention, or return, of certain documents. In such cases, the terms of the contract will take precedence over this policy. In addition, if particular records are relevant to a matter in dispute or in litigation, scheduled destruction of such records, according to this policy, should be suspended and legal counsel should be consulted. This policy applies to records kept in any form, including electronic records.

Type of Record**Recommended Retention Period****A. Corporate/Administrative Records**

1. Mail documentation-registered/certified mail 2 Years
2. Corporate Compliance Plan and supporting documents:
 - (a) Executive memoranda Permanent
 - (b) Corporate policies and procedures Permanent
 - (c) Articles of incorporation, bylaws Permanent
 - (d) Minutes of Meetings of directors and committees . Permanent
 - (e) Documents regarding mergers, acquisitions Permanent

B. Correspondence of general nature unrelated to a specific contract or liability issues 1 Year**C. Facilities**

1. Equipment sold – documents regarding 6 Years
2. Equipment retained – documents regarding Permanent
3. Real property documents/leases Permanent

D. Financial Records

1. Accounts Payable 3 Years
2. Accounts Receivable 3 years
3. Budget 3 Years
4. Expense reports 3 Years
5. Sales and use tax records 3 Years
6. Excise tax records 3 Years
7. Journal entries and vouchers 3 Years
8. Records to substantiate tax returns 7 Years
9. Banking and checking account records 20 years
10. Financial Statements Permanent
11. Internal audits Permanent
12. General Ledger Permanent
13. Depreciation schedules Permanent
14. Federal Income Tax Bills, statements and returns . . . Permanent
15. Social Security tax records Permanent
16. State property and income tax records Permanent
17. Financing documents Permanent

18. Loan and credit agreements Permanent
- E. Contracts 5 Years after Termination of Contract
- F. Legal Matters
1. Claims, litigation files, and settlements
..... 10 Years Following Conclusion
 2. Environment Records – Judicial, administrative, and compliance
reports, training reports, monitoring reports Permanent
- G. Safety Records
1. Records of occupational injury or illness, OSHA forms ... 5 Years
 2. OSHA inspections 10 Years
 3. Employee exposure and medical records
..... Duration of Employment Plus 30 Years
- H. Employment Records
1. Unemployment records payable 4 Years
 2. Time cards 4 Years
 3. Vacation reports 4 Years
 4. Unclaimed W-2s 4 Years
 5. Expense reports 4 Years
 6. Employment Agreements 5 Years After Termination
 7. Employee grievances 6 Years
 8. Group life and hospital claims 6 Years
 9. Personnel files 6 Years
 10. Records of pension paid to employees or their beneficiaries after
payee's death 6 Years
 11. Employee tax records 6 Years
 12. Government filings (5500's, etc.) 7 Years
 13. Pension plans Permanent
 14. Employee pension records Permanent
 15. Records of pension plan administrator Permanent
 16. Reports filed with Department of Labor and Internal Revenue Service
..... Permanent
 17. Payroll ledgers Permanent
 18. I-9s Longer of 3 years after the date of hire or
..... one year after employee is terminated

I. Medical Records

1. Patients other than minor or incompetent 10 Years
2. Minor patients .. 3 Years from the time the minor reaches age 21
3. Patients with mental disorder Indefinite;
..... Retain at least 3 years following removal of disability
4. Cases in litigation 10 Years following entry of judgment
..... or conclusion

J. Medicare and Medicaid Records

1. Medicare billing records for patients Same as for patient's
..... medical record

K. Laboratory Records

1. General Laboratory
 - (a) Accession log records 2 Years
 - (b) Maintenance/instrument maintenance 2 Years
 - (c) Quality control records 2 Years
2. Surgical Pathology (including bone marrows)
 - (a) Wet tissue 4 Weeks
 - (b) Paraffin blocks 10 Years
 - (c) Slides 10 Years
 - (d) Reports 10 Years
3. Cytology
 - (a) Slides (negative-unsatisfactory) 5 Years
 - (b) Slides (suspicious-positive) 5 Years
 - (c) Fine-needle aspiration slides 10 Years
 - (d) Reports 10 Years
4. Nonforensic Autopsy Records
 - (a) Wet tissue 3 months after final report
 - (b) Paraffin blocks 10 Years
 - (c) Slides 10 Years
 - (d) Reports 10 Years

5. Forensic Autopsy Records

- (a) Wet tissue of whole organs 3 Months
- (b) Wet stock tissue 3 Years
- (c) Paraffin blocks 20 Years
- (d) Reports Indefinitely
- (e) Slides Indefinitely
- (f) Gross photographs/negatives Indefinitely
- (g) Accession log records Indefinitely
- (h) Serum/CSF/Urine 2 Years
- (i) Whole blood 6 Months
- (j) Dried blood stain or frozen tissues for DNA Indefinitely
- (k) Frozen tissue for toxicology 6 Months