

<b>Policies of the University of North Texas Health Science Center</b>	<b>Chapter 04 – Administration</b>
<b>04.313 Records Authorization</b>	

Policy Statement.

The University of North Texas Health Science Center recognizes, as described in the Texas State Records Management Manual, the statutory responsibility to identify and take adequate steps to protect confidential and vital state records according to Texas Government Code 441.

Application of Policy.

This policy applies to anyone who creates or maintains business records that are either required or would be normally maintained in the regular course of business.

Definitions.

None

Procedures and Responsibilities.

Procedure / Duty

1. Records and Information Management requires that a Records Management Authorization Form must be completed, signed by a department supervisor, and submitted to Records Management to request records from storage. Without this approval, records will not be released. Records will only be released to the person authorized to request records for that department. The person(s) authorized to receive records are responsible for the return of these records to Records and Information Management.
  
2. An inventory will be sent by Records and Information Management to department managers and supervisors identifying personnel and records checked out to that department by requestor. Any personnel authorized to request records must return all records checked out under their name to Records Management upon leaving that department or the health science center. These records will be checked in by RIM and the records request account will be closed. Please review Records and Information Management Policy and Employee Records Exit Procedures.

Responsible Party

Department Supervisor

Department Supervisor

References and Cross-references.

**Statutory Requirements**

To the extent applicable reference is made to the following statutes:

Texas Health and Safety Code, Chapter 181 Medical Records Privacy

Gramm-Leach-Bliley Act

Health Insurance Portability Accountability Act – HIPAA

Government Code Chapter 552. Public Information

Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a federal law that protects the privacy of student education records.

Standard: Sarbanes Oxley, Section 802 Criminal Penalties for Altering Documents, Section 1102

Tampering with a Record or Otherwise Impeding an Official Proceeding

Forms and Tools.

Records Management Manual

\* Records Management Policies

\* Records Management Procedures

\* UNT Health Science Center Records Retention Schedule

Records Management Division Procedures Manual

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