

# Retention and Destruction of Health Information. Appendix C: Accreditation Agency Retention Standards (2011 update)

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Accreditation Agency	Retention Standard	Reference
Accreditation Association for Ambulatory Health Care (AAAHC)	Requires organizations to have policies that address retention of active clinical records, the retirement of inactive clinical records, and the retention of diagnostic images.	<i>2010 Accreditation Handbook for Ambulatory Care</i>
American Accreditation Healthcare Commission/URAC	Member Protection Standard #7 states "the network shall have storage and security of confidential health information, access to hard copy and computerized confidential health information; records retention; and release of confidential health information."	<i>Health Network Accreditation Manual</i>
CARF...the Rehabilitation Accreditation Commission	Requires organizations to have policies that address record retention.	<i>2010 Adult Day Services Standards Manual</i>
	Retention periods are not specified for behavioral health. However, policy must comply with applicable state, federal, or provincial laws.	<i>2010 Behavioral Health Standards Manual</i>
	Retention periods are not specified for employment and community services.	
	Requires organizations to have policies that address retention of records and electronic records.	<i>2010 Assisted Living Standards Manual</i>
Community Health Accreditation Program (CHAP)	Requires organizations to have policies that address retention of records and electronic records.	<i>2010 Medical Rehabilitation Standards Manual</i>
	C25C - Elements 1 & 2: Records of adult patients must be retained for at least five years from the date of service and patient records for minors must be retained for seven years beyond the age of majority. C27C - Element 5: The records of occupationally exposed patients must be kept for 30 years.	<i>CHAP Core Standards of Excellence</i>
The Joint Commission	RC.01.05.01- The hospital retains its medical records. 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.	<i>2010 Comprehensive Accreditation Manual for Ambulatory Care</i>
	- RC.01.05.01- The hospital retains its medical records. 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.	<i>2010 Comprehensive Accreditation Manual for Behavioral Care</i>
	Data and information are retained for sufficient periods to comply with law and regulations and support member care, network management, legal documentation, research, and education.	<i>2010 Comprehensive Accreditation Manual for Health Care Networks</i>

	RC.01.01.01 The organization maintains complete and accurate medical records for each individual patient-	<i>2010 Comprehensive Accreditation Manual For Home Care</i>
	RC.01.05.01- The hospital retains its medical records. 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. -	<i>2010 Comprehensive Accreditation Manual For Hospitals</i>
	- RC.01.05.01- The organization retains its medical records. The retention time of medical record information is determined by law and regulation and by its use for resident care, legal, research or educational purposes.  Intent of RC.01.05.01 Medical records are retained for the period of time required by state law, or five years from the discharge date when there is no requirement in state law. For a minor, the medical record is retained for the time period defined by state law or at least three years after a resident reaches legal age as defined by state law.	<i>2010 Comprehensive Accreditation Manual for Long Term Care</i>
National Commission on Correctional Health Care (NCCHC)	Inactive health records are retained according to legal requirements for the jurisdiction and are reactivated if a juvenile or inmate returns to the system or facility.	<i>Standards For Health Services in Juvenile Detention and Confinement Facilities (1999)</i> <i>Standards for Health Services in Jails (1996)</i> <i>Standards For Health Services in Prisons (1997)</i>
National Committee For Quality Assurance (NCQA)	Retention periods are not specified.	

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