



Republic of the Philippines  
Department of Health  
**OFFICE OF THE SECRETARY**

May 31, 2021

**DEPARTMENT CIRCULAR**

No. 2021 - 0226

**FOR :** ALL UNDERSECRETARIES, ASSISTANT SECRETARIES, BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO (BARMM) MINISTER OF HEALTH, CENTER FOR HEALTH DEVELOPMENT (CHD) DIRECTORS, CHIEFS OF MEDICAL CENTERS OF DOH HOSPITALS AND SANITARIA, EXECUTIVE DIRECTORS OF SPECIALTY HOSPITALS, OTHER GOVERNMENT AND PRIVATE HEALTH FACILITIES; AND ALL OTHERS CONCERNED

**SUBJECT :** Dissemination of the Approved Records Disposition Schedule (RDS)

The Department of Health disseminates the attached Records Disposition Schedule of health facilities as part of the standardization of health records management. The updated RDS was created through the collaborative effort of the Health Facility Development Bureau (HFDB), National Archives of the Philippines (NAP), and key stakeholders to bring about an effective, efficient, and economical records management program.

As thus amended, all other provisions of existing issuances which are not affected by this amendment shall remain valid and in effect.

Attached is the approved copy of the RDS for your ready reference. You may also download the document through this link: <http://bit.ly/RDSDOH2021>.

Dissemination of the information to all concerned is requested.

By Authority of the Secretary of Health:

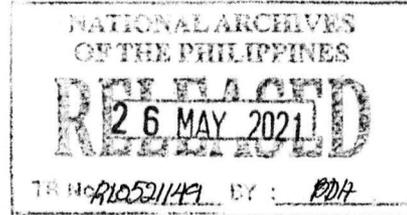
A handwritten signature in black ink, appearing to be "Lilibeth C. David".

**LILIBETH C. DAVID, MD, MPH, MPM, CESO I**  
Undersecretary of Health  
Health Facilities and Infrastructure Development Team



**NATIONAL ARCHIVES OF THE PHILIPPINES**  
*Pambansang Sinupan ng Pilipinas*

May 12, 2021



**LILIBETH C. DAVID, MD, MPH, MPM, CESO I**  
Undersecretary of Health  
Department of Health  
San Lazaro Compound, Rizal Avenue, Sta. Cruz, Manila

Attention: **MA. THERESA G. VER, MD, MSc, MHA, CESO III**  
Director IV

**TERENCE JOHN ANTONIO, MD, MBA**  
OIC – Division Chief, Health Facility Development Bureau

Madam :

From the National Archives of the Philippines, Mabuhay!

We are returning a copy of your approved Records Disposition Schedule. Please reproduce and disseminate to all action units for their guidance in the disposition of records. Kindly acknowledge receipt hereof.

Thank you for your interest in bringing about an effective, efficient, and economical records management program.

Very truly yours,

**VICTORINO MAPA MANALO C.E.S.E.**

Executive Director 

---

6<sup>th</sup> /F PPL Building, United Nations Ave., corner San Marcelino St., Paco, Manila 1007

Tel. Nos. 404-8615 / 708-8656 / 5213034 / 524-3231

[nationalarchives@nationalarchives.gov.ph](mailto:nationalarchives@nationalarchives.gov.ph)

[www.nationalarchives.gov.ph](http://www.nationalarchives.gov.ph)

