



1 RECORDS RETENTION SCHEDULE : Arrowhead Regional Medical Center (ARMC)

2 EFFECTIVE DATE: 10/07/2025

This schedule sets forth minimum retention periods. A retention period begins once a record is created or upon some other action, event, or transaction. Refer to the Records Retention Schedule Instructions (Form RMP 3-Instr). Refer to the Countywide Record Retention Schedule for retention and destruction periods of records commonly found in all departments/entities. Refer to a department or entity's Record Retention Schedule for retention and destruction periods of records unique to the department/entity.

Warning: Notwithstanding any minimum retention period, records relevant to an administrative or legal proceeding, or request for public records, must be retained until final disposition of the proceeding or request. Also, certain records, even if non-permanent under a Records Retention Schedule, may nevertheless qualify as an archive under the County Policy Manual.

3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
1 Arrowhead Regional Medical Center	5150 PROPERTY SHEETS			5 years	Department preference.
2 Arrowhead Regional Medical Center	ACCOUNTS RECEIVABLE/PAYABLE-FISCAL: Checks (canceled, payroll, other), Income (daily summary), and Invoices (accounts receivable/payable)			15 years	Business and Finance Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018", Pg. 31, 32. CFR 31.6001-. 1(e)(2); GC §§12168.7, 26907.
3 Arrowhead Regional Medical Center	ACCREDITATION/LICENSING SURVEYS AND PLANS OF CORRECTION (THE JOINT COMMISSION [TJC], CNETERS FOR MEDICAID SERVICES [CMS], CALIFORNIA DEPARTMENT OF PUBLIC HEALTH [CDPH], COLLEGE OF AMERICAN PATHOLOGISTS [CAP], etc.): Survey reports	Yes		6 years (longer if continuing interest)	Administrative Value as recommended by the California Hospital Association, "Record and Data Retention Schedule 2018", Pg.21. Regulations require these facilities to keep these records, but do not specify retention periods [22 C.C.R. Sections 70733, 71531, 77127 and 79337.]
4 Arrowhead Regional Medical Center	ADMISSION AND DISCHARGE RECORDS: Census (Daily), Admission and discharge reports, and Patient admission rosters	Yes		6 years	Administrative Value as recommended by the California Hospital Association, "Record and Data Retention Schedule 2018", Pg.21, 26, and 30. Regulations require these facilities to keep "patient admission rosters," but do not specify a retention period [22 C.C.R. Sections 70733, 71531, 73545, 77127 and 79337].
5 Arrowhead Regional Medical Center	ADMISSION STATISTICS: Statistics on admissions and services	Yes		6 years (longer if needed for business planning purposes)	Administrative Value as recommended by the California Hospital Association, "Record and Data Retention Schedule 2018", Pg.27. Regulations require these facilities to keep these records, but do not specify retention periods [22 C.C.R. Sections 70733, 71531, 77127 and 79337.]
6 Arrowhead Regional Medical Center	ADVERSE EVENT REPORT TO CDPH			6 years after any appeal is concluded	Department preference. Administrative Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018", Pg. 21.
7 Arrowhead Regional Medical Center	AEROSOL TRANSMISSIBLE DISEASE RECORDS: Biosafety plan annual review and unavailability of airborne infection isolation rooms/areas			6 years	Must keep for at least 3 years [8 C.C.R. Section 5199(j)(3)]. See regulation for required content of record.
8 Arrowhead Regional Medical Center	AIR FILTER MAINTENANCE RECORDS-ENGINEERING: Record of inspection, Cleaning, Replacement, and Static pressure drop			Life of filter, +6 years	Regulations require these facilities to keep these records, but do not specify retention periods [22 C.C.R. Sections 70839(b), 71643(b), 72639(b) and 73637(b)].
9 Arrowhead Regional Medical Center	ALCOHOL (TAX FREE) INVENTORY-PHARMACY: Used for Medicinal, Mechanical (analysis or test), or Scientific purposes for patient treatment (records of receipt, shipments, use, destruction, and claims; include date of transaction, quantity and proof)			6 years	Must keep for at least 3 years following date of transaction. Must keep records at permit premises. [27 C.F.R. Section 22.164] See also 27 C.F.R. Sections 22.161 and 22.162 for required content of records.
10 Arrowhead Regional Medical Center	ANNUAL REPORTS- ADMINISTRATIVE: Annual reports to State Department of Health Services			Permanent	Regulations require these facilities to keep these records, but do not specify retention periods [22 C.C.R. Section 70735]
11 Arrowhead Regional Medical Center	APPLICATIONS-PERSONNEL: Employees, Permanent and Temporary, and Non-Employees			Separation +10 years	Department Preference; Statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC§§12946, 26202; 29 USC 1113. 22 C.C.R. Sections 70725, 71525, 72533, 73527, 75052, 77119, 79333 and 87866].
12 Arrowhead Regional Medical Center	APPOINTMENT SCHEDULES: Patient appointments, Sign-in sheets, and Appointment calendars	Yes		6 years	Department Value as recommended by the California Hospital Association, "Record and Data Retention Schedule 2018", Pg.37.
13 Arrowhead Regional Medical Center	APPRAISAL REPORTS AND AUDIT REPORTS-ADMINISTRATIVE : Property, Building, Equipment; Internal and/or external reports, Independent auditor analyses	Yes		Permanent	Department Preference.

Records, in any medium, that are subject to a legal hold or a California Public Records Act request must be retained until the claim, litigation or PRA request is resolved.

Legal Authority Abbreviations

B&P Business and Professions Code
CC County Code (San Bernardino)
CCP Code of Civil Procedure
CCR California Code of Regulations

CFR Code of Federal Regulations
EC Elections Code
EVC Evidence Code
FC Family Code

GC Government Code
H&S Health and Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code
PC Penal Code
R&T Revenue and Taxation Code
UFC Uniform Fire Code

USC United States Code
VC Vehicle Code
WC Water Code
W&I Welfare and Institutions Code

Schedule Abbreviations

DP Department Preference
CR Custodian of Record



1 RECORDS RETENTION SCHEDULE : Arrowhead Regional Medical Center (ARMC)

2 EFFECTIVE DATE: 10/07/2025

This schedule sets forth minimum retention periods. A retention period begins once a record is created or upon some other action, event, or transaction. Refer to the Records Retention Schedule Instructions (Form RMP 3-Instr). Refer to the Countywide Record Retention Schedule for retention and destruction periods of records commonly found in all departments/entities. Refer to a department or entity's Record Retention Schedule for retention and destruction periods of records unique to the department/entity.

Warning: Notwithstanding any minimum retention period, records relevant to an administrative or legal proceeding, or request for public records, must be retained until final disposition of the proceeding or request. Also, certain records, even if non-permanent under a Records Retention Schedule, may nevertheless qualify as an archive under the County Policy Manual.

