

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF HEALTH & MENTAL HYGIENE

Commission of Postmortem Examiners

AGENCY

DIVISION

Item No.	Description	Retention
<u>SUPERSEDES SCHEDULE NO. #247</u>		
1.	<p><u>LEDGERS-REPORT OF DEATHS</u> (City and County)</p> <p>Ledgers include date of death and all vital information regarding deaths. File series is arranged by case number and date.</p>	Retain permanently.
2.	<p><u>CASE HISTORIES</u> (City and County)</p> <p>The Case Histories of Deaths may include:</p> <ol style="list-style-type: none"> 1. Autopsy Record and Report 2. Toxicology Report 3. Brain Note 4. MVA Investigation 5. Police Investigation Report 6. Pictures, Synopsis of Crime, Suicide Note 7. Preliminary Diagnosis on Arrival of Body 8. Body Ticket, Effects 9. Examination Form and Diagrams 10. Gross Diagnosis, signed 11. Morgue Record Card 12. Death Certificate 13. Notes and Correspondence <p>Case Histories are arranged by date and filing number.</p>	Retain for three years (3) and then microfilm. Retain microfilm permanently and destroy originals.
3.	<p><u>INDEX OF CASE HISTORIES</u></p> <p>Index cards to case histories contain all the vital material concerning deaths. Cards are arranged by year and county and alphabetically therein.</p>	Retain permanently.

Schedule approved by Department, Agency or Division Representative

[Signature]
Signature

Chief Medical Examiner
Title

6/1/77
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

6/2/77
Date

[Signature]
Archivist

Date

Secretary