

**Analisis Faktor Penyebab Tidak Terlaksananya Retensi Dan Pemusnahan  
Berkas Rekam Medis** (*Analysis of Factors Causing Not Implemented Retention  
and Destruction of Medical Record Files*)

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***ABSTRACT***

The addition of medical records and patient visits that continue to increase without proper shrinkage will cause medical record files to accumulate and interfere with work activities. Based on the results of a literature study, the number of patient visits in a health service continues to increase every year. The number of visits every year reaches an average of 290,863 patients and causes the storage rack to not accommodate files because retention has not been carried out. The purpose of this study was to determine the factors causing the retention and destruction of medical records. This type of research is a literature review with 19 journals according to the inclusion criteria. The results of this study indicated that there are several factors that influence retention and destruction medical records the availability of inadequate facilities and infrastructure (63.15%), lack of human resources (42.10%), the availability and suitability of the implementation of standard operating procedures (42.10 %), not yet available archive retention schedule (26.31%), lack of knowledge of officers (21.05%), length of time required by officers for manual retention activities (15.78 %), inadequate educational background of officers ( 10.52%) and officers have never attended training on medical records (10.52%). The solution that can be done is to complete the facilities and infrastructure, develop and evaluate standard operating procedures for retention and destruction, arrange archive retention schedules and develop an information system.

**Keyword :** *medical record, retention, destruction*