

**M E M O R A N D U M**

**TO:** [Name], PEDIATRIC CLINIC MANAGER, TTUHSC AT EL PASO  
**FROM:** WILLIAM WEBSTER, ASSOCIATE GENERAL COUNSEL, TTUHSC  
**RE:** Patient Name  
DOB:

**NOTICE OF LIABILITY CLAIM  
SECURE PSYCHOTHERAPY RECORDS IN DEPT.**

**DATE:**  
.....

Please be advised that **[Patient's Name]** as referenced above has submitted a written notice of liability claim. The Office of General Counsel, Professional Liability Division, is investigating this claim.

This memorandum is written to you as a request **not to purge nor destroy any Pediatric psychotherapy notes that might be in your Dept. in any format (paper, electronic or other recorded media) regarding [Patient's Name], patient while this case is still pending.**

I will advise you when the matter is completed. If you have any questions, feel free to contact my office at 915-215-4436.

---

William Webster  
Associate General Counsel  
Texas Tech University System  
Office of Vice Chancellor and General Counsel  
Professional Liability Division

Cc: Susan Butkiewicz, RN, BSN, Prof. Liability Risk Management, Texas Tech Univ. H.S.C.