

**Manual-6****A statement of the categories of documents that are held by it for under its control****Section 4 I (b) VI****Retention schedule of Hospital record**

S.No.	LIST OF REGISTERS	RETENTION PERIOD OF RECORDS AS PER DELHI GOVT. NORMS	RETENTION PERIOD OF RECORDS AS PER COLLECTIVE CONSENSUS
1 a	Report Book in critical areas (SOF,ICU's and RH wards)	3 Years	10 Years*
1 b	Report Book in non critical areas	3 Years	3 Years
2	Treatment Book	3 Years	3 years
3	Poison Book/Narcotics Register	3 Years	3 Years
4	Injection book/Injection Consumption Book	5 Years	5 Years
5	Special drug account book/Medicine consumption book	3 Years	3 Years
6	Stock book of consumable items	3 Years	3 years
7	Sponge book/ Bath book	1 Year	1 Year
8	Census Book	1 Year	1 Year
9	Diet Book	1 Year	1 Year
10	Roll Call Book/ Attendance register/ Duty roster/Duty change register	1 Year	1 Year
11	Indent Book(Antibiotics)/Drugs	3 Years	3 Years
12	Peon Book	1 Year	1 Year
13 a	Death records (Psychiatry)	5 Years	Lifetime*
13 b	Death records ( Neurology)	5 Years	5 Years
14	Mortuary book	3 Years	NA*
15	Taking over/ Handing over book/ inventory Book	1 Year	1 Year

16	CSSD book /ETO/Autoclave book	1 Year	1 Year
17	Condemnation Book	3 Years	3 Years
18	Indent book of non consumable items	5 Years	5 Years
19	Dhobi Book	1 Year	1 Year
20	Cash Performa book nursing home/ billing Book detail book	3 Years	3 Years
21 a	Admission Discharge (LAMA) register (Psychiatry)	5 Years	Lifetime*
21 b	Admission Discharge (Neurology & Neurosurgery)	5 Years	10 Years*
22	Operation record book  Operation transfer register  OT List register  Post- Op register	8 Years	8 Years
23	Personal files of temporary nurses other staff to serve for 1-2 years and then resign/ leave for abroad	3 Years	
24	Identity cards of the staff who have resigned/left	To be destroyed as and when the official resigns or leaves services.	Administration/ Accounts
25	Gazette issued by the Govt. of India	Gazettes are records of permanent nature. They should be preserved permanently	Administration/ Accounts
26	For the rate contract circular of DGS & D Operative for 1-2 years	2 Years	Administration/ Accounts
27	X-ray Films	5 Years	5 Years
28	In patient (Medical) records i.e. case sheets and register (Combined record of inpatient & outpatient records in IHBAS Context)	10 Years	10 Years* (except for those patients who have been admitted, have any follow up visit, jail/ Court case and MLC

			cases)
29	OPD i.e. case sheets and register ( Walk-in case records)	8 Years	10 Years* (except for those patients who have been admitted)