

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

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.

1. Family Educational Rights and Privacy Act (FERPA). A federal law that protects the privacy of student education records.
2. Gramm-Leach-Bliley Act. The Financial Modernization Act of 1999, also known as the GLB Act, includes provisions to protect consumers' personal financial information held by financial institutions.
3. Health Insurance Portability Accountability Act. Title I of HIPAA protects health insurance coverage for workers and their families when they change or lose their jobs. Title II requires the establishment of national standards for electronic health care transactions and national identifiers for providers, health insurance plans, and employers.
4. Sarbanes Oxley: A federal law that set new or enhanced standards for all U.S. public company boards, management and public accounting firms.

Procedures and Responsibilities.

1. Records and Information Management (RIM) requires that a Records Management Authorization Form must be completed, signed by a department supervisor, and submitted to RIM 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.

Responsible Party: Department Supervisor

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.

Responsible Party: Records and Information Management staff

3. 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.

Responsible Party: Employees leaving the Health Science Center

4. These records will be checked in by the Director of Records Information Management or his/her designee and the records request account will be closed in accordance with Records and Information Management policies and procedures.

Responsible Party: Director of Records and Information Management,
or designee

References and Cross-references.

Texas Health and Safety Code, Chapter 181 Medical Records Privacy

Texas State Records Management Manual

Texas Government Code 441

Gramm-Leach-Bliley Act

Health Insurance Portability Accountability Act – HIPAA

Government Code Chapter 552. Public Information

Family Educational Rights and Privacy Act (FERPA)

Sarbanes Oxley, Section 802 Criminal Penalties for Altering Documents, Section 1102: Tampering with a Record or Otherwise Impeding an Official Proceeding

04.310 Records Management Program Policy

Records Management Procedures

UNT Health Science Center Records Retention Schedule

Records Management Division Procedures Manual

Forms and Tools. (optional)

Approved: September 2002

Effective: September 2002

Revised: June 2007