3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
14 Arrowhead Regional Medical Center	ATTENDANCE RECORDS-ANCILLARY			Permanent	Department Preference.
15 Arrowhead Regional Medical Center	AUTOCLAVES AND STERILIZERS: Thermometer Charts (Daily checking of recording and indicating thermometers) and Monthly Bacteriological Tests (including the bacterial organism used) (ICFs only: recording thermometers are not required on portable sterilizers and autoclaves)			Life of equipment, +6 years	Must keep for at least 1 year [22 C.C.R. Sections 70833, 71637, 72619 and 73677].
16 Arrowhead Regional Medical Center	BACTERIOLOGICAL TESTING OF ICE - DIETARY			2 years	Dietary Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018", Pg. 40.
17 Arrowhead Regional Medical Center	BANK STATEMENTS, DEPOSITS, AND BUDGETS	Yes		15 years	Business and Finance Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018", Pg. 31.
18 Arrowhead Regional Medical Center	BIRTH AND DEATH RECORDS TO LOCAL GOVERNMENT-MEDICAL RECORDS	Yes		Permanent	Administrative Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018" Pg. 21.
19 Arrowhead Regional Medical Center	BIRTH/DEATH RECORDS: Birth Certificates, Birth Room Record, and Death Certificates	Yes		Permanent	Medical Record Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018", Pg. 61.
20 Arrowhead Regional Medical Center	BLOOD AND BLOOD COMPONENT RECORDS: Documentation regarding collection processing, Testing, Storage, Distribution, Complaints, Adverse reaction and quality control records			15 years after expiration date (Permanent, when there is no expiration date)	Must keep for at least 10 years after processing or 6 months after the latest expiration date for the individual product, whichever is later. When there is no expiration date, records must be kept indefinitely. [21 C.F.R. Section 606.160(d)] See 21 C.F.R. Section 606.160(d) for further information about required record contents. See also 42 C.F.R. Sections 482.27 and 493.1105.
21 Arrowhead Regional Medical Center	BLOODBORNE PATHOGEN TRAINING			6 years	Must keep for at least 3 years [8 C.C.R. Section 5193(h)]
22 Arrowhead Regional Medical Center	BLUEPRINTS- ENGINEERING: Building Blueprints, Plans, Specifications, Inspections		Yes	Permanent	Engineering Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018", Pg. 41.
23 Arrowhead Regional Medical Center	BOND RECORDS: Use and disposal of bond-financed investments; investment and expenditure of bond proceeds			15 years after final redemption	Must keep for 3 years after final redemption (see IRS webpage at https://www.irs.gov/taxexemptbonds/tax-exempt-bond-faqsregarding-recordretentionrequirements#6).
24 Arrowhead Regional Medical Center	CANCER REGISTRY RECORDS: Outcome analysis and reports, Cancer/tumor registry files, Results of Cancer related studies, Multidisciplinary cancer case conference documentation, and Chemotherapy records	Yes		Permanent	Administrative Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018".
25 Arrowhead Regional Medical Center	CHEMOTHERAPY LOGS	Yes		Permanent	Regulations require these facilities to keep these records, but do not specify retention periods [22 C.C.R. Section 70263].
26 Arrowhead Regional Medical Center	CLEANING RECORDS: Checkout, Transfer, Isolation records, (rooms, equipment, work surfaces, etc.)			2 years	Housekeeping/Environmental Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018", Pg. 43. Regulations require these facilities to keep these records, but do not specify retention periods [22 C.C.R. Section 70827].
27 Arrowhead Regional Medical Center	COMMITTEE RECORDS-ANCILLARY, VOLUNTEER, AND AD HOC			6 years	Department Preference.
28 Arrowhead Regional Medical Center	COMMUNICABLE DISEASE REPORTS TO STATE AND LOCAL HEALTH DEPARTMENTS-NURSING			3 years	Administrative Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018", Pg. 21.
29 Arrowhead Regional Medical Center	COMPLIANCE AUDITS/INVESTIGATIONS (INTERNAL) AND HOTLINE LOG (ANNUAL)			6 years	Department preference.
30 Arrowhead Regional Medical Center	CONTRACTED SERVICES LIST			6 years	Regulations require a list of contracted services to be kept, but do not specify retention periods [42 C.F.R. Section 482.12(e)].

Records, in any medium, that are subject to a legal hold or a California Public Records Act request must be retained until the claim, litigation or PRA request is resolved.

Legal Authority Abbreviations

B&P Business and Professions Code
CC County Code (San Bernardino)
CCP Code of Civil Procedure
CCR California Code of Regulations

CFR Code of Federal Regulations
EC Elections Code
EVC Evidence Code
FC Family Code

GC Government Code
H&S Health and Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code
PC Penal Code
R&T Revenue and Taxation Code
UFC Uniform Fire Code

USC United States Code
VC Vehicle Code
WC Water Code
W&I Welfare and Institutions Code

Schedule Abbreviations

DP Department Preference
CR Custodian of Record



1 RECORDS RETENTION SCHEDULE : Arrowhead Regional Medical Center (ARMC)

2 EFFECTIVE DATE: 10/07/2025

This schedule sets forth minimum retention periods. A retention period begins once a record is created or upon some other action, event, or transaction. Refer to the Records Retention Schedule Instructions (Form RMP 3-Instr). Refer to the Countywide Record Retention Schedule for retention and destruction periods of records commonly found in all departments/entities. Refer to a department or entity's Record Retention Schedule for retention and destruction periods of records unique to the department/entity.

Warning: Notwithstanding any minimum retention period, records relevant to an administrative or legal proceeding, or request for public records, must be retained until final disposition of the proceeding or request. Also, certain records, even if non-permanent under a Records Retention Schedule, may nevertheless qualify as an archive under the County Policy Manual.

3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
31 Arrowhead Regional Medical Center	CORPORATE RECORDS: Articles of incorporation, Bylaws of the governing body, Bylaws of the medical staff, Minutes of meetings of the Board of Directors, Minutes of meetings of the Executive Committee, Minutes of Meetings of the Medical Staff, Minutes of meetings of the Infection Control Committee	Yes		Permanent	Regulations require these facilities to keep these documents, but do not specify retention periods [22 C.C.R. Sections 70733, 71531, 77127 and 79337].
32 Arrowhead Regional Medical Center	CORRESPONDENCE AND LEDGERS- FISCAL: Correspondence (general, credits and collections, insurance), journals (general), ledgers (general), memos, and registers	Yes		6 years	Business and Finance Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018", Pg. 27, 31, 33.
33 Arrowhead Regional Medical Center	CRASH CART DAILY RECORDS			4 years	Departmental Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018", Pg. 37. Must keep until next full survey.
34 Arrowhead Regional Medical Center	CYTOLOGY SLIDES: Cytology Slides and Cell Blocks			5 years	Must keep for at least 5 years from date of examination [Business and Professions Code 1271(g)]. See also 42 C.F.R. Sections 493.1105 and 493.1274(f). (Slides may be loaned to proficiency testing programs in lieu of keeping them for the required time period, provided the laboratory receives written acknowledgment of the receipt of slides by the proficiency testing program and keeps the acknowledgment.)
35 Arrowhead Regional Medical Center	DECEASED PATIENT'S PROPERTY DISPOSITIONS			5 years after death	Records of disposition of deceased patient's property must be kept for at least 3 years after the date of delivery of the property [Probate Code Section 330(d)].
36 Arrowhead Regional Medical Center	DIALYSIS EQUIPMENT RECORDS: Hemodialyzer reuse records (procedure, training, equipment, audit records), Dialyzer reuse records (device history records, including patient name, dates of treatment, dates of disinfectant rinsing, type and model, reuse number, results of performance tests, initials or other ID of reprocessing technician, reason for dialyzer failure and subsequent acceptance)			Life of dialyzer, +6 years	Must keep for at least 6 months after last reprocessing of dialyzer [22 C.C.R. Section 75198(b)(5)]. See 22 C.C.R. Sections 75189 and 75198 for details about content of required records.
37 Arrowhead Regional Medical Center	DIETARY COUNTS: Number of dietetic service personnel and meal counts			2 years	Regulations require these facilities to keep records listing the number of dietetic service workers and their job titles and hours worked, but do not specify retention periods [22 C.C.R. Sections 70275 and 71245]. Dietary Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018", Pg. 40.
38 Arrowhead Regional Medical Center	DIETARY MENUS			3 months	Must keep for at least 30 days [22 C.C.R. Sections 70273(g)(5), 71243(g)(5), 72341(g) and 73333(f)].
39 Arrowhead Regional Medical Center	DISBURSEMENTS: Unclaimed/Returned			3 years	Unclaimed checks and disbursements escheat to state after 3 years; the state then attempts to notify recipients [Code of Civil Procedure Section 1510 et seq.].
40 Arrowhead Regional Medical Center	DISCONTINUED PROCEDURES RECORDS- PATHOLOGY: Recording Initial date of use, and retirement date			3 years	Department preference. When a procedure is discontinued or replaced, a paper or electronic copy is maintained for at least two years, recording initial date of use, and retirement date [College of American Pathologist (CAP) GEN.80700].
41 Arrowhead Regional Medical Center	DONATIONS, ENDOWMENTS, TRUSTS, BEQUESTS, CONTRIBUTIONS	Yes		Permanent	Administrative Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018", Pg. 23.
42 Arrowhead Regional Medical Center	DRUG SUPPLY CHAIN SECURITY ACT (DSCSA) RECORDS: Transaction history, Transaction information, Transaction statement, and Investigation Records	Yes		6 years from date of the transaction	Title II of the Drug Quality and Security Act-Drug Supply Chain Security (DSCSA). FDA Drug Supply Chain Security Act Implementation Plan.

Records, in any medium, that are subject to a legal hold or a California Public Records Act request must be retained until the claim, litigation or PRA request is resolved.

