TITLE 1 GENERAL GOVERNMENT ADMINISTRATION

CHAPTER 15 GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULES (GRRDS)

PART 8 (GRRDS) GENERAL MEDICAL RECORDS

**1.15.8.1 ISSUING AGENCY:** State Commission of Public Records [8/8/96; 1.15.8.1 NMAC - Rn, 1 NMAC 3.2.90.1, 10/01/2000; A, 04/13/2015]

**1.15.8.2 SCOPE:** All agencies

[7/16/96; 1.15.8.2 NMAC - Rn, 1 NMAC 3.2.90.2, 10/01/2000; A, 04/13/2015]

**STATUTORY AUTHORITY:** Public Records Act, Section 14-3-1 et seq. NMSA 1978 [8/8/96; 1,15.8.3 NMAC - Rn, 1 NMAC 3.2.90.3, 10/01/2000; A, 04/30/2012; A, 04/13/2015]

**1.15.8.6 OBJECTIVE:** To establish a records retention schedule for the orderly management, retention, disposition and preservation of records necessary for carrying out the Public Records Act, Section 14-3-1 et seq. NMSA 1978.

[8/8/96; 1.15.8.6 NMAC - Rn, 1 NMAC 3.2.90.6, 10/01/2000; A, 04/30/2012; A, 04/13/2015]

**1.15.8.7 DEFINITIONS:** For general definitions applicable to all agencies refer to 1.15.1.7 NMAC. [8/8/96; 5/19/97; 1.15.8.7 NMAC - Rn, 1 NMAC 3.2.90.7, 10/01/2000; A, 04/30/2012; A, 04/13/2015]

**1.15.8.8 ABBREVIATIONS AND ACRONYMS:** For general abbreviations and acronyms applicable to all agencies refer to 1.15.1.8 NMAC.

[8/8/96; 5/19/97; 1.15.8.8 NMAC - Rn, 1 NMAC 3.2.90.8, 10/01/2000; 1.15.8.8 NMAC - N, 04/30/2012; A, 04/13/2015]

**1.15.8.9 INSTRUCTIONS:** For general instructions applicable to all agencies refer to 1.15.1.9 NMAC. [1.15.8.9 NMAC - N, 04/30/2012; A, 04/13/2015]

1.15.8.10 - 100 [RESERVED]

## 1.15.8.101 MEDICAL RECORDS:

- **A. Program:** all public entities
- **B.** Maintenance system: chronological by year, then alphabetical by client surname
- C. Description: records which document the illness, treatment, care and diagnostic studies of individual
  - D. Retention:
    - (1) adult medical records: inactive records shall be kept 10 years
- (2) minor medical records: inactive records shall be kept 10 years, or one year after the person reaches the age of 21; whichever period of time is greater
- **E.** Confidentiality: Portions of this record may be confidential pursuant, but not limited to Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (1996) (i.e., health information). [2/12/79; 1.15.8.101 NMAC Rn, 1 NMAC 3.2.90.40.M101, 10/01/2000; A, 04/30/2012]

## 1.15.8.102 NOTICE OF PRIVACY PRACTICES ACKOWLEDGMENT FORM:

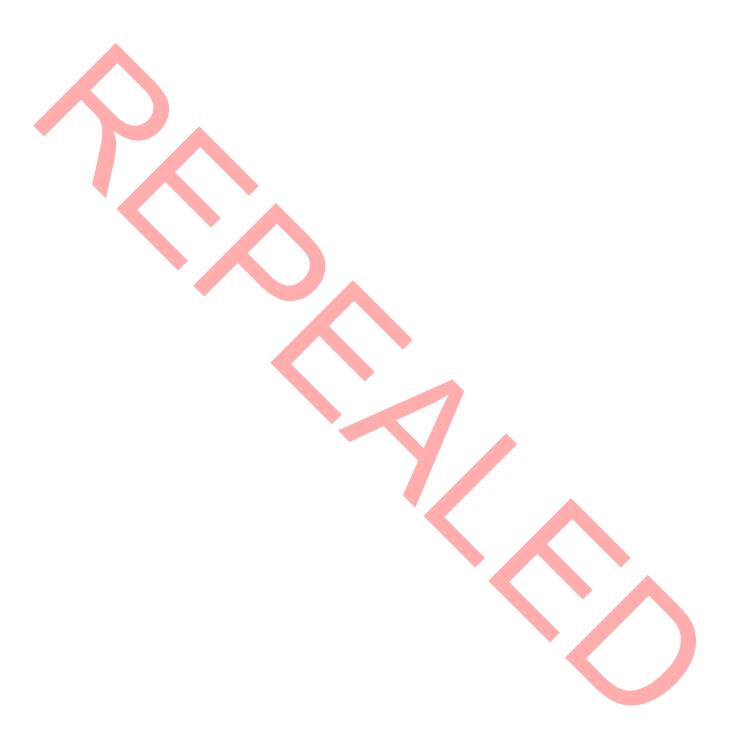
- **A. Program:** all public entities
- **B.** Maintenance system: chronological by year, then alphabetical by client surname
- **C. Description:** form signed by clients acknowledging receipt of the health care provider's privacy policies regarding the individual's medical information. Form may show the organization's current privacy policy, date, client signature, etc.
- **D. Retention:** six years from date in which client signed form [1.15.8.102 NMAC N, 04/30/2012]

## **History of 1.15.8 NMAC:**

Pre-NMAC History: The material in this part was derived from that previously filed with the State Records Center under:

1.15.8 NMAC

SRC Rule 79-1, SRC Regulation Prohibiting the Destruction of Medical Records, 1/12/79. SRC Rule no. 80-1, Retention Schedule for Medical Records, 1/18/80.



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