

Retention Schedule: BEHAVIORAL HEALTH

Office of Record (OFR)	Retention No.	Title and Description	Retention Period / Disposition								Comments / Reference
			Active (in office)	Inactive (Off-Site)	Total Retention	Vital?	Media Options	Ar-chives	Image: S=Scan M=Micro-fiche I=Import	Destroy Paper after Imaged & QC'd	
If the record is not listed here, refer to the Retention for County-Wide Standards											
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.											
Litigation, claims, court orders, complaints, audits, records requests and/or investigations suspend normal retention periods (retention resumes after final action - settlement).											
Behavioral Health	BH-001	ATTENDANCE VERIFICATIONS (Narcotics / Alcoholics Anonymous, MCR, Recovery Groups)	2 years		2 years		Mag, Ppr				GC §26202
Behavioral Health	BH-002	FISCAL / FUNDING ALLOCATIONS / COST REPORTS	State Audit + 1 year		State Audit + 1 year		Mag, Mfr, OD, Ppr		S/M/I	Yes: After 1 year	Department Preference; GC §26202
Behavioral Health	BH-003	HIPAA POLICIES AND PROCEDURES (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Superseded + 6 years		Mag, Mfr, OD, Ppr		S/M	Yes: After 1 year	45 CFR 164.530(j)
Behavioral Health	BH-004	MASTER CLIENT DATABASE RECORDS	Indefinite		Indefinite	Yes	Mag				Data is interrelated; GC §26202

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Behavioral Health	BH-005	PATIENT OR CLIENT FILES - ADULTS AND EMANCIPATED MINORS - Drug & Alcohol, Health, Medical, Mental Health programs - includes discontinued programs (e.g. AID) - Confidential	Last Visit + 7 years		Last Visit + 7 years	Yes: Until Last Visit	Mag, Mfr, OD, Ppr		S/M	Yes: After 1 year	Department Preference; Clinical records must be preserved for a minimum of seven (7) years following discharge/termination of the client from services, with the following exceptions: 2.2.1 The records of un-emancipated minors must be kept for at least one (1) year after such minor has reached age 18, and in any case, not less than seven (7) years. 2.2.2 For psychologists: 2.2.2.1 Clinical records must be kept for seven (7) years from the client's discharge/termination date. 2.4 Records shall be retained beyond the seven (7) year period if an audit involving those records is pending, until audit findings are resolved. H&S §123145, 9 CCR 784.28(a), 9 CCR 9444, 22 CCR 70751(c) & 71551(c); CMS Pub. 100-4, Chapter 1, Section 110.3	

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Behavioral Health	BH-006	PATIENT OR CLIENT FILES - UNEMANCIPATED MINORS - Drug & Alcohol, Health, Medical, Mental Health programs - includes discontinued programs (e.g. AID) - Confidential	Last Visit + 7 years OR 25 years old, whichever is longer		Last Visit + 7 years OR 25 years old, whichever is longer	Yes: Until Last Visit	Mag, Mfr, OD, Ppr		S/M	Yes: After 1 year	Department Preference; Clinical records must be preserved for a minimum of seven (7) years following discharge/termination of the client from services, with the following exceptions: 2.2.1 The records of un-emancipated minors must be kept for at least one (1) year after such minor has reached age 18, and in any case, not less than seven (7) years. 2.2.2 For psychologists: 2.2.2.1 Clinical records must be kept for seven (7) years from the client's discharge/termination date. 2.2.2.2 In the case of a minor, (7) years after the minor reaches age 18. 2.4 Records shall be retained beyond the seven (7) year period if an audit involving those records is pending, until audit findings are resolved. H&S §123145, 9 CCR 784.28(a), 9 CCR 9444, 22 CCR 70751(c) & 71551(c); CMS Pub. 100-4, Chapter 1, Section 110.3
Behavioral Health	BH-007	STATISTICS - PROGRAM PARTICIPANTS	7 years		7 years		Mag, Mfr, OD, Ppr		S/M/I	Yes: After 1 year	Department Preference; GC §26202