I. Title

Medical Record Retention

II. Policy

UTMB permanently retains medical records for patient care, education, and research purposes.

This permanent retention schedule applies to the unit record regardless of medium (i.e., microfilm/fiche, paper, or electronic) of the record. 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.

The exception to permanent retention is medical records that have been transferred to UTMB via the purchase or acquisition of a hospital or clinic which contain PHI that is not identified by UTMB abstracting or coding systems, in which case state record retention regulations will be followed.

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

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VI. Contact Information

Health Information Management
(409) 772-1918