

SHIAWASSEE COUNTY COMMUNITY MENTAL HEALTH AUTHORITY
POLICY AND PROCEDURE MANUAL

Section: Clinical
Policy Number: 49
Subject: **Clinical Record Retention and
Destruction**

Effective Date: 4/18/94
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Policy

It is the policy of Shiawassee County Community Mental Health Authority (SCCMHA) that all clinical records will be maintained and destroyed in a manner that is consistent with state law.

Purpose

1. To maintain a system of clinical record retention and destruction.
2. To comply with the standards established by state law and regulatory agencies.

Application

This policy will apply to all SCCMHA programs and sites maintaining a clinical record.

Standards

1. The clinical records keeping system pertaining to the retention and destruction will consist of the following components:
 - a. Retention of the clinical record in hard copy form,
 - b. Retention of the clinical record on microfiche,
 - c. Retention of the clinical record in electronic form,
 - d. Method of destruction,
 - e. Maintenance of basic information retained permanently from destroyed clinical records.
2. Standard operating procedures will be established that address each of the identified components.

3. The clinical records keeping system including the retention and disposal will be maintained with oversight from the Medical Records Team Leader and Chief Operating Officer.

Approved by: *Jerry Walden*
Board Chairperson

10/15/08
Date

Scott Gilman
Chief Executive Officer

10/15/08
Date

