



NATIONAL ARCHIVES OF THE PHILIPPINES
Pambansang Sinupan ng Pilipinas

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HANDLING AND DISINFECTION OF PATIENT RECORDS DEEMED INFECTIOUS

In a time of pandemic, concerns may be raised about health risks in handling records. The National Archives of the Philippines is **not** in a position to assess whether patient records and other related records may be a source of infection or whether handling of the same may expose the handler to health risks. This matter may only be addressed by medical professionals.

However, in response to questions raised, these guidelines for the handling and disinfection of records are being issued for those who deem it necessary to carry out these measures:

Handling of infected records

If records are determined to be infectious:

1. Health workers handling records and records personnel must always wear appropriate Personal Protective Equipment when handling infectious records.
2. Records deemed infectious should be kept and accumulated within the wards. Ideally, room/space should be assigned within the ward. The said room/space must be regularly disinfected.
3. Records for transfer to the Records Section must be separated from frequently accessed records. Records for transfer must be disinfected before packing in boxes. The boxed records must not be accessed for at least five (5) days before transferring to the Records Section.
4. The boxes themselves should also be disinfected before transferring to the Records Section.
5. The Records Section staff must disinfect the transmittal records and the boxes upon receiving.
6. Assign a separate area in the Records Section/Unit Repository for records deemed infectious.
7. Assign specific personnel within the Records Section/Unit to receive and release the said records.
8. The security of records and records information must be maintained at all times.

Disinfecting records

1. Disinfect records using 70% ethyl alcohol.
2. Maintain a distance of at least one (1) foot away from the records when spraying to prevent the records from getting directly sprayed and wet. Allow ample time for the records to completely dry.
3. Store the disinfected records in a well-ventilated and secured storage for at least five (5) days. It is recommended that records exceed said time limit before their consolidation and filing. One should be familiar with the survival times of infectious agents to ensure that enough time is given before handling.
4. If records are wet or damp air drying or drying with an electric fan are also recommended. Be sure to make provisions so that records are not blown away and scattered.
5. Do not expose the records to the sun. Doing so may cause irreversible damage to the records themselves.

Approved:


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