

# RECORDS AND FORMS MANAGEMENT 5.0

## Retention and Destruction of Records -- 5.3

### Retention of X-ray Film -- 5.3.b

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**Date** December 31, 1998

**Issued:**

**Date Last** [March 23, 2011](#)

**Revised:**

**Signature:**

A handwritten signature in black ink that reads "Cathy R. Taylor, DrPH, MSN, RN". The signature is written in a cursive style and is centered within a light gray rectangular box.

**By:** Cathy R. Taylor, DrPH, MSN, RN  
Assistant Commissioner  
Bureau of Health Services

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#### **POLICY**

X-ray film may be destroyed four (4) years after exposure if written findings about the x-ray have been included in the medical record. A longer retention period may be required by specific program guidelines, e.g., abnormal tuberculosis chest x-rays. If written findings are not included in the patient medical record, retention time is governed by the law pertaining to medical records.

#### **APPLICABILITY**

This policy applies to Local Health Department, Regional and Central Office personnel.

#### **PURPOSE**

To ensure a patient's medical history and x-rays are available for a reasonable period of time in case such information is requested by the patient or an authorized agent acting on behalf of the patient.

#### **REFERENCE DOCUMENT**

Department of General Services, Records Management, RDA 1675

#### **OFFICE OF PRIMARY RESPONSIBILITY**

Office of the Medical Director, Bureau of Health Services, (615)741-7305