

**TITLE 1            GENERAL GOVERNMENT ADMINISTRATION**  
**CHAPTER 15      GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULES (GRRDS)**  
**PART 9            GRRDS, GENERAL HOSPITAL AND MEDICAL CENTER RECORDS**

**1.15.9.1            ISSUING AGENCY:** [New Mexico Commission of Public Records] – State Records Center and Archives  
[8-8-96; 1.15.9.1 NMAC - Rn, 1 NMAC 3.2.90.1, 04-11-02]

**1.15.9.2            SCOPE:** All state agencies  
[8-8-96; 1.15.9.2 NMAC - Rn, 1 NMAC 3.2.90.2, 04-11-02]

**1.15.9.3            STATUTORY AUTHORITY:** Section 14-3-6 NMSA 1978. Administrator: duties. The administrator shall establish a record management program for the application of efficient and economical management methods of the creation, utilization, maintenance, retention, preservation and disposal of official records. The administrator shall establish records disposal schedules for the orderly retirement of records and adopt regulations necessary for the carrying out of the public records act. Records disposal schedules shall be filed with the librarian of the supreme court library, and shall not become effective until thirty days after the filing date.  
[8-8-96; 1.15.9.3 NMAC - Rn, 1 NMAC 3.2.90.3, 04-11-02]

**1.15.9.4            DURATION:** permanent  
[8-8-96; 1.15.9.4 NMAC - Rn, 1 NMAC 3.2.90.4, 04-11-02]

**1.15.9.5            EFFECTIVE DATE:** 12/15/00 unless a later date is specified at the end of a section.  
[1.15.9.5 NMAC - Rn, 1 NMAC 3.2.90.5, 04-11-02]

**1.15.9.6            OBJECTIVE:**

**A.** To establish a records management program for the application of and efficient and economical management methods to the creation, utilization, maintenance, retention, preservation and disposal of official records (Section 14-3-6 NMSA 1978).

**B.** To establish records disposal schedules for the orderly retirement of records and adopt regulations necessary for the carrying out of the public records act (Section 14-3-6 NMSA 1978).  
[1.15.9.6 NMAC - Rn, 1 NMAC 3.2.90.6, 04-11-02]

**1.15.9.7            DEFINITIONS:**

**A.** "administrator" means the state records administrator. (Section 14-3-2, NMSA 1978)

**B.** "agency" means any state agency, department, bureau, board, commission, institution or other organization of the state government, the territorial government and the Spanish and Mexican governments in New Mexico. (Section 14-3-2, NMSA 1978)

**C.** "audit" means a periodic examination of an organization to determine whether appropriate procedures and practices are followed.

**D.** "Commission" means the state commission of public records. (Section 14-3-2, NMSA 1978)

**E.** "pending litigation" means a proceeding in a court of law whose activity is in progress but not yet completed.

**F.** "record destruction" means the process of totally obliterating information on records by any method to make the information unreadable or unusable under any circumstances.

**G.** "records management" means the systematic control of all records from creation or receipt through processing, distribution, maintenance and retrieval, to their ultimate disposition.

**H.** "records retention period" means the period of time during which records must be maintained by an organization because they are needed for operational, legal, fiscal, historical or other purposes.

**I.** "records retention schedule" means a document prepared as part of a records retention program that lists the period of time for retaining records.

**J.** "public records" means all books, papers, maps, photographs or other documentary materials, regardless of physical form or characteristics, made or received by any agency in pursuance of law or in connection with the transaction of public business and preserved, or appropriate for preservation, by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of

the government, or because of the informational and historical value of data contained therein. (Section 14-4-2, NMSA 1978)

**K.** “non-records” means library or museum material of the state library, state institutions and state museums, extra copies of documents reserved only for convenience of reference and stocks of publications and processed documents are non-records. (Section 14-3-2 C, NMSA 1978). The following specific types of materials are non-records: extra copies of correspondence; documents preserved only for convenience of reference; blank forms/books which are outdated; materials neither made nor received in pursuance of statutory requirements nor in connection with the functional responsibility of the officer/agency; preliminary and non-final drafts of letters, reports and memoranda which may contain or reflect the working or deliberative process by which a final decision or position of the agency, board, department or subdivision thereof is reached: shorthand notes, steno tapes, mechanical recordings which have been transcribed, except where noted on agency retention schedules; routing and other interdepartmental forms which are not significant evidence of the activity concerned and do not otherwise have value as described above; stocks of publications already sent to archives and processed documents preserved for supply purposes only; form and guide letters, sample letters, form paragraphs; subject files, including copies of correspondence, memoranda, publications, reports and other information received by agency and filed by subject (also referred to as reading files or information files). [See also Item No. 1.15.2.101 of Records Retention and Disposition Schedule for General Administrative Records (1.15.2 NMAC filed 10/01/2000).] [8-8-96; 5-19-97; 1.15.9.7 NMAC - Rn, 1 NMAC 3.2.90.7, 04-11-02]

**1.15.9.8 [RESERVED]**

**1.15.9.9 INSTRUCTIONS:**

**A.** For records of an administrative nature, refer to the Records Retention and Disposition Schedule for General Administrative Records, 1.15.2 NMAC.

**B.** For records of a financial nature, refer to the Records Retention and Disposition Schedule for General Financial Records, 1.15.4 NMAC.

**C.** For records of a personnel nature, refer to the Records Retention and Disposition Schedule for General Personnel Records, 1.15.6 NMAC.

**D.** For records of a medical nature, refer to the Records Retention and Disposition Schedule for General Medical Records, 1.15.8 NMAC.

**E.** Retention periods shall be extended until six months after all current or pending litigation, current claims, audit exceptions or court orders involving a record have been resolved or concluded.

**F.** The descriptions of files are intended to be evocative, not complete. For example, there will always be some documents that are filed in a file that are not listed in the description, and similarly, not every file will contain an example of each document listed in the description.

**G.** Confidentiality is denoted as "-C-". Not all materials in a file may be confidential. Refer to NOTE. Where portions of file may be confidential, refer to legal counsel for agency.

**H.** Access to confidential documents and/or confidential files shall be only by authorization of agency or Attorney General and/or by court order, unless otherwise provided by statute. Release of confidential documents to law enforcement and other government agencies, shall only be upon specific statutory authorization or court order.

**I.** All records, papers or documents may be photographed, microfilmed, microphotographed or reproduced on film. Such photographs, microfilms, photographic film or microphotographs shall be deemed to be an original record for all purposes, including introduction in evidence in all courts or administrative agencies. (Section 14-1-5, 14-1-6 NMSA 1978)

**J.** Data processing and other machine readable records. Many paper records are being eliminated when the information has been placed on magnetic tapes, disks, or other data processing media. In these cases, the information on the data processing medium should be retained for the length of time specified in records retention & disposition schedules for paper records and should be subject to the same confidentiality and access restrictions as paper records. When the destruction of a record is required, all versions of said record shall be electronically overwritten on machine readable media on which it is stored (or media destroyed). (See also 1.13.70 NMAC Performance Guidelines for the Legal Acceptance of Public Records Produced by Information Technology Systems).

