

**OFFICE OF THE MEDICAL SUPERINTENDENT**  
**HAHC HOSPITAL, HIMSR, NEW DELHI 62**

HAHCH/MS/2404


Date: 06.05.2025

**OFFICE ORDER**

In accordance to the MRD Committee MOM, It is hereby directed that the following period to be observed for the retention and discarding of medical records.

Type of Medical Records	Retention Period
OPD Records	5 years
IPD Records	5 years
Paediatric Records	18+5 years
Digitized Medical Records	15 years
MLC Records	Lifetime
Birth Certificates	Lifetime
Death Certificates	Lifetime

This order has immediate effect.

  
Medical Superintendent  
HIMSR & HAHCH

Copy to:

- Dean, HIMSR
- Addl. Medical Superintendent
- All HoDs
- AMS
- Nursing Superintendent/DNS
- In-Charge Medical Records
- Medical Record Officer
- In-Charge CHS
- PCE/PCC
- Sr. PS to CEO