

Records Inventory Worksheet

Department: **Infection Control**

Date Completed: **October 20, 2011**

Time Period Covered: **January 1, 2007 to present**

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Subject of the Record	Brief Description	Location	Format	Retention/ Disposal	Status	Personnel Authorized to Access Record
Infection Rates	Infection rates by organism name and location are documented	Infection Control Office	Paper	5 years	Final	Infection Control Practitioners
Infection Control Committee Internal Minutes	Minutes of the monthly infection control committee.	Infection Control Office	Paper	5 years	Final	Infection Control Practitioners
Infection Control Committee Minutes – External	Minutes of quarterly infection control advisory committee minutes to include external stakeholders.	Infection Control Office	Paper	5 years	Final	Infection Control Practitioners
Teaching Records	Lecture notes and handouts of education sessions provided to CMH staff on infection control topics.	Infection Control Office	Paper	5 years	Final	Infection Control Practitioners