

SECTION 23 "PAPERLESS" ELECTRONIC FILE STORAGE

I. "PAPERLESS" ELECTRONIC FILE STORAGE - GENERAL

Effective January 1, 2017, all Shelby County Coroner case files shall be kept on the Shelby County computer system. The designated electronic case log system shall be used for each death.

The C/DC will prepare, at a minimum, a Report of Death (ROD) on all cases. Other reports that may be prepared include Medication Log Body Receipt and Personal Belonging Receipt.

In addition to the above mentioned reports, the following documents may become part of the case file: Mortuary/Funeral Home Release, Body Diagram, scene images, medical records or other supporting documents not specifically mentioned. These items shall be scanned into a portable document format (PDF), named in accordance with this section and stored in the associated case file.

II. CREATE A CORONER FILE

Per guidelines on use of electronic case system