

RETENTION AND DISPOSAL OF TUBERCULOSIS RECORDS

DATE: February 1, 2013

TO: All WV Local Health Departments

FROM: Carmen Priddy, RN, BSN
Program Director, WV Division of TB Elimination

- Diagnostic Chest Clinic records, Chest X-ray Clinic records, and any correspondence or reports (even on deceased persons) should be retained for 5 years
- Skin test and IGRA records, negative or positive, should be kept for 5 years
- X-rays and records of all active cases of tuberculosis indefinitely
 - Retain the initial chest x-ray, the completion of treatment x-ray, and follow-up x-rays for the most recent 5 years
 - Retain all other records; lab reports, sputum reports, records from other facilities, clinician dictation notes and nurse's notes
- Negative routine x-rays for 5 years
- X-rays on deceased persons 5 years or until 2 years after death
- Mobile x-ray cards may be destroyed

**Bureau for Public Health
Office of Epidemiology and Prevention Services
Division of Tuberculosis Elimination**

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