

# Retention and Classification Report

**Agency:** University of Utah. Medical Center (1256)  
50 North Medical Drive  
Salt Lake City, UT 84132  
581-2180

**Records Officer:** Gregory Thompson

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83309	Alcohol and drug abuse rehabilitation files
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80010	Hematology/oncology patient files
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**AGENCY:** University of Utah. Medical Center

**SERIES:** 9469

3

**TITLE:** Alcohol and drug abuse clinic patient files

**DATES:** 1965-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 60.00 cubic feet.

**DESCRIPTION:**

These records include medical, psychological, vocational and psychiatric evaluations, and progress notes. Also includes intake sheet, laboratory findings, social histories.

**RETENTION:**

Retain permanently.

**DISPOSITION:**

Retain in agency custody.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 02/01/1985.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in Office permanently.

**APPRAISAL:**

Administrative Fiscal Historical Legal

**AGENCY:** University of Utah. Medical Center

**SERIES:** 9469

**TITLE:** Alcohol and drug abuse clinic patient files

(continued)

**PRIMARY CLASSIFICATION:**

Controlled

**AGENCY:** University of Utah. Medical Center

**SERIES:** 83309

3

**TITLE:** Alcohol and drug abuse rehabilitation files

**DATES:** 1960-1976

**ARRANGEMENT:** Alphabetical by name

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files are patient histories of patients helped by the drug and alcohol rehabilitation program.

**RETENTION:**

Retain 10 years. May transfer to Archives.

**DISPOSITION:**

Transfer to the State Archives permanently.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1988.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then microfilm and destroy provided microfilm has passed inspection and provided microfilm is approved.

Microfilm master: Retain in State Archives permanently.

**APPRAISAL:**

Administrative Fiscal Legal

**AGENCY:** University of Utah. Medical Center

**SERIES:** 83309

**TITLE:** Alcohol and drug abuse rehabilitation files

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** University of Utah. Medical Center

**SERIES:** 17310

3

**TITLE:** Fee registers

**DATES:** 1964-1981

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

**AGENCY:** University of Utah. Medical Center

**SERIES:** 80010

3

**TITLE:** Hematology/oncology patient files

**DATES:** 1960-

**ARRANGEMENT:** Chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are records of patients' medical histories. They include information such as treatments administered, test results, and doctors and nurses notes, as well as other personal identifiers.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

Microfilm master: Retain in Office permanently.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** University of Utah. Medical Center

**SERIES:** 17401

3

**TITLE:** Hospital budget records

**DATES:** 1964-1971

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.



**AGENCY:** University of Utah. Medical Center

**SERIES:** 17296

3

**TITLE:** Hospital central pricing file

**DATES:** 1968-1977

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

**AGENCY:** University of Utah. Medical Center

**SERIES:** 17403

3

**TITLE:** Hospital change register

**DATES:** 1970-1976

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

**AGENCY:** University of Utah. Medical Center

**SERIES:** 17343

3

**TITLE:** Hospital check register

**DATES:** 1972-1976

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

**AGENCY:** University of Utah. Medical Center

**SERIES:** 9496

3

**TITLE:** Hospital incident reports

**DATES:** 1977-1983.

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

This record includes reports of problems, incidents and accidents involving patients at the University Hospital.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 02/01/1985.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal

**PRIMARY CLASSIFICATION:**

Protected

**AGENCY:** University of Utah. Medical Center

**SERIES:** 17341

3

**TITLE:** Hospital ledgers

**DATES:** 1971-1975

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

**AGENCY:** University of Utah. Medical Center

**SERIES:** 81748

3

**TITLE:** Hospital personnel time cards

**DATES:** 1981-

**ARRANGEMENT:** chronological, thereunder alphabetical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These cards document hours worked by individuals employed by the University Medical Center. These cards include employee name, department name, hours worked, and time periods.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 1 year and then destroy.

**APPRAISAL:**

Administrative

UCA 53-48a-5 exempts salary data of individuals employed by institutions of higher education from public inspection. General Schedule 2 Item 3 gives a two year retention to time records.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** University of Utah. Medical Center

**SERIES:** 9498

1

**TITLE:** Hospital pharmacy controlled substance record

**DATES:** 1981-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** University of Utah. Medical Center

**SERIES:** 9559

3

**TITLE:** Hospital pharmacy: patient drug profiles

**DATES:** 1986-

**ARRANGEMENT:** Numerical

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These files are records of medications listed for purposes of charging patients. Information includes name of patient, account name, date, time, and type of medication.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 08/01/2013.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to Agency Record Center. Retain in Agency Record Center for 2 years and then destroy.

**APPRAISAL:**

Administrative This disposition is based on Utah School Districts General Retention Schedule, Schedule 17, Item 28.

