



**CSU HEALTH NETWORK**  
**COLORADO STATE UNIVERSITY**

**Notice of Intent to Destroy Medical Records**

The CSU Health Network has a retention period for medical records of 7 years past the last encounter date. Student's dependent medical records are kept for a period of minority plus 7 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 CSU Health Network Medical Records with a last encounter date of January 1, 2008 will be destroyed March 1, 2017. Anyone wishing to request their original medical records must contact the CSU Health Network Medical Records Department prior to the destruction date. Please Call 970-491-7509 or 970-491-2349 between 8 a.m. and 5 p.m. Monday through Friday to obtain a request form. Standard release of medical records charges may apply for additional electronic records.