

**University Hospital/UT Health**  
**Histotechnology Training Program**  
**Retention of Records for Graduates & Enrolled Trainees**

Trainee files contain application forms, transcripts of grades, attendance records, tests, trainee papers, and clinical evaluations. These records are open to the trainee at any time, and they review all evaluations at the completion of each rotation.

Upon completion of the course, the records are kept intact for one year. After that time only the application forms, transcripts, attendance records, grade sheets, and evaluations are maintained.

Trainees sign a release of information form allowing the program to give information from their files. Discretion is always used concerning trainees' records. When potential employers request information, only information relating to pass/fail status and attendance is disclosed. Confidentiality is maintained by securing trainee records in a locked file cabinet.