

University of Mississippi Medical Center

| Division | Schedule # | Title | Description | Disposition |
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| AFP Screening | 2386 | AFP Monthly Reports | This series contains alpha fetoprotein (AFP) monthly reports. It is cut off at the end of the calendar year. | Hold in the current files area two (2) years; then destroy. |
| AFP Screening | 2388 | Lab Report Letters to Physicians of Patients | This series contains letters on lab reports. It is cut off at the end of the calendar year. | Hold in the current files area two (2) years; then destroy. |
| Analytical Toxicology Laboratory | 3716 | Toxicology Case Files | This series consists of records relating to testing and analysis performed by the Analytical toxicology Laboratory. The Laboratory performs drug testing and other chemical analysis for University of Mississippi Medical Center and for other clients. Included are analysis report forms, worksheets, chain of custody documentation, correspondence, and requisition forms. It is cut off at the end of the year. | Hold in the current files area one (1) year; transfer to State Records Center and hold six (6) years; then destroy. |
| Blood Bank | 2400 | Charge Information | Documents are related to update charge codes for computer system. Included are update charge requisitions. It is cut off at the end of the Calendar year. | Hold in the current files area one (1) year; then destroy. |
| Blood Bank | 2402 | Memos - From Blood Bank, to Blood Bank, Bb Dept. Memos | Documents are related to departmental and interdepartmental correspondence. Included are memos. It is cut off at the end of the calendar year. | Hold in the current files area one (1) year; then destroy. |
| Campus Police/Security | 2671 | Open Door Slips, Unlock Vehicle Slips | This series consists of files relating to opening office and vehicle slips. Included are originals. It is cut off at the end of the Calendar year. | Hold in the current files area three (3) years; then destroy. |

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| Continuing Health Professional Education | 3799 | Program Files | This series consists of files relating to continuing education programs. The Continuing Health Professional Education Division sponsors continuing education programs for health care professionals. Included are applications for approval of a continuing education activity, guest speaker information, and general correspondence. Also included are green files of accounts payable. It is cut off at the end of the fiscal year. | Hold in the current files area three (3) years; transfer to State Records Center and hold three (3) years; then dispose. |
| Critical Care Laboratory | 2407 | Instrument Maintenance Records | This series contains instrument maintenance records. Included are daily maintenance worksheets. It is cut off at the end of the year. | Hold in the current files area two (2) years or until inspected; then destroy. |
| Cytogenetics | 6345 | Cytogenetics Final Report | This series consists of files related to final reports generated by the Department of Cytogenetics. | Hold files twenty (20) years after date of discharge, then dispose. |
| Infection Control | 2409 | Surveillance Forms | This series consists of files relating to surveillance. Included are surveillance worksheet and computer print-outs. It is cut off at the end of the Calendar year. | Hold in the current files area three (3) years; then destroy. |
| Infection Control | 2410 | Policy and Procedure Files | Documents relating to rules and regulations established to effectively perform infection control activities. Included are policies, procedures, regulations as established within the department. It is cut off at the end of the calendar year. | Hold in the current files area until superseded; then transfer to State Archives for permanent retention of historically valuable material. |
| Infection Control | 2411 | Administrative Correspondence | Documents relating to office correspondence and office administration. Included are reports, financial statements, memoranda, and related correspondence. It is cut off at the end of the calendar year. | Hold in the current files area one (1) year; transfer to State Archives for retention of historically valuable material. |
| Internal Audit | 2289 | Annual and Special Audits | This series consists of files relating to internal audits performed at UMC. Included are working papers. It is cut off at the end of the | Hold in the current files area three (3) years; then destroy. |

