



July 26, 2006

Contact Person: Jody Hayes, RHIT
hayesjod@cvm.msu.edu

1. Submit written request with the following information:
 - Purpose of your request
 - Name, title, and affiliation with your institution
 - Record number(s)
 - Specific data or copied reports needed
 - Time frame you have in mind
2. Work will proceed only with the authorization of the MSU clinician of record or service chief.
3. Client and referring veterinarian identification will be redacted from all copies.
4. Charges are as follows:

Service	Charge
Record preparation (pull [includes retrieval from archives], take apart, redact client and referring veterinarian identification or abstract necessary data, put back together, and re-file)	\$5.00/record
Photocopies: Person never affiliated with MSU	\$.10/copy ¹
Photocopies: Person with previous MSU affiliation	\$.05/copy ²

¹ Two sided form = two copies

² Ibid.