

POLICY AND PROCEDURES  
BLOOMFIELD GENOA CITY  
FIRE & RESCUE

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**DESTRUCTION OF RECORDS**

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ACCEPTED DATE:

01-01-03

REVISED DATE:

POLICY NUMBER:

6

NUMBERS OF PAGES

1

ACCEPTED BY:

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**SUBJECT:** DESTRUCTION OF PATIENT CARE REPORTS

**PURPOSE:** To ensure a methodical, legal process of destroying archived patient care records.

**POLICY:** Except for minors, patient care records will be kept on file for a minimum of ten years after generation of the report. In the case of minors, the report will be maintained until the patient attains the age of majority plus 3 years or for 10 years, whichever is longer.

**PROCEDURE:**

- I. Patient care reports meeting the above criteria may, at the discretion of the Deputy Chief be destroyed using a mechanical shredder.
- II. Destruction of the documents shall be witnessed by the Deputy Chief or his/her designee. Destruction of records will be thoroughly documented with the date, time, and signature of individuals performing the task.

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