

REQUEST FOR RECORDS RETENTION SCHEDULE
to be Submitted to the Records Management Division
Hall of Records Commission

119

1. Requesting Agency: UNIVERSITY OF MARYLAND
2. Division or Bureau of Requesting Agency: UNIVERSITY HOSPITAL / BALTIMORE CITY

3. Authorization Requested (Check only one of the squares below).

- A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.
- B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.
- C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1. PATIENTS' MEDICAL RECORDS

Dates: 1899 - -
 Quantity: 1840 linear feet in Medical Records Library
 139 linear feet in storage (total 1,560 cu. ft.)
 File Arrangement: 1899 - 1942, Numerical
 1942 - -, Terminal Digit
 Index: Yes, see Item 3 and 4

The Hospital has retained the patients' medical records permanently since 1899. They are necessary for the protection of the Hospital, patient and doctor, and for administrative and research purposes. The latter use is of primary importance to medical students and for special studies conducted by the Hospital. The Medical School receives grants from various sources for research studies which involve the use of these records. Individual folders are prepared for each patient admitted to the hospital (this schedule does not include "out-patient" service folders). Folders of patients re-admitted to the Hospital are re-activated; if the earlier record is already on microfilm, a summary of the earlier admission is prepared. Records of infants born in the Hospital are a part of the mother's medical record.

Following is a list of records used by the Hospital:

General Medical Chart

- Face Sheet
- Discharge Summary
- Diagnostic Sheet

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7. Agency, Division or Bureau Representative
Samuel G. [Signature] Assistant Director 2 Aug 56
 Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

8/2/56 Date
 M. S. [Signature] Archivist
 AUG 2 1956 Date
 [Signature] Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Item No.	<p>5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.</p>	<p>6. Recommendation of Hall of Records and Board of Public Works.</p>
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- Temperature Sheet
- Anesthesia Sheet
- Operative Report
- Accident Room Report
- Abstracts from other hospitals or doctors, (letters, etc.)
- Assistant Resident's Note
- History
- Physical Examination
- Progress Notes
- Consultation Reports
- Bone Marrow Report
- Electrocardiogram
- Encephalogram Report
- Pathology Report, Frozen Section
- Dental
- X-rays - Cardiology
- Blood Pressure Chart
- Graphic Charts
 - Intake, Output, Blood volume estimation record and Diabetic Chart
- Laboratory Reports
- Admitting Record
- Clothing List
- Transfer Slip
- Permission Sheet
- Doctor's Order Sheet
- Medication and Treatment
- Autopsy or Certificate of Release

Obstetrical Records

- Front Sheet
- Summary Note
- Recovery Slip
- Admission Sheet
- Temperature Sheet
- Operative Note
- Prenatal
- Labor Record (delivery)
- Labor Record
 - Cervical dilatation
 - Cervical effacement
 - Station, etc.
- Spinal anesthesia record
- Admission Note
- Progress Notes
- Electrocardiograms
- Consultations
- X-rays
- Blood pressure chart
- Laboratory Sheets
- Patient's Clothing List

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<p>APPROVED BY</p> <p>BOARD OF PUBLIC WORKS</p> <p>AUG 1958</p> <p><i>[Signature]</i></p> <p>SECRETARY</p>	
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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

Hall of Records
Commission

4.
No.

5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period

6. Recommendation of Hall of Records and Board of Public Works.

Doctor's Order Sheet
Intake and Output Record
Medication and Treatment Record
Pre or Antenatal Summary
Operative Notes
 Consultation on all operative abdominal procedures - except for repeat cesarean sections
Permission for Operation
Sterilization
 Papers signed by patient and husband or guardian
 Signature of two physicians
Operative Note for D & C
Permission for circumcision
Copy of birth certificate and copy of footprints
Stillbirth stub and mortuary form

Baby Charts

Face Sheet
Certificate of Live Birth
Footprint Identification
Weight Chart
Infant Chart
Premature Infant Record
History Record
Admission Physical Examination
Infant Identification Form
Doctor's Orders

Medical Records for the years 1899-1943 (inclusive) have been microfilmed and the originals destroyed.

RECOMMENDATION: RETAIN IN ORIGINAL FORM FOR FIVE YEARS; THEN MICROFILM AND DESTROY ORIGINALS; RETAIN MICROFILM COPIES PERMANENTLY.

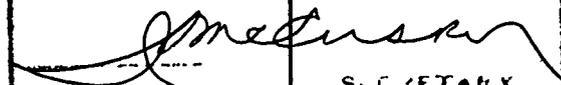
2. STUDENTS' NOTES, NURSES' NOTES, AND OUT-PATIENT SERVICE RECORD

Dates: 1943 - -
Quantity: Included in Item 1 above

These three records are a part of the Patients' Medical Record. They are excepted from the operation of the recommendation for Item 1, as they are not considered necessary for permanent retention. The out-patient service record is a duplicate of the record maintained by the Out-Patient Department of the Hospital.

RECOMMENDATION: RETAIN FOR FIVE YEARS AND THEN DESTROY.

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 AUG 5 1955

 SECRETARY

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4. Item No. 5. Description of Records 6. Recommendation of Hall of Records and Board of Public Works.

3. INDEX TO PATIENTS' MEDICAL RECORDS

Size: 3" x 5"
Dates: 1899 - -
Quantity: 178 drawers
File Arrangement: Alphabetical

The Index shows patients' name, address, age, date of birth, case number, admission date and time, relatives' name and address, discharge date, attending physician and operating physician.

The Index is in three groups:

- 1899 - 1922
- 1922 - 1941
- 1942 - -

RECOMMENDATION: RETAIN PERMANENTLY

4. DISEASE AND OPERATION INDEX

Size: 3" x 5" and 5" x 8"
Dates: 1899 - -
Quantity: 2 drawers (5" x 8" active)
100 drawers (3" x 5" inactive)
File Arrangement: Disease Code Number

These two indexes are used for statistical and research studies. They are also necessary to meet American Hospital Association standards.

A card is established for each disease number in the standard nomenclature. It shows the Hospital case number, sex, age, result, location, etiology, manifestations, associated diseases, operations and physician's name.

Another card is prepared for each operation number in the nomenclature showing hospital case number, age, result, site, procedure, and surgeon's name.

RECOMMENDATION: RETAIN PERMANENTLY.

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