<p align="center"><b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinupan ng Pilipinas</i></p> <p align="center"><b>RECORDS DISPOSITION SCHEDULE</b></p>		1. AGENCY NAME: <p align="center"><b>DEPARTMENT OF HEALTH</b></p>			
		2. ADDRESS: San Lazaro Compound, Rizal Avenue, Sta Cruz, Manila			
3. SCHEDULE NO. Amendment		4. DATE PREPARED: January 5, 2021			
5. ITEM NUMBER	6. RECORD SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
	<b><u>CLINICAL LABORATORY</u></b>				
1	ANALYTICAL SYSTEMS AND QUALITY IMPROVEMENT FILES				
	Annual Review of Policies, Processes and Procedures Records	2 years		2 years	
	Equipment and Instrument Preventive Maintenance Records	2 years		2 years	After equipment had been returned/rendered unserviceable
	Inspection, Audit and Assessment Records	5 years		5 years	
	Management Review Records	2 years		2 years	
	Method Manuals (Work Instructions) and Laboratory Worksheet	2 years		2 years	After procedure has been discontinued
	Method / Process Validation Records	2 years		2 years	
	Qualification, Competency and Training of Laboratory Staff Records	3 years		3 years	After last day of employment
	Quality Control Records	2 years		2 years	
	Quality System Assessment and Proficiency Testing Records (NEQAS)	5 years		5 years	
	Reagents, Materials and Supplies Records	2 years		2 years	
	Registration and Referral Records	2 years		2 years	
	Specimen Rejection Records	1 year		1 year	
	Supplier Qualification Records	2 years		2 years	
	Waste Disposal Records	2 years		2 years	
2	CLINICAL LABORATORY FILES				
	Blood Bank Records				
	Donor	5 years	5 years	10 years	
	Recipient and other Patients	5 years	5 years	10 years	
	Permanent Deferral Donor				
	Clinical Laboratory Employees' Signature Initials	2 years	3 years	5 years	After updated
	Laboratory Test Filled-Out Requisition Forms (Clinical Laboratory Request) Record Book	2 years		2 years	
	General Laboratory Test Results	5 years		5 years	After date of last entry
	General Patient Registry (Accession)	5 years	5 years	10 years	

**IMPORTANT:** Pursuant to Section 18, Article III, RA 9470 s. 2007, "No government department, bureau, agency and instrumentality shall dispose of, destroy or authorize the disposal or destruction of any public records, which are in the custody or under its control except with the prior written authority of the executive director."

*m J Am. afkg*

5. ITEM NUMBER	6. RECORDS SERIES TITLE AND DESCRIPTION	7. RETENTION PERIOD			8. REMARKS
		Active	Storage	Total	
3	LABORATORY TEST REPORTS				
	Clinical Laboratory	2 years		2 years	
	Cytogenetics	5 years	10 years	20 years	
	Cytology	5 years	5 years	10 years	
	Drug Results				
	Negative	2 years		2 years	
	Positive with Medico-legal Concerns	P E R M A N E N T			
Medico-legal	P E R M A N E N T				
Surgical Pathology	5 years	5 years	10 years		
4	SPECIAL LABORATORY FILES				
	Flow Cytometry Histograms and Dot Plots	5 years	5 years	10 years	
	Electrophoresis	1 year		1 year	
	Cytogenetic Diagnostic Images (Digitized, Prints or Negatives)	10 years	10 years	20 years	
	Forensic Autopsy Gross Photographs or Negatives	P E R M A N E N T			
<b><u>DENTAL SERVICES</u></b>					
5	DENTAL RECORDS	P E R M A N E N T			
<b><u>EMERGENCY DEPARTMENT</u></b>					
6	EMERGENCY ROOM RECORDS				
	Medico-legal	10 years	15 years	25 years	From the date of record and/or 7 years after the case has been resolved. After date last consultation.
Non-medico-legal	3 years	4 years	7 years		
<b><u>HEALTH INFORMATION MANAGEMENT DEPARTMENT (HIMD)</u></b>					
7	PATIENT INFORMATION AMENDMENT FORM	5 years	5 years	10 years	After date last consultation.
8	CERTIFICATES				
	Birth				Retain until child reaches the age of maturity (18 years)
Death / Fetal Death	5 years	5 years	10 years		
9	CERTIFICATION				
	Certificate of Confinement	1 year		1 year	
	Medical Certificate	1 year		1 year	
	Medico-legal Certificate	5 years		5 years	
10	CLEARANCES	2 years		2 years	
11	HEALTH RECORD AUDIT RESULTS	5 years	5 years	10 years	