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| Internal Audit | 2290 | Audit Work papers - Monthly Work | This series consists of internal audits of the accounting system. Included are working papers. It is cut off at the end of the year. | Hold in the current files area three (3) years; then destroy. |
| Medicine | 3485 | Hypertension Research Files | Files related to medical studies of patients with hypertension. Included are patient files, medical histories, office visit information, vital sign statistics, and other files. | Hold in the current files area until study is complete; transfer to State Records Center and hold ten (10) years; then destroy. |
| Medicine-Allergy & Immunology | 6000 | Yoga Study Research Files | This series consists of files related to medical studies on the effects of health promoting programs on cardiovascular risk factors. The study includes a cohort of Jackson Heart Study participants. Included are participant files (consent documents, medical histories, medication surveys, clinical lab documentation and results, study questionnaires, vital sign statistics), study binders, administrative records, and other files. | Image and verify; once verified dispose of paper files. Hold data files six (6) years from completion of the analysis phase, then dispose. Transfer a copy of the completed National Institutes of Health (NIH) report to State Archives. |
| Neurology | 3270 | Neurology Department Project Files | This series consists of files relating to research projects conducted by the Neurology Department. Included are patient files for each subject taking part in the project. | Hold in the current files area until close of project; transfer to State Records Center and hold five (5) years; then destroy. |
| Neurology | 3376 | Telephone Log Books | This series consists of telephone logs and message books for the Department of Neurology. It is cut off at the end of the Calendar year. | Hold in the current files area three (3) months; transfer to State Records Center and hold five (5) years; then destroy. |
| Neurophysiology Lab | 3484 | EMG Tracings | Contains electromyography tracings performed by the staff of the neurophysiology laboratory. Included are EMG tracings, wave forms, patient data, test dates, and other files. It is cut off at the end of the Calendar year. | Hold in the current files area one (1) year; transfer to the State Records Center and hold four (4) years; then destroy. |

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| Nursing Services | 2891 | Staff Development Files | This series consist of orientation and continuing education records for the staff. Included in the file is the orientation and continuing education record form giving classes attended, in-house or outside training, program title, date and grade for each staff member. Also included is an orientation sheet and skills checklist. Some files have module documentation. It is cut off at the end of the | Hold in the current files area one (1) year after separation; transfer to State Records Center and hold five (5) years; then destroy. |
| Nursing Services | 2892 | Nurses Externships | This records series documents summer externships for nursing students that have completed one year of nursing school. Included in the files is the application, reference from instructor, employee reference, skills checklist, evaluation by student on program, transcripts, letter of good standing and letters of recommendation. It is cut off at the end of the program year. | Hold in the current files area one (1) year after separation; transfer to State Records Center and hold five (5) years; then destroy. |
| Nursing Services | 4311 | Audit Reports | This series consists of files related to audit reports conducted by the State Department of Health. The audits are conducted for the purpose of evaluating the University of Mississippi Medical Centers (UMMC) Women Infants and Children Program (WIC) services. The State Department of Healths audits determine if UMMC is being adherent to the WIC State Department of Healths guidelines. Included are audit reports and correspondence. This series is cut off at the end of the fiscal year. | Hold in the current files area seven (7) years, then dispose. |

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| Nursing Services | 4313 | WIC Files | This series consists of files related to the implementation of the Women Infants and Children Program (WIC) by the University of Mississippi Medical Center (UMMC) Nursing Services Department. Included are copies of WIC certification forms, food prescription authorization forms, notices of ineligibility/termination forms, and application of rights and obligations. This series is cut off at the end of the fiscal year. | Hold in the current files area one (1) year; transfer to the SRC for five (5) years, then dispose. |
| Operating Room | 2894 | Operating Room Records | This series includes log books listing patient's name, hospital number, date of procedure, name of procedure & name of surgeon. This series was maintained in log books for the years 1974 through June 1984. At present the format for this series is a four part form. The original is kept in the patient's medical record, one copy sent to patient accounts, one copy is given to surgeon. It is cut off at the end of the monthly year. | Hold in the current files area five (5) years; then destroy. Original is kept in patient's medical record, one copy is sent to patient accounts, one copy given to surgeon, and one copy kept by operating room staff. |
| Pediatrics | 6341 | Clinical Research Project Files | This series consists of clinical trial regulatory documents which contain all information submitted to the Institutional Review Board, a federally mandated committee charged with overseeing all research projects involving human volunteers. Included are correspondence with the IRB, patient notes, lab-work reports, procedure notes, test results, and other patient files. | Hold ten (10) years from last treatment date, then dispose. |

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| Pharmacy | 5834 | Narcotic Records | This series consists of files related to narcotic drug dispensation to University of Mississippi Medical Center patients. Included are 24-hour narcotic sheets, blue duplicate forms related to tracking patients' medication, sign off sheets, med-select stocking files and related files. | Hold in the current files area one (1) year; transfer to SRC; hold six (6) years, then dispose. |
| Pharmacy | 6283 | Investigational Drug Study Records | Files relating to drug research conducted by UMC Pharmacy. Included are research protocols, enrollment records, randomization charts, raw data, signed statements of confidentiality, correspondence, prescription information, investigator's statements, shipping receipts, receipts for unused drugs returned to vendor, & other related documents. It is cut off at the end of the calendar year. | Hold in the current files area two (2) years after close of study; transfer to UMMC archives for retention of historically valuable material. |
| Physical Facilities | 4100 | Renovation Construction Project Files | This series consists of files related to renovation construction projects. Included are work orders, route sheets, purchase orders, purchase requisitions, correspondence, letters of transmittals, and drawings. It is cut off at the end of the Fiscal year. | Hold in the current files area one (1) year; transfer to State Records Center and hold four (4) years; then dispose. Audit must have been released three (3) years. |
| Physical Facilities | 4101 | Construction Project Specifications | This series contains construction project specifications relating to building construction and renovation of the University of Mississippi Medical Center. Specifications document the proposal, methods of construction, bid process outline, and contract explanation. It is cut off at the end of the Fiscal year. | Hold in the current files area one (1) year; transfer to State Records Center and hold four (4) years; then dispose. Audit must have been released three (3) years. |
| Physical Facilities | 4102 | Blueprints | This series contains blueprints relating to construction and renovation of buildings, grounds, and waterlines. | Hold in the current files area permanently. |

