



Agency Records Disposition Schedule

Department: Department of Health and Senior Services

Section: Bureau of Home and Community Services

Division: Division of Senior and Disability Services

Sub-Section:

TITLE: Client Files

CUTOFF: End of calendar year in which services are terminated

DESCRIPTION: Records created and maintained by field staff including forms completed either by a client, or on behalf of a client, to receive, or continue receiving services. Records contain, but are not limited to copies of client's medical information, documentation proving delivery of services, and client reports on services or treatment.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES: Originals kept with local home and community service offices.

DISPOSITION ACTION: HIPAA-Compliant Shred

SERIES: 22720

SERIES STATUS: Approved

APPROVAL DATE:

6/9/2015

TITLE: Hotline Investigations

CUTOFF: Close of Hotline Investigation

DESCRIPTION: Records created by field staff to document overall standing of a care provider, such as legal requests, consent forms, subpoenas and entry warrants. Documentation provided by other agencies concerning the content of the hotline investigation may also be included in the record.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Record transferred to the Client File, record series 22720.

DISPOSITION ACTION: Transfer to appropriate file

SERIES: 23281

SERIES STATUS: Approved

APPROVAL DATE:

9/8/2010