



## **RECORD RETENTION**

### **POLICY.**

It is the policy of the Deschutes County Adult Jail (DCAJ) that inactive health records shall be retained as permanent records to the extent required by Oregon statutes.

### **PURPOSE.**

The purpose of this policy is to set forth procedures for the retention of inactive health records.

### **REFERNCES:**

- OAR 166-150-135 (8) & (47)

### ***SECTION A: GENERAL GUIDELINES***

- A-1.** The health records for the facility are retained for a minimum of six years as required by law. After six years from the LAST incarceration, the inmate's medical file and health records may be shredded for disposal.
- A-2.** If custody of the inmate is refused for medical reasons and medical clearance authorizing lodging is not obtained, then any related incident reports and the Intake Medical Screening Form No. 501 shall be maintained by the Corrections Captain or his designee in a "Non-Admission File," or substantial equivalent, for six years, after which it may be shredded for disposal.
- A-3.** If medical treatment was not provided to the inmate while incarcerated, the Intake Medical Screening form will be maintained in archives by the Facility Nurse and will be shredded for disposal after six years.

### **FORMS USED:**

- [Intake Medical Screening Form No. 501](#)