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| Physical Plant | 3494 | Testing, Inspection, and Maintenance Reports | Included are testing, reports, inspection reports, and maintenance reports for items located in the various maintenance shops of the physical plant. | Hold in the current files area two (2) Accreditation cycles; then destroy. |
| Physical Plant | 3496 | Joint Commission on Accreditation of Healthcare Organizations (JCAHO) | Included are correspondence, memoranda, copies of meeting minutes, employee in-service certificates, staff work papers, copies of internal studies and reports, and other files. | Hold in the current files area two (2) accreditation cycles; then destroy. |
| Physical Plant | 3501 | Monthly Printout Reports | Included is a composite of the Daily Physical Plant Transaction Reports (Schedule No. 3500) describing purchase order activities, issues, receipts, item costs, item pricing, usage, adjustments, current inventory on hand, & related information. | Hold in the current files area four (4) years; then destroy. |
| Physical Plant | 3506 | Shift Logs | Included are daily shift log printouts from the Energy Management Computer System listing dates, times, and brief monitoring reports of over 4000 pieces of medical center equipment such as heating and ventilation equipment, refrigeration machines, pumps, generators, incubators, and related property. | Hold in the current files area three (3) months; then destroy. |
| Poison Control Center | 3088 | Poison Control Center Call Forms | This series consists of forms completed by the Poison Control Center personnel to document telephone inquiries received by the Center concerning poisons. The form sets out information on the caller and the patient, of the symptoms, poison, manner of ingestion, vital signs, assessment, treatment, and follow-up. | Hold in the current files area one (1) year; transfer to State Records Center and hold seven (7) years; then destroy. |

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| Psychiatry & Human Behavior | 5110 | Grand Round (Continuing Education) Files | This series consists of files related to guest speakers who offer continuing education seminars and courses for the University of Mississippi Medical Center Department of Psychiatry's physicians. After the completion of the seminars, additional credits are granted to the physicians. Included are travel requests, contracts, speaker confirmation files, travel reimbursements, speaker resumes, disclosure forms, evaluations, monitor critiques and other related files. | Hold in the current files area three (3) years; transfer to SRC; hold four (4) years, then dispose. |
| Respiratory therapy | 2311 | Sterilization Records | This series consists of files relating to sterilization. Included are pre-sterilization log, pre-clinical storage log, and sterilization record form #1203. It is cut off at the end of the fiscal year. | Hold in the current files area three (3) months; transfer to State Records Center and hold two (2) years; then destroy. |
| Respiratory therapy | 2314 | Patient Sheet (Pink Sheets) | Documents relating to daily listing of patients on Respiratory Therapy Treatment. Included are patient classification forms. It is cut off at the end of the fiscal year. | Hold in the current files area three (3) months; transfer to State Records Center and hold two (2) years; then destroy. |
| Respiratory therapy | 2315 | Daily Assignment Sheet | This series consists of files relating to staff assignment sheet. Included are day shift, evening shift, and night shift. It is cut off at the end of the fiscal year. | Hold in the current files area three (3) months; transfer to State Records Center and hold two (2) years; then destroy. |
| Respiratory therapy | 2316 | Code Blue Records | This series consists of files relating to Code Blues. Included are code blue forms. It is cut off at the end of the Calendar year. | Hold in the current files area three (3) months; transfer to State Records Center and hold two (2) years; then destroy. |

