



THE GEORGIA ARCHIVES

Records and Information Management Services

State Agency Specific Schedules For Labor - Roosevelt Warm Springs Institute

| Record Title | Description | Retention | Legal Citation | Retention Classification | Archival Instructions | Number |
|--|--------------------|------------------|-----------------------|---------------------------------|------------------------------|---------------|
| Allied Health Professional Files | | 30 years | | Temporary - Long Term | | 0440-008 |
| Credentialing Files | | 30 years | | Temporary - Long Term | | 0440-009 |
| Documents Pertaining to Physician Issues , Peer Review | | 30 years | | Temporary - Long Term | | 0440-010 |
| Documents Pertaining to Physician Issues, Non-peer review and Administration | | 2 years | | Temporary - Short Term | | 0440-010 |
| Donor Records | | 6 years | | Temporary - Short Term | | 0440-001 |

| Record Title | Description | Retention | Legal Citation | Retention Classification | Archival Instructions | Number |
|---|--|--|-----------------------|---------------------------------|------------------------------|---------------|
| Impaired Physician Files | | 30 years | | Temporary - Long Term | | 0440-011 |
| Index to Medical Records | | Permanent | | Permanent | | 0440-004 |
| Medical Records | This schedule does not apply to inactive medical records predating 1970 currently housed at the Georgia Archives | For adults: 10 years from discharge; for minors: 6 years from age of majority or 6 years from discharge, whichever is longer | | Temporary - Short Term | | 0440-005 |
| Patient Index, On-Call and Staffing Schedules | | 2 years | | Temporary - Short Term | | 0440-006 |
| Permission to Release Information | | 6 years | | Temporary - Short Term | | 0440-002 |
| Radio and Television Advertising | | 6 years | | Temporary - Short Term | | 0440-003 |

| Record Title | Description | Retention | Legal Citation | Retention Classification | Archival Instructions | Number |
|---------------------|--------------------|--|-----------------------|---------------------------------|------------------------------|---------------|
| Transfer Records | | 10 years or until 27th birthday, whichever is longer | | Temporary - Short Term | | 0440-007 |