[8-8-96; 5-19-97; 1.15.9.9 NMAC - Rn, 1 NMAC 3.2.90.9, 04-11-02]

**1.15.9.10-100 [RESERVED]**

**1.15.9.101 JOINT COMMISSION ON ACCREDITATION OF HOSPITAL SURVEY REPORTS:**

- A. Program:** administrative.
  - B. Maintenance system:** chronological.
  - C. Description:** includes application for survey part I, part II survey report showing facility and services available, patient bed and service statistics, etc.
  - D. Retention:** permanent (1.15.2.127 NMAC)
- [12-30-98; 1.15.9.101 NMAC – Rn, 1 NMAC 3.2.90.41.101, 04-11-02]

**1.15.9.102 PUBLIC INFORMATION FILE:**

- A. Program:** administration.
  - B. Maintenance system:** chronological.
  - C. Description:** includes reports to news media, walk-away information, correspondence, news releases, etc.
  - D. Retention:** four years then transfer to archives for review and final disposition (1.15.2.121 NMAC).
- [12-30-98; 1.15.9.102 NMAC - Rn, 1 NMAC 3.2.90.41.102, 04-11-02]

**1.15.9.103 INFECTIONS COMMITTEE FINDING:**

- A. Program:** administration.
  - B. Maintenance system:** chronological.
  - C. Description:** reports on infections found in hospital and actions taken to curb infections.
  - D. Retention:** 20 years after close of calendar year in which created.
- [12-30-98; 1.15.9.103 NMAC - Rn, 1 NMAC 3.2.90.41.103, 04-11-02]

**1.15.9.104 DOCUMENTED PERFORMANCE REPORT:**

- A. Program:** administration.
  - B. Maintenance system:** chronological.
  - C. Description:** shows date, name of consultant, staff present, patients examined, urologists, etc.
  - D. Retention:** 20 years after close of calendar year in which created.
- [12-30-98; 1.15.9.104 NMAC - Rn, 1 NMAC 3.2.90.41.104, 04-11-02]  
[NOTE: maintained for hospital accreditation]

**1.15.9.105 BOARDING HOME PLACEMENT RECORDS:**

- A. Program:** administration.
  - B. Maintenance system:** chronological.
  - C. Description:** shows patient's name, county, caseworker, boarding home, date, payee information.
  - D. Retention:** 10 years after close of calendar year in which created.
- [12-30-98; 1.15.9.105 NMAC - Rn, 1 NMAC 3.2.90.41.105, 04-11-02]

**1.15.9.106 DONATION FILE:**

- A. Program:** administration.
  - B. Maintenance system:** alphabetical by donor.
  - C. Description:** contains item received slip, acknowledgement, miscellaneous correspondence, etc.
  - D. Retention:** 20 years after date of receipt.
- [12-30-98; 1.15.9.106 NMAC - Rn, 1 NMAC 3.2.90.41.106, 04-11-02]

**1.15.9.107 DONOR ITEM REQUEST SLIP:**

- A. Program:** administration.
  - B. Maintenance system:** chronological.
  - C. Description:** this record is completed by sections that cannot obtain a specific item through regular supply channels; shows date, department, description of item, estimated cost, etc.
  - D. Retention:** 20 years after close of fiscal year in which created.
- [12-30-98; 1.15.9.107 NMAC - Rn, 1 NMAC 3.2.90.41.107, 04-11-02]

**1.15.9.108 DUTY ROSTERS AND WORK SCHEDULES:**

- A. **Program:** administration.
  - B. **Maintenance system:** none.
  - C. **Description:** includes, but is not limited to, employee work schedules, shift schedules, nursing duty rosters, on-call rosters, and activity schedules.
  - D. **Retention:** two years after close of fiscal year in which created.
- [12-30-98; 1.15.9.108 NMAC - Rn, 1 NMAC 3.2.90.41.108, 04-11-02]

**1.15.9.109 ADMINISTRATIVE LOGS:**

- A. **Program:** administration.
  - B. **Maintenance system:** chronological.
  - C. **Description:** includes cottage activity logs, work order logs, laboratory follow-up logs, record check-out logs, visitor logs, appointment logs, etc.
  - D. **Retention:** one year after close of fiscal year in which created.
- [12-30-98; 1.15.9.109 NMAC - Rn, 1 NMAC 3.2.90.41.109, 04-11-02]

**1.15.9.110 PATIENT CARE LOGS:**

- A. **Program:** administration.
  - B. **Maintenance system:** none.
  - C. **Description:** includes, but is not limited to, temperature logs, clinic logs, laboratory work logs, laxative logs, seizure logs, dental logs, medication logs, EKG logs, and physical examination logs.
  - D. **Retention:** until posted to patient master medical file (1.15.9.451 NMAC).
  - E. **Confidentiality:** confidential.
- [12-30-98; 1.15.9.110 NMAC - Rn, 1 NMAC 3.2.90.41.110, 04-11-02]

**1.15.9.111 PATIENT CARD FILES:**

- A. **Program:** administration.
  - B. **Maintenance system:** none.
  - C. **Description:** shows information pertaining to patient and patient care. includes alphabetical patient card files, birthday card files, parent or responsible person card files, etiology card files, medication and treatment card files, ICDA code card files, etc.
  - D. **Retention:** until discharged or deceased.
  - E. **Confidentiality:** confidential.
- [12-30-98; 1.15.9.111 NMAC - Rn, 1 NMAC 3.2.90.41.111, 04-11-02]

**1.15.9.112 ADMINISTRATIVE CARD FILES:**

- A. **Program:** administrative.
  - B. **Maintenance system:** none.
  - C. **Description:** includes, but is not limited to, card files for boarding home and convalescent leave, out patient information, patient billing, vendor lists, personnel and payroll information, pathology diagnosis information, disease index, surgery index, commodities and supply control, institution key control, medical supply control, equipment index, and inventory control.
  - D. **Retention:** until purpose is served.
- [12-30-98; 1.15.9.112 NMAC - Rn, 1 NMAC 3.2.90.41.112, 04-11-02]  
[NOTE: control files only, not used for audit purposes]

**1.15.9.113 STATISTICAL REPORTS:**

- A. **Program:** administration.
  - B. **Maintenance system:** none.
  - C. **Description:** includes, but is not limited to, laboratory evaluation reports, x-ray statistical report, monthly review report, monthly statistical report, monthly review report, monthly statistical report, patient information report, perpetual evaluation criteria for nursing services, analysis of hospital services, preliminary survey of in-patient services report.
  - D. **Retention:** 20 years after close of fiscal year in which created.
- [12-30-98; 1.15.9.113 NMAC - Rn, 1 NMAC 3.2.90.41.113, 04-11-02]

**1.15.9.114 ROUTINE, INTERIM OR PROGRESS REPORTS:**

- A. **Program:** administration.
  - B. **Maintenance system:** none.
  - C. **Description:** none.
  - D. **Retention:** two years after close of fiscal year in which created.
- [12-30-98; 1.15.9.114 NMAC - Rn, 1 NMAC 3.2.90.41.114, 04-11-02]

**1.15.9.115 PATIENT CENSUS AND ROLL-CALL RECORDS:**

- A. **Program:** administration.
  - B. **Maintenance system:** none.
  - C. **Description:** includes daily patient roll call, bed census, ward and cottage census reports, monthly census reports etc.
  - D. **Retention:** two years after close of fiscal year in which created.
- [12-30-98; 1.15.9.115 NMAC - Rn, 1 NMAC 3.2.90.41.115, 04-11-02]

**1.15.9.116 INTERNAL SUPPLY REQUISITIONS AND ISSUE FORMS AND REPORTS:**

- A. **Program:** administration.
  - B. **Maintenance system:** none.
  - C. **Description:** none.
  - D. **Retention:** three years after close of fiscal year in which created.
- [12-30-98; 1.15.9.116 NMAC - Rn, 1 NMAC 3.2.90.41.116, 04-11-02]

**1.15.9.117 PATIENT LEAVE SLIPS:**

- A. **Program:** administration.
  - B. **Maintenance system:** alphabetical by patient name.
  - C. **Description:** shows name, unit, hospital number, date and time to be on leave, name of person taking patient out, signature, reason for leave, approval.
  - D. **Retention:** one year after close of calendar year in which created.
  - E. **Confidentiality:** confidential.
- [12-30-98; 1.15.9.117 NMAC - Rn, 1 NMAC 3.2.90.41.117, 04-11-02]

**1.15.9.118 RELEASE OR RESPONSIBILITY FOR LEAVE:**

- A. **Program:** administration.
  - B. **Maintenance system:** none.
  - C. **Description:** shows patient's name, reason for leave, date leave begins, approval, etc.
  - D. **Retention:** one year after close of calendar year in which created.
- [12-30-98; 1.15.9.118 NMAC - Rn, 1 NMAC 3.2.90.41.118, 04-11-02]

**1.15.9.119 WALK-AWAY REPORT**

- A. **Program:** administration.
  - B. **Maintenance system:** chronological.
  - C. **Description:** shows date, patient's name, ward, age, personal information, description of clothing, identifying marks, search priority, notification of return, remarks, etc.
  - D. **Retention:** one year after close of calendar year in which created.
- [12-30-98; 1.15.9.119 NMAC - Rn, 1 NMAC 3.2.90.41.119, 04-11-02]

**1.15.9.120 PATIENT'S BELONGINGS FILE:**

- A. **Program:** administration.
  - B. **Maintenance system:** alphabetical by patient's name.
  - C. **Description:** shows patient's name, list of patient's belongings, amount, date received, date issued, signatures of those checking items, etc.
  - D. **Retention:** one year after discharged or deceased.
- [12-30-98; 1.15.9.120 NMAC - Rn, 1 NMAC 3.2.90.41.120, 04-11-02]

**1.15.9.121 PERSONAL EFFECTS INVENTORY:**

- A. **Program:** administration.
- B. **Maintenance system:** chronological.