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| Respiratory therapy | 2317 | Emergency Carts & Airway Kits | This series consists of emergency carts and airway kits for code blues. Included are form for emergency carts and airway kits. It is cut off at the end of the Calendar year. | Hold in the current files area three (3) months; transfer to State Records Center and hold two (2) years; then destroy. |
| School of Medicine | 3933 | Vaccine Study Records | This series consists of files relating to vaccine research studies conducted by the Pediatric Infectious Diseases Division of the School of Medicine. Included are care report forms, patient data, study manuals, research protocols, correspondence and memoranda. It is cut off at the end of the Study year. | Hold in the current files area until the FDA License Application has been approved or withdrawn; transfer to State Records Center and hold eight (8) years; then dispose. Contact Pediatric Infectious Diseases Division prior to disposal. |
| Social Work | 2440 | Concrete Service Vouchers | This series consists of files relating to patient assistance. Included are meal, taxi, and bus vouchers. It is cut off at the end of the Calendar year. | Hold in the current files area one (1) year; then destroy. |
| Social Work | 2441 | Case Register Books | This series consists of files relating to case numbers by worker. Included are case log sheets. It is cut off at the end of the Calendar year. | Hold in the current files area three (3) years; then destroy. |
| Social Work | 2442 | General Correspondence Files | This series is related to general operation of office. Included is general correspondence. It is cut off at the end of the calendar year. | Hold in the current files area three (3) years; then destroy. |
| Social Work | 2444 | On-Call Log Sheets | The documents are relating to on-call social work services. Included are log books of after-hours coverage. It is cut off at the end of the Calendar year. | Hold in the current files area ten (10) years; then destroy. |
| Social Work | 2445 | Social Work Patient Case Card Files | Documents are related to social work contacts. Included are patient name, worker name, dates, and types of service. It is cut off at the end of the calendar year. | Hold in the current files area three (3) years after case becomes inactive; then destroy. |

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| Social Work | 2446 | Student Records | Documents relates to social work student placement record. Included are evaluation forms and working papers. It is cut off at the end of the Calendar year. | Hold in the current files area ten (10) years; then destroy. |
| Social Work | 2447 | Social Services Admissions Report | This series consists of files relating to admissions. Included is patient information on referrals. It is cut off at the end of the calendar year. | Hold in the current files area one (1) year; then destroy. |
| Sterile Processing | 6037 | Sterilization Files (Comprehensive Load Reports) | This series consists of files related to the sterilizations of autoclave machines prior to performing surgery. Documentation includes information for testing autoclaves, sterilization information and related information. | Hold 1 month after sterilization; transfer to SRC; hold five (5) years, then dispose. |
| Student Accounting | 3617 | Medical Center Registration Forms | Included are student registration forms for classes and E.P.T.'s (Summary of Fees). It is cut off at the end of the Fiscal year. | Hold in the current files area one (1) year; transfer to State Records Center and hold three (3) years; then destroy. Audit must have been released three (3) years. |
| Student Programs | 3780 | Preceptor Files | This series consists of files related to preceptors used in Student Programs. Included are preceptor profile, curriculum vitae, and files pertaining to workshops that preceptors have attended for board recertification. Also included are listings of preceptors for students to choose from and binders containing comments from past students on preceptors. | Hold in the current files area until retirement or death of preceptor; then dispose. In case of non-retirement or non-death; hold in current files area five (5) years after last contact with preceptor; then dispose. |
| Transfusion Service | 3555 | Monthly Usage Reports | Included are statistical information regarding the total blood products used, fiscal year cumulative totals, percentage of increase or decrease from prior years' usage, crossmatch data, and other information. It is cut off at the end of the fiscal year. | Hold in the current files area three (3) years; then destroy. |

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| Transfusion Service | 3558 | Blood Bank Products - Final Dispositions | This series contains files related to the operation of the University of Mississippi Medical Center Transfusion Service (formerly known as the Blood Bank). Included is usage sheets detailing the final disposition information includes who received the blood transfusion or whether the blood product | Hold in the current files area until administrative and medical need is exhausted; then destroy. |
| Transfusion Service | 3841 | Blood Product Infusion Forms | This series contains blood infusion forms. Documentation includes list of criteria's for ordering blood and blood products. These forms are used for blood utilization and to review quality assurance. The Joint Commission of Accreditation Hospitalization Organization requires that these files be audited. It is cut off at the end of the calendar year. | Hold in the current files area two (2) years; transfer to State Records Center and hold ten (10) years; then dispose. |
| Transfusion Service | 3842 | Blood Requisition Cards and Blood Administration Slips | This series of blood requisition cards and blood administration slips. Blood requisition cards are orders from the doctor for cross matching, testing, and screening blood. Blood administration slips are records of actual blood transfusion. Documentation includes transfusion report, recipient name, donor number, tests, and administrator. It is cut off at the end of the calendar year. | Hold in the current files area two (2) years; transfer to State Records Center and hold ten (10) years; then dispose. |
| Transfusion Service | 3843 | Blood Component Records | This series consists of records relating to blood components. Included are processing sheets, washed red blood cell logs, platelet pooling logs, and packed red blood cell logbooks. The American Association of Blood Banks and FDA require that these records be maintained for two years. It is cut off at the end of the calendar year. | Hold in the current files area two (2) years; then dispose. |

