 <p><b>JOHNS HOPKINS</b> MEDICINE JOHNS HOPKINS HEALTH SYSTEM</p>	<p><b>The Johns Hopkins Health System Policy &amp; Procedure</b></p>	<p><i>Policy Number</i></p>	<p>FIN050</p>
	<p><i>Subject</i></p> <p>RECORD RETENTION</p>	<p><i>Effective Date</i></p>	<p>01-01-08</p>
		<p><i>Page</i></p>	<p>1 of 4</p>
		<p><i>Supersedes</i></p>	<p>10-01-06</p>

Revisions noted by vertical bar in right margin

**POLICY**

This policy applies to The Johns Hopkins Health System Corp. (JHHS) and the following affiliated entities: The Johns Hopkins Hospital (JHH), Johns Hopkins Bayview Medical Center (JHBMC), Howard County General Hospital (HCGH), Johns Hopkins Community Physicians (JHCP), Johns Hopkins Medical Services Corporation (JHMSC), Johns Hopkins Medicine International (JHMI), Ophthalmology Associates (OA), Johns Hopkins Employer Health Programs (EHP), Johns Hopkins Medical Management Corporation (JHMMC), Priority Partners (PP), Johns Hopkins Pharmaquip, Inc. (JHPQ), Johns Hopkins Home Health Services, Inc. (JHHHS), Johns Hopkins Pediatrics Home, Inc. (JHPAHI), Johns Hopkins HealthCare (JHHC), Johns Hopkins Home Care Group (JHHCG), Suburban Health Center (SHC), Broadway Acquisition and Development, and HCGH OB/GYN Associates Series, LLC (HCGH OBGYN).


Purpose

The purpose of this policy is to establish standards for the retention of business and financial records by JHHS and its affiliates. It is the policy of JHHS and its affiliates to meet or exceed all applicable statutory or regulatory requirements for the retention of business and financial records, and to maintain retention practices that are in accordance with generally accepted accounting principles. The table below represents minimum retention standards for the records and documents listed. Any deviations below the minimum standards on this schedule must be approved by the affiliate Vice President of Finance/Chief Financial Officer (CFO).

Some documents will require retention periods which exceed the standards described on this schedule, including placement in JHHS or affiliate archives. Any questions regarding the maintenance of documents which have been retained for the standard period but which may be valuable to JHHS or its affiliates should be directed to the JHHS Director of Tax Compliance or Corporate Legal Department.


The Director of Tax Compliance, JHHS and JHHS Corporate Legal Department will monitor statutory requirements for the retention of records and will notify the affiliate Vice Presidents of Finance/Chief Financial Officers or Vice President, Legal, JHHS of any changes in regulations that would affect current retention practices.

Records and Documents	Retention Period
Accident reports and claims (settled cases)	Seven (7) Years
Accounts Payable Shared Services Center ledgers and schedules	Seven (7) Years
Accounts receivable ledgers and schedules	Seven (7) Years
Audit reports of accountants	Permanently
Bank Reconciliations	Three (3) Years
Capital stock/bond records; ledgers, transfer registers, issue stubs, record of interest coupons, opinions, etc.	Permanently
Cash books	Permanently
Charge tickets (medical supplies)	One (1) Year
Charts of accounts	Permanently
Checks cancelled for important payments, i.e., taxes, purchases of property, special contracts, etc. (checks should be filed with the papers pertaining to the underlying transactions)	Permanently

 <p><b>JOHNS HOPKINS</b> MEDICINE JOHNS HOPKINS HEALTH SYSTEM</p>	<p><b>The Johns Hopkins Health System Policy &amp; Procedure</b></p>	<p><i>Policy Number</i> FIN050</p>
	<p><i>Subject</i></p> <p><b>RECORD RETENTION</b></p>	<p><i>Effective Date</i> 01-01-08</p>
		<p><i>Page</i> 2 of 4</p>
		<p><i>Supersedes</i> 10-01-06</p>

