


Name of Policy: <u>Maintenance of Records, Reports and Statistical Information</u> Policy Number: 3364-110-06-07 Department: Nursing Service Approving Officer: AVP Patient Care Services/Chief Nursing Officer (CNO) Responsible Agent: AVP Patient Care Services/CNO Scope: University of Toledo Medical Center (UTMC)	 Effective Date: 3.15.2021 Initial Effective Date: 6/1986
<input type="checkbox"/> New policy proposal <input type="checkbox"/> Major revision of existing policy	<input type="checkbox"/> Minor/technical revision of existing policy <input checked="" type="checkbox"/> Reaffirmation of existing policy

(A) Policy Statement

Records, reports, and statistical information will be maintained for a specific length of time to meet the requirements of State, Federal, and other governing and accrediting agencies.

(B) Purpose of Policy

To provide a listing of all documentation, the length of time they are maintained, and where they are maintained.

(C) Procedure

<u>Documentation</u>	<u>Maintained By</u>	<u>Length of Maintenance</u>
Minutes of meetings	Nursing Administration or originating department	3 years
Daily log books	Nursing Administration or originating department	3 years
Policies/Procedures Adult Pediatric	Nursing Administration	Permanent Permanent
Staff Competency Records	Originating Department	3 years whether or not still employed at UTMC.
Job descriptions	Nursing Administration	3 years
Attendance records	Nursing Administration	3 years
Licensure records	Nursing Administration	3 years
Centralized individual education records	Nursing Administration	3 years
Program files of education offerings	Nursing Administration	8 years
Statistical and activity reports	Nursing Administration or originating department	Unit specific, but not over 6 months
Time schedules	Nursing Administration	3 years
Assignment sheets	Nursing Units	1 month
Performance Improvement information	Nursing & Quality Improvement Office or/and Unit/Department	3 years
Emergency Department Logs	Emergency Department	Permanent

Approved by: /s/ _____ Monecca Smith, MSN, RN AVP Patient Care Services/Chief Nursing Officer Review: Policy & Standard Committee 8/2010, 9/13, 4/15, 4/18, 3/21 Revision Completed By: Nancy Gauger, MSN, RN	Review/Revision Date: 6/87 8/02 1988 6/05 1989 6/13/2008 1990 8/31/2010 3/93 9.1.2013 1995 4.24.15 12/98 4/2018 3/00 3.15.2021 Next Review Date: 3/2024
Policies Superseded by This Policy: 6-07	