# [Insert Facility Name]

## Medical Records Retention and Destruction Policy[[1]](#footnote-1)

Effective Date: [Insert Date]

Review Date: [Insert Date]

Approved by: [Insert Title or Committee Name]

### Purpose

This policy establishes guidelines for the retention, storage, and destruction of medical records to ensure compliance with state and federal laws, protect patient confidentiality, and support the operational needs of [Facility Name].

### Scope

This policy applies to all medical records created, received, or maintained by [Facility Name], including paper files, electronic health records (EHR), imaging, and any other format that contains protected health information (PHI).

### Record Retention Schedule

Medical records shall be retained in accordance with Kansas law and applicable federal regulations.

The record retention schedule detailed in (e.g., Appendix A) outlines various record retention categories and their corresponding retention periods. These categories include but are not limited to:

- Adult patient records: Retain for at least 10 years from the date of the last treatment or discharge.

- Minor patient records: Retain for 10 years from the date of last treatment or 1 year beyond the age of majority (age 18), whichever is longer.

[See K.A.R. 100-24-2 and K.A.R. 28-34-9a]

### Storage and Security

All medical records must be stored securely to protect against unauthorized access, loss, or damage. This includes:

- Locked file cabinets for paper records.

- Password-protected systems and encrypted storage for electronic records.

- Access limited to authorized personnel only.

### Destruction of Records

When the retention period has expired, records shall be destroyed in a manner that protects patient confidentiality:

- Paper records: Shredded or incinerated.

- Electronic records: Permanently deleted using secure data destruction methods.

- [For Hospitals Only]---a log of destroyed records shall be maintained, including:

- Patient name or record number

- Date of destruction

- Method of destruction

- Name of person authorizing and performing destruction

- Certificate of destruction (if a vendor is used)

- Logs will be retained for at least 25 years.

### Exceptions

Records involved in litigation, audits, or investigations must not be destroyed until the matter is fully resolved, even if the retention period has expired. The compliance officer must approve of any exception.

### Staff Training

Staff involved in record handling will receive annual training on record retention, HIPAA privacy standards and secure destruction practices.

### Policy Review

This policy shall be reviewed annually and updated as necessary to ensure compliance with legal and regulatory requirements.

1. Template adapted from Powell, Ryan. Free Document Retention Policy Templates. WordTemplatesOnline. [Document Retention Policy 101: Free Templates - Samples](https://www.wordtemplatesonline.net/document-retention-policy-sample/) and Microsoft Copilot. Accessed July 9, 2025 [↑](#footnote-ref-1)