C. **Description:** inventory of personal effects of patients that have died; shows patient name, hospital number, description of items, etc.

D. **Retention:** one year after deceased.

[12-30-98; 1.15.9.121 NMAC - Rn, 1 NMAC 3.2.90.41.121, 04-11-02]

**1.15.9.122 CLOTHING REQUESTS:**

A. **Program:** administration.

B. **Maintenance system:** chronological.

C. **Description:** requests sent to parents or guardians for clothes needed by patients; show date, name, items requested, description, clothing on hand and condition, etc.

D. **Retention:** one year after close of calendar year in which created.

[12-30-98; 1.15.9.122 NMAC - Rn, 1 NMAC 3.2.90.41.122, 04-11-02]

**1.15.9.123 REQUEST FOR SPECIAL ACTIVITY:**

A. **Program:** administration.

B. **Maintenance system:** chronological.

C. **Description:** shows date, place of activity, type of activity, supplies needed, number of people attending, activity supervisor, sponsor.

D. **Retention:** one year after close of calendar year in which created.

[12-30-98; 1.15.9.123 NMAC - Rn, 1 NMAC 3.2.90.41.123, 04-11-02]

**1.15.9.124 ACTIVITY ROSTER:**

A. **Program:** administration.

B. **Maintenance system:** by type of activity.

C. **Description:** shows name of participating patients, scores, etc.

D. **Retention:** one year after close of calendar year in which created.

[12-30-98; 1.15.9.124 NMAC - Rn, 1 NMAC 3.2.90.41.124, 04-11-02]

**1.15.9.125 TRIP REPORT:**

A. **Program:** administration.

B. **Maintenance system:** none.

C. **Description:** contains off-premises activity roster, request for special activity, approval, etc.

D. **Retention:** one year after close of calendar year in which created.

[12-30-98; 1.15.9.125 NMAC - Rn, 1 NMAC 3.2.90.41.125, 04-11-02]

**1.15.9.126 - 200 [RESERVED]**

**1.15.9.201 PRE-ADMISSIONS FILE:**

A. **Program:** admissions.

B. **Maintenance system:** alphabetical.

C. **Description:** contains correspondence on individuals that have not yet been admitted into the hospital.

D. **Retention:**

(1) **admitted:** 30 days after admission.

(2) **not admitted:** three years after close of calendar year in which created.

E. **Confidentiality:** confidential.

[12-30-98; 1.15.9.201 NMAC - Rn, 1 NMAC 3.2.90.41.201, 04-11-02]

**1.15.9.202 PATIENT WAITING FILE:**

A. **Program:** admissions.

B. **Maintenance system:** alphabetical by patient's name.

C. **Description:** this record is completed on all patients awaiting admission. Contains referral correspondence, physician's report, medical history, etc.

D. **Retention:** until patient is admitted.

E. **Confidentiality:** confidential.

[12-30-98; 1.15.9.202 NMAC - Rn, 1 NMAC 3.2.90.41.202, 04-11-02]



**1.15.9.203 WAITING LIST REPORT, MONTHLY:**

- A. Program:** admissions.
  - B. Maintenance system:** chronological.
  - C. Description:** shows number of applicants added to waiting list, number of re-evaluations, number of males and females waiting for each cottage, etc.
  - D. Retention:** three years after close of fiscal year in which created.
- [12-30-98; 1.15.9.203 NMAC - Rn, 1 NMAC 3.2.90.41.203, 04-11-02]

**1.15.9.204 ACCEPTED INACTIVE APPLICATION FILE:**

- A. Program:** admissions.
  - B. Maintenance system:** alphabetical by applicant's name.
  - C. Description:** applicants who were accepted by the hospital as a patient, but for other reasons were not admitted.
  - D. Retention:** three years after close of fiscal year in which created.
  - E. Confidentiality:** confidential.
- [12-30-98; 1.15.9.204 NMAC - Rn, 1 NMAC 3.2.90.41.204, 04-11-02]

**1.15.9.205 CLOSED APPLICATION FILE:**

- A. Program:** admissions.
  - B. Maintenance system:** by application number.
  - C. Description:** applicants to the hospital who either did not meet entry requirements or who died prior to admission. File contains applicant evaluation, face sheet, correspondence, point priority, etc.
  - D. Retention:** three years after close of fiscal year in which created.
  - E. Confidentiality:** confidential.
- [12-30-98; 1.15.9.205 NMAC - Rn, 1 NMAC 3.2.90.41.205, 04-11-02]

**1.15.9.206 - 300 [RESERVED]**

**1.15.9.301 NURSE'S LICENSE REGISTRATION LOG:**

- A. Program:** personnel.
  - B. Maintenance system:** alphabetical by name.
  - C. Description:** shows nurse's name, registration number, expiration dates, etc.
  - D. Retention:** three years after nurse terminated or retired.
- [12-30-98; 1.15.9.301 NMAC - Rn, 1 NMAC 3.2.90.41.301, 04-11-02]

**1.15.9.302 VOLUNTEER FILE:**

- A. Program:** personnel.
  - B. Maintenance system:** alphabetical by volunteer.
  - C. Description:** includes performance evaluation, time sheet, application for volunteer work, agreement for volunteer workers, certificate of appreciation of time contributed, etc.
  - D. Retention:** three years after volunteer terminated or retired.
- [12-30-98; 1.15.9.302 NMAC - Rn, 1 NMAC 3.2.90.41.302, 04-11-02]

**1.15.9.303 - 400 [RESERVED]**

**1.15.9.401 FINANCIAL LOGS:**

- A. Program:** financial.
  - B. Maintenance system:** chronological.
  - C. Description:** log includes but is not limited to, credit card logs, brace shop logs, supply issue logs, clothing and shoe issue logs, invoice logs, voucher logs, and requisition and purchase order logs.
  - D. Retention:** three years after close of fiscal year in which created.
- [12-30-98; 1.15.9.401 NMAC - Rn, 1 NMAC 3.2.90.41.401, 04-11-02]

**1.15.9.402 PATIENT TRUST ACCOUNT LEDGERS:**

- A. Program:** financial.

- B. Maintenance system:** chronological.
  - C. Description:** ledger shows receipts and charges for the month, balance, debits, credits, etc.
  - D. Retention:** six years after close of fiscal year in which created.
- [12-30-98; 1.15.9.402 NMAC - Rn, 1 NMAC 3.2.90.41.402 04-11-02]

**1.15.9.403 CANTEEN BOOK:**

- A. Program:** financial.
  - B. Maintenance system:** alphabetical by patients name.
  - C. Description:** book shows dates and items purchased, person making purchases, amount, etc.
  - D. Retention:** six years after close of fiscal year in which created.
- [12-30-98; 1.15.9.403 NMAC - Rn, 1 NMAC 3.2.90.41.403, 04-11-02]  
[NOTE: used for posting to patient trust account ledgers, 1.15.9.401 NMAC]

**1.15.9.404 PATIENT TRUST FILE MONTHLY:**

- A. Program:** financial.
  - B. Maintenance system:** alphabetical by patient
  - C. Description:** contains receipts, back-up sheets, treasury checks payable to patients, etc.
  - D. Retention:** six years after patient discharged or deceased.
- [12-30-98; 1.15.9.404 NMAC - Rn, 1 NMAC 3.2.90.41.404, 04-11-02]

