



**APPLICATION FOR AUTHORITY  
TO DISPOSE OF STATE RECORDS  
(continued)**

Application No. 05-16  
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<b>Item No.</b>	<b>Record Series Title, Description and Recommendation</b>	<b>Action Taken</b>
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**1. Patient Dental Records**

Dates: 1981-  
Volume: 1500 cubic feet  
Annual Accumulation: 75 cubic feet  
Arrangement: By Numerical Code Based on Year Created

This series is the primary documentation for each patient who is seen in the College of Dentistry. The clinics maintain a single central file that various providers and staff can refer to as the patient moves between different departments within the college. The dental record is used to document all patient care activity that occurs within the college for each individual patient and includes a record of encounters, a treatment plan, progress notes, radiography films and list of payments and charges is included in the dental record. The Dental Record may be requested by federal, state, county and local government agencies, law offices, courts and other health care providers. 225 ILCS 25/50 requires that dental records be maintained for ten (10) years.

Recommendation: a) Retain adult dental records for ten (10) years from the last active visit, then dispose of provided that all required audits have been completed and no litigation is pending or anticipated.

b) Retain pediatric dental records for eighteen (18) years from the last active visit, then dispose of provided that all required audits have been completed and no litigation is pending or anticipated.

**2. Financial Records**

Dates: 1995-  
Volume: 75 cubic feet  
Annual Accumulation: 10 cubic feet  
Arrangement: By Binders Organized Chronologically

This series contains records covering patient invoices as well as activities supported by university, foundation, state and federal funds and includes departmental copies of financial documents submitted to and received from the central business office including monthly statements of account, requisitions, purchase orders, miscellaneous vouchers and vouchers for travel, stores, postage, printing and photographic jobs, office machine repair and physical plant costs, telecommunications records, miscellaneous service requisitions, delivery receipts, correspondence and bills from vendors relating to purchase orders, and departmental work papers and supporting documentation. Financial records

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related to dental patients are not maintained by the Office of Business and Financial Services.

Recommendation: Retain for six (6) years, then dispose of provided that all required audits have been completed and no litigation is pending or anticipated.

**3. Research Grant Files (Duplicates)**

Dates: 1995-  
Volume: 30 cubic feet  
Annual Accumulation: 10 cubic feet  
Arrangement: By year, then by grant thereunder

Grants File for successful applicants for grants and contracts submitted by faculty members to funding sources external to the College of Dentistry. This series includes project narratives; budget information; proposals on university resources to be utilized; departmental copies of grants and contracts; correspondence w/ granting agencies and related university offices which may include or reference financial reports, intellectual property, and other regulatory issues

Financial records related to the expenditure of grant funds are maintained as part of the Financial Records series (Item 2 on this Records Disposal Authorization).

Recommendation: Retain in office for six (6) years following the termination and/or completion of the corresponding grant project(s), then destroy providing all audits have been completed, no litigation is pending or anticipated, and providing all final reports of the grant program results are first offered to the University Archives for its acquisition and permanent retention.

**4. Research Grant Applications (Denied) (Duplicates)**

Dates: 1995-  
Volume: 10 cubic feet  
Annual Accumulation: 1 cubic feet  
Arrangement: Chronological by year

This series contains applications, objectives of the research proposal, cost estimates, and spending allotments with respect to denied College of Dentistry faculty grant requests made to sources external to the College.

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**Recommendation:**

Retain in office for one (1) year following date of rejection and dispose of providing final approval by the P.I. (Primary Investigator).