

4658.0470 RETENTION, STORAGE, AND RETRIEVAL.

Subpart 1. **Retention.** A resident's records must be preserved for a period of at least five years following discharge or death.

Subp. 2. **Storage.** Space must be provided for the safe and confidential storage of residents' clinical records. Records of current residents must be stored on site.

Subp. 3. **Retrieval.** If records of discharged residents are stored off site, policies and procedures must be developed and implemented by clinical record personnel and the nursing home administration for the confidentiality, retention, and timely retrieval of records within one working day. The policies and procedures must specify who is authorized to retrieve a record. Off-site archived copies of clinical databases must be protected against fire, flood, and other emergencies. The policies must address the location and retention of records if the nursing home discontinues operation.

Statutory Authority: *MS s 144A.04; 144A.08; 256B.431*

History: *20 SR 303*

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