

## **Notice of Intent to Destroy Medical Records**

The Colorado School of Mines Student Health and Dental Centers have a retention period for medical records of **seven** years past the last encounter date. Student's dependent medical records are kept for a period minority plus seven years (i.e. 25 years minus the age of the minor at the time of their last encounter). With permission granted from the Division of State Archives and Public Records, all CSM Student Health and Dental Center records with a last encounter date of December 31, 2010 will be destroyed on January 1, 2018. Anyone wishing to request their original medical records must contact CSM Student Health Center or CSM Dental prior to the destruction date. Please call 303-273-3381 between 8 am and 4 pm, Monday through Friday to obtain a request form.