

Name Of Procedure: **Archive and Destruction Log**

Procedure Number #

Created: _____

Revised: _____

Approved By: _____

Date: _____

Purpose: Record patient records which have been moved off-site and/or destroyed

Scope: All original patient records

Prerequisites: Must meet retention requirements

Materials Needed: Outdated, inactive patient records

Performed by:

Start:

1. Identify patient records that are eligible to be moved, purged or destroyed.
2. Record the information that is being moved, purged or destroyed.
3. Maintain the Archive and Destruction Log.

To make retrieval of information easier, this could be entered into an excel spreadsheet.

Box Number	First Rx Date	First Rx Number	Last Rx Date	Last Rx Number	Date Moved	Initials of Staff	Date Destroyed	Initials of Staff	How destroyed

This publication provides general guidance for a Medical Office. Consultation with your Information Systems, Health Records, and Privacy Office is recommended. For additional assistance, contact Information Managers Ltd.