



HEALTH AND HUMAN SERVICES POLICY

Department: Radiology

Policy Number: 1409

Policy Title: Film Retention

Revision History: 07/01, 02/15, 3/18, 1/22

Revised by/Date: Lance Roeschlein 1/2025

Commissioner Initials: *LR* **Director Initials:** *AM*

Approved by: *Jan Manary*
Jan Manary, Executive Director of Health Services

Date: 2/7/25

POLICY: All radiographic films are maintained for at least 5 years.

- Maintain films five years after date of last examination/death recorded on patient's film jacket
- All diagnostic TB films will be retained throughout the patient's life. Disposal of TB films shall be permitted five years after the patient's death.
- Disposal of all returned duplicated films
- Patient's under the age of 21 years shall have their films retained until the age of 21 plus five years.
- Mammography films are stored by a mobile mammography service based in Prior Lake, MN. The name of this service is Shakopee Mdewakanton Sioux Community Wellness Center.
- Presently all our General Radiology images are stored digitally in our GE PACS system

AUTHORITY: Indian Health Services, Records Management: Disposition Schedule 3

Compliance - Posting Date	
Replaces – Policy Number	
Next Review - Due Date	1/2026