

Section 9	Clinical Policies	04/15/96- Originated
Subject 9.2	Patients' Records	11/14/06- Reviewed w/ changes
<b>Policy 9.2.14</b>	<b>Medical Record Retention</b>	12/14/98 –Reviewed w/o changes
		Health Information Management -Author

## Medical Record Retention

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### Policy

The University of Texas Medical Branch at Galveston (UTMB) permanently retains medical records for patient care, education, research and to meet legal requirements.

The Health Information Management Department (HIM) is responsible for maintaining these records regardless of medium type. This includes all microfilm/fiche, paper or electronic, computer-based systems that may be retired because of improved systems operations, upgrades, or a conversion to alternate application.

The exception to this rule are medical records transferred to UTMB from the purchase of a hospital or clinic external to the university or that have otherwise been acquired by UTMB. For these acquired medical records, which contain Protected Healthcare Information (PHI) that is not identified by UTMB abstracting or coding systems, the state retention regulation will be followed.

### References

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Texas Health and Safety Code: Section 241.103  
IHOP Policy 9.2.13, UTMB Medical Record Policy