



MINNESOTA HISTORICAL SOCIETY
STATE ARCHIVES DEPARTMENT

345 Kellogg Boulevard West, St. Paul, Minnesota 55102-1906 (651) 259-3260

Government Records Information Leaflet No. 8 Records of Public Health Care Facilities

Public hospitals, nursing homes, and other health care facilities operated by Minnesota's county, municipal, and special district governments create documentation that has significant historical value. This leaflet identifies some of the most valuable series of health care facility records. Records listed on this sheet that no longer have administrative value to the creating agency may be eligible for transfer to the State Archives in the Minnesota Historical Society. Transfer of such records to any other historical agency, public library, or museum is allowed with permission of the State Archives.

MINUTES of the facility's governing board and all committees, subcommittees, task forces, and advisory commissions.

ADMISSION AND DISCHARGE REGISTERS: Registers of patients or residents admitted and/or discharged.

AGENDA PACKETS: Complete record of information sent to members of the governing board for action at its meetings.

ANNUAL REPORTS: Textual and statistical summaries of activities, including annual reports of individual departments such as laboratory, food service, or nursing service.

BUILDING PLANS: Drawings or blueprints of facility building(s) and sites(s).

DIRECTOR'S FILES: Correspondence and subject files of the chief executive officer documenting policy decisions and significant files regarding the operations of the facility.

FINANCIAL RECORDS: Annual budgets, annual financial reports, and audit reports of the facility.

LICENSING, CERTIFICATION, AND ACCREDITATION FILES: Studies by and reports prepared for the Joint Commission on Accreditation of Hospitals and for the Department of Health.

MATERNITY REGISTERS: Registers of maternity patients, now obsolete but maintained until the 1950s.

NEWSLETTERS AND OTHER ISSUANCES generated by the facility for patients, staff, and the public, including information on community services and outreach.

RECORDS OF AUXILIARIES AND VOLUNTEER GROUPS: Minutes, membership records, financial records, and scrapbooks of groups organized to assist in the operation of the facility.

RECORDS OF MEDICAL TRAINING PROGRAMS: Records such as admission criteria, curriculum, student records, and other information relating to nursing schools, medical internships, and other medical training programs operated by the hospital or in which the hospital participated.

REPORTS, STUDIES, AND STATISTICAL COMPILATIONS: Surveys, consultant reports, investigatory findings, and other documentation regarding the operation and proposed new programs of the facility.

ROSTERS OF PROFESSIONAL EMPLOYEES: Staff directories, including doctors, nurses, and other professional personnel.

Some health care facilities may have in their custody important records of defunct ***COUNTY POOR FARMS*** or ***TUBERCULOSIS SANATORIUMS***. These records may include minutes, admission registers, and financial records and may be eligible for transfer to the State Archives. Agencies holding such records are encouraged to contact the State Archives.

The preservation and orderly disposition of records of Minnesota public health care facilities are governed by Minnesota Statutes 138.17, Subdivision 1. No records of these governmental entities, whether active or defunct, can be destroyed or removed from agency custody without signed authorization by the Records Disposition Panel as constituted by this statute. Further information and forms on which to request permission to destroy records on a onetime basis or to transfer noncurrent records to the State Archives are available from the State Archives, Minnesota Historical Society, at the address and phone number shown above.