



**University Services**  
2800 Black Lake Place, Suite A  
Philadelphia, PA 19154  
Phone: (800) 624-3784

**SUBJECT:** Record Retention

**DATE:** January 19, 2023

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Dear Valued Customer,

In order to best comply with all federal and state requirements, UServices has updated our record retention policies. Effective immediately, we will only retain records relating to lab negatives for four years. Anything older than four years old will be purged from our systems on February 27<sup>th</sup>, 2023.

If you have any questions about this process change, please reach out to our account management team at [accountmanagers@uservices.com](mailto:accountmanagers@uservices.com) or call us at (800) 624-3784.

We appreciate your continued partnership with UServices.

Lynn A. Carr, C-SAPA  
*Director Medical Review Services*  
**University Services**