

# RECORDS AND FORMS MANAGEMENT 5.0

## Retention and Destruction of Records -- 5.3

### Retention of Medical Records -- 5.3.a

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**Date Issued:** December 31, 1998

**Date Last**

**Revised:**

**Signature:**

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Assistant Commissioner  
Bureau of Health Services

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#### **POLICY**

Medical records\* must be retained by the health department for 10 years following the last date of service. The medical record of a minor or person with mental disability must be retained for the period of minority (under 18 years of age) or mental disability, plus one (1) year, or ten years following the last date of service, whichever is longer. Additional retention and destruction guidelines may be required by specific program policy.

#### **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.

#### **REFERENCE DOCUMENTS**

1. Department of General Services, Records Management, RDA 150
2. [T.C.A. 68-11-302](#)
3. [T.C.A. 68-11-305](#)

**OFFICE OF PRIMARY RESPONSIBILITY**

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

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\*A medical record is defined as patient information on paper, printed form, card, tape, disk or any information-transmitting media.

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