Legal Authority Abbreviations

B&P Business and Professions Code
CC County Code (San Bernardino)
CCP Code of Civil Procedure
CCR California Code of Regulations

CFR Code of Federal Regulations
EC Elections Code
EVC Evidence Code
FC Family Code

GC Government Code
H&S Health and Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code
PC Penal Code
R&T Revenue and Taxation Code
UFC Uniform Fire Code

USC United States Code
VC Vehicle Code
WC Water Code
W&I Welfare and Institutions Code

Schedule Abbreviations

DP Department Preference
CR Custodian of Record



1 RECORDS RETENTION SCHEDULE : Arrowhead Regional Medical Center (ARMC)

2 EFFECTIVE DATE: 10/07/2025

This schedule sets forth minimum retention periods. A retention period begins once a record is created or upon some other action, event, or transaction. Refer to the Records Retention Schedule Instructions (Form RMP 3-Instr). Refer to the Countywide Record Retention Schedule for retention and destruction periods of records commonly found in all departments/entities. Refer to a department or entity's Record Retention Schedule for retention and destruction periods of records unique to the department/entity.

Warning: Notwithstanding any minimum retention period, records relevant to an administrative or legal proceeding, or request for public records, must be retained until final disposition of the proceeding or request. Also, certain records, even if non-permanent under a Records Retention Schedule, may nevertheless qualify as an archive under the County Policy Manual.

3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
43 Arrowhead Regional Medical Center	EMERGENCY GENERATOR RECORDS: Inspection, Performance, Exercising period and repairs			Life of generator, +6 years	Regulations require these facilities to keep these records, but do not specify retention periods [22 C.C.R. Sections 70841(e), 71645(e), 72641(f) and 73639(f)].
44 Arrowhead Regional Medical Center	EMERGENCY ROOM AND EMERGENCY MEDICAL TREATMENT AND ACTIVE LABOR ACT (EMTALA) RECORDS: Emergency room logs (must include name, date, time and means of arrival, age, sex, record number, nature of presenting complaint, disposition; time of departure, and names of patients who are dead on arrival) and EMTALA related records (records of patients transferred in or out)	Yes		Last encounter, +5 years	Hospitals that participate in Medicare must keep for at least 5 years [42 U.S.C. Section 1395cc(a)(1)(I)(ii); 42 C.F.R. Section 489.20(r)]. Otherwise, must keep for at least 3 years. [Health and Safety Code Section 1317.4; 22 C.C.R. Sections 70413, 70453, and 70651.]
45 Arrowhead Regional Medical Center	EMPLOYEE FILES-CASE MANAGEMENT: Employee files that are retired, resigned or rescinded	Yes		5 years	After the retention period, the files can be sent to HR to be scanned and disposed of. If the employee transfers to a new department, the file must be sent to the new manager.
46 Arrowhead Regional Medical Center - Employee Health	EMPLOYEE HEALTH RECORDS (OSHA): All employee medical records subject to OSHA regulations			Separation +30 years	OSHA Standard 1910.1020(d)(1)(i).
47 Arrowhead Regional Medical Center - Employee Health	EMPLOYEE HEALTH RECORDS: All employee medical records not subject to OSHA regulations			Separation +30 years	Department of Industrial Relations §3204(d)(A).
48 Arrowhead Regional Medical Center - Human Resources	EQUAL PAY ACT RECORDS: Records that relate to payment of wages, wage rates, job evaluations, job classifications, job descriptions, merit systems, seniority systems, other matters that explain the basis for payment of any wage differential to employees of the opposite sex in the same establishment			Permanent	Must keep for at least 2 years [29 C.F.R. Section 1620.32]. (Copies of seniority systems and merit systems must be kept for at least 1 year after termination of the system under the Age Discrimination in Employment Act [29 C.F.R. Section 1627.3(b)(2)]).
49 Arrowhead Regional Medical Center	EQUIPMENT DEPRECIATION RECORDS			Life of equipment, +15 years	Business and Finance Records Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018", Pg. 32.
50 Arrowhead Regional Medical Center	EQUIPMENT RECORDS: Including the model and serial number of the instrument, date of calibration, results of calibration, and the name of the individual who performed the calibration, Equipment inspection, Validation, Instrument performance certification, Instrument maintenance, Instrument service, Repairs, Parts replacement, Warranties and, Service contracts			Life of equipment, +6 years	Must keep for at least 2 years [22 C.C.R. Sections 70837 and 71641]. Must keep for at least 3 years for nuclear medicine equipment [10 CFR 35.2060]. Must keep for at least 3 years for imaging/radiology equipment [10 CFR 20.2103]. Must keep for at least 3 years for calibration records of good or good component equipment [Bus & Prof Code 1265(f)]. If the records relate to equipment used to process blood or blood components, see "Blood and blood component records (documentation regarding collection processing, testing, storage, distribution, complaints, adverse reaction and quality control records)," page 56, for applicable retention period. College of American Pathologist (CAP) GEN.20377.
51 Arrowhead Regional Medical Center	EQUIPMENT RECORDS-ENGINEERING: Purchases, Operating instructions, Maintenance log, and Manuals (Heating, Air Conditioning, Ventilation) Thermometer charts, Inspection, and Repairs			Life of equipment, +6 years	Engineering Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018", Pg. 41 & 42. Regulations require health facilities to keep maintenance logs and a written maintenance manual, but do not specify retention periods [22 C.C.R. Sections 70837(d), 71641(d), 72655(b), 73653(b) and 77155(b)].
52 Arrowhead Regional Medical Center	EVENT LOGS-CARDIAC: Event logs showing data backup and service			Life of the system	Department preference.

Records, in any medium, that are subject to a legal hold or a California Public Records Act request must be retained until the claim, litigation or PRA request is resolved.

Legal Authority Abbreviations

B&P Business and Professions Code
CC County Code (San Bernardino)
CCP Code of Civil Procedure
CCR California Code of Regulations

CFR Code of Federal Regulations
EC Elections Code
EVC Evidence Code
FC Family Code

GC Government Code
H&S Health and Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code
PC Penal Code
R&T Revenue and Taxation Code
UFC Uniform Fire Code

USC United States Code
VC Vehicle Code
WC Water Code
W&I Welfare and Institutions Code

Schedule Abbreviations

DP Department Preference
CR Custodian of Record



1 RECORDS RETENTION SCHEDULE : Arrowhead Regional Medical Center (ARMC)

2 EFFECTIVE DATE: 10/07/2025

This schedule sets forth minimum retention periods. A retention period begins once a record is created or upon some other action, event, or transaction. Refer to the Records Retention Schedule Instructions (Form RMP 3-Instr). Refer to the Countywide Record Retention Schedule for retention and destruction periods of records commonly found in all departments/entities. Refer to a department or entity's Record Retention Schedule for retention and destruction periods of records unique to the department/entity.

Warning: Notwithstanding any minimum retention period, records relevant to an administrative or legal proceeding, or request for public records, must be retained until final disposition of the proceeding or request. Also, certain records, even if non-permanent under a Records Retention Schedule, may nevertheless qualify as an archive under the County Policy Manual.

3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
53 Arrowhead Regional Medical Center	EXPOSURE AND RADIATION RECORDS: Exposure records, Radiation dose Records, Radiation protection program, Radiation source records(disposal, receipt, and transfer), and NRC Form 4(prior occupational dose), NRC Form 5 (occupational monitoring), and Reports of overexposure			Permanent	Must keep for at least 30 years [8 C.C.R. Sections 3204(d)(1)(B) and 5100(d)]. [17 C.C.R. Sections 30275 and 30293, 10 C.F.R. Section 20.2108 and 20.2106(f)].
54 Arrowhead Regional Medical Center	EXTERMINATOR RECORDS			6 years	Department preference.
55 Arrowhead Regional Medical Center	FOOD COSTS			6 years	Dietary Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018", Pg. 40.
56 Arrowhead Regional Medical Center	FOOD PURCHASED			3 years	Must keep records of food purchased for at least 1 year [22 C.C.R. Sections 70273(g)(6), 71243(g)(6), 72341(h) and 73333(g)].
57 Arrowhead Regional Medical Center	GRANTS-ADMINISTRATIVE: Health and Human Services Agency grants, Grant applications, Grant submissions, Grant progress reports, and Grant awards			6 years	Keep financial, statistical and nonexpendable property records, and any other records pertinent to grants, for 3 years from the date of submission of the final expenditure report, or until resolution of all litigation and federal audit findings. Records for real property and equipment acquired with federal funds must be kept for at least 3 years after final disposition. [45 C.F.R. Section 75.361]
58 Arrowhead Regional Medical Center	HAZARD RECORDS-HOUSEKEEPING: Hazard communication records (annual inventory, training, and incidences)			5 years	Department Preference. Regulations require these records to be kept, but no retention period is specified [3 C.C.R. Section 6723].
59 Arrowhead Regional Medical Center	HAZARDOUS AND MEDICAL WASTE TREATMENT AND TRACKING DOCUMENTS: Reports, Test results, Waste analyses, and Manifests			30 years	Must keep for at least 3 years [Health and Safety Code Section 117943]. See Health and Safety Code Section 118040 for required content of records. Must keep for at least 3 years from due date of report or date waste accepted by transporter [22 C.C.R. Section 66262.40].
60 Arrowhead Regional Medical Center	HEALTH CARE ACCESS AND INFORMATION (HCAI) REPORTS: (Financial, Patient discharge data, Quality, Seismic)			Permanent	Department preference. Administrative Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018", Pg. 26.
61 Arrowhead Regional Medical Center	HIPAA PRIVACY-RELATED DOCUMENTS: Notice of privacy practices; Acknowledgment of receipt of notice of privacy practices; Correspondence/forms related to request for access to and amendment of protected health information (PHI); Titles of persons/offices responsible for receiving and processing requests for access and amendment; Accountings for disclosures; accountings provided to patients; Titles of persons/offices responsible for receiving and processing requests for an accounting, Correspondence/forms regarding a special restriction; Authorization for use/disclosure of PHI; Correspondence/forms related to grievances; Business associate agreements; Breach investigation and notification reports; etc.)			8 years	Must keep for at least 6 years from the date of creation or the date last in effect, whichever is later [45 C.F.R. Section 164.530(j)].
62 Arrowhead Regional Medical Center	HISTOPATHOLOGY RECORDS: Records of specimens and Histopathology slides			10 years	Must keep for at least 10 years from date of examination [42 C.F.R. Section 493.1105(a)(7)].
63 Arrowhead Regional Medical Center	HOME EQUIPMENT-CASE MANAGEMENT: Home health, Durable medical equipment, Zoll, & KCI wound vac orders			5 years from patient's date of discharge	Department preference.
64 Arrowhead Regional Medical Center	HUMAN EXPERIMENTATION RECORDS: Experimental drugs and Devices, and Human subject research records			30 years after completion of the research	Retained records should include medical records.

