

The University of Iowa Hospitals and Clinics
Medical Records Department

POLICY ON RETENTION OF MEDICAL RECORDS

The University of Iowa Hospitals and Clinics (UIHC) believes that the retention of health information must be based on the needs and requirements of keeping the information in an organized form for future use. These needs and requirements are:

- Legalities
- Continued Patient Care
- Teaching and Research

UIHC policy is that medical record information be kept permanently for continued patient care, teaching and research. As approved by the Medical Records Subcommittee, medical record information will be transferred to microfilm after ten years of record inactivity.