

RECORDS DISPOSITION AUTHORIZATION
UNIVERSITY OF ILLINOIS ARCHIVES
STATE OF ILLINOIS RECORDS COMMISSION

<input type="checkbox"/> UNIVERSITY OFFICES <input type="checkbox"/> SPRINGFIELD	<input checked="" type="checkbox"/> CHICAGO <input type="checkbox"/> URBANA-CHAMPAIGN	Application No. <u>UIC2001-2</u> Page 1 of 1 Pages
<i>COLLEGE OR ADMINISTRATIVE UNIT</i> University of Illinois at Chicago Medical Center		APPROVALS
<i>DEPARTMENT</i> Ambulatory Services Administration		<i>ARCHIVIST DATE</i> <i>Nancy Best</i> 9 OCT 2001
<i>OFFICE</i>		<i>UNIVERSITY DATE</i> <i>Michelle M. Thompson</i> 10/12/01
Pursuant to Article VI, Section 4 of the General Rules Concerning University Organization and Procedure and the provisions of the <i>State Records Act</i> (5 Ilcs 160/1 et Seq.), I find and recommend that the records described in this request have no further administrative value nor will they be of sufficient administrative, legal, or fiscal value to warrant further retention by this college, department, or office. I request that authority for their disposal be granted according to the schedule which follows.		<i>STATE RECORDS COMMISSION DATE</i> <i>Dessie White</i> 11/21/01
<i>HEAD OF COLLEGE, DEPARTMENT OR OFFICE</i> <i>Robert Best</i>		<i>DATE</i> 10/2/01

RECORDS LISTED ON THIS APPLICATION MAY BE DISPOSED OF PROVIDING:

- THE INDIVIDUAL RETENTION PERIOD IS COMPLETE;
- ALL AUDITS HAVE BEEN COMPLETED AND NO LITIGATION IS PENDING OR ANTICIPATED;
- THE ITEMS ARE CORRECTLY LISTED ON A RECORDS DISPOSAL CERTIFICATE SUBMITTED TO AND APPROVED BY THE STATE RECORDS COMMISSION 30 DAYS PRIOR TO DISPOSAL.

Certain records, as stipulated on this application, may be microfilmed and the original hardcopy record disposed of if the record is microfilmed in accordance with the standards of the State Records Commission Rules and if the film is retained for the prescribed retention period. Disposal of records after microfilming must be noted on a Records Disposal Certificate.

THIS APPLICATION AND ANY RELATED RECORDS DISPOSAL CERTIFICATES ARE TO BE RETAINED PERMANENTLY.

RECORD SERIES TITLE	DESCRIPTION OF RECORD SERIES: GIVE TITLE, EARLIEST DATE, USE, SUBJECTS COVERED, FORM NUMBERS, STATUTES OR RULES RELATING TO THE FILING OF THE RECORD, FILE ARRANGEMENT, VOLUME OR ANNUAL ACCUMULATION, AND RECOMMENDED RETENTION PERIOD.
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1 Patient Encounter Forms, 1986-

Patient Encounter Forms Series includes forms completed by the physician to document services and procedures rendered to the patient. Information on these forms is later entered into central billing databases and/or medical records.

Annual Accumulation (*used if active series*):
 Arrangement:
 Recommendation:

150 cubic feet
 By clinic, then chronological
 Retain 3 years, then destroy provided A) all pertinent information has been transferred to other records and B) all audits pending during the last year of the retention period have been completed and no litigation is pending or anticipated.