Records, in any medium, that are subject to a legal hold or a California Public Records Act request must be retained until the claim, litigation or PRA request is resolved.

Legal Authority Abbreviations

B&P Business and Professions Code
CC County Code (San Bernardino)
CCP Code of Civil Procedure
CCR California Code of Regulations

CFR Code of Federal Regulations
EC Elections Code
EVC Evidence Code
FC Family Code

GC Government Code
H&S Health and Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code
PC Penal Code
R&T Revenue and Taxation Code
UFC Uniform Fire Code

USC United States Code
VC Vehicle Code
WC Water Code
W&I Welfare and Institutions Code

Schedule Abbreviations

DP Department Preference
CR Custodian of Record



1 RECORDS RETENTION SCHEDULE : Arrowhead Regional Medical Center (ARMC)

2 EFFECTIVE DATE: 10/07/2025

This schedule sets forth minimum retention periods. A retention period begins once a record is created or upon some other action, event, or transaction. Refer to the Records Retention Schedule Instructions (Form RMP 3-Instr). Refer to the Countywide Record Retention Schedule for retention and destruction periods of records commonly found in all departments/entities. Refer to a department or entity's Record Retention Schedule for retention and destruction periods of records unique to the department/entity.

Warning: Notwithstanding any minimum retention period, records relevant to an administrative or legal proceeding, or request for public records, must be retained until final disposition of the proceeding or request. Also, certain records, even if non-permanent under a Records Retention Schedule, may nevertheless qualify as an archive under the County Policy Manual.

3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
65 Arrowhead Regional Medical Center	HUMAN SERVICES/TAD RECORDS-FISCAL			7 years	Welfare and Institutions Code Section 14124.1; Title 22, California Code of Regulations, Section 51476]
66 Arrowhead Regional Medical Center	HUMAN TISSUE INTENDED FOR TRANSPLANTATION: Records regarding donor screening and testing; records regarding supplier, Donor and lot identification, Receipt, Name(s) of recipient(s), storage temperatures, Distribution, Destruction, Disposition of human tissue, Expiration dates of all tissues, etc.			Permanent	Department preference.
67 Arrowhead Regional Medical Center	INCIDENT REPORTS-SECURITY: Follow-up reports, Bomb threat reports, Fire-related reports, and Threatening phone calls			5 years	Department preference.
68 Arrowhead Regional Medical Center	INCOME TAX RETURNS, FINANCIAL STATEMENTS (YEAR-END), TAX BILLS, RECEIPTS, AND PAYMENTS			Permanent	Department preference.
69 Arrowhead Regional Medical Center	INSPECTION AND APPROVAL BY STATE OR LOCAL FIRE CONTROL AGENCIES			6 years	Regulations require written evidence of regular inspection and approval by fire control agencies to be kept, but no retention period is specified [42 C.F.R. Section 482.41].
70 Arrowhead Regional Medical Center	INSPECTION AND DISPENSING DRUG AND TRANSACTION RECORDS-PHARMACY: Controlled Substances Dispensed, Controlled Substances Distribution Sheets, Prescriptions, Inspection by Pharmacist of Emergency Drug Supplies, Methadone Dispensing, Drugs provided to health care facility or prehospital EMS provider for use by EMS provider, Epinephrine auto-injectors furnished to school districts, county offices of education (records regarding acquisition and disposition), Inspection reports by pharmacist of emergency drug supplies in nursing units (must be inspected at least monthly), Compounding Log, Log of destruction of discontinued individual patient's drugs not supplied by the hospital which remain at the hospital after the patient is discharged, Suspect Product Investigations, Notifications, 340B Purchase/Dispense Records, Transaction Records, Narcotic Prescriptions, Narcotic Inventory Sheets, and Prescriptions Logs (refills)			3 years	Must keep for at least 2 years records showing the kind and quantity of controlled substances dispensed or administered, the date of dispensing, the names and addresses of persons to whom controlled substances were dispensed or administered, and the names or initials of persons who dispensed or administered the controlled substance [21 C.F.R. Sections 1304.04 and 1304.22]. Controlled substances must be kept for at least 3 years [Health & Safety Code 11191 and 11162.1(c)(4)(A)]. Prescriptions must be kept for at least 3 years [Business and Professions Code Section 4333; Health and Safety Code Sections 11179 and 11205]. Prescriptions for controlled substances must be kept separate from prescriptions for noncontrolled substances, and may also need to be separated by Schedule [Health and Safety Code Section 11205; 21 C.F.R. Section 1304.04(h)]. See 21 C.F.R. part 1304 for required content of records. Must be kept on the licensed premises unless a written waiver is granted by the Board of Pharmacy. See also 42C.F.R. Section 482.25; 21 C.P.R. Section 1304.22.
71 Arrowhead Regional Medical Center	INSPECTION REPORTS OF GROUNDS AND BUILDINGS			1 year	Administrative Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018", Pg. 41.
72 Arrowhead Regional Medical Center	INSPECTION REPORTS-ADMINISTRATIVE: By local, state or federal agents			6 years	Regulations require these facilities to keep inspection reports, but do not specify retention periods [22 C.C.R. Sections 70733, 71531, 77127 and 79337].
73 Arrowhead Regional Medical Center	INSTITUTIONAL REVIEW BOARD (IRB) RECORDS: Research proposals and scientific evaluations; approved sample consent documents; progress reports submitted by investigators; reports of injuries to subjects; minutes of IRB meetings; records of continuing review activities; correspondence between the IRB and investigators; list of IRB members, including name, degrees, representative capacity, experience; any employment or other relationship with the institution; written procedures for the IRB as required			Completion of research, +10 years	Must keep until research is completed, plus 3 years [21 C.F.R. Section 56.115]. See regulation for required content of records. See also 21 C.F.R. Sections 312.62 and 812.140 (2-year retention period for related records).

Records, in any medium, that are subject to a legal hold or a California Public Records Act request must be retained until the claim, litigation or PRA request is resolved.

Legal Authority Abbreviations

B&P Business and Professions Code
CC County Code (San Bernardino)
CCP Code of Civil Procedure
CCR California Code of Regulations

CFR Code of Federal Regulations
EC Elections Code
EVC Evidence Code
FC Family Code

GC Government Code
H&S Health and Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code
PC Penal Code
R&T Revenue and Taxation Code
UFC Uniform Fire Code

USC United States Code
VC Vehicle Code
WC Water Code
W&I Welfare and Institutions Code

Schedule Abbreviations

DP Department Preference
CR Custodian of Record



1 RECORDS RETENTION SCHEDULE : Arrowhead Regional Medical Center (ARMC)

2 EFFECTIVE DATE: 10/07/2025

This schedule sets forth minimum retention periods. A retention period begins once a record is created or upon some other action, event, or transaction. Refer to the Records Retention Schedule Instructions (Form RMP 3-Instr). Refer to the Countywide Record Retention Schedule for retention and destruction periods of records commonly found in all departments/entities. Refer to a department or entity's Record Retention Schedule for retention and destruction periods of records unique to the department/entity.