**1.15.9.405 PATIENT ACCOUNT LEDGERS:**

- A. Program:** financial.
  - B. Maintenance system:** alphabetical.
  - C. Description:** shows patient's number, account number, date, balances, reference, debit, credit, balance, etc.
  - D. Retention:** six years after close of fiscal year in which created.
- [12-30-98; 1.15.9.405 NMAC - Rn, 1 NMAC 3.2.90.41.405, 04-11-02]

**1.15.9.406 PATIENT'S FUND DEPOSIT SLIPS:**

- A. Program:** financial.
  - B. Maintenance system:** by receipt number.
  - C. Description:** shows name of program, date, type and amount of deposit, signature, patient's name, etc.
  - D. Retention:** six years after close of fiscal year in which deposit is made.
- [12-30-98; 1.15.9.406 NMAC - Rn, 1 NMAC 3.2.90.41.406, 04-11-02]

**1.15.9.407 REQUEST FOR CANTEEN CARD OR CASH:**

- A. Program:** financial.
  - B. Maintenance system:** chronological.
  - C. Description:** shows program, date, patient's number and name, amount paid, signature, etc.
  - D. Retention:** six years after close of fiscal year in which created.
- [12-30-98; 1.15.9.407 NMAC - Rn, 1 NMAC 3.2.90.41.407, 04-11-02]

**1.15.9.408 CANTEEN RECORD:**

- A. Program:** financial.
  - B. Maintenance system:** chronological.
  - C. Description:** shows, date, cash amount, on account, total sales, breakdown of sales.
  - D. Retention:** three years after close of fiscal year in which created.
- [12-30-98; 1.15.9.408 NMAC - Rn, 1 NMAC 3.2.90.41.408, 04-11-02]

**1.15.9.409 CANTEEN ALLOWANCE AND SAVINGS RECORD:**

- A. Program:** financial.
- B. Maintenance system:** chronological.
- C. Description:** patient weekly allowance and savings list showing name, assigned quarters, amount saved or spent.
- D. Retention:** three years after close of fiscal year in which created.



[12-30-98; 1.15.9.409 NMAC - Rn, 1 NMAC 3.2.90.41.409, 04-11-02]

**1.15.9.410 MEDICAL LEDGERS:**

- A. **Program:** financial.
- B. **Maintenance system:** alphabetical.
- C. **Description:** shows patient's name and number, admission date, dates of all financial transactions, drug expenses, laboratory expenses, x-ray and miscellaneous expenses, etc.
- D. **Retention:** six years after close of fiscal year in which created.
- E. **Confidentiality:** confidential.

[12-30-98; 1.15.9.410 NMAC - Rn, 1 NMAC 3.2.90.41.410, 04-11-02]

**1.15.9.411 PATIENT CHARGES AND RECIEPTS:**

- A. **Program:** financial.
- B. **Maintenance system:** chronological.
- C. **Description:** includes all charges and receipts alphabetical by the patient's name for services rendered and for monies received from patients.
- D. **Retention:** three years after close of fiscal year in which created.
- E. **Confidentiality:** confidential.

[12-30-98; 1.15.9.411 NMAC - Rn, 1 NMAC 3.2.90.41.411, 04-11-02]

**1.15.9.412 CHARGE LOG:**

- A. **Program:** financial.
- B. **Maintenance system:** chronological.
- C. **Description:** shows patient's name, date, treatment given, charge for services, etc.
- D. **Retention:** three years after close of fiscal year in which created.
- E. **Confidentiality:** confidential.

[12-30-98; 1.15.9.412 NMAC - Rn, 1 NMAC 3.2.90.41.412, 04-11-02]

**1.15.9.413 PATIENT INSURANCE FOLDER:**

- A. **Program:** financial.
- B. **Maintenance system:** alphabetical by patient's name.
- C. **Description:** contains correspondence, copy of billings, claims, etc.
- D. **Retention:** three years after close of fiscal year in which created.
- E. **Confidentiality:** confidential.

[12-30-98; 1.15.9.413 NMAC - Rn, 1 NMAC 3.2.90.41.413, 04-11-02]

**1.15.9.414 PATIENT TRAVEL EXPENSE RECORD:**

- A. **Program:** financial.
- B. **Maintenance system:** chronological.
- C. **Description:** shows date and time of departure, patient's name, destination, ticket price, ticket number, etc.
- D. **Retention:** three years after close of fiscal year in which created.

[12-30-98; 1.15.9.414 NMAC - Rn, 1 NMAC 3.2.90.41.414, 04-11-02]

**1.15.9.415 PATIENT TRANSPORTATION CLEARANCE:**

- A. **Program:** financial.
- B. **Maintenance system:** chronological.
- C. **Description:** authorizes patient transportation, shows patient's name, hospital number, destination, fare, approval.
- D. **Retention:** three years after close of fiscal year in which created.

[12-30-98; 1.15.9.415 NMAC - Rn, 1 NMAC 3.2.90.41.415, 04-11-02]

**1.15.9.416 REQUEST FOR CONTRIBUTION:**

- A. **Program:** financial.
- B. **Maintenance system:** chronological.

**C. Description:** letters sent to persons responsible for patient asking for contribution to the support of the patient. Shows source of income, social security number, whether covered by Veteran's Administration or hospital insurance etc.

**D. Retention:** one year after close of fiscal year in which created (1.15.2.102 NMAC)  
[12-30-98; 1.15.9.416 NMAC - Rn, 1 NMAC 3.2.90.41.416, 04-11-02]

**1.15.9.417 SEVERANCE BOND INVENTORIES:**

**A. Program:** financial.

**B. Maintenance system:** chronological.

**C. Description:** shows item description, unit cost, balance, value, etc.

**D. Retention:** 10 years after close of fiscal year in which project completed.

[12-30-98; 1.15.9.417 NMAC - Rn, 1 NMAC 3.2.90.41.417, 04-11-02]

**1.15.9.418 SEVERANCE BONDS REQUISITIONS:**

**A. Program:** financial.

**B. Maintenance system:** chronological.

**C. Description:** shows department, date, quantity, unit, description, price, requisition numbers, etc.

**D. Retention:** 10 years after close of fiscal year in which project completed.

[12-30-98; 1.15.9.418 NMAC - Rn, 1 NMAC 3.2.90.41.418, 04-11-02]

**1.15.9.419 SEVERANCE BOND FOLDERS:**

**A. Program:** financial.

**B. Maintenance system:** chronological.

**C. Description:** contain building and improvement bonds, interest coupons, interest and retirement fund, etc.

**D. Retention:** 10 years after close of fiscal year in which bond expires.

[12-30-98; 1.15.9.419 NMAC - Rn, 1 NMAC 3.2.90.41.419, 04-11-02]

**1.15.9.420 SEVERANCE BOND RESOLUTION FILE:**

**A. Program:** financial.

**B. Maintenance system:** chronological.

**C. Description:** contains resolutions, certification of bonds, notice of bond sale, delivery receipt, etc.

**D. Retention:** 10 years after close if fiscal year in which bond expires.

[12-30-98; 1.15.9.420 NMAC - Rn, 1 NMAC 3.2.90.41.420, 04-11-02]

**1.15.9.421 RECEIVING REPORTS:**

**A. Program:** financial.

**B. Maintenance system:** chronological.

**C. Description:** shows department, date, quantity, unit description and price, totals, etc.

**D. Retention:** three years after close of fiscal year in which created.

[12-30-98; 1.15.9.421 NMAC - Rn, 1 NMAC 3.2.90.41.421, 04-11-02]

**1.15.9.422 CLAIM FOR REIMBURSEMENT MONTHLY:**

**A. Program:** financial.

**B. Maintenance system:** chronological.

**C. Description:** submitted to the Department of Education for reimbursement under the milk program.

**D. Retention:** three years after close of fiscal year in which submitted.

[12-30-98; 1.15.9.422 NMAC - Rn, 1 NMAC 3.2.90.41.422, 04-11-02]

**1.15.9.423 UTILIZATION REVIEW FORMS AND REPORTS:**

**A. Program:** financial.

**B. Maintenance system:** none.

**C. Description:** includes hospital form, skilled nursing care form, review committee report, etc.

**D. Retention:** five years after close of federal fiscal year in which created.

[12-30-98; 1.15.9.423 NMAC - Rn, 1 NMAC 3.2.90.41.423, 04-11-02]

**1.15.9.424 TITLE I, 16, 18 AND 19 FORMS AND REPORTS:**  
**A. Program:** financial.  
**B. Maintenance system:** none.  
**C. Description:** includes all forms and reports required by federal government for Titles I, 16, 18, and 19.