These records may be destroyed after 3 years

**PRIMARY CLASSIFICATION:**

Private



**AGENCY:** University of Utah. Medical Center

**SERIES:** 81746

3

**TITLE:** Hospital pharmacy: pharmacy prescription records

**DATES:** 1981-

**ARRANGEMENT:** numerical by invoice number, thereunder chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records are used to identify the drugs extracted from the University Pharmacy. They include the type of drug dispensed and patient medical information including age, addresses, marital status, name, and social security number.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 4 years and then destroy.

**APPRAISAL:**

Administrative

The volume and reference rate of these records warrant that the seven year retention be changed to five years. Previous decision: RDR 76-88: 7 years.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** University of Utah. Medical Center

**SERIES:** 81747 3  
**TITLE:** Hospital supply, processing, and distribution/operating room patient charges records

**DATES:** 1983-

**ARRANGEMENT:** Alphabetical by name, thereunder chronological

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These records list charges for operating room supplies. These include itemized receipts of charges, and patient medical information including address, and name.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year and then transfer to State Records Center. Retain in State Records Center for 2 years and then destroy.

**APPRAISAL:**

Administrative

These records have no administrative or fiscal value after 3 years as much of the information is contained in other records.

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** University of Utah. Medical Center

**SERIES:** 17342

3

**TITLE:** Hospital transfer check reconciliation records

**DATES:** 1972-1976

**ARRANGEMENT:**

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

**AGENCY:** University of Utah. Medical Center

**SERIES:** 84869

3

**TITLE:** Hypertension case files: card index

**DATES:** 1973-1980.

**ARRANGEMENT:** none

**TOTAL VOLUME:** 68.00 cubic feet.

**DESCRIPTION:**

This index was created for use with the hypertension study conducted by the university from 1973-1980. They reference records series 83291, 84133, 84691, 10156, and 10356, which are all part of the same study, but are filed separately.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy after film passes final inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Historical Legal

These records provide valuable statistics for medical research and litigation support.

**PRIMARY CLASSIFICATION:**

Private      These records contain patient medical histories.

**AGENCY:** University of Utah. Medical Center

**SERIES:** 10156

3

**TITLE:** Hypertension case files: clinical lab reports

**DATES:** 1973-1980.

**ARRANGEMENT:** Alphabetical by patient name

**TOTAL VOLUME:** 10.00 cubic feet.

**DESCRIPTION:**

These are case files of hypertension patients monitored by the University Medical Center from 1973-1980. They contain a questionnaire, patient history, family medical history, and statistical data. These files are related to records series 83291, 84133, 84869, and 84691 (part of same study) but are filed separately.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

**APPRAISAL:**

Historical

This disposition is based on the records' use for statistical studies on hypertension and also serves as litigation support.

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302 (3)

**AGENCY:** University of Utah. Medical Center

**SERIES:** 10536

3

**TITLE:** Hypertension case files: home screening questionnaires

**DATES:** 1973-1980.

**ARRANGEMENT:** Numerical by case file number

**TOTAL VOLUME:** 62.00 cubic feet.

**DESCRIPTION:**

These are case files of hypertension patients monitored by the University Medical Center from 1973-1980. They contain a questionnaire, patient history, family medical history, and statistical data. These files are related to records series 84133, 84869, 84691, 83291 and 10156 (part of same study) but are filed separately.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Agency Record Center until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center permanently.

Microfilm duplicate: Retain in Agency Record Center permanently.

**APPRAISAL:**

Historical Legal

This disposition is based on the records' use for statistical studies on hypertension and are also valuable for litigation support.

**AGENCY:** University of Utah. Medical Center

**SERIES:** 10536

**TITLE:** Hypertension case files: home screening questionnaires

(continued)

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** University of Utah. Medical Center

**SERIES:** 83291

3

**TITLE:** Hypertension case files: NORMO (HIS) charts

**DATES:** 1973-1980.

**ARRANGEMENT:** Numerical by case file number

**TOTAL VOLUME:** 18.00 cubic feet.

**DESCRIPTION:**

These are case files of hypertension patients monitored by the University Medical Center from 1973-1980. They contain a questionnaire, patient history, family medical history, and statistical data. These files are related to records series 84133, 84869, 84691, and 10156 (part of same study) but are filed separately.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Historical Legal

These records are being microfilmed to provide litigation support and for research of statistical data.

**PRIMARY CLASSIFICATION:**

Private      These records contain patient medical histories.



**AGENCY:** University of Utah. Medical Center

**SERIES:** 84691

3

**TITLE:** Hypertension case files: referred care charts

**DATES:** 1973-1980.

**ARRANGEMENT:** Numerical by case file number, thereunder chronological

**TOTAL VOLUME:** 34.00 cubic feet.

**DESCRIPTION:**

These are case files of hypertension patients monitored by the University Medical Center from 1973-1980. They form part of a study conducted by the University and are related to record series 84133, 84869, 83291, and 10156 (part of same study) but are filed separately.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1989.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Historical Legal

These records are being microfilmed for use in statistical medical research and to provide litigation support.