18	REGISTERS Admission and Discharge Birth Cancer/Tumor (Special Registry Book) Death Delivery Room Emergency Room Labor Room Operation Room Outpatient Service/Department	P E R M A N E N T		
19	REQUESTS Access to Health Records Ancillary Services (Others) ECG Release of Health Information X-ray (CT Scan/Special Procedure/Ultrasound) Cancer/Tumor Cobalt Exposure/Chemotherapy Radiotherapy	2 years 1 year 1 year 1 year 1 year	2 years 1 year 1 year 1 year 1 year	After acted upon
<b><u>MEDICAL SOCIAL WORKER DEPARTMENT</u></b>				
20	ASSESSMENT TOOL	1 year	1 year	
21	CASE STUDIES (Adaptation and Placement of Abandoned Patient)	P E R M A N E N T		
22	INDIGENCY CERTIFICATES	1 year	1 year	
23	INTAKE SHEETS (Interview)	1 year	1 year	
24	LETTER OF INTENT (Congressional Trust Fund)	1 year	1 year	
25	PAUPER'S BURIAL PERMIT WITH DEATH CERTIFICATES	P E R M A N E N T		
26	RECORD BOOK / LOGBOOK Diagnostic Procedure In-patient Patient Action and Complaint Women Child Protection	5 years	5 years	After date of last entry
<b><u>NEONATAL INTENSIVE CARE UNIT</u></b>				
27	RECORDS OF INFANTS DELIVERED			Retain until child reaches the age maturity (18 years)
<b><u>NUTRITION AND DIETETICS DEPARTMENT</u></b>				
28	NUTRITION CARE PROCESS BIENNIAL REPORTS	P E R M A N E N T		

*Handwritten signature/initials*

<u>PHARMACY DEPARTMENT</u>					
29	PRESCRIPTION AND DRUG ISSUANCE	2 years		2 years	
30	REGISTRY BOOK OF NARCOTIC DRUGS	P E R M A N E N T			
<u>PSYCHIATRIC DEPARTMENT</u>					
31	PSYCHIATRIC RECORDS	10 years	15 years	25 years	May keep health records beyond 25 years if deemed necessary
<u>RADIOLOGY DEPARTMENT</u>					
32	RECORD LOGBOOK CT Scan MRI Ultrasound X-Ray	5 years		5 years	After date of last entry
33	REQUESTS CT Scan MRI Ultrasound X-Ray	1 year		1 year	
34	RESULTS (File copy) CT Scan MRI Ultrasound X-Ray	2 years		2 years	
35	X-RAY FILMS Medico-legal Non medico-legal	5 years 5 years	5 years	10 years 5 years	

*m g a f n g*

9. Prepared by:

  
**TERENCE JOHN ANTONIO, MD, MBA**  
DIC-Division Chief,  
Health Facility Development Bureau

11. Recommending Approval:

  
**MA. THERESA G. VERA, MD, MSc, MHA, CESO III**  
Director IV  
Health Facility Development Bureau



10. Assisted by:

  
**TERENCE MICHAEL A. TABLIZO**  
Senior Records Management Analyst

12. Approved:

  
**LILIBETH C. DAVID, MD, MPH, MPM, CESO I**  
Undersecretary of Health

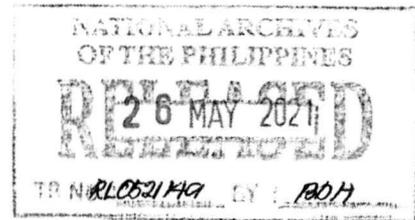
  
**LARRY O. PARDILLA**  
Senior Records Management Analyst

**TO BE ACCOMPLISHED BY THE NATIONAL ARCHIVES OF THE PHILIPPINES**

This Records Disposition Schedule

- is being returned for improvement / correction
- is being recommended for approval

  
**ELIZABETH B. EJE**  
Chairman  
Records Management Evaluation Committee



\_\_\_\_\_  
Date

APPROVED:

  
**VICTORINO MAPA MANALO, CESE**  
Executive Director

\_\_\_\_\_  
Date