Warning: Notwithstanding any minimum retention period, records relevant to an administrative or legal proceeding, or request for public records, must be retained until final disposition of the proceeding or request. Also, certain records, even if non-permanent under a Records Retention Schedule, may nevertheless qualify as an archive under the County Policy Manual.

3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
74 Arrowhead Regional Medical Center	INVOICES-FISCAL: Fixed Assets and Equipment			Permanent/life of equipment, +6 years	Business and Finance Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018", Pg. 33.
75 Arrowhead Regional Medical Center	LAB EQUIPMENT VALIDATION/VERIFICATION OF METHOD PERFORMANCE SPECIFICATIONS			Current +2 years	College of American Pathologist (CAP) GEN.20377.
76 Arrowhead Regional Medical Center	LABOR ROOM LOG BOOKS			6 years	Hospitals that participate in Medicare must keep for at least 5 years [42 U.S.C. Section 1395cc(a)(1)(I)(ii); 42 C.F.R. Section 489.20(r)].
77 Arrowhead Regional Medical Center	LABORATORY COMPUTER SERVICES: Computer system validation records, Records of changes to software, and major functions of laboratory information systems Ongoing computer system checks (e.g. calculation verification)			Life of equipment, +2 years	College of American Pathologist (CAP) GEN.20377.
78 Arrowhead Regional Medical Center	LICENSES OR CERTIFICATES-ADMINISTRATIVE	Yes		Life of license or certificate, +6 years	Department preference.
79 Arrowhead Regional Medical Center	MARKETING MATERIALS AND PUBLICATIONS: Advertisements (print, radio, television, etc.), Newspaper and magazine clippings (historical), Photographs (institutional), Contributor Records, and Publications (in-house)		Yes	Permanent	Public Relations Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018" Pg. 72.
80 Arrowhead Regional Medical Center	MASS REFERRALS FOR MEDI-CAL PATIENTS			4 years from the patient's date of admission	Department preference.
81 Arrowhead Regional Medical Center	MATERIAL SAFETY DATA SHEETS (MSDSs)			Hazardous Chemical Substance Use Discontinued +30 years	Must keep for as long as a material is used or stored at a workplace [8 C.C.R. Sections 3204(d)(1)(B) (2) and 5194]. Once the material is no longer used or stored, if the MSDS is destroyed, a record of the identity of the substance or agent, where it was used, and when it was used must be kept for at least 30 years. MSDSs must be immediately accessible to employees during each work shift.
82 Arrowhead Regional Medical Center	MEANINGFUL USE ATTESTATIONS: (Medicare or Medicaid) and supporting data			15 years	Must keep for at least 6 years (see FAQ No. 7711 under "Audits" on the CMS Promoting Interoperability Programs website at https://www.cms.gov/RegulationsandGuidance/Legislation/EHRIncentivePrograms/FAQ.html).
83 Arrowhead Regional Medical Center	MEDICAL DEVICE REPORTS AND RECORDS: Medical Device Reports, Medical Device Tracking Records, and Records of MDR Reportable Events (MedWatch)	Yes		Life of device, +6 years	File relating to an adverse MDR event must be kept at least 2 years from the date of the event [21 C.F.R. Section 803.18(c)]. Retain for the period of time the device is in use or in distribution for use. See 21 C.F.R. Section 821.30 for a list of information that must be kept in the device tracking record.
84 Arrowhead Regional Medical Center	MEDI-CAL REMITTANCE ADVICE			15 years	Must keep for at least 10 years from date of service, end of Medi-Cal or Medicare Advantage or Medicare Part D contract period, or audit completion, whichever is later [42 C.F.R. Sections 422.504(i) (2) and 423.505(i)(2); Welfare and Institutions Code Section 14124.1; Title 22, California Code of Regulations, Section 51476]
85 Arrowhead Regional Medical Center	MEDICAL STAFF CALL SCHEDULES			6 years	Hospitals that participate in Medicare must keep ED call schedules for at least 5 years [42 C.F.R. Section 489.20(r)].
86 Arrowhead Regional Medical Center	MEDICAL STAFF FILES: Nonemployee Allied Health Professional Files, Medical Staff Continuing Education Record, Medical Staff Applications, Surgical privileges list, Reports, Peer Review Records, and Medical Staff Credentialing Files for Physicians, Residents, Interns and Fellows, and Impaired Practitioners		Yes	Permanent	Department preference. The surgical service of hospitals that participate in Medicare must keep a roster of practitioners specifying the surgical privileges of each practitioner, but no retention period is specified [42 C.F.R. Section 482.51]. Each physician's surgical privileges should be kept in their medical staff file.

Records, in any medium, that are subject to a legal hold or a California Public Records Act request must be retained until the claim, litigation or PRA request is resolved.

Legal Authority Abbreviations

B&P Business and Professions Code
CC County Code (San Bernardino)
CCP Code of Civil Procedure
CCR California Code of Regulations

CFR Code of Federal Regulations
EC Elections Code
EVC Evidence Code
FC Family Code

GC Government Code
H&S Health and Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code
PC Penal Code
R&T Revenue and Taxation Code
UFC Uniform Fire Code

USC United States Code
VC Vehicle Code
WC Water Code
W&I Welfare and Institutions Code

Schedule Abbreviations

DP Department Preference
CR Custodian of Record



1 RECORDS RETENTION SCHEDULE : Arrowhead Regional Medical Center (ARMC)

2 EFFECTIVE DATE: 10/07/2025

This schedule sets forth minimum retention periods. A retention period begins once a record is created or upon some other action, event, or transaction. Refer to the Records Retention Schedule Instructions (Form RMP 3-Instr). Refer to the Countywide Record Retention Schedule for retention and destruction periods of records commonly found in all departments/entities. Refer to a department or entity's Record Retention Schedule for retention and destruction periods of records unique to the department/entity.

Warning: Notwithstanding any minimum retention period, records relevant to an administrative or legal proceeding, or request for public records, must be retained until final disposition of the proceeding or request. Also, certain records, even if non-permanent under a Records Retention Schedule, may nevertheless qualify as an archive under the County Policy Manual.

3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
87 Arrowhead Regional Medical Center	MEDICAL STAFF QUALITY ASSURANCE RECORDS: Incident reports, Root-cause analyses, etc.			6 years	Medical Staff Value. See chapter 19 of CHA's Consent Manual about the proper establishment of an incident report or medical staff quality assurance report system.
88 Arrowhead Regional Medical Center	MEDICAL TRANSPORTATION RECORDS: Must include time and date of service for each Medi-Cal beneficiary; Odometer readings at each pick-up and delivery location; Provider-assigned vehicle ID code; Name of operator providing the service, Names of beneficiaries transported in total or partial group runs			15 years	Must keep for at least 10 years from date of service, end of Medi-Cal or Medicare Advantage or Medicare Part D contract period, or audit completion, whichever is later [42 C.F.R. Sections 422.504(i) (2) and 423.505(i)(2); Welfare and Institutions Code Section 14124.1; Title 22, California Code of Regulations, Section 51476]
89 Arrowhead Regional Medical Center	MEDICARE ADVANTAGE-RELATED DOCUMENTS			10 years after end of contract/audit	Must keep for at least 10 years after end of contract term or audit, whichever is later. [42 C.F.R. Section 422.504(i)(2)]. See "Contracts with Medicare Advantage or Medicare Part D Plans," page 6.
90 Arrowhead Regional Medical Center	MEDICARE COSTS REPORTS AND SUPPORTING DOCUMENTS			5 years after closure of report	Must be kept at least 5 years after the cost report is filed with the intermediary. [Medicare Claims Processing Manual, Publication 100-04, Chapter 1, Section 110.3] See a/so 42 C.F.R. Sections 413.20 and 413.24.
91 Arrowhead Regional Medical Center	MEDICARE PART D- RELATED DOCUMENTS (PRESCRIPTION DRUG BENEFIT)			15 years	Must keep for at least 10 years [42 C.F.R. Section 423.505(i)(2)]. See "Contracts with Medicare Advantage or Medicare Part D Plans," page 6 of California Hospital Association "Record and Data Retention Schedule 2018".
92 Arrowhead Regional Medical Center	MEDICARE/MEDI-CAL DISCLOSURE RECORDS: All records necessary for full disclosure of the type and extent of services provided to medicare and medi-cal patients			10 years from date of service or end of the contract period	(42 CFR 422.504(i)(2) and 423.505(i)(2), and WIC 14124.1, 22 CCR 51476.
93 Arrowhead Regional Medical Center	MEETING MINUTES AND AGENDAS NEEDED TO DOCUMENT COMPLIANCE WITH ACCREDITATION REQUIREMENTS			4 years	Must keep until next full survey.
94 Arrowhead Regional Medical Center	MOTOR VEHICLE MAINTENANCE RECORDS			Life of vehicle, +6 years	Department preference.
95 Arrowhead Regional Medical Center	OTHER RESEARCH REPORTS			6 years	Research Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018" Pg.74.
96 Arrowhead Regional Medical Center	PATIENT ACCOUNTING FILES AND CASH RECEIPTS			15 years	Must keep for at least 10 years from date of service, end of Medi-Cal or Medicare Advantage or Medicare Part D contract period, or audit completion, whichever is later [42 C.F.R. Sections 422.504(i) (2) and 423.505(i)(2); Welfare and Institutions Code Section 14124.1; Title 22, California Code of Regulations, Section 51476]
97 Arrowhead Regional Medical Center	PATIENT CHARGES: Charge (slips) to patients, Claims and charges to patients, Chargemaster, Fiscal intermediaries, and Third-party payors	Yes		10 years from date of service, end of contract, or audit	Must keep for at least 10 years from date of service, end of Medi-Cal or Medicare Advantage or Medicare Part D contract period, or audit completion, whichever is later [42 C.F.R. Sections 422.504(i)(2) and 423.505(i)(2); Welfare and Institutions Code Section 14124.1; Title 22, California Code of Regulations, Section 51476]
98 Arrowhead Regional Medical Center	PATIENT GRIEVANCES/COMPLAINTS: Complaint, Investigation materials, and Correspondence			6 years after resolution	Administrative Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018", Pg. 26.

