



DEPARTMENT OF ALCOHOL & DRUG SERVICES
POLICIES & PROCEDURES MANUAL

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Date Developed 10/30/02

Date Last Reviewed 01/09/08

SUBJECT: **RETENTION OF RECORDS AND REPORTS**

Policy

It shall be the policy of the Department of Alcohol & Drug Services to retain documents according to applicable state and federal laws and regulations as well as County Policies, when appropriate. It shall be the policy of DADS to ensure that documents required by legal or regulatory actions are not tampered with or destroyed **until so directed** by DADS administration or County Counsel. It shall be the policy of DADS to destroy documents according to HIPAA policies and procedures.

Procedures

The following procedures relate specifically to the retention of client charts created by staff working for or on the behalf of the Department of Alcohol & Drug Services. Other records will be retained in accordance with HHS Policy & Procedures. All client records created by the Department of Alcohol & Drug Services and its contract providers are the property of the department. Records will be stored securely in accordance with HIPAA regulations and the provisions of 42 CFR part 2. When a client chart is closed, it will be reviewed, by a clinician or clinical supervisor, for completeness. It will be labeled to identify it as a closed chart and secured under lock and key, in a manner that permits easy access, should it be needed at a later date. Records shall be retained for a period of not less than seven years after the closing of a case. Records of services provided to minors will be retained for a period of not less than seven years after a minor's eighteenth birthday.

Records may be destroyed after they have been retained for the minimum periods noted above. Records will be destroyed in accordance with HIPAA and the provisions of 42 CFR part 2.