

Division of State Archives and Public Records
Records Disposition Schedule

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| ARCHIVES NO. 83-394 |
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| Item No. | Description | Retention Period | Special Instructions | | | | |
|--|---|-----------------------------------|--|---|-----------------------------------|-----------------------------------|---|
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Department University of Colorado</td> <td style="width: 25%;">Division Medical Center</td> <td style="width: 25%;">Section Medical Records</td> <td style="width: 25%;">PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input type="checkbox"/></td> </tr> </table> | | | | Department University of Colorado | Division Medical Center | Section Medical Records | PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input type="checkbox"/> |
| Department University of Colorado | Division Medical Center | Section Medical Records | PERMANENT <input checked="" type="checkbox"/> NON-PERMANENT <input type="checkbox"/> | | | | |
| 1. | INDEXES A. Physicians B. Surgeons C. Diagnostic D. Procedure | PERMANENT | Microfilm at intervals Transfer silver microfilm (camera copy or first generation copy) to custody of State Archivist Destroy originals after receiving official notification that microfilm is acceptable | | | | |

It shall be the responsibility of the agency to inspect their own microfilm and certify to the continuity of the filmed record and legibility of the information. If, for any reason, any image is not completely readable, or any portion of the series has not been filmed, appropriate corrections or documentation must be made to insure standards and to comply with CRS 1973, Title 24-80-107.

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| Department | Division | Section | PERMANENT NON-PERMANENT <input checked="" type="checkbox"/> |
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| Item No. | Description | Retention Period | Special Instructions |
| 1. | PATIENT MEDICAL RECORDS A. Inpatient B. Outpatient | No less than 35 years from date last patient contact | Microfilm at intervals no less than 2 years after date of the last patient contact and no less than 1 year after patient death. Destroy originals after quality of microfilm has been determined to be acceptable by this agency. Destroy microfilm after 35 years from date of last patient contact. See attached correspondence from University, medical and legal hospital officers. |

It shall be the responsibility of the agency to inspect their own microfilm and certify to the continuity of the filmed record and legibility of the information. If, for any reason, any image is not completely readable, or any portion of the series has not been filmed, appropriate corrections or documentation must be made to insure standards and to comply with CRS 1973, Title 24-80-107.

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| Department University of Colorado | Division Medical Center | Section Medical Records | PERMANENT <input type="checkbox"/> NON-PERMANENT <input checked="" type="checkbox"/> |
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| Item No. | Description | Retention Period | Special Instructions |
| 3. | PATIENT MEDICAL RECORDS A. Minor B. Adult | No less than 35 years from date last patient contact | Microfilm at intervals no less than 2 years after date of the last patient contact and no less than a year after patient death. Destroy originals after quality of microfilm has been determined to be acceptable by this agency. Destroy microfilm after 35 years from date of last patient activity. See attached correspondence from University, medical and legal hospital officers. |

It shall be the responsibility of the agency to inspect their own microfilm and certify to the continuity of the filmed record and legibility of the information. If, for any reason, any image is not completely readable, or any portion of the series has not been filmed, appropriate corrections or documentation must be made to insure standards and to comply with CRS 1973, Title 24-80-107.