

NURSING SERVICE GUIDELINES GENERAL

Guideline: Maintenance of records, reports and statistical information



Policy Number Superseded: 3364-110-06-07

Effective Date:

January 20, 2026

Responsibility: Nursing Administration

Initial Effective Date:

January 20, 2026

Purpose of Guidelines: To provide a comprehensive listing of all records, reports, and statistical information stating the length of time and location where maintained.

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/Guidelines	Nursing Administration	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

<u>Documentation</u>	<u>Maintained By</u>	<u>Length of Maintenance</u>
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

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Review/Revision Completed by:
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Chief Nursing Officer

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Next review date:
 January 20, 2029