

RECORDS RETENTION POLICY

Policy

245A.041 SYSTEMS AND RECORDS.

Subd. 3. Record retention; license holder requirements.

The following records must be maintained as specified and in accordance with applicable state or federal law, regulation, or rule:

Consumer Record:

- All records on active clients should be maintained for the duration of the current admission.
- Records on clients who have been discharged from the program should be retained for **seven years** from the date services are terminated or-
- if the client died, **seven years** from the date of the death.

Record	Type of information	# of Years
Consumer file	All of records including Electronic records	7
Consumer information	Service agreements, GRH information, state payments	7
Consumer Accounts	Bank statements, receipts, all other financial information	7
Intake files	Intake files for consumers not entered into program	1
	Documentation retained permanently	
	discharge summary and any discharge records (documentation of death) Any documents filed with the state related to discharge	retain
	Informational Cover Sheet	retain

Consumer Record information will be stored in the main storage files in the basement of Cedar South, in a storage box labeled with consumer name and dates of service. Electronic records will be stored electronically through computer and program backups done by West Central Technology.

Agency Records:

Retention of staff records:

- Records on currently employed staff should be maintained for at least **seven years**.
- Records on staff no longer employed by the license holder should be retained for **seven years** from the employee's last day of employment.

Retention of program policies and procedures:

- Program policies and procedures should be maintained until no longer required or until the policy and procedure is replaced by a new policy or procedure.
- Program incident reports should be retained for **seven years** from the date of the incident.

Record	Type of information	# of Years
OSHA Logs	All OSHA Records	7
Fire Drill	All facility fire drill information	7
Accounting	Payroll, Bank statements, all financial documents	7
Staff Meetings	Staff meeting Summaries	1
Board Information	Meeting Minutes	5
	Board member information	7
Insurance Policies	(WC, UE, Lib etc.)	5