

002199

GOVERNMENT OF KERALA

Abstract

HEALTH & FAMILY WELFARE DEPARTMENT – PRESERVATION OF  
MEDICAL RECORDS AND REGISTERS – REVISED - ORDERS ISSUED.

HEALTH & FAMILY WELFARE (M) DEPARTMENT

GO.(Ms.) No.06/2014/H&FWD.

Dated, Thiruvananthapuram, 03.01.2014.

Read: G.O. (Ms.) No.389/2009/H&FWD dated 06.11.2009.

ORDER

As per the G.O read above, Government fixed the period of preservation and disposal of case records and registers in Government Hospitals under Health Services Department specifying the period of preservation of Birth Register as 25 years. But it came to the notice of the Government that as per Rule 17(1) of Kerala Birth and Death Registration Rules, 1999 the Birth Register, Death Register and Still Birth Register are records of permanent importance and shall not be destroyed and vide 17 (4) of the same Rule every Birth Register, Death Register and Still Birth Register shall be retained by the Registrar in his office permanently.

2. In the above circumstances, Government are pleased to revise the order read as 1<sup>st</sup> paper above, modifying the period of preservation and disposal of case records and registers in Government Hospitals under Health Services Department as detailed below:

<u>Registers/Record</u>	<u>Period of preservation</u>
1. Case Records (other than medico legal)	Five years
2. Case Records with medico legal importance	Fifteen years.
3. Outpatient nominal Register	Two years
4. Outpatient Register for repeated cases	Two years
5. Outpatient Disease register	Two years
6. Casualty Register	Three years
7. Casualty Register maintained by Duty Medical Officer	Two years
8. Inpatient Nominal Register	Ten years
9. Ward I.P. Register	Five years

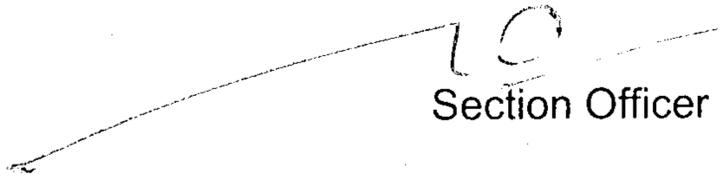
10. Night Report and Census Register	Ten years
11. Diet Register (Maintained in wards)	Five years
12. Operation Register (Major and Minor) (irrespective of speciality)	Ten years
13. Anaesthesia Register	Ten years
14. Obstetrics Register (Birth Register/Labour Register)	Permanently
15. Death Register	Permanently
16. Mortuary Register	Fifteen years
17. Post mortem Register	Fifteen years
18. Discharge Case Sheet Register	Two years
19. Register of Medical Board Examination	Five years
20. Police intimation register	Fifteen years
21. Accident Register-cum-Wound Certificate	Fifteen years
22. Post mortem Certificate	Fifteen years
23. Drunkenness Certificate	Ten years
24. Common forms/periodicals/proforma	Five years
25. Application received from public/Govt. officials for certificates etc.	Three years
26. Other documents of medico legal importance (potency test, examination for suspected rape)	Fifteen years
27. Diet Sheet	Five years

(By Order of the Governor)  
Dr. K. ELLANGOVAN,  
Secretary to Government.

To

✓ The Director Health Services, Thiruvananthapuram.  
Home Department.  
Law Department.  
Local Self Government (RD) Department (U.O No.53105/RD 3/12/LSGD).  
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Forwarded / By Order

  
Section Officer

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