Records, in any medium, that are subject to a legal hold or a California Public Records Act request must be retained until the claim, litigation or PRA request is resolved.

Legal Authority Abbreviations

B&P Business and Professions Code
CC County Code (San Bernardino)
CCP Code of Civil Procedure
CCR California Code of Regulations

CFR Code of Federal Regulations
EC Elections Code
EVC Evidence Code
FC Family Code

GC Government Code
H&S Health and Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code
PC Penal Code
R&T Revenue and Taxation Code
UFC Uniform Fire Code

USC United States Code
VC Vehicle Code
WC Water Code
W&I Welfare and Institutions Code

Schedule Abbreviations

DP Department Preference
CR Custodian of Record



1 RECORDS RETENTION SCHEDULE : Arrowhead Regional Medical Center (ARMC)

2 EFFECTIVE DATE: 10/07/2025

This schedule sets forth minimum retention periods. A retention period begins once a record is created or upon some other action, event, or transaction. Refer to the Records Retention Schedule Instructions (Form RMP 3-Instr). Refer to the Countywide Record Retention Schedule for retention and destruction periods of records commonly found in all departments/entities. Refer to a department or entity's Record Retention Schedule for retention and destruction periods of records unique to the department/entity.

Warning: Notwithstanding any minimum retention period, records relevant to an administrative or legal proceeding, or request for public records, must be retained until final disposition of the proceeding or request. Also, certain records, even if non-permanent under a Records Retention Schedule, may nevertheless qualify as an archive under the County Policy Manual.

3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
99 Arrowhead Regional Medical Center	PATIENT MEDICAL RECORDS - Demographic information: patient's name, address, date of birth and the name of legally authorized representative, sex, legal status if receiving behavioral health care services, patient's race and ethnicity, communication needs, including preferred language; Clinical information: Admission and transfer record and report, Discharge and disposition report including death summary and report, Advanced beneficiary notice, Signed authorization and Consent forms, Conditions of admission agreement, Consultation reports, Laboratory and Diagnostic tests and impressions or conditions, including pathology and diagnostic imaging such as mammograms and x-rays, nuclear medicine reports, radiological reports, immunohematology reports, cytology reports, printouts, films, and scans, Pulmonary function test (PFT), and therapeutic tests and procedures, Nurses' notes, Pathologists' notes, history and physical examinations, Patient medication profile including allergies to food and medications, Rehabilitation Therapy reports such as Occupation, physical and speech therapy, Physicians' orders including medications ordered, and assistive devices or appliances prescribed, Progress notes, Psychiatric records, Reports of all other tests: EKG, EEG, etc., Summary or final diagnosis, Surgical records complete with: Anesthetic record, Findings, Operative procedure, Postoperative diagnosis, Preoperative diagnosis, Tissue diagnosis, Temperature chart, Fetal heart monitor strips, Vital sign sheet, Transfusion Medicine, Video records of diagnostic tests, Emergency Room Transfer Records, Emergency Room Reports, report of imminent life threatening result or panic value (including name of person contacted)	Yes		Last Encounter +10 years - adult Last Encounter +25 years - minors	Joint Commission (JC) Record of Care, Treatment, Services (RC) Standard RC.01.05.01 - the hospital retains its medical records. Elements of Performance 1 (EP1): The retention time of the original or legally reproduced medical record is determined by its use and hospital policy, in accordance with law and regulation. For hospitals that use JC deemed status purposes: Medical records are retained in their original or legally reproduced form for at least five years. This includes nuclear medicine reports, radiological reports, printouts, films, scans, and other applicable image records. RC.02.01.01: the medical record contains information that reflects the patient's care, treatment, and services. The records under this element of performance are listed on the description of record column. Various types of health facilities, home health agencies and individual practitioners are required to keep medical records for at least the following periods: Adults and emancipated minors 7 years. Unemancipated minors 1 year after the minor has reached age 18, and in no event less than 7 years [Business and Professions Code Sections 2570.185 (occupational therapists), 2620.7 (physical therapists), 2919 (psychologists), 4980.49 (marriage and family therapists), 4989.51 (educational psychologists), 4993 (clinical social workers), 4999.75 (professional clinical counselors); Health and Safety Code Section 123145; 22 C.C.R. Sections 70751(c), 71551(c), 72543(a), 73543(a), 74731(d), 75055(a), 75343(a), 77143(c) and 79351(c)]. Records that support claims for services rendered to Medicare or Medi-Cal patients must be kept for at least 10 years from date of service, end of Medi-Cal or Medicare Advantage or Medicare Part D contract period, or audit completion, whichever is later [42 C.F.R. Sections 422.504(i)(2) and 423.505(i)(2); Welfare and Institutions Code Section 14124.1; Title 22, California Code of Regulations, Section 51476]
100 Arrowhead Regional Medical Center	PATIENT PROPERTY: Patient cash, Valuables receipts, and Personal property inventory			5 years after discharge	Must keep for at least 10 years from date of service, end of Medi-Cal or Medicare Advantage or Medicare Part D contract period, or audit completion, whichever is later [42 C.F.R. Sections 422.504(i)(2) and 423.505(i)(2); Welfare and Institutions Code Section 14124.1; Title 22, California Code of Regulations, Section 51476]
101 Arrowhead Regional Medical Center	PERMITS-ADMINISTRATIVE		Yes	Life of permit, +6 years	Administrative Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018", Pg. 27.
102 Arrowhead Regional Medical Center	PERSONNEL RECORDS-LAB: Competency assessment records and Training records			Separation +6 years (5 years for transfusion medicine)	College of American Pathologist (CAP) GEN.20377.
103 Arrowhead Regional Medical Center	PESTICIDE HANDLING/TRAINING PROGRAMS RECORDS-HOUSEKEEPING			2 years	Must keep for at least 2 years after training program is discontinued [3 C.C.R. Section 6724(a)]. See regulation for required content of training. When antimicrobial agents are used only as sanitizers, disinfectants, or medical sterilant, the employer is exempt from complying with this requirement, and instead must comply with Cal/OSHA requirements [3 C.C.R. Section 6720], which require records to be kept for at least one year [8 C.C.R. Section 3203(b)].
104 Arrowhead Regional Medical Center	PHOTO/INFO RELEASE: Permission to release information/photograph			7 years	HIPAA regulations require authorizations to be kept for at least 6 years; [45 C.F.R. Section 164.5300].

Records, in any medium, that are subject to a legal hold or a California Public Records Act request must be retained until the claim, litigation or PRA request is resolved.