**D. Retention:** five years after close of federal fiscal year in which created.  
[12-30-98; 1.15.9.424 NMAC - Rn, 1 NMAC 3.2.90.41.424, 04-11-02]

**1.15.9.425 MEMORANDUM OF UNDERSTANDING, ANNUAL:**

**A. Program:** financial.

**B. Maintenance system:** none.

**C. Description:** contract between federal Foster Grandparent Program and the hospital.

**D. Retention:** six years after close of fiscal year in which contract expires (1.15.4.307 NMAC).

[12-30-98; 1.15.9.425 NMAC - Rn, 1 NMAC 3.2.90.41.425, 04-11-02]

**1.15.9.426 IN-SERVICE TRAINING REPORT:**

**A. Program:** financial.

**B. Maintenance system:** chronological.

**C. Description:** completed by hospital personnel, shows date, name of foster grandparent, department, title, hours spent, etc.

**D. Retention:** five years after close of federal fiscal year in which created.

[12-30-98; 1.15.9.426 NMAC - Rn, 1 NMAC 3.2.90.41.426, 04-11-02]

**1.15.9.427 MEAL REPORT, MONTHLY:**

**A. Program:** financial.

**B. Maintenance system:** chronological.

**C. Description:** shows month, number of meals eaten by foster grandparents, etc.

**D. Retention:** five years after close of federal fiscal year in which created.

[12-30-98; 1.15.9.427 NMAC - Rn, 1 NMAC 3.2.90.41.427, 04-11-02]

**1.15.9.428 OFFICE SPACE REPORT, ANNUAL:**

**A. Program:** financial.

**B. Maintenance system:** chronological.

**C. Description:** for foster grandparent program. Shows list of the buildings occupied, square feet in each building, signature of director, etc.

**D. Retention:** five years after close of federal fiscal year in which created.

[12-30-98; 1.15.9.428 NMAC - Rn, 1 NMAC 3.2.90.41.428, 04-11-02]

**1.15.9.429 - 430 [RESERVED]**

**1.15.9.431 INSPECTION REPORTS:**

**A. Program:** dietary.

**B. Maintenance system:** chronological.

**C. Description:** shows name of facility, operator, inspection summary, date, and health authority conducting inspections.

**D. Retention:** one year from date of inspection.

[12-30-98; 1.15.9.431 NMAC - Rn, 1 NMAC 3.2.90.41.431, 04-11-02]

**1.15.9.432 INTERNAL INSPECTION:**

**A. Program:** dietary.

**B. Maintenance system:** chronological.

**C. Description:** shows date, general conditions and cleanliness, remarks, and inspector's signature.

**D. Retention:** until purpose is served.

[12-30-98; 1.15.9.432 NMAC - Rn, 1 NMAC 3.2.90.41.432, 04-11-02]

**1.15.9.433 FOOD REQUIREMENT LISTING:**

- A. **Program:** dietary.
  - B. **Maintenance system:** chronological.
  - C. **Description:** shows items, quantities, unit size, brands, unit price, total amounts. Attached to the listing is a staple food inventory and order, form and a copy of the requisition for purchase.
  - D. **Retention:** three years after close of fiscal year in which created.
- [12-30-98; 1.15.9.433 NMAC - Rn, 1 NMAC 3.2.90.41.433, 04-11-02]

**1.15.9.434 DIET CHANGE FORM:**

- A. **Program:** dietary.
  - B. **Maintenance system:** chronological.
  - C. **Description:** shows ward, room number, date, patient's name, diet, supplementary feeding amount, calories, RN or LPN signature, etc.
  - D. **Retention:** one year after close of fiscal year in which created.
- [12-30-98; 1.15.9.434 NMAC - Rn, 1 NMAC 3.2.90.41.434, 04-11-02]

**1.15.9.435 MENUS:**

- A. **Program:** dietary.
  - B. **Maintenance system:** chronological.
  - C. **Description:** schedule of meals and meal menus.
  - D. **Retention:** one year after close of fiscal year in which created.
- [12-30-98; 1.15.9.435 NMAC - Rn, 1 NMAC 3.2.90.41.435, 04-11-02]

**1.15.9.436 PATIENT AND EMPLOYEE MEAL COUNT REPORT:**

- A. **Program:** dietary.
  - B. **Maintenance system:** chronological.
  - C. **Description:** shows meal count by cost center, total meals served daily, nourishment breakdown, etc.
  - D. **Retention:** three years after close of fiscal year in which created.
- [12-30-98; 1.15.9.436 NMAC - Rn, 1 NMAC 3.2.90.41.436, 04-11-02]

**1.15.9.437 MILK COUNT REPORT:**

- A. **Program:** dietary.
  - B. **Maintenance system:** chronological.
  - C. **Description:** shows date, number of patients by floor, state or private individuals served, etc.
  - D. **Retention:** three years after close of fiscal year in which created.
- [12-30-98; 1.15.9.437 NMAC - Rn, 1 NMAC 3.2.90.41.437, 04-11-02]

**1.15.9.438 - 440 [RESERVED]**

**1.15.9.441 STANDARD WORK ORDERS:**

- A. **Program:** building and grounds.
  - B. **Maintenance system:** chronological.
  - C. **Description:** shows date, work order number, location of job and description, man hours required, materials required, cost for materials, labor costs, total.
  - D. **Retention:** three years after close of fiscal year in which created.
- [12-30-98; 1.15.9.441 NMAC - Rn, 1 NMAC 3.2.90.41.441, 04-11-02]

**1.15.9.442 SURGERY ROOM INSPECTION REPORT, MONTHLY:**

- A. **Program:** building and grounds.
  - B. **Maintenance system:** chronological.
  - C. **Description:** shows results of tests conducted in surgery room.
  - D. **Retention:** 20 years from date of report.
- [12-30-98; 1.15.9.442 NMAC - Rn, 1 NMAC 3.2.90.41.442, 04-11-02]

**1.15.9.443 LABORATORY TEST EQUIPMENT REPORT:**

- A. **Program:** building and grounds.
  - B. **Maintenance system:** none.
  - C. **Description:** results of inspection of laboratory equipment.
  - D. **Retention:** 20 years from date of report.
- [12-30-98; 1.15.9.443 NMAC - Rn, 1 NMAC 3.2.90.41.443, 04-11-02]
- 1.15.9.444 BACTERIOLOGICAL REPORT:**
- A. **Program:** building and grounds.
  - B. **Maintenance system:** chronological.
  - C. **Description:** shows date, results of tests, etc.
  - D. **Retention:** 20 years from date of report.
- [12-30-98; 1.15.9.444 NMAC - Rn, 1 NMAC 3.2.90.41.444, 04-11-02]
- 1.15.9.445 CULTURE REPORT ON STERILIZERS:**
- A. **Program:** building and grounds.
  - B. **Maintenance system:** chronological.
  - C. **Description:** shows date, results of tests, etc.
  - D. **Retention:** 20 years from date of report.
- [12-30-98; 1.15.9.445 NMAC - Rn, 1 NMAC 3.2.90.41.445, 04-11-02]
- 1.15.9.446 BACTERIOLOGICAL WATER REPORT MONTHLY:**
- A. **Program:** building and grounds.
  - B. **Maintenance system:** chronological.
  - C. **Description:** copy of records maintained at the state health laboratory.
  - D. **Retention:** one year from date of report.
- [12-30-98; 1.15.9.446 NMAC - Rn, 1 NMAC 3.2.90.41.446, 04-11-02]
- 1.15.9.447 WATER CONSUMPTION REPORT, MONTHLY:**
- A. **Program:** building and grounds.
  - B. **Maintenance system:** chronological.
  - C. **Description:** shows amount of water consumed for reporting month. Copy of record maintained by state engineer.
  - D. **Retention:** three years after close of calendar year in which created.
- [12-30-98; 1.15.9.447 NMAC - Rn, 1 NMAC 3.2.90.41.447, 04-11-02]
- 1.15.9.448 FIRE DRILL REPORT, MONTHLY:**
- A. **Program:** building and grounds.
  - B. **Maintenance system:** chronological.
  - C. **Description:** narrative summary of the inspection and drill.
  - D. **Retention:** three years after close of calendar year in which created.
- [12-30-98; 1.15.9.448 NMAC - Rn, 1 NMAC 3.2.90.41.448, 04-11-02]
- 1.15.9.449 FIRE MARSHAL'S REPORT, MONTHLY:**
- A. **Program:** building and grounds.
  - B. **Maintenance system:** chronological.
  - C. **Description:** the original of this report is sent to the state fire marshal. Shows causes of fire, times of alarm, etc.
  - D. **Retention:** five years after close of calendar year in which created, 30-1-8 NMSA 1978.
- [12-30-98; 1.15.9.449 NMAC - Rn, 1 NMAC 3.2.90.41.449, 04-11-02]
- 1.15.9.450 [RESERVED]**
- 1.15.9.451 MEDICAL RECORD:**
- A. **Program:** medical records.
  - B. **Maintenance system:** none.

