

Retention and Classification Report

Agency: University of Utah (Utah). Medical Center (1256)

50 North Medical Drive
Salt Lake City, UT 84132
801-581-2180

Records Officer: _____

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AGENCY: University of Utah (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:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 02/1985

FORMAT MANAGEMENT:

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

Microfilm master: Retain in Office permanently.

APPRAISAL:

These records have administrative, fiscal, historical, and/or legal value(s).

PRIMARY DESIGNATION:

Controlled

AGENCY: University of Utah (Utah). Medical Center

SERIES: 80010

3

TITLE: Hematology/oncology patient files

DATES: 1960-

ARRANGEMENT: Chronological.

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.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Private

AGENCY: University of Utah (Utah). Medical Center

SERIES: 81748

3

TITLE: Hospital personnel time cards

DATES: 1981-

ARRANGEMENT: chronological, thereunder alphabetical

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.

RETENTION:

Retain for 2 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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:

These records have administrative value(s).

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 DESIGNATION:

Private

AGENCY: University of Utah (Utah). Medical Center

SERIES: 9498

1

TITLE: Hospital pharmacy controlled substance record

DATES: 1981-

ARRANGEMENT: None

DESCRIPTION:

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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.

AGENCY: University of Utah (Utah). Medical Center

SERIES: 9559

3

TITLE: Hospital pharmacy: patient drug profiles

DATES: 1986-

ARRANGEMENT: Numerical

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.

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Student medical log records, GRS-1502.

AUTHORIZED: 08-01-2013

FORMAT MANAGEMENT:

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:

These records have administrative value(s).

These records may be destroyed after 3 years

PRIMARY DESIGNATION:

Private

AGENCY: University of Utah (Utah). Medical Center

SERIES: 81746

3

TITLE: Hospital pharmacy: pharmacy prescription records

DATES: 1981-

ARRANGEMENT: numerical by invoice number, thereunder chronological
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.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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:

These records have administrative value(s).

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 DESIGNATION:

Private

AGENCY: University of Utah (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

DESCRIPTION:

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

RETENTION:

Retain for 3 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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:

These records have administrative value(s).

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

PRIMARY DESIGNATION:

Private

AGENCY: University of Utah (Utah). Medical Center

SERIES: 17567

3

TITLE: Inactive hospital personnel records

DATES: 1950-

ARRANGEMENT: Alphabetical by surname

DESCRIPTION:

These are personnel records of former hospital employees.

RETENTION:

Retain for 65 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule
Employment history records, GRS-1965.

AUTHORIZED: 08-29-2018

FORMAT MANAGEMENT:

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 65 years and
then destroy.

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

PRIMARY DESIGNATION:

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

SECONDARY DESIGNATION(S):

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

AGENCY: University of Utah (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.

RETENTION:

Retain for 5 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 02/1985

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).

PRIMARY DESIGNATION:

Private

AGENCY: University of Utah (Utah). Medical Center

SERIES: 80285

1

TITLE: Medical records retakes

DATES: undated

ARRANGEMENT: numerical by roman numeral

DESCRIPTION:

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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

AGENCY: University of Utah (Utah). Medical Center

SERIES: 80076

3

TITLE: Patient medical records

DATES: 1948-

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

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 permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 06/1987

FORMAT MANAGEMENT:

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.

APPRAISAL:

These records have administrative, and/or historical value(s). 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

AGENCY: University of Utah (Utah). Medical Center

SERIES: 80076

TITLE: Patient medical records

(continued)

preservation. Previous decision: 02/02/85 indicates permanent.

PRIMARY DESIGNATION:

Private

AGENCY: University of Utah (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.

RETENTION:

Permanent. Retain for 2 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 02/1985

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

PRIMARY DESIGNATION:

Private

AGENCY: University of Utah (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.

RETENTION:

Permanent. Retain for 7 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 02/1985

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, historical, and/or legal value(s).

PRIMARY DESIGNATION:

Private

AGENCY: University of Utah (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.

RETENTION:

Retain for 7 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 02/1985

FORMAT MANAGEMENT:

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

APPRAISAL:

These records have administrative, fiscal, and/or legal value(s).

PRIMARY DESIGNATION:

Private