

OREGON STATE HOSPITAL

PORTLAND – SALEM

POLICIES AND PROCEDURES

EXECUTIVE SUMMARY

**POINT PERSON: JONI DETRANT, DIRECTOR OF HEALTH
INFORMATION**

DATE: 3/14/2012

OSH POLICY NUMBER & TITLE: 2.006, RECORD RETENTION AND DESTRUCTION

PURPOSE OF THIS POLICY:

Explains the record retention, storage and destruction process for OSH as a state agency and hospital.

SUBSTANTIAL CONTENT CHANGES (EXCLUDING “HOUSEKEEPING” CHANGES):

Added a definition for public record. Included language and a link referencing the General Record Retention Schedule that governs all state agencies.

REFERENCE CHANGES (ORS, OAR, TJC, CMS, OTHER):

Added DHS 050-005 DHS Archives Policy

LOCATION OF POLICY:

Section 2, Clinical Services Support