



**Institutional Handbook of Operating Procedures**  
**Policy 09.02.14**

Section: Clinical Policies	Responsible Vice President: Executive Vice President and CEO Health System
Subject: Patients' Records	Responsible Entity: Health Information Management

**I. Title**

*Medical Record Retention*

**II. Policy**

UTMB maintains patient medical records for patient care, education, and research purposes. UTMB may authorize the disposal of a patient's medical record on or after the 10<sup>th</sup> anniversary of the patient's last visit; if a minor, when the patient reaches the age of 21, whichever is later. For example, if a pediatric patient is last seen at the age of three (3), those records will be retained until the age of 21. Electronic patient records are kept permanently.

The Department of Health Information Management (HIM) will maintain the ability to access the data regardless of medium type. This includes all electronic, computer-based systems that may be phased out because of improved systems operations, upgrades, or a conversion to alternate application.

**III. Relevant Federal and State Statutes**

[Texas Health and Safety Code: Section 241.003](#)

**IV. Related UTMB Policies and Procedures**

[IHOP - 09.02.13 - UTMB Medical Record Policy](#)

**V. Dates Approved or Amended**

<i>Originated:</i> 04/15/1996	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
10/11/2012	12/14/1998
02/24/2020	08/16/2016
	03/22/2017
	08/07/2020
4/18/2022	

**VI. Contact Information**

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