

Manual 6

A statement of the categories of documents that are held by it or under its control.

The record of G.S. Medical College and K.E.M. hospital is classified into following six categories and is to be preserved for a duration as indicated below.

Class	Duration
A	Permanent
B	30 years
C-2	15 years
C-1	10 years
C	5 years
D	1 year

List of the documents concerned as per above classification and preserved accordingly is appended herewith.

Accounts, Bills, Cash and Tender Sections :

Ambulance Purchase of – Correspondence	A
Assessment of the Hospital Building	A
Apparatus Purchase of Correspondence	A
Attendance in Court Traveling allowance to R.M.O.'s	B
Donations	A
Equipments initial for the hospital purchase of	A
Fees for Medical Certificates etc.	B
Fees, Register of	B
Hospital Building, Plans, estimates of	A
Hospital-Government contribution towards	A
Hydrants-Provision of	A
Instruments Initial Purchase of	A
Investment of Poor Box Charity Fund Corresponds re:	A
Ledger of Gifts	C-1
Pharmacopoeia – Sale account books	B
Poor Box Charity Fund:-	
Book Collection in Wards, etc	B
Book Collection in Wards, etc	B
Book Collection in Wards, etc	B
Book Collection in Wards, etc	B
Pharmacopoeia	
Radium-purchase of.....	B
Registers of applicances, clutches, etc. issued to poor patients.....	C-1
Registers of Donations and Gifts.....	A
Registers of Court attachment.....	A
Registers of expenditure on gas and electricity.....	C-1
Registers of patients, money and splint deposits.....	B
Registers of personal account of contractor.....	C
Registers of proposals of expenditure.....	C
Registers Retention of money recovered from contractor.....	C
Rights- Sale of	C-1
Securities – purchase of	A
Works-Department-Papers, bills statements, register etc.....	B
Valuables and Clothing-patients-unclaimed disposal of	B
Vouchers for the refund of splint deposits	C

Establishment-Medical, Superior, Nursing and Labour:-

Affiliation of the K.E.M. Hospital to the Bombay Presidency.....	A
Nursing Association for Nursing Examination	
Appointment of Resident Medical Officers-Correspondence	A
Books-Attendance of Honorary staff	A
Books-Accounts of Nurses comforts	B

Fines-Register of return of-inflicted by magistrates.....	A
Index Card-Employees.....	A
Leave to Probation nurses.....	A
Note Books-Establishment.....	C
Nurses, Midwives and Dias-Registration of Correspondence re:	A
Nursing Examination Result of By the Bombay Presidency Nursing Association	A
Quarters-Allotment of-Important correspondence re:	A
Quarters-Allotment of Un-important correspondence	C
Quarters-Allotment of-un-important correspondence for Labour staff...	C
Quarters-Allotment of rent free to be treated as prerequisites for the purpose of Income-Tax	A
Register of Residential Medical Staff.....	A
Register of the distribution of Nursing staff.....	C-1
Training of Nursing staff in Infectious Diseases.....	A

General Stores, Medical Stores, Engineering Stores, Diet and Linen Section:-

Abstract book-Daily Daily Diets expenditure thereof to the hospital....	B
Book-Issue of stores instruments. Etc.....	C-1
Book-monthly statement off infection, Sera, Vaccine etc.....	C-1
Book-Receipts and issues of Cocaine, Morphia and Opium.....	C-1
Books Receipt of stores, instruments etc.	C-1
Books showing the consumption of drugs, Sera, Vaccine etc,	C-1
Books stores Return Mema	C
Catalogue of instruments, splints, etc. important.....	C-1
Clothing –initial-for the hospital.....	A
Clothing Scale of to the staff.....	A
Cocaine permission for keeping in stock of.....	A
Diet sheets.....	C
Dust bins and wire cages.....	C
Electric Installation.....	A
Garden requirements.....	A
Government Medical Stores-permission to indent on.....	A
Indian Manufactured articles, drugs, etc. use of	A
Ledger Linen.....	C-1
Ledger showing the account of vessels issued to Kitchen.....	A
Municipal Property disposal.....	B
Oxygen supply of	A
Register of Garden, plumbing and sanitary stores.....	A
Register of Metal and glass equipments.....	A
Register of Monthly statement so sera, Vaccine with cost.....	C-1
Register showing the summary of the number of diets and patients with cost ...	A
Register of Ward Indents weekly.....	C
Repairs to Building, etc.,	C
Replacement of instruments, etc.....	C
Requisition Books.....	C
Requisition slips original.....	C