C. **Description:** records which document the illness, treatment, care, and diagnostic studies of individuals.

D. **Retention:**

(1) **adult medical records:** inactive records shall be kept 10 years (Paragraph 1 of subsection D of 1.15.8.101 NMAC).

(2) **minor medical records:** inactive records shall be kept 10 years or one year after the person reaches the age of majority, whichever period of time is greater (Paragraph 2 of subsection D of 1.15.8.101 NMAC)

E. **Confidentiality:** confidential.

[12-30-98; 1.15.9.451 NMAC - Rn, 1 NMAC 3.2.90.41.451, 04-11-02]

#### **1.15.9.452 PATIENT ACCIDENT AND INJURY REPORTS:**

A. **Program:** medical records.

B. **Maintenance system:** none.

C. **Description:** none.

D. **Retention:** three years, 37-1-8, NMSA 1978.

[12-30-98; 1.15.9.452 NMAC - Rn, 1 NMAC 3.2.90.41.452, 04-11-02]

#### **1.15.9.453 PATIENT AND ADMISSION REGISTERS:**

A. **Program:** medical records.

B. **Maintenance system:** chronological.

C. **Description:** assigns patient number, shows date admitted, patient's name, unit or patient number, date patient appeared, date of discharge, etc.

D. **Retention:** 80 years after close of calendar year in which created.

[12-30-98; 1.15.9.453 NMAC - Rn, 1 NMAC 3.2.90.41.453, 04-11-02]

#### **1.15.9.454 TUBERCULIN REGISTER:**

A. **Program:** medical records.

B. **Maintenance system:** chronological.

C. **Description:** shows number of tests requested, number of tests completed, specimens, material, smear and culture results, name of patient, etc.

D. **Retention:** 80 years after close of calendar year in which created.

E. **Confidentiality:** confidential.

[12-30-98; 1.15.9.454 NMAC - Rn, 1 NMAC 3.2.90.41.454, 04-11-02]

#### **1.15.9.455 SURGERY REGISTER:**

A. **Program:** medical records.

B. **Maintenance system:** chronological.

C. **Description:** lists surgeries conducted in hospital, shows date of surgery, hospital number, name of patient, age, surgeon, assistants, anesthetist, anesthesia, scrub nurse, pre-operation diagnosis, post operative diagnosis, type of operation, specimen count, sponge count, whether drain inserted, etc.

D. **Retention:** 80 years after close of calendar year in which created.

E. **Confidentiality:** confidential.

[12-30-98; 1.15.9.455 NMAC - Rn, 1 NMAC 3.2.90.41.455, 04-11-02]

#### **1.15.9.456 MEDICAL LOGS:**

A. **Program:** medical records.

B. **Maintenance system:** chronological.

C. **Description:** shows name of patient, date of test, result of test, diagnosis, doctor's name, etc. Includes serology log, EKG log, blood bank log, lithium log, tissue log, x-ray log, EEG and EKG logs, pathology logs, etc.

D. **Retention:** 10 years after last entry.

E. **Confidentiality:** confidential.

[12-30-98; 1.15.9.456 NMAC - Rn, 1 NMAC 3.2.90.41.456, 04-11-02]

#### **1.15.9.457 ADMISSION RECORD LOG:**

A. **Program:** medical records.



- B. Maintenance system:** chronological.
- C. Description:** shows name, hospital number, date admitted, remarks, date of discharge.
- D. Retention:** 10 years after last discharge entry.

[12-30-98; 1.15.9.457 NMAC - Rn, 1 NMAC 3.2.90.41.457, 04-11-02]

**1.15.9.458 AUTOPSY REPORTS:**

- A. Program:** medical records.
- B. Maintenance system:** chronological.
- C. Description:** shows clinical diagnosis, pathologic diagnosis, autopsy findings, microscopic examination, summary, doctor's signature.
- D. Retention:** 10 years after close of calendar year in which created.
- E. Confidentiality:** confidential.

[12-30-98; 1.15.9.458 NMAC - Rn, 1 NMAC 3.2.90.41.458, 04-11-02]

[NOTE: permanent record maintained by medical investigator.]

**1.15.9.459 AUTOPSY RECORD REGISTER:**

- A. Program:** medical records.
- B. Maintenance system:** chronological.
- C. Description:** shows patient's name, date of death, date of permission, autopsy number, date of autopsy, etc.
- D. Retention:** 10 years after close of calendar year in which created.
- E. Confidentiality:** confidential.

[12-30-98; 1.15.9.459 NMAC - Rn, 1 NMAC 3.2.90.41.459, 04-11-02]

**1.15.9.460 REGISTER OF DEATHS:**

- A. Program:** medical records.
- B. Maintenance system:** chronological.
- C. Description:** shows patient's name, date of birth, age at death, autopsy date, date admitted, date of death, cause of death, where interred, undertaker, etc.
- D. Retention:** permanent.
- E. Confidentiality:** confidential.

[12-30-98; 1.15.9.460 NMAC - Rn, 1 NMAC 3.2.90.41.460, 04-11-02]

**1.15.9.461 INSTITUTIONAL CEMETERY RECORD:**

- A. Program:** medical records.
- B. Maintenance system:** none.
- C. Description:** shows hospital cemetery plot number, grave number, name of person, date of death, and date of burial.
- D. Retention:** permanent.

[12-30-98; 1.15.9.461 NMAC - Rn, 1 NMAC 3.2.90.41.461, 04-11-02]

**1.15.9.462 REGISTER OF BIRTHS:**

- A. Program:** medical records.
- B. Maintenance system:** chronological.
- C. Description:** certificate number, baby name, date and hour of birth, parent information, attending doctor, etc.
- D. Retention:** 100 years.
- E. Confidentiality:** confidential.

[12-30-98; 1.15.9.462 NMAC - Rn, 1 NMAC 3.2.90.41.462, 04-11-02]

**1.15.9.463 - 465 [RESERVED]**

**1.15.9.466 MEDICATION PRESCRIPTION:**

- A. Program:** pharmacy.
- B. Maintenance system:** chronological.

