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

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