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| Transfusion Service | 3844 | Blood Crossmatch Registers | This series consists of crossmatch registers document the blood released from the Blood Bank. Documentation includes the name of the person who picked up the product, date, time, and patient's name. It is cut off at the end of the calendar year. | Hold in the current files area two (2) years; transfer to State Records Center and hold ten (10) years; then dispose. |
| Transfusion Service | 3845 | Non-Standard Release of Blood Product Forms | This series consists of non-standard release forms for patients whose blood components are non-compatible. Documentation includes date, patient's name, hospital number, illness, physician, product, and technologist. The AABB AND FDA require that these records be maintained for five years. It is cut off at the end of the calendar year. | Hold in the current files area five (5) years; then dispose. |
| Transfusion Service | 3846 | Special Release Form for Incompatible | This series consists of files related to special release forms for incompatible blood. Documentation includes date, patient's name, hospital, laboratory results, and physician assumes all responsibility for the decision to proceed with the transfusion by signing the release form. It is cut off at the end of the Calendar year. | Hold in the current files area five (5) years; then dispose. |
| Transfusion Service | 3847 | Blood Transfusion Reaction Records | This series contains blood transfusion reaction reports explaining the reactions of blood used in transfusion. Documentation includes time blood transfusion started, clinical diagnosis, patient's name, date, donor number, administrator, signs, symptoms, classification and comments. It is cut off at the end of the calendar year. | Hold in the current files area two (2) years; transfer to State Records Center and hold ten (10) years; then dispose. |

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| Transfusion Service | 3848 | Reagent Logs | This series consists of reagent logs. Reagent is the chemical used in testing patient blood products or samples. Documentation includes inspector's name, date, reagent, source, and expiration date. The AABB and the FDA require that these records be maintained for two years. It is cut off at the end of the fiscal year. | Hold in the current files area two (2) years; then dispose. |
| Transfusion Service | 3849 | Antibody Identification Panels Antibody Titration Records | This series consists of files relating to antibody identification panels and antibody titration. Included are worksheets and titer scope cards. The titer, grading score cards determine the strength of an antibody. Documentation includes patient's name, antibody, titer, grading score values, reactions, points, and dates. It is cut off at the end of the calendar year. | Hold in the current files area two (2) years; transfer to State Records Center and hold three (3) years; then dispose. |
| Transfusion Service | 3850 | Temperature Recorder Charts | This series consists of temperature recorder charts. The temperature recorder chart is a regular monitor of temperature of refrigerators for storing blood. The recorder chart indicates how many times the temperature was checked on the refrigerators. It is cut off at the end of the calendar year. | Hold in the current files area two (2) years; transfer to State Records Center and hold three (3) years; then dispose. |
| Transfusion Service | 3852 | Proficiency Test Surveys | This series consists of test surveys administered to employees to measure proficiency in the job area. This series includes surveys, test samples, and questionnaires. It is cut off at the end of the calendar year. | Hold in the current files area two (2) years; transfer to State Records Center and hold three (3) years; then dispose. |

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| Transfusion Service | 3853 | Autologous and Directed Request Forms | This series consists of records relating to requests for blood. Included are directed donation of blood request forms and autologous request forms. A direct donation request form is used when a patient donates blood that is reserved specifically for the patient. An autologous request form is used when the patient's family donates blood that is reserved for specific family member. It is cut off at the end of the calendar year. | Hold in the current files area two (2) years; transfer to State Records Center and hold three (3) years; then dispose. |
| Transfusion Service | 3854 | Transfusion Service Inspection Records | This series consists of regular and annual inspections of Transfusion Service. The Transfusion Service is inspected by the College of American Pathology, American Association of Blood Banks and Joint Commission of Accreditation Hospital Organization. It is cut off at the end of the calendar year. | Hold in the current files area two (2) years; transfer to State Records Center and hold three (3) years; then dispose. |
| University Medical Pavilion | 3373 | Pavilion Registration and Consent Forms | This series consists of documents relating to registration of pavilion patients. Included are registration forms, insurance information and consent forms. It is cut off at the end of the Calendar year. | Hold in the current files area one (1) year; transfer to State Records Center and hold two (2) years; then destroy. |