***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: General Administration **CODE: F-5**

SUBJECT: Retention and Destruction of Documents **EFFECTIVE:**

**COORDINATOR: Business Manager**

It is the goal of [HOSPITAL NAME] to maintain confidentiality of all records and documentation related to the hospital.

All documents should be maintained for **seven years** (*Verify that this is the correct standard for your country. If no standard is in place, seven years is a good rule.)*

*Update this for the location of your hospital’s storage facility and how the documents will be transported.*

Electronic records should be backed up regularly to an external hard drive that is stored off site in an agreed upon location. If a centralized server is present it should also be backed up and the records maintained for seven years.

Upon the completion of seven years (*or applicable time)* the documents should be destroyed by fire or shredding. If the documents are electronically stored, the files prior to seven years can be expunged or moved to off-site storage.

APPROVED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_