- C. **Description:** shows name of patient, cottage, date, patient's number, medication prescribed, discontinuance date, instructions, physician's and pharmacist's signatures, etc.
  - D. **Retention:** three years after close of fiscal year in which created (30-31-16D NMSA 1978).
  - E. **Confidentiality:** confidential.
- [12-30-98; 1.15.9.466 NMAC - Rn, 1 NMAC 3.2.90.41.466, 04-11-02]

**1.15.9.467 CONTROLLED SUBSTANCE DRUG ISSUE REPORT:**

- A. **Program:** pharmacy.
  - B. **Maintenance system:** chronological.
  - C. **Description:** shows type of narcotic, ward date time of issuance, patient's name, dosage, amount used, stock, balance on hand, etc.
  - D. **Retention:** three years after close of fiscal year in which created (30-31-16D NMSA 1978).
  - E. **Confidentiality:** confidential.
- [12-30-98; 1.15.9.467 NMAC - Rn, 1 NMAC 3.2.90.41.467, 04-11-02]

**1.15.9.468 CONTROLLED SUBSTANCE LOG:**

- A. **Program:** pharmacy.
  - B. **Maintenance system:** chronological.
  - C. **Description:** shows date dispensed, name of drug, amount dispensed, etc.
  - D. **Retention:** three years after close of fiscal year in which created (30-31-16D NMSA 1978).
- [12-30-98; 1.15.9.468 NMAC - Rn, 1 NMAC 3.2.90.41.468, 04-11-02]

**1.15.9.469 CONTROLLED SUBSTANCE INVENTORY:**

- A. **Program:** pharmacy.
  - B. **Maintenance system:** alphabetical by drug.
  - C. **Description:** shows date dispensed, amount received, balance on hand, remarks, etc.
  - D. **Retention:** three years after close of fiscal year in which created (30-31-16D, NMSA 1978).
- [12-30-98; 1.15.9.469 NMAC - Rn, 1 NMAC 3.2.90.41.469, 04-11-02]

**1.15.9.470 CONTROLLED SUBSTANCE RECORD:**

- A. **Program:** pharmacy.
  - B. **Maintenance system:** chronological.
  - C. **Description:** accompanies prescriptions of narcotics or alcohol to a ward; as nurse fills the prescription this report is marked with the name of the patient receiving the alcohol or narcotic, the amount issued, date, and the date it was sent back to the pharmacy.
  - D. **Retention:** three years after close of fiscal year in which created (30-31-16D NMSA, 1978).
  - E. **Confidentiality:** confidential.
- [12-30-98; 1.15.9.470 NMAC - Rn, 1 NMAC 3.2.90.41.470, 04-11-02]

**1.15.9.471 DRUG INVENTORY, ANNUAL:**

- A. **Program:** pharmacy.
  - B. **Maintenance system:** chronological.
  - C. **Description:** shows list of all drugs on hand, inventory balance, unit price, total value of inventory, etc.
  - E. **Retention:** three years after close of fiscal year in which created.
- [12-30-98; 1.15.9.471 NMAC - Rn, 1 NMAC 3.2.90.41.471, 04-11-02]

**1.15.9.472 RECORD OF DATED PHARMACEUTICALS:**

- A. **Program:** pharmacy.
  - B. **Maintenance system:** chronological.
  - C. **Description:** shows product, date of purchase, manufacturer, control number, expenditure date.
  - D. **Retention:** three years after close of fiscal year in which created.
- [12-30-98; 1.15.9.472 NMAC - Rn, 1 NMAC 3.2.90.41.472, 04-11-02]

**1.15.9.473 PERPETUAL MEDICATION INVENTORY:**

- A. **Program:** pharmacy.

- B. Maintenance system:** alphabetical by medication.
  - C. Description:** shows date of any action, amount received or issued, stock balance, etc.
  - D. Retention:** three years after last entry.
- [12-30-98; 1.15.9.473 NMAC - Rn, 1 NMAC 3.2.90.41.473, 04-11-02]

**1.15.9.474 MEDICATION RETURNS TO THE PHARMACY:**

- A. Program:** pharmacy.
  - B. Maintenance system:** chronological.
  - C. Description:** shows ward, date, approval, drug, strength, patient's name, prescription number, unit, cost, credit, etc.
  - D. Retention:** three years after close of fiscal year in which created.
  - E. Confidentiality:** confidential.
- [12-30-98; 1.15.9.474 NMAC - Rn, 1 NMAC 3.2.90.41.474, 04-11-02]

**1.15.9.475 REQUISITION FOR CLINIC STOCK OF INJECTABLE DRUGS:**

- A. Program:** pharmacy.
  - B. Maintenance system:** chronological.
  - C. Description:** shows doctor, date, units, type of drug, amount on hand, cost, signature, etc.
  - D. Retention:** three years after close of fiscal year in which created.
- [12-30-98; 1.15.9.475 NMAC - Rn, 1 NMAC 3.2.90.41.475, 04-11-02]

**1.15.9.476 MEDICATION TRANSFERS:**

- A. Program:** pharmacy.
  - B. Maintenance system:** chronological.
  - C. Description:** medication transfers between wards. Shows ward, region, requesting nurse, date, approval, type of drug, units, charge, costs, credit, etc.
  - D. Retention:** three years after close of fiscal year in which created.
- [12-30-98; 1.15.9.476 NMAC - Rn, 1 NMAC 3.2.90.41.476, 04-11-02]

**1.15.9.477 HYPNOTIC AND SEDATIVE DRUGS, PHARMACY ORDERS:**

- A. Program:** pharmacy.
  - B. Maintenance system:** chronological.
  - C. Description:** submitted by the wards when a drug is required. Shows ward, region, person requesting drugs, person delivering drugs, date, receipt signature, approval, etc.
  - D. Retention:** three years after close of fiscal year in which created.
- [12-30-98; 1.15.9.477 NMAC - Rn, 1 NMAC 3.2.90.41.477, 04-11-02]

**1.15.9.478 DRUG CONTROL RECORD**

- A. Program:** pharmacy
  - B. Maintenance system:** chronological
  - C. Description:** completed as medication is taken from the supply room. Shows item, stock number, cost per unit, quantity on hand etc.
  - D. Retention:** three years after close of fiscal year in which created.
- [12-30-98; 1.15.9.478 NMAC - Rn, 1 NMAC 3.2.90.41.478, 04-11-02]

**1.15.9.479 REQUEST FOR ISSUE:**

- A. Program:** pharmacy.
  - B. Maintenance system:** by issue number.
  - C. Description:** shows ward number, date completed, quantity, requestor, description of items requested, cost, etc.
  - D. Retention:** three years after close of fiscal year in which created.
- [12-30-98; 1.15.9.479 NMAC - Rn, 1 NMAC 3.2.90.41.479, 04-11-02]

**1.15.9.480 DRUG EXPENDITURE REPORT, MONTHLY:**

- A. Program:** pharmacy.
- B. Maintenance system:** chronological.

**C. Description:** daily record of drugs dispensed to in and out patients. Shows prescription number, patient's name, type of medication, unit cost, quantity, etc.

**D. Retention:** three years after close of fiscal year in which created.  
[12-30-98; 1.15.9.480 NMAC - Rn, 1 NMAC 3.2.90.41.480, 04-11-02]

**1.15.9.481 MEDICATION RECORD:**

**A. Program:** pharmacy.

**B. Maintenance system:** chronological.

**C. Description:** shows name, hospital number, type of medication, dosage, dates dispensed, initial of administerer, unit of issue, number of dosages, physician's name, date discontinued, etc.

**D. Retention:** five years after close of fiscal year in which created.

**E. Confidentiality:** confidential.

[12-30-98; 1.15.9.481 NMAC - Rn, 1 NMAC 3.2.90.41.481, 04-11-02]

**1.15.9.482 - 485 [RESERVED]**

**1.15.9.486 PATIENT SOCIAL SERVICES CASE FILE:**

**A. Program:** social services.

**B. Maintenance system:** alphabetical by patient's name.

**C. Description:** contains social service interview form, correspondence, social history summary, progress notes, etc.

**D. Retention:** four years after last action.

**E. Confidentiality:** confidential.

[12-30-98; 1.15.9.486 NMAC - Rn, 1 NMAC 3.2.90.41.486, 04-11-02]

**1.15.9.487 CASE WORKER FILE:**

**A. Program:** social services.

**B. Maintenance system:** alphabetical by caseworker.

**C. Description:** narrative reports on contacts with patients and their family, etc.

**D. Retention:** two years after close of calendar year in which created.

**E. Confidentiality:** confidential.

[12-30-98; 1.15.9.487 NMAC - Rn, 1 NMAC 3.2.90.41.487, 04-11-02]

**1.15.9.488 - 490 [RESERVED]**

**1.15.9.491 ADMISSION FACE SHEET COPY:**

**A. Program:** occupational therapy.

**B. Maintenance system:** alphabetical by ward.

**C. Description:** a copy is forwarded to the activity therapy unit for the purpose of work assignment; attached to the face sheet is a record of work assignments while in residence.

