CURECAST
CLINICAL PHOTO MANAGEMENT

Your Clinic's Patient Photo Retention Checklist

SET THE PERIOD

- [ ] Find the state rule on how long to keep patient records, for each kind of licensed professional in your clinic.
- [ ] Check if your state keeps children's records longer.
- [ ] Ask your malpractice insurer or a lawyer how long to keep records.

WRITE THE POLICY

- [ ] Write one retention period into your clinic's written policy. If you have locations in more than one state, use the longest period.
- [ ] Write which date the count starts from. It is often the last visit.
- [ ] Keep photos with the patient record, not on phones or drives.
- [ ] Keep each signed marketing authorization for at least 6 years.

BEFORE YOU DELETE

- [ ] Check the retention period has passed, and that nothing is open: a complaint, a possible legal claim, or a request from a lawyer or your licensing board.
- [ ] Find every copy and delete it securely.
- [ ] Keep a deletion log. Record which patients' records were deleted, the dates the records covered and the deletion date.

KEEP IT CURRENT

- [ ] Review the policy every year and when the law changes.

Ticking every box does not prove your clinic follows the law. Retention periods differ by state and country. This checklist is general information, not legal advice. Last reviewed: 3rd November 2026.
Source: CureCast, https://dr.curecasthealth.com/blog/how-long-to-keep-patient-photos/