

Table 6**Permanent Record Retention Methods by Media Type**

| Retention Methods | <i>f</i> | % |
|--|----------|------|
| Paper (<i>n</i> = 53) | | |
| Microfilm or other similar medium | 30 | 56.6 |
| In-house by staff | 4 | 7.5 |
| In-house by vendor | 3 | 5.7 |
| Off-site by vendor | 26 | 49.1 |
| Commercial vendor/off-site storage | 19 | 35.8 |
| In hospital building(s) | 14 | 26.4 |
| Hospital off-site storage facilities | 11 | 20.8 |
| Other | 11 | 20.8 |
| On grounds, but outside hospital building(s) | 9 | 17.0 |
| Imaged (<i>n</i> = 40) | | |
| Available online, accessible to user | 35 | 87.5 |
| Available online for predetermined period of time, then archived | 4 | 10.0 |
| Other | 2 | 5.0 |
| Electronic (<i>n</i> = 49) | | |
| Available online, accessible to user | 42 | 85.7 |
| Available online for predetermined period of time, then archived | 6 | 12.2 |
| Other | 3 | 6.1 |