

# RECORDS AND FORMS MANAGEMENT 5.0

## Retention and Destruction of Records -- 5.3

### Retention of Laboratory Test Results -- 5.3.c

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**Signature:**



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Assistant Commissioner  
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#### **POLICY**

A source document may be destroyed when either the negative or positive results thereof are recorded into the permanent medical record and initialed by the person so recording.\* However, if the complete report is attached to the medical record, then the 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 past medical history is 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.

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

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

\*See Policy 5.3.d for information on the destruction of records and files.

\*\*See Policy 5.3.a for information on the retention of medical records.