



INODAYA Hospitals - Kakinada

Documentation code:
INH/IMS.Doc.No:17

Policy on Retention of Medical Records

Prepared date: 11/11/2025

Reference: IMS.6 b,d. NABH Standards – 6th Edition

Issue Date: 11/11/2025

Issue no: 01

Review No: 0

Review date: 10/11/2026

IMS 06b&d: POLICY ON RETENTION OF MEDICAL RECORDS

1.0 POLICY:

- Patient's clinical records data and information shall be retained for the time frame as per Government GR.
- For Medico Legal cases (MLC) along with all the images and films no limit is fixed however 30 years are suggested for the time to keep the records and not to destroy. For general medical records suggested period is 7 years.
- MLC case records shall be stored separately under lock & key. Single designated person will handle all MLC cases.

2.0 PURPOSE:

All in patient medical records will be retained as per laid down procedure.

3.0 SCOPE:

Hospital wide

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Incharge – IT Dept	Medical director	Chief executive officer



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4.0 RESPONSIBILITY:

MRD in charge

5.0 DISTRIBUTION:

Medical Record Department

1.0 Records Retention:

Each department is responsible for retaining the following documents for the times specified:

Record	Retention Period
In-service Education/Training Records	Till 6 Months after leaving the organization

The following represent minimum retention guidelines for other documents and/or records maintained:

Record	Suggested Minimum Period of Retention	Responsible Department
Annual Reports	Permanently	Finance & Accounts

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Board Meeting Minutes	Permanently	Finance & Accounts
Birth Registry	Permanently	Medical Records
Blueprints	Permanently	Maintenance Manager
Controlled substance inventory	5 years	Pharmacy
Daily Census Reports	5 years	IT
Death Registry	Permanently	Medical Records
Delivery Room Log	Permanently	Labor & Delivery
Admission and Discharge Register	10 years	Medical Records

Consumers claims	7 years post final judgment	Medical records dept.
Medical Records	7 years post discharge	Medical Records dept.

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Medical Records(OP)	5 years	Medical Records dept.
Medical Records- Medico legal cases	permanently	Medical Records dept.
Property records	Permanently	Finance & Accounts
Purchase Orders (Capital)	Till life of equipment	Materials
Statistical Reports	5 years	Medical Records
TDS Certificate	3 years	Finance
Work Orders	3 years	Materials

Destruction Process of Medical Records:

After the completion of Retention period of medical records, the list of medical records that needs to be destroyed is prepared by Medical Records Department (List contains UMR, IP.No and patient name



The list is first submitted to Administrative officer for his approval for destruction

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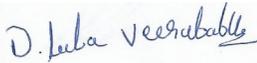
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Later the list is then send for paper notification 1 month before destruction



After 1 month, if any request from concerned patient or relatives is not reached. The medical records are shredded mechanically with the machine and shredded papers are reused.

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