**D. Retention:** until purpose is served.

**E. Confidentiality:** confidential.

[12-30-98; 1.15.9.491 NMAC - Rn, 1 NMAC 3.2.90.41.491, 04-11-02]

**1.15.9.492 INDUSTRIAL THERAPY SCHEDULING REPORT:**

**A. Program:** occupational therapy.

**B. Maintenance system:** none.

**C. Description:** submitted by doctor to the activity therapy unit on patients recommended to this program. Shows ward, patient's number, diagnosis, physical limitations, etc.

**D. Retention:** one year from close of calendar year in which created.

**E. Confidentiality:** confidential.

[12-30-98; 1.15.9.492 NMAC - Rn, 1 NMAC 3.2.90.41.492, 04-11-02]

**1.15.9.493 SHELTERED WORK SHOP EVALUATION OF TRAINING:**

**A. Program:** occupational therapy.

**B. Maintenance system:** by date of evaluation.

C. **Description:** shows name, ward, training area, location, general attitude, personal appearance, social adjustment, etc.

D. **Retention:** three years from close of calendar year in which created.

E. **Confidentiality:** confidential.

[12-30-98; 1.15.9.493 NMAC - Rn, 1 NMAC 3.2.90.41.493, 04-11-02]

**1.15.9.494 SHELTERED WORK SHOP WEEKLY TIME SHEETS:**

A. **Program:** occupational therapy.

B. **Maintenance system:** alphabetical by patient.

C. **Description:** shows hospital number, date worked, rate of pay total earnings, etc.

D. **Retention:** three years after close of fiscal year in which created (1.15.4.401 NMAC).

[12-30-98; 1.15.9.494 NMAC - Rn, 1 NMAC 3.2.90.41.494, 04-11-02]

**1.15.9.495 SHELTERED WORK SHOP SALES AND DELIVERY RECIEPTS:**

A. **Program:** occupational therapy.

B. **Maintenance system:** by receipt number.

C. **Description:** shows customer's name and address, order number, description, price, amount, signature, etc.

D. **Retention:** three years after close of fiscal year in which created (1.15.4.203 NMAC).

[12-30-98; 1.15.9.495 NMAC - Rn, 1 NMAC 3.2.90.41.495, 04-11-02]

**1.15.9.496 - 500 [RESERVED]**

**1.15.9.501 STUDENT CUMULATIVE RECORD FOLDER:**

A. **Program:** student records.

B. **Maintenance system:** none.

C. **Description:** none

D. **Retention:**

(1) **transcripts, shows date of birth, date of entrance, courses taken, grades received, and degree granted:** permanent

(2) **disciplinary records, student counseling records, driver training records, student activity records, absenteeism records, letters of recommendations, parents financial records, etc:** 20 years from date of student's last attendance

[12-30-98; 1.15.9.501 NMAC - Rn, 1 NMAC 3.2.90.41.501, 04-11-02]

**1.15.9.502 STUDENT ROSTER AND LOCATOR RECORDS:**

A. **Program:** student records.

B. **Maintenance system:** none.

C. **Description:** none.

D. **Retention:** at the close of the school year.

[12-30-98; 1.15.9.502 NMAC - Rn, 1 NMAC 3.2.90.41.502, 04-11-02]

**1.15.9.503 ENROLLMENT CARDS AND PROGRAM RECORDS:**

A. **Program:** student records.

B. **Maintenance system:** none.

C. **Description:** none.

D. **Retention:** at the close of the school year.

[12-30-98; 1.15.9.503 NMAC - Rn, 1 NMAC 3.2.90.41.503, 04-11-02]

**1.15.9.504 ABSENTEE AND EXCUSE SLIPS:**

A. **Program:** student records.

B. **Maintenance system:** none.

C. **Description:** none.

D. **Retention:** until purpose is served.

[12-30-98; 1.15.9.504 NMAC - Rn, 1 NMAC 3.2.90.41.504, 04-11-02]

**1.15.9.505 AUTHORIZATION TO PARTICIPATE IN ATHLETICS:**

- A. Program:** student records.
- B. Maintenance system:** none.
- C. Description:** none.
- D. Retention:** four years (41-4-15, NMSA 1978).

[12-30-98; 1.15.9.505 NMAC - Rn, 1 NMAC 3.2.90.41.505, 04-11-02]

**1.15.9.506 CLOSED CAMPUS PERMITS:**

- A. Program:** student records.
- B. Maintenance system:** none.
- C. Description:** authority to leave school grounds when closed campus applies.
- D. Retention:** at the close of school year.

[12-30-98; 1.15.9.506 NMAC - Rn, 1 NMAC 3.2.90.41.506, 04-11-02]

**1.15.9.507 TEACHER'S DAILY ATTENDANCE AND CLASS RECORD AND GRADE SHEETS:**

- A. Program:** student records.
- B. Maintenance system:** none.
- C. Description:** none.
- D. Retention:** three years after record is created.

[12-30-98; 1.15.9.507 NMAC - Rn, 1 NMAC 3.2.90.41.507, 04-11-02]

**1.15.9.508 STUDENT CENSUS CARD:**

- A. Program:** student records.
- B. Maintenance system:** none.
- C. Description:** includes name, parent's name, address, grade, school, ethnic information, etc.
- D. Retention:** one year after close of school year in which created.

[12-30-98; 1.15.9.508 NMAC - Rn, 1 NMAC 3.2.90.41.508, 04-11-02]

**1.15.9.509 STATE REQUIRED DISTRICT TESTING RECORDS, COPIES:**

- A. Program:** student records.
- B. Maintenance system:** none.
- C. Description:** include testing results and type of testing done for each student.
- D. Retention:** four years after tested.

[12-30-98; 1.15.9.509 NMAC - Rn, 1 NMAC 3.2.90.41.509, 04-11-02]

[NOTE: original copy of test results is kept permanently at the state department of education.]

**1.15.9.510 SUBSTITUTE TEACHERS LIST:**

- A. Program:** student records.
- B. Maintenance system:** none.
- C. Description:** none.
- D. Retention:** at the end of the school year.

[12-30-98; 1.15.9.510 NMAC - Rn, 1 NMAC 3.2.90.41.510, 04-11-02]

**1.15.9.511 TEXTBOOK ORDER (OTHER THAN TEXTBOOK DIVISION):**

- A. Program:** student records.
- B. Maintenance system:** none.
- C. Description:** shows school's name, name of textbook, amount, totals, etc.
- D. Retention:** three years after close of fiscal year in which created (1.15.4 NMAC)

[12-30-98; 1.15.9.511 NMAC - Rn, 1 NMAC 3.2.90.41.511, 04-11-02]

**1.15.9.512 STATE REQUISITIONS FOR TEXTBOOKS INCLUDING ADULT EDUCATION, COPIES:**

- A. Program:** student records.
- B. Maintenance system:** none.
- C. Description:** none.
- D. Retention:** one year after close of fiscal year in which created.



[12-30-98; 1.15.9.512 NMAC - Rn, 1 NMAC 3.2.90.41.512, 04-11-02]

**1.15.9.513 TEXTBOOK INVENTORY LISTING:**

- A. **Program:** student records.
- B. **Maintenance system:** none.
- C. **Description:** listing prepared annually by each school which reports current inventory of school's instructional materials supplied by the state.
- D. **Retention:** until superseded by new listing.

[12-30-98; 1.15.9.513 NMAC - Rn, 1 NMAC 3.2.90.41.513, 04-11-02]

**1.15.9.514 TEXTBOOK ADOPTION LIST COPIES:**

- A. **Program:** student records.
- B. **Maintenance system:** none.
- C. **Description:** listing of all textbooks adopted by state board of education.
- D. **Retention:** until superseded by new listing.

[12-30-98; 1.15.9.514 NMAC - Rn, 1 NMAC 3.2.90.41.514, 04-11-02]

**HISTORY OF 1.15.9 NMAC:**

Pre-NMAC Regulatory Filing History: The material in this part was derived from that previously filed with the State Records Center and Archives under:  
SRC Rule 83-01 Records Retention and Disposition Schedule for General Hospital and Medical Center Records, filed 3/1/83.

History of Repealed Material: [RESERVED]