

E. Patient Records Retention

1. Records for minors shall be kept for a minimum of seven years after the patient reaches the age of majority (age eighteen).
2. Records for adult patients shall be kept for a minimum of seven years after the last date of dental treatment or examination, whichever occurs at the latest date.
3. This Rule does not apply to records kept by educational, not-for-profit, and/or public health programs, which are subject to CDPHE statutes (section 25-1-802, C.R.S.).
4. When the destruction cycle is imminent, written notice to the patient's last known email address, mailing address, or notice by publication, must be made sixty days prior to destruction. Destruction cannot take place until a thirty day period has elapsed wherein the patient may claim the records.
5. Notice by publication may be accomplished by publishing or posting online in a major newspaper and a newspaper broadly circulated in the local community one day per week for four consecutive weeks.
6. When the destruction cycle is imminent, records will be provided to the patient or legal guardian at no charge; however, reasonable postage and handling costs are permitted or actual costs associated with the electronic medium, if applicable.
7. Destruction shall be accomplished by a means which renders the records unable to be identified or read. Examples include, but are not limited to:
  - a. For paper records, by:
    - (1) Incinerating; or
    - (2) Shredding.
  - b. For electronic records, by:
    - (1) Clearing (using software or hardware products to overwrite media);
    - (2) Purging (degaussing or exposing the media to a strong magnetic field in order to disrupt the recorded magnetic domains); or
    - (3) Destroying (disintegrating, pulverizing, melting, incinerating, or shredding).

F. Anesthesia – refer to Rule 1.14(O) for these documentation requirements.

G. Pediatric Case Management and Protective Stabilization – refer to Rule 1.15(A)(1) and Rule 1.15(E) for these documentation requirements.

H. Use of Lasers – refer to Rule 1.22(F) for these documentation requirements.

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