

Schedule K Health and Human Services--UMass Boston Paper Retention Schedule (Based on Massachusetts Secretary of State schedule)							
Record Type	Record Category	Record Sub-Category Code	Record Sub-Category Title	Description	Owner	UMB Standard Retention Schedule	Retention Schedule Begins
H Education	H2 Admissions	H2-2	Student Immunization Records	Documents the immunization of students entering campus. Includes immunization records and related correspondence.	Health Services	10 years	Upon graduation/separation.
H Education	H9 Student Services	H9-3	Student Counseling Records	Documents social services provided to students.	Health Services	6 years	Upon graduation/separation.
H Education	H9 Student Services	H9-5	Student Health Clinic Records	Documents student health clinic histories. Includes visit documentation and charts, medical notes, and related correspondence. NOTE: All student patient records are covered under this section, including some sections from Massachusetts Statewide Retention Schedule K.	Health Services	27 years	Upon graduation/separation.
K Health and Human Services	K1 Administration	K1-1	Safety and Health Records	Documents the monitoring and planning for a safe and healthy work environment on campus. Includes safety minutes, studies, and other support materials and notes.	Environmental Health & Safety	(a) Substantive reports and summary materials: Permanent. (b) All other records: 5 years.	Upon creation.
K Health and Human Services	K4 Laboratory	K4-2	Laboratory Licensure and Certification Records	Documents the certification and monitoring of medical laboratories by the state and by federal agency CLIA.	Health Services	(a) Original license and licensing summary: Retain for the life of the lab plus 6 years. (b) Inspection reports, complaint investigations, and related correspondence: Retain for 6 years after closure. (c) All other quality assurance records: 3 years.	Upon closure or completion.
K Health and Human Services	K4 Laboratory	K4-5	Quality Assurance Records	Documents efforts to monitor and recommend areas of care that can or should be improved. Includes patient variance reports, client status studies, and related correspondence.	Health Services	(a) Summary reports: Permanent. (b) All other records: 3 years.	Upon creation.

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K Health and Human Services	K9 Public Health	K9-2	Medical Staff Complaints/ Discipline Records	Documents complaints against medical staff or personnel.	Health Services	(a) Medical doctors: 25 years. (b) All other practitioners and staff: 6 years.	After final action.
K Health and Human Services	K9 Public Health	K9-7	Animal Care Regulation and Monitoring Records	Documents care of animals kept for research purposes in compliance with 9 CFR 2.75. Includes individual care charts, animal IDs, diet notes, and related correspondence.	IRB/IACUC	3 years	Upon creation.
K Health and Human Services	K9 Public Health	K9-8	Human and Animal Subjects Protection Records	Documents the monitoring of humans and animals for research purposes. Includes research protocols, background support materials, animal conditions reports, and Institutional Review Board decisions and notes.	IRB/IACUC	(a) IRB minutes: Permanent. (b) Materials kept as part of sponsored research projects: 7 years after close of grant. (c) All other materials: 3 years.	Upon closure or completion.
K Health and Human Services	K10 Shift	K10-4	Ambulance Trip Institutional Records	Documents movement of patients to or from the facility.	Health Services	3 years	Upon creation.
K Health and Human Services	K11 Division of Health Care Finance and Policy	K11-9	Blue Cross Blue Shield Contracts	Documents Blue Cross Blue Shield contracts with Ambulatory Care providers.	Health Services	10 years	Upon expiration.