

**Manual -6**  
**Section 4 (1) (b) ( VI)**

**A statement of the categories of documents that are held by it for under its control**

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<b>S.No</b>	<b>Name of record</b>	<b>Details of information available</b>	<b>Unit/Section where available</b>	<b>Retention period</b>
1.	OPD Attendance records	Name, Age, Sex & Address of patients	M.R.D	5 Years
2.	A& E	MLC cases	M.R.D.	10 Years
3.	Admission	Details/particulars of the patient and Treatment and conditional discharge Records	M.R.D.	Computerized
4.	Birth Registration	Details of Births in the hospital	M.R.D.	10 Years Computerized
5.	Death Registration	Details of treatment given and cause of death	M.R.D.	10 years Computerized
6.	Indoor patients records	Admission status	M.R.D.	10 Years
7.	Lab report Register/computerized	Details of information available about of the investigation	Lab	5 Years Computerized
8.	X-ray/Ultrasound	X-ray- & report given by Enquiry counter to the patient Ultrasound report given by Radiology Deptt	M.R.D  Radiology  C.T. Scan Deptt.	Ten year

**Staff Physician**

1.	<b>Medical Examination &amp; Re-examination forms</b>	<b>Physical Examination &amp; Laboratory finding</b>	<b>M.R.D.</b>	<b>5 Years</b>
<b>Family Welfare department</b>				
2..	<b>M.T.P. CU-T Sterilization</b>	<b>Details of client</b>	<b>P.P. Unit</b>	<b>10 Years</b>
<b>Account Section</b>				
3.	<b>Record connected with account</b>	<b>Cash book, P.B.R., Bill, Register, Contingent Register, G.P.F. ledgers of Group D Staff Acquaintance Roll, Expenditure Statement, Office Copies of various Categories of the bills</b>	<b>Account Section</b>	
4.	<b>Service Book</b>	<b>Details of Service of the official</b>	<b>Concerned Est.</b>	<b>Till retirement of the official or transfer to other MCD office.</b>

**Retention schedule of Hospital record**

**As per Circular No. 5792/ O&M/ 93 dt. 01.09.97 & 37(BHI) 84 dt.12.03.84**

<b>S.No.</b>	<b>Nature of Record</b>	<b>Unit/Section where available</b>	<b>Retention period, where available</b>
1.	Report Book	Wards	5 Years
2.	Treatment Book	Wards	5 Years
3.	Injection Book	Wards	5 Years
4.	Special Drug Account Book	Wards	5 Year
5.	Census Book	Marten Office	5 Years
6.	Diet Book	Wards	2 Years
7.	Roll Call Book	Wards	2 Years
8.	Indent Book ( Anti-Biotic)	Wards	5 Years
9.	Death Record	MRD	10 Years
10	Taking over/handing over book	Wards	2 Year
11.	Condemnation Book	Wards	2 Years

12.	Indent book of non-consumable items	Wards	5 Years
13.	Admission/Discharge Register	MRD	5 Years
14.	Operation Record Book	O.T.	5 Years
15.	X-ray Films	Radiology Deptt.	5 Years
16.	In patients records case sheets and r registers	M.R.D	10 Years
17.	M.L.C. Records	M.R.D.	10 Years