**PRIMARY CLASSIFICATION:**

Private            These records contain patient medical histories.

**AGENCY:** University of Utah. Medical Center

**SERIES:** 84133

1

**TITLE:** Hypertension case files: stepped care charts

**DATES:** 1973-1980.

**ARRANGEMENT:** Numerical by case number, thereunder chronological

**TOTAL VOLUME:** 58.00 cubic feet.

**DESCRIPTION:**

These charts are part of a hypertension study conducted by the university from 1973-1980. They are related to records series 84691, 84869, 83291, and 10156 (part of same study) but are filed separately.

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

**APPRAISAL:**

Historical Legal

These records provide valuable research materials for medical purposes and litigation support.

**PRIMARY CLASSIFICATION:**

Private      These records contain patient medical histories.

**AGENCY:** University of Utah. Medical Center

**SERIES:** 17567

3

**TITLE:** Inactive hospital personnel records

**DATES:** 1950-

**ARRANGEMENT:** Alphabetical by surname

**TOTAL VOLUME:**

**DESCRIPTION:**

These are personnel records of former hospital employees.

**RETENTION:**

Retain 65 years after separation

**DISPOSITION:**

Destroy.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 12/01/1992.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 1 year after separation and then microfilm and destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 64 years and then destroy.

Microfilm duplicate: Retain in Office until administrative need ends and then destroy.

**APPRAISAL:**

This disposition is based on Utah State General Records Retention Schedule, Schedule 11, Item 2.

**AGENCY:** University of Utah. Medical Center

**SERIES:** 17567

**TITLE:** Inactive hospital personnel records

(continued)

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302 (1)(e) (2008)

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** University of Utah. Medical Center

**SERIES:** 9504

3

**TITLE:** Inpatient account folders

**DATES:** 1980-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 72.00 cubic feet.

**DESCRIPTION:**

This record includes intake sheet, admission record, invoices, adjustments, credits, account summary, insurance forms, receipts, and related correspondence.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 02/01/1985.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years after paid or closed and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** University of Utah. Medical Center

**SERIES:** 80285

1

**TITLE:** Medical records retakes

**DATES:** undated

**ARRANGEMENT:** numerical by roman numeral

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

**STATE RECORDS COMMITTEE STATUS:**

This retention has not been approved by the State Records Committee.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

**AGENCY:** University of Utah. Medical Center

**SERIES:** 80076

3

**TITLE:** Patient medical records

**DATES:** 1948-

**ARRANGEMENT:** Numerical by case number, thereunder chronological by admission year

**ANNUAL ACCUMULATION:**

**DESCRIPTION:**

These are case files used to describe and validate the medical history of individuals treated at the University Medical Center who died before 1975. These files include admission authorization, testing results, description of treatments administered, and doctors' and nurses' statements. Data elements include names of patients and doctors, nature of injury, illness, and cause of death, home addresses, telephone numbers, age, sex, medical history, and signatures.

**RETENTION:**

Retain until microfilmed and passed inspection.

**DISPOSITION:**

Transfer to the State Archives with authority to weed.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 06/01/1987.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Archives permanently with authority to weed.

**AGENCY:** University of Utah. Medical Center

**SERIES:** 80076

**TITLE:** Patient medical records

(continued)

**APPRAISAL:**

Administrative Historical

These medical records have been stored in the Records Center of the University of Utah for over eleven years. While the records have little administrative value at this time, because of the nature of the University Medical Center, the records have tremendous medical and historical research value. Microfilming the records will allow for their economical storage and preservation. Previous decision: 02/02/85 indicates permanent.

**PRIMARY CLASSIFICATION:**

Private



**AGENCY:** University of Utah. Medical Center

**SERIES:** 9547

3

**TITLE:** Sudden Infant Death Syndrome files

**DATES:** 1981-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These are laboratory results and research data on SIDS cases.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 02/01/1985.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** University of Utah. Medical Center

**SERIES:** 9546

3

**TITLE:** Toxicology consultant cases

**DATES:** 1975-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 5.00 cubic feet.

**DESCRIPTION:**

These are laboratory findings on legal cases.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 02/01/1985.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then transfer to State Archives with authority to weed.

**APPRAISAL:**

Administrative Historical Legal

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** University of Utah. Medical Center

**SERIES:** 9550

3

**TITLE:** University Hospital pharmacy drug use and distribution records

**DATES:** 1977-

**ARRANGEMENT:** None

**ANNUAL ACCUMULATION:** 50.00 cubic feet.

**DESCRIPTION:**

These records includes charges, recrod of controlled substances and hypnotic drugs, and narcotics, hypnotic dispositions, drug profiles.

**STATE RECORDS COMMITTEE STATUS:**

This retention was approved by the State Records Committee on 02/01/1985.

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 7 years and then destroy.

**APPRAISAL:**

Administrative Fiscal Legal

**PRIMARY CLASSIFICATION:**

Private