

TITLE 1 GENERAL GOVERNMENT ADMINISTRATION
CHAPTER 15 GENERAL RECORDS RETENTION AND DISPOSITION SCHEDULES (GRRDS)
PART 8 (GRRDS) GENERAL MEDICAL RECORDS

1.15.8.1 ISSUING AGENCY: State Commission of Public Records
[8/8/96; 1.15.8.1 NMAC - Rn, 1 NMAC 3.2.90.1, 10/01/2000; A, 04/13/2015]

1.15.8.2 SCOPE: All agencies
[7/16/96; 1.15.8.2 NMAC - Rn, 1 NMAC 3.2.90.2, 10/01/2000; A, 04/13/2015]

1.15.8.3 STATUTORY AUTHORITY: Public Records Act, Section 14-3-1 et seq. NMSA 1978
[8/8/96; 1.15.8.3 NMAC - Rn, 1 NMAC 3.2.90.3, 10/01/2000; A, 04/30/2012; A, 04/13/2015]

1.15.8.6 OBJECTIVE: To establish a records retention schedule for the orderly management, retention, disposition and preservation of records necessary for carrying out the Public Records Act, Section 14-3-1 et seq. NMSA 1978.
[8/8/96; 1.15.8.6 NMAC - Rn, 1 NMAC 3.2.90.6, 10/01/2000; A, 04/30/2012; A, 04/13/2015]

1.15.8.7 DEFINITIONS: For general definitions applicable to all agencies refer to 1.15.1.7 NMAC.
[8/8/96; 5/19/97; 1.15.8.7 NMAC - Rn, 1 NMAC 3.2.90.7, 10/01/2000; A, 04/30/2012; A, 04/13/2015]

1.15.8.8 ABBREVIATIONS AND ACRONYMS: For general abbreviations and acronyms applicable to all agencies refer to 1.15.1.8 NMAC.
[8/8/96; 5/19/97; 1.15.8.8 NMAC - Rn, 1 NMAC 3.2.90.8, 10/01/2000; 1.15.8.8 NMAC - N, 04/30/2012; A, 04/13/2015]

1.15.8.9 INSTRUCTIONS: For general instructions applicable to all agencies refer to 1.15.1.9 NMAC.
[1.15.8.9 NMAC - N, 04/30/2012; A, 04/13/2015]

1.15.8.10 - 100 [RESERVED]

1.15.8.101 MEDICAL RECORDS:

- A. Program:** all public entities
- B. Maintenance system:** chronological by year, then alphabetical by client surname
- C. Description:** records which document the illness, treatment, care and diagnostic studies of individual
- D. Retention:**
 - (1) **adult medical records:** inactive records shall be kept 10 years
 - (2) **minor medical records:** inactive records shall be kept 10 years, or one year after the person reaches the age of 21; whichever period of time is greater
- E. Confidentiality:** Portions of this record may be confidential pursuant, but not limited to Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 (1996) (i.e., health information).
[2/12/79; 1.15.8.101 NMAC - Rn, 1 NMAC 3.2.90.40.M101, 10/01/2000; A, 04/30/2012]

1.15.8.102 NOTICE OF PRIVACY PRACTICES ACKNOWLEDGMENT FORM:

- A. Program:** all public entities
- B. Maintenance system:** chronological by year, then alphabetical by client surname
- C. Description:** form signed by clients acknowledging receipt of the health care provider's privacy policies regarding the individual's medical information. Form may show the organization's current privacy policy, date, client signature, etc.
- D. Retention:** six years from date in which client signed form
[1.15.8.102 NMAC - N, 04/30/2012]

History of 1.15.8 NMAC:

Pre-NMAC History: The material in this part was derived from that previously filed with the State Records Center under:

SRC Rule 79-1, SRC Regulation Prohibiting the Destruction of Medical Records, 1/12/79.
SRC Rule no. 80-1, Retention Schedule for Medical Records, 1/18/80.

REPEALED