

# Retention and Classification Report

**Agency:** Summit County (Utah). County Hospital (1130)

, UT

**Records Officer:** Helen Strachan

02843 \*Financial records  
04843 \*Patient case files

**AGENCY:** Summit County (Utah). County Hospital

**SERIES:** 2843

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**TITLE:** Financial records

**DATES:** 1974.

**ARRANGEMENT:** none

**DESCRIPTION:**

Ambulance services ledger sheets, hospital line item budgets, medicare income ledger sheets, insurance information, expense reports, cost reports, medicare correspondence, housekeeping inventories, and audit reports.

**RETENTION:**

Retain Permanent.

**DISPOSITION:**

Transfer to the State Archives permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule CNT 5, Item 4.

**AUTHORIZED:** 09/11/2013

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

**PRIMARY DESIGNATION:**

Public

**AGENCY:** Summit County (Utah). County Hospital

**SERIES:** 4843

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**TITLE:** Patient case files

**DATES:** i 1941-1982.

**ARRANGEMENT:** Alphanumerical.

**DESCRIPTION:**

The patient case files were created by the various medical personnel that had contact with the patient: doctors, nurses, pathologists, and sometimes medical insurance personnel. They are the cumulative history of a given patient's stay in the hospital. For many patients there is more than one case file, indicating that a new file was created every time the patient sought medical care from the system.

The case files may include any of the following types of documents: admission and discharge records, condition of admission forms, lab reports, medication records, charts, medical histories, anesthesia records, nurses reports, prescription forms, consent forms, EKG graphs, and summary indexes to the case file. The nurses' reports are the most informative in that they give an hourly update on the patient's status and other data concerning the patient's comments, state of mind, and visitors.

**RETENTION:**

Retain until agency dissolved

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**FORMAT MANAGEMENT:**

Paper: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Historical

These case files would not normally have permanent retention, but are being preserved as a representative sample.

**AGENCY:** Summit County (Utah). County Hospital

**SERIES:** 4843

**TITLE:** Patient case files

(continued)

**PRIMARY DESIGNATION:**

Private

Access only by former patients or upon current physician's request. All other requests for information must be processed through the Director of the Utah State Archives.