Legal Authority Abbreviations

B&P Business and Professions Code
CC County Code (San Bernardino)
CCP Code of Civil Procedure
CCR California Code of Regulations

CFR Code of Federal Regulations
EC Elections Code
EVC Evidence Code
FC Family Code

GC Government Code
H&S Health and Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code
PC Penal Code
R&T Revenue and Taxation Code
UFC Uniform Fire Code

USC United States Code
VC Vehicle Code
WC Water Code
W&I Welfare and Institutions Code

Schedule Abbreviations

DP Department Preference
CR Custodian of Record



1 RECORDS RETENTION SCHEDULE : Arrowhead Regional Medical Center (ARMC)

2 EFFECTIVE DATE: 10/07/2025

This schedule sets forth minimum retention periods. A retention period begins once a record is created or upon some other action, event, or transaction. Refer to the Records Retention Schedule Instructions (Form RMP 3-Instr). Refer to the Countywide Record Retention Schedule for retention and destruction periods of records commonly found in all departments/entities. Refer to a department or entity's Record Retention Schedule for retention and destruction periods of records unique to the department/entity.

Warning: Notwithstanding any minimum retention period, records relevant to an administrative or legal proceeding, or request for public records, must be retained until final disposition of the proceeding or request. Also, certain records, even if non-permanent under a Records Retention Schedule, may nevertheless qualify as an archive under the County Policy Manual.

3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
105 Arrowhead Regional Medical Center	POLICIES AND PROCEDURES	Yes		Life of policy or procedure, +6 years	Regulations require these facilities to keep policy and procedure manuals, but do not specify retention periods [22 C.C.R. Sections 70733, 71531 and 77127]. Policies and procedures required by the HIPAA privacy and security rules must be kept for at least 6 years [45 C.F.R. Sections 164.316(b) and 164.530(j)].
106 Arrowhead Regional Medical Center	POSITION APPLICATIONS-CASE MANAGEMENT			2 years from the date of interview	Department preference.
107 Arrowhead Regional Medical Center	PROCEDURE MANUALS-ANCILLARY: Method of validation (manuals, card files, or flow charts for each procedure performed, including at least: name of procedure, source or reference for the test method, date procedure last reviewed/modified by the director/supervisor, current specific instructions for test performance, standards and controls required, and instructions for collecting and handling specimens to insure test reliability)	Yes		6 years	Must keep for at least 3 years [Business and Professions Code Section 1265(j)].
108 Arrowhead Regional Medical Center	PROPERTY TAX PAYMENT RECORDS			Permanent	Business and Finance Value as recommended by the California Hospital Association. "Record and Data Retention Schedule 2018" Pg. 35.
109 Arrowhead Regional Medical Center	QUALITY ASSURANCE AND CONTROL LOGS-PHARMACY			3 years	Must keep for at least 1 year [16 C.C.R. Section 1711].
110 Arrowhead Regional Medical Center	QUALITY CONTROL/LABORATORY RECORDS AND SPECIMENS-ANCILLARY: Records of specimens, Quality control/assessment documentation (documentation regarding calibration, control procedures, maintenance and function tests, test result comparison activities, workload limit records, alarm system checks, proficiency testing, corrective actions, patient test records, including instrument printouts, if applicable etc.)			6 years	Must keep for at least 3 years [Business and Professions Code Section 1265(j)]. However, quality control records for blood and blood components and immunohematology must be kept for at least 10 years after processing or 6 months after expiration date, whichever is later. [21 C.F.R. Section 606.160; 42 C.F.R. Section 493.1105] See also 42 C.F.R. Part 493. College of American Pathologist (CAP) GEN.20377.
111 Arrowhead Regional Medical Center	QUALITY CONTROL REPORTS/RESULTS-CANCER REGISTRY			6 years	American College of Surgeons Commission on Cancer, 2020 Standards for Cancer Care.
112 Arrowhead Regional Medical Center	RADIOISOTOPES RECORDS: Radioisotopes (receipt, transfer, use, storage delivery, disposal, and reports of exposure)			Permanent	Must keep for at least 3 years after transfer or disposal of the material. Disposal records must be kept for duration of license. [10 C.F.R. Section 30.51]
113 Arrowhead Regional Medical Center	RADIOPHARMACEUTICALS - Receipt and disposition			6 years	Regulations require Medicare participating hospitals to keep these records, but do not specify a retention period [42 C.F.R. Section 482.53].
114 Arrowhead Regional Medical Center	RECALL RECORDS: Records regarding manufacturer's recall of drugs and records evidencing removal of drugs from all nursing units, Satellite Pharmacies, etc.			6 years	Pharmacy Value as recommended by the California Hospital Association. "Record and Data Retention Schedule 2018" Pg. 70.
115 Arrowhead Regional Medical Center	RECORDS OF SALE-PHARMACY: Records of sale, Acquisition, Receipt and disposition of drugs (including DEA Form 222, theft and loss reports)			3 years	Must keep for at least 3 years [Business and Professions Code Sections 4081, 4105, 4190 and 4333]. Must be kept on the licensed premises unless a written waiver is granted by the Board of Pharmacy. See also 42 C.F.R. Section 482.25; 21 C.F.R. Section 1304.22.
116 Arrowhead Regional Medical Center	REFRIGERATOR RECORDS: Medication Refrigerators and Food Refrigerators			3 years	Department preference.

Records, in any medium, that are subject to a legal hold or a California Public Records Act request must be retained until the claim, litigation or PRA request is resolved.

Legal Authority Abbreviations

B&P Business and Professions Code
CC County Code (San Bernardino)
CCP Code of Civil Procedure
CCR California Code of Regulations

CFR Code of Federal Regulations
EC Elections Code
EVC Evidence Code
FC Family Code

GC Government Code
H&S Health and Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code
PC Penal Code
R&T Revenue and Taxation Code
UFC Uniform Fire Code

USC United States Code
VC Vehicle Code
WC Water Code
W&I Welfare and Institutions Code

Schedule Abbreviations

DP Department Preference
CR Custodian of Record



1 RECORDS RETENTION SCHEDULE : Arrowhead Regional Medical Center (ARMC)

2 EFFECTIVE DATE: 10/07/2025

This schedule sets forth minimum retention periods. A retention period begins once a record is created or upon some other action, event, or transaction. Refer to the Records Retention Schedule Instructions (Form RMP 3-Instr). Refer to the Countywide Record Retention Schedule for retention and destruction periods of records commonly found in all departments/entities. Refer to a department or entity's Record Retention Schedule for retention and destruction periods of records unique to the department/entity.

Warning: Notwithstanding any minimum retention period, records relevant to an administrative or legal proceeding, or request for public records, must be retained until final disposition of the proceeding or request. Also, certain records, even if non-permanent under a Records Retention Schedule, may nevertheless qualify as an archive under the County Policy Manual.