Sale of Articles.....	C
Spirituos Medicine, Absolute Alcohol-supply of.....	C
Steam Boilers-Inspection of.....	A
Stores accommodation additional provision for.....	B
Stores return mema.....	C
Stores Register of receipts and issues.....	C-1
Stores Return of serviceable and unserviceable.....	C-1
Stores water-provision off a	C
Tools, Plants and Dead Stock articles.....	A
Unserviceable articles-Sales of.....	A
Medical Record Department:-	
Abstract Register showing the summary of In-patient, out patients, etc according to sex age, etc.	A
Accident cases-Information to the Public.....	C
Ambulance-Provision of for the removal of discharged patients to their homes.....	C
Books casualty patients.....	B
Books Index-In Patients.....	A
Books Index-Out patients.....	A
Books medical certificates issued to the police.....	C-1
Books Patients transfer certificate.....	C
Books Diagnostic Master Index according to results, sex, age, etc.	A
Books Operation Master Index according to results, age, sex, etc.....	A
Complaints from or for patients.....	C
Dead disposal of Important papers.....	A
Death Reports duplicates off.....	A
Discharged patients-unclaimed-arrangements for their transfer to the Begger Home etc..	C
Health Bulletin.....	A
History of the Seth G. S. Medical College & K.E.M. Hospital.....	A
In-patients case papers.....	B
Letters of appreciations from patients or their relatives.....	C
Medico-legal Cases.....	C-1
Out-patient case papers.....	C
Register-Admission and Discharges of patients in Wards.....	A
Register Deaths.....	A
Register-In patients fair.....	A
Register In patients Rough.....	A
Register Operations.....	A
Register Out Patients.....	C
Register Information re: Persons injured in	C-1
Statistical information supplied to Surgeon General with the Government of Maharashtra for inclusion in the Annual Report of Hospital in State	B
Statics	A
	A

T.B. Cases-Transfer to G.T.B. Hospital	
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Hospital – General:

Advisory Medical Board-Constitution of	A
Books Equipment in Wards	A
Books Laboratory	C
Books Minutes of Advisory Medical Board	A
Books Night Superintendents Reports	C
Books Operation Theater in Emergency	C
Books Stocks of Furniture in Wards	A
Books and Periodicals-Catalogue of	A
Code Word-Telegraphic	A
Legal Opinion and proceedings	A
Library off in patient	C
Lighting off the	A
Mosquito-measures against	C
Municipal matters-information asked by outsiders etc.	C
Rules and regulation of the Hospital	A
Scheme for the organization of the K.E.M. Hospital-appointment of a Committee for	A
Veneral Diseases-Provision for the treatment of	B
Visits of distinguished persons	C
Water supply –imported papers etc	B

G. S. Medical College – General

Affiliation of College to the Bombay University	A
Building – College, Plans, etc	A
Correspondence- Re – Admission of student	C
Correspondence- Re – Casual and Postgraduate students	C
Correspondence- Re – From College of Physicians & Surgeons	B
Correspondence- Re – Construction of chawls, Quarters, etc	A
Correspondence- Re – Indian Research Fund Association(conducting several Inquiries)	B
Correspondence- Re – Instruction in Mental, Vaccination and Infec-Deseases.	C
Correspondence- Re – Playground	A
Correspondence- Re – Post graduate instruction in Pathology to students from C.P. Government	C
Correspondence- Re – Presentation of books to College, Library	C
Correspondence- Re – Purchase of Books, Periodical	C
Correspondence- Re – Purchase of Stores, apparantus, glassware, etc	B
Correspondence- Re – renting of Hostels and Refectory	B
Deposits-Register for students	B
Examination Results, University and College Annual Terminals and Competitive	A
Free studentship Award of	C
Gymkhana-Notice Important	C
Gymkhana – Rules and Regulations	A
Hostels-register of occupants	C

Library

Printing of College Calendar	C
Printing of Museum Catalogue	C
Personal files of students	A
Prizes and Medal award of papers re:	B
Roll calls of students	B
Schedule of college fees	A
Scholarship awarded to students-papers and bills of	B
Register showing sale of Dissection parts	C
Register showing sale of frogs	C
Time-table of daily order of lectures to students	C
Tennis, Courts, papers re:	C
University Examination holding of-in colleges and Hospital-papers of –And bills in connection with the same	C
University Training Corps, Correspondence re:	B