



Agency Records Disposition Schedule

Department: Department of Mental Health

Section: Developmental Disabilities, Mental Illness, and
Substance Abuse Disorders

Division: Central Office

Sub-Section:

TITLE: Patient-Related Correspondence

CUTOFF: End of calendar year of last service

DESCRIPTION: Correspondence to and from patients, their relatives, or other interested persons regarding admissions, releases, or complaints. Records may include, but are not limited to, documentation of Event Management and Tracking System (EMT) events in the Consumer Information Management Outcomes and Reporting (CIMOR) System.

RETENTION: Years: 7 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: HIPAA-Compliant Shred

SERIES: 5850

SERIES STATUS: Approved

APPROVAL DATE: 11/15/2016