

Washtenaw County Community Mental Health

**CLOSED AND HISTORICAL CLINICAL RECORDS STORAGE**

**PURPOSE**

Ensure safe keeping of records including storage and retrieval of closed and historical paper-based clinical records, and the retention and destruction of records in accordance with applicable standards.

**POLICY**

- All closed and historical paper-based clinical records shall be maintained in secure storage locations or scanned into the electronic record and shredded.
- All clinical records shall be retained for time periods established by statute and by the State of Michigan Community Mental Health Service Programs Retention and Disposal Schedule.

**DEFINITIONS**

Closed clinical record: The clinical record for a person who is no longer receiving WCCMH services.

Historical information: Information that is no longer required in the active master clinical record for cases open to WCCMH.

Secure storage: Storage of records in accordance with guidelines in state, federal and local policy and regulations.

**PROCEDURES**

There are no additional procedures with this policy.

**STANDARDS**

- Clinical records will be handled and maintained consistently across service locations.
- All clinical records will be located in a secure locked area or in a secure electronic system.
- If a clinical record is considered lost, the record will be reconstructed as accurately as possible. A detailed letter describing the efforts made to locate the original record and the circumstances which necessitated the reconstruction will be filed in the beginning of the clinical record.

- Records eligible for destruction will be properly logged and disposed of according to state, federal and local policy and regulations.

## **REFERENCES**

- Regional policy “Confidentiality and Access to Records”
- WCCMH (MDHHS) Guideline for Record Retention
- Joint Commission Standard RC.01.05.01

## **EXHIBITS**

(none)