3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
117 Arrowhead Regional Medical Center	REGISTERS OF TESTS/TEST RESULTS-ANCILLARY: Registers of tests - Logbook (Chronological) accession logs and Test results not otherwise specifically mentioned			10 years	Laboratory Value as recommended by the California Hospital Association "Records Retention Schedule" Pg.59. College of American Pathologist (CAP) GEN.20377.
118 Arrowhead Regional Medical Center	REPORTS AND LOGS-SECURITY: Safety reports (Pinkies), Open door reports (Blues), Door maps, Visitor logs			2 months (current and last)	Department preference.
119 Arrowhead Regional Medical Center	RESEARCH PAPERS PUBLISHED		Yes	Permanent	Research Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018" Pg. 74.
120 Arrowhead Regional Medical Center	RESIDENT ROTATION SCHEDULES: Location, Nature of assignment, Vacation, Leave of absence, Sick time, Orientation time, Classroom time, etc.			15 years	Must keep for at least 5 years after the cost report is filed with the intermediary. See "Medicare cost report records," page 29 of California Hospital Association "Record and Data Retention Schedule 2018".
121 Arrowhead Regional Medical Center	RESPIRATOR FIT-TESTING			6 years	Must keep until another fit-testing is performed on the employee [8 C.C.R. Section 5144(m)]. See regulation for required content of record.
122 Arrowhead Regional Medical Center	RETURNED DRUGS - CREDIT MEMO			6 years	A facility's return of a drug to the manufacturer is exempt from legally-prohibited sale/resale if a credit memo is created, sent to the manufacturer, and retained [21 C.F.R. Section 203.23]. The credit memo must be kept for at least 3 years [21 C.F.R. Section 203.60]. See 21 C.F.R. Section 203.23 for required content of credit memo.
123 Arrowhead Regional Medical Center	RETURNED GOODS CREDIT-PURCHASING AND RECEIVING			15 years	Purchasing and Receiving Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018", Pg. 73. See "Business and Finance Records," page 31. Must keep for at least 10 years from date of service, end of Medi-Cal or Medicare Advantage or Medicare Part D contract period, or audit completion, whichever is later [42 C.F.R. Sections 422.504(i) (2) and 423.505(i)(2); Welfare and Institutions Code Section 14124.1; Title 22, California Code of Regulations, Section 51476]
124 Arrowhead Regional Medical Center	SAFE PATIENT HANDLING-RELATED DOCUMENTS			6 years	Must keep for at least 1 year [8 C.C.R. Sections 3203(b) and 5120(e)(1)(B)].
125 Arrowhead Regional Medical Center	SAMPLE ANALYSIS-BLOOD GAS LABORATORY: Patient sample results, Comparative sample analysis, Daily log (patient and comparison samples)			2 years	College of American Pathologists Accreditation Checklist. Center for Medicare and Medicaid (CMS)
126 Arrowhead Regional Medical Center	SAMPLE OF TRANSFUSED BLOOD			2 weeks after last transfusion	Must keep for further testing in the event of a transfusion reaction [42 C.F.R. Section 493.1271(d)]
127 Arrowhead Regional Medical Center	SECURITY SHIFT ACTIVITY REPORTS			2 years	Department preference. GC §26202.
128 Arrowhead Regional Medical Center	SELF-ASSESSMENT REQUIRED BY BOARD OF PHARMACY			6 years	Must keep for at least 3 years [16 C.C.R. Section 1715]
129 Arrowhead Regional Medical Center	SHARPS INJURY LOG AND INJURY TRAINING			10 years	Must keep for at least 5 years [8 C.C.R. Section 5193(h)].
130 Arrowhead Regional Medical Center	STAFFING RECORDS- NURSING: Staffing records, Staffing pattern (including methodology used), Patient assignment records, Staffing plan for each patient care unit, and Nurse staffing data			6 years	Must keep for at least 3 years [22 C.C.R. Section 72329.1(h)]. See also 42 C.F.R. Section 483.35. Must keep records of staffing patterns for the time period between licensing surveys. Must keep records of actual RN, LVN, and LPT assignments for at least 1 year. [22 C.C.R. Section 70217(d)(2)]. Must keep nurse staffing data for at least 18 months [42 C.F.R. Section 483.35(g)(4)]. Must keep 6 months of staffing pattern records for psychiatric nursing [22 CCR 71213(i)].

Records, in any medium, that are subject to a legal hold or a California Public Records Act request must be retained until the claim, litigation or PRA request is resolved.

Legal Authority Abbreviations

B&P Business and Professions Code
CC County Code (San Bernardino)
CCP Code of Civil Procedure
CCR California Code of Regulations

CFR Code of Federal Regulations
EC Elections Code
EVC Evidence Code
FC Family Code

GC Government Code
H&S Health and Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code
PC Penal Code
R&T Revenue and Taxation Code
UFC Uniform Fire Code

USC United States Code
VC Vehicle Code
WC Water Code
W&I Welfare and Institutions Code

Schedule Abbreviations

DP Department Preference
CR Custodian of Record



1 RECORDS RETENTION SCHEDULE : Arrowhead Regional Medical Center (ARMC)

2 EFFECTIVE DATE: 10/07/2025

This schedule sets forth minimum retention periods. A retention period begins once a record is created or upon some other action, event, or transaction. Refer to the Records Retention Schedule Instructions (Form RMP 3-Instr). Refer to the Countywide Record Retention Schedule for retention and destruction periods of records commonly found in all departments/entities. Refer to a department or entity's Record Retention Schedule for retention and destruction periods of records unique to the department/entity.

Warning: Notwithstanding any minimum retention period, records relevant to an administrative or legal proceeding, or request for public records, must be retained until final disposition of the proceeding or request. Also, certain records, even if non-permanent under a Records Retention Schedule, may nevertheless qualify as an archive under the County Policy Manual.

3 CUSTODIAN OF RECORD	4 TITLE & DESCRIPTION OF RECORD	5 VITAL	6 ARCHIVES	7 TOTAL RETENTION	8 LEGAL AUTHORITY & POLICY PREFERENCE & COMMENTS
131 Arrowhead Regional Medical Center	STATISTICAL REPORTS: Regarding outpatient visits, Services rendered, Transfers, etc. (not otherwise specified in this retention schedule)			6 years	Administrative Value as recommended by the California Hospital Association "Record and Data Retention Schedule 2018", Pg. 27.
132 Arrowhead Regional Medical Center	SURGERY-ANCILLARY: Register of operations and Operating room logs			10 years	Regulations require hospitals to keep a register of operations, but do not specify retention periods [22 C.C.R. Section 70223(f)].
133 Arrowhead Regional Medical Center	SURVEYS-ADMINISTRATIVE			3 years	Department preference.
134 Arrowhead Regional Medical Center	SURVEYS-LAB			3 years	College of American Pathologist (CAP) GEN.20377.
135 Arrowhead Regional Medical Center	TEMPERATURE MONITORING LOGS OF REFRIGERATORS AND FREEZERS			4 years	Must keep until next full survey.
136 Arrowhead Regional Medical Center	TESTING REQUESTS/ERRORS- ANCILLARY: Requests for tests/test requisitions (patient ID, name of submitter, dates of receipt and report, type of test performed, test results), and errors in test results (original and corrected)			10 years from date of service or end of the contract period	Must keep for at least 10 years from date of service, end of Medi-Cal or Medicare Advantage or Medicare Part D contract period, or audit completion, whichever is later [42 C.F.R. Sections 422.504(i)(2) and 423.505(i)(2); 42 C.F.R. Section 424.516(f) (7-year retention period); Welfare and Institutions Code Section 14124.1; Title 22, California Code of Regulations, Section 51476]
137 Arrowhead Regional Medical Center	TICKET REVIEWS/TICKET BOOKS AND SECURITY LIABILITY WAIVERS			1 year	Department preference.
138 Arrowhead Regional Medical Center	TIME AND ATTENDANCE RECORDS-CASE MANAGEMENT			6 years	Will be kept for 1 year onsite and sent to Iron Mountain Storage Facility for 5 years thereafter if the department is unable to keep records onsite for 6 years.
139 Arrowhead Regional Medical Center	TRAINING RECORDS-EMPLOYEES: Subject areas covered, date and Duration of each session, Attendance list, Board of Registered Nurses continuing education records, Nursing education, and General and hazardous waste training			6 years after date of training (may also wish to document attendance in employee's personnel file)	Regulations require these facilities to keep these records, but do not specify retention periods [22 C.C.R. Sections 70214(d), 70273(j), 71243(j) and 73335].
140 Arrowhead Regional Medical Center	TREATMENT AUTHORIZATION RECORDS-CASE MANAGEMENT			15 years	Must keep for at least 10 years from date of service, end of Medi-Cal or Medicare Advantage or Medicare Part D contract period, or audit completion, whichever is later [42 C.F.R. Sections 422.504(i)(2) and 423.505(i)(2); Welfare and Institutions Code Section 14124.1; Title 22, California Code of Regulations, Section 51476]
141 Arrowhead Regional Medical Center	UNUSUAL OCCURRENCE REPORTS TO CDPH/PUBLIC HEALTH OFFICER (PHO)			6 years	Must keep for at least 2 years [22 C.C.R. Sections 70733 and 71531]. The report made to CDPH/PHO should include only factual information that CDPH/PHO must have. These reports may be obtained by plaintiffs' attorneys from CDPH/PHO by use of a subpoena. The facility likely will also complete an incident report, root-cause analysis, etc. that may be protected from discovery. See chapter 19 of CHA's Consent Manual about the proper establishment of an incident report or medical staff quality assurance report system.
142 Arrowhead Regional Medical Center	VOUCHERS-FISCAL: CAPITAL EXPENDITURES: Construction projects and equipment \$10k and over	Yes		Permanent/life of item, +6 years	Department preference.

Records, in any medium, that are subject to a legal hold or a California Public Records Act request must be retained until the claim, litigation or PRA request is resolved.

Legal Authority Abbreviations

B&P Business and Professions Code
CC County Code (San Bernardino)
CCP Code of Civil Procedure
CCR California Code of Regulations

CFR Code of Federal Regulations
EC Elections Code
EVC Evidence Code
FC Family Code

GC Government Code
H&S Health and Safety Code
IRC Internal Revenue Code
IRS Internal Revenue Service

LC Labor Code
PC Penal Code
R&T Revenue and Taxation Code
UFC Uniform Fire Code

USC United States Code
VC Vehicle Code
WC Water Code
W&I Welfare and Institutions Code

Schedule Abbreviations

DP Department Preference
CR Custodian of Record