

electronic records retention an pdf

NOTE: On February 18, 2010, we posted an article about what to do with paper medical records when converting to an electronic health record (EHR). To date, this has been the most popular article on the HITECH Law Blog. We decided to re-review the topic, update it, and repost it. Actually, not much has changed!

Retention of Paper Medical Records After Converting to

CORPORATE RECORD RETENTION IN AN ELECTRONIC AGE (Outline) David J. Chavolla, Esq. and Gary L. Kemp, Esq. Casner & Edwards, LLP 303 Congress Street

CORPORATE RECORD RETENTION IN AN ELECTRONIC AGE (Outline)

If you are a Federal Government Employee, you have Federal records management responsibilities. Use this site to learn more!

National Archives Records Management Information Page

2 of 25 University of California Policy BFB-RMP-2 BFB-RMP-2: Records Retention and Disposition: Principles, Processes, and Guidelines The Program does not apply¹ to Administrative records held by the Principal Officers of The Regents,² Teaching and research records (e.g., library materials, faculty research and

BFB-RMP-2: Records Retention and Disposition: Principles

GENERAL SCHEDULE #2 - Michigan Public Schools. -, This Retention and Disposal Schedule covers records that are commonly maintained by public school districts.

Records Retention and Disposal Schedule for Michigan

Records management, also known as records and information management, is an organizational function devoted to the management of information in an organization throughout its life cycle, from the time of creation or inscription to its eventual disposition. This includes identifying, classifying, storing, securing, retrieving, tracking and destroying or permanently preserving records.

Records management - Wikipedia

Records Retention Schedules for 9-1-1 Centers Record Title Description Retention Legal Citation Retention Classification 911 Emergency Call Recordings

Records Retention Schedules for 9-1-1 Centers

RECORD RETENTION AND DESTRUCTION CURRENT BEST PRACTICES August 8, 2003 TABLE OF CONTENTS PAGE Records Retention - An Essential Part of Corporate Compliance

RECORD RETENTION AND DESTRUCTION - American Bar Association

Guidance for Industry Part 11, Electronic Records; Electronic Signatures Scope and Application U.S. Department of Health and Human Services

Guidance for Industry - Food and Drug Administration

Records Retention Program. Records commonly used by all agencies are identified on the General Records Retention Schedule. All other records are found on department/division specific retention schedules.

Records Retention Program - North Dakota

Attached as Appendix A is a Record Retention Schedule that is approved as the initial maintenance, retention and disposal schedule for physical records of Northwest Foundation and the retention and disposal schedule of electronic documents.

SAMPLE RECORD RETENTION POLICY - Maryville, MO

1 BANK RECORD RETENTION PERIODS APPENDIX to ARM 2.59.111 Adopted: June 2, 2014
This Appendix lists minimum retention periods for many types of bank records.

BANK RECORD RETENTION PERIODS - banking.mt.gov

MLN Matters Number: SE1022 Related Change Request Number: N/A Disclaimer This article was prepared as a service to the public and is not intended to grant rights or impose obligations.

Medical Record Retention and Media Formats for Medical Records

This document provides further clarifications surrounding the retention of trial records and as such should be read in conjunction with the MHRA GCP guide, specifically sections 10.5 and 10.7. The main pieces of relevant legislation governing the retention of trial records is outlined in our clinical trial regulations (SI 2004/1031, plus its subsequent amendments), please refer to 31A (8) and ...

Retention of Trial Records - MHRA Forums

1 UNIFORM ELECTRONIC TRANSACTIONS ACT (1999) PREFATORY NOTE With the advent of electronic means of communication and information transfer, business models and methods for doing business have evolved to take

UNIFORM ELECTRONIC TRANSACTIONS ACT (1999)

Guidance for industry on Part 11, Electronic Records; Electronic Signatures -- Scope and Application

Part 11, Electronic Records; Electronic Signatures -- Scope

2 The Record Retention Guide INTRODUCTION Businesses must maintain book and records so that an accounting of the business activities may be performed.

The Record Retention Guide

A retention period (associated with a retention schedule or retention program) is an aspect of records and information management (RIM) and the records life cycle that identifies the duration of time for which the information should be maintained or "retained," irrespective of format (paper, electronic, or other). Retention periods vary with different types of information, based on content and ...

Retention period - Wikipedia

Managing digital records without an electronic record management system Last updated June 2010 Page 5 of 58 retention of a corporate memory of transactions, decisions and actions taken by, or on

Managing digital records without an electronic records

For Use by School Districts, BOCES, County Vocational Education and Extension Boards, and Teacher Resource and Computer Training Centers. First issued in 1988; revised 2004. Changes in Retention. Download this schedule as a PDF. The ED-1 Records Retention and Disposition Schedule indicates the minimum length of time that officials of School Districts (including community school districts in ...

Records Retention and Disposition Schedule ED-1

SOA Records & Information Management Service (ASA/RIMS) POLICIES AND PROCEDURES . MANUAL . July 2017

SOA Records & Information Management Service

Electronic records management guidelines File Naming Summary. A file name is the chief identifier for a

record. In the world of electronic records, the record's file name provides metadata that places the record in context with other records, records series, and records retention schedules.

Electronic Records Management Guidelines, File Naming

State of Florida GENERAL RECORDS SCHEDULE GS1-SL FOR STATE AND LOCAL GOVERNMENT AGENCIES EFFECTIVE: FEBRUARY 19, 2015 R. 1B-24.003(1)(a), Florida Administrative Code Florida Department of State

State of Florida

2.2. Rationale for Adoption of the Policy Historically, dating to the pre-electronic records era, a principal rationale for a Document Retention and Destruction Policy ("DRD Policy"), has been to save space and

Form 990 Policy Series - Public Counsel - power of pro

Rule 6. Court Case Records Media Storage Standards (A) Application of Standards. All courts and clerks of court in the State of Indiana shall meet the standards set forth under this rule regarding the use of: (1) microfilm for the preservation of any record of a court or a court agency; (2) digital imaging technology for the storage and preservation of any record of a court or of a court agency ...

Indiana Administrative Rules - IN.gov

Contents. Download; Executive Summary. Evaluation Criteria; Results Summary. Industry-Accepted Best Practices; Notifying Users of Government Requests; Disclosing Data Retention Policies

Who Has Your Back? Government Data Requests 2015

iii MEMBERSHIP The Law Reform Commission consists of a President, one full-time Commissioner and three part-time Commissioners. The Commissioners at present are:

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