

Records and Documents

Preservation of records: Various records related to medical department of the Hospitals and Health units are preserved as follows as per (Railway Board letter No.92/H/16/9, dated 12/1993 and No.94/H/5/8 dt. 01/12/94)

Particular of records	Period of preservation
1) Tour programmes.	One year
2) duplicate slips of prescription.	One year
3) Prescription registers of indoor patients.	Two years
4) Inspection reports of refreshment rooms, food vendors , stalls etc.	Two years
5) ARME/First Aid Boxes inspection reports.	Two years
6) Registers of vaccination/inoculations.	Two years
7) Office copies of inspection reports on Hospitals & Health Units.	Three years
8) Office copies of reports of infectious cases and deaths	Three years
9) Works programmes/M&P programmes.	Five years
10) General correspondence files.	Five years
11) Ordinary X-ray plates.	Five years
12) Medical Examination records of Members of Railway Claims Tribunals	Five years
13) Bed-head tickets/Temp.charts/OPD tickets of patients reporting sick	Ten years
14) Sickness, Continuation sickness & fitness Certificates	Ten years
15) Sick / Duty certificates.	Ten years
16) MMR of candidates and X-ray plates pertaining to chest clinic	Fifteen years
17) Medical Board reports.	Fifteen years
18) Invalidation certificates.	Fifteen years
19) Initial Medical examination.	Thirty years
20) Periodical medical examination.	Thirty years
21) Files of circular letter on policy matters	Permanent
22) Accident reports.	Permanent
23) Birth Registers.	Permanent