Revisions noted by vertical bar in right margin

<b>Records and Documents</b>	<b>Retention Period</b>
Checks (cancelled - see exception under permanent retention)	Seven (7) Years
Contracts and leases still in effect	Permanently
Contracts and leases (expired)	Seven (7) Years
Correspondence (legal and important matters only)	Permanently
Correspondence (general)	Three (3) Years
Correspondence (routine ) with customers or vendors	One (1) Year
Deeds, mortgages and bills of sale	Permanently
Depreciation schedules	Permanently
Duplicate Deposit slips	One (1) Year
Employee personnel records (after termination)	Seven (7) Years
Employment applications (rejected)	One (1) Year
Employment applications (present employees)	Permanently
Expense analyses and expense distribution schedules	Seven (7) Years
Financial statements (end-of-year, other months optional)	Permanently
Fixed Asset ledgers	Seven (7) Years
General and private ledgers (and end-of-year trial balances)	Permanently
Insurance records, current accident reports, claims, policies, etc.	Permanently
Insurance policies (expired)	Seven (7) Years
Internal audit reports (in some situations, longer retention periods may be desirable)	Seven (7) Years
Internal reports (miscellaneous)	Three (3) Years
Inventories of products and materials	Seven (7) Years
Invoices from vendors	Seven (7) Years
Journal Entries	Permanently
Minute books of directors and stockholders, including by-laws and charters	Permanently
Notes receivable ledgers and schedules	Seven (7) Years
Option records (expired)	Seven (7) Years
Patient Financial records	See PFS policy CSU-001

	<b>The Johns Hopkins Health System Policy &amp; Procedure</b>	Policy Number	FIN050
		Effective Date	01-01-08
	<i>Subject</i> <b>RECORD RETENTION</b>	Page	3 of 4
		Supersedes	10-01-06

Revisions noted by vertical bar in right margin


Records and Documents	Retention Period
Payroll records and summaries, including payments to pensioners	Seven (7) Years
Petty cash vouchers	Seven (7) Years
Physical inventory tags	Three (3) Years
Property records including costs, depreciation reserves, end-of-year trial balances, depreciation schedules, blueprints and plans	Permanently
Property appraisals by outside appraisers	Permanently
Purchase orders (except Supply Chain Shared Services Center copy)	One (1) Year
Purchase orders (Supply Chain Shared Services Center copy)	Seven (7) Years
Receiving sheets	One (1) Year
Shopping carts	One (1) Year
Sales records	Seven (7) Years
Savings bonds registrations of employees	Seven (7) Years
Scrap and salvage records (inventories, sales, etc.)	Seven (7) Years
Stenographers' notebooks	One (1) Year
Stock and bond certificates (cancelled)	Seven (7) Years
Stockroom withdrawal forms	One (1) Year
Subsidiary ledgers	Seven (7) Years
Tax returns and worksheets, revenue, agents' reports and other documents relating to the determination of income tax liability	Permanently
Time books	Seven (7) Years
Trade mark registrations	Permanently
Voucher register and schedules	Seven (7) Years
Vouchers for payment to vendors, employees, etc.	Seven (7) Years

### **RESPONSIBILITIES**

Affiliate Vice President of Finance/  
Chief financial Officer (CFO)

Ensure appropriate retention of all financial records and documents in accordance with standards listed above and approve any deviations from standards.

Revise retention practices when notified by Director of Tax Compliance, JHHS or Corporate Legal Department of changes in statutory requirements.

 <p><b>JOHNS HOPKINS</b> M E D I C I N E JOHNS HOPKINS H E A L T H S Y S T E M</p>	<p><b>The Johns Hopkins Health System Policy &amp; Procedure</b></p>	<p><i>Policy Number</i></p>	<p>FIN050</p>
	<p><i>Subject</i></p> <p>RECORD RETENTION</p>	<p><i>Effective Date</i></p>	<p>01-01-08</p>
		<p><i>Page</i></p>	<p>4 of 4</p>
		<p><i>Supersedes</i></p>	<p>10-01-06</p>

*Revisions noted by vertical bar in right margin*

Vice President, Legal, JHHS

Ensure appropriate retention of all legal records and documents in accordance with standards listed above and approve any deviations from standards.

Monitor statutory requirements for the retention of legal records and documents and notify Affiliate Vice President of Finance/CFO of any changes affecting retention of financial records and documents.

Director of Tax Compliance, JHHS

Monitor statutory requirements for the retention of tax-related records and documents and notify Affiliate Vice President of Finance/CFO or Vice President, Legal, JHHS of any changes affecting retention of records and documents.

**SPONSOR**

Vice President of Finance/Chief Financial Officer (CFO) and Treasurer, JHHS

**REVIEW CYCLE**

Three (3) years

**APPROVAL**

\_\_\_\_\_  
President, JHHS

\_\_\_\_\_  
Date