

# RECORDS AND FORMS MANAGEMENT

## 5.0

### Retention and Destruction of Records -- 5.3

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

---

**Date Issued:** December 31, 1998

**Date Last  
Revised:**

**Signature:**

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

---

#### **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.

DRAFT