

F. No. A.12034/3/2014-MH-II/MH-I
Government of India
Ministry of Health & F.W.
Directorate General of Health Services

Nirman Bhawan, New Delhi-110011
Dated: 28/10/2014

Office Memorandum

Subject:- Retention period of Medical Records – reg.

In reference to the subject noted above the undersigned is directed to convey that:

1. Medical records of indoor patients may be stored in digitised form for at least past ten years or as per availability. For future, all medical records of indoor patients should be digitised on regular and continuous basis and kept indefinitely for future reference since it contains valuable data which may be required for research and policy planning purposes.
2. The hospitals may store Medical Records in hard copy form as per below:
 - (a) In-patient's Medical Records (i.e. case sheets etc.) - 3 years
 - (b) OPD Records (OPD Registers and Duplicate OPD record, if any) - 3 years
 - (c) Medico Legal Registers and case sheets - 10 years or till the disposal of ongoing cases in any of the courts related to these records.

This issues with the approval of Secretary (Health).


(Dr. Anil Sain)
Chief Medical Officer (HA)
Telefax: 23062724

- 18.12.14
1. The Principal Secretary/Secretary (Health) of all states and UTs
 2. The Director, JIPMER, Puducherry, Dhanvantri Nagar, Gorinmedu, Dhanvantari Nagar, Puducherry, 605006
 3. The Director, PGI, Chandigarh, Sector 12, Chandigarh - 160012
 4. The Director, AIIMS, Ansari Nagar, New Delhi-110029
 5. The Director, NIMHANS, Hosur Road, Bangalore - 560029
 6. The Director, NEIGRIMS, Shillong, Mawdiangdiang, Shillong, Meghalaya
 7. The Director, RIMS, Imphal, Lamphelpat, Imphal-795004, Manipur
 8. The Director, CIP Ranchi, Patratoli, Ranchi, Jharkhand - 834006.
 9. The Director, AIIMS, Saket Nagar, Habib Ganj, Bhopal, Madhya Pradesh - 462026
 10. The Director, AIIMS, Sijua, Patrapada, Bhubaneswar-751019
 11. The Director, AIIMS, Basni Industrial Area, Phase-2, Jodhpur - 342005
 12. The Director, AIIMS, Phulwari Sharif, Patna, Bihar - 801505
 13. The Director, AIIMS, Tatibandh, G E Road, Raipur - 492 099
 14. The Director, AIIMS, Virbhadra Road, Rishikesh, Uttarakhand - 249201

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