



Purging and Destroying of Records

(8.606.3)

Records may be purged and destroyed when such documentation is no longer required for the support and care of persons in service. All purged documents will be kept at the off-site location for no more than seven years. Said documents will be shredded by a professional company responsible for their disposal.

Persons in service, who have terminated services with ABLE, will be given a termination notice per DIDD rules and regulations. All of the person's documentation will be placed in a large envelope with the termination notice immediately available. The person's first initial and last name will be written on top of the envelope. The purge date will also be written on the envelope. It will be sealed and stored off-site in the ABLE storage locker.

All current consumer files should be purged on an annual basis. It's best to purge files around the time of the Service Plan. *Documents deemed critical for service delivery, outside of these recommended guidelines, should be scanned and saved to the electronic file for the person in service.*

Place purged documents in a large envelope with the purge date and first initial and last name. Keep the file open and store at the ABLE facility for one year. While it's not expected, said documents may be required for historical data or exploration and should be available for use as needed.

Below are recommended guidelines:

- Identifying Information - Demographic/Person Specific Training/Map/Admit & Discharge Form- Current for the year
- Don't purge Due Process documents
- Two years' worth of Service Plans
- Two years' worth of ISSPs
- One Six Month Summary
- One year's worth of Daily Contact Notes & Data Tracking Documents
- One year's worth of Assessments
- Comprehensive Life Reviews/Functional Assessments go into Assessment section. (We never purge CLR's or Functional Analysis unless they are a "running" document)
- One year's worth of Human Rights Committee documentation. (If applicable)
- Never purge paperwork that states Notice of Action – place in the back of the book under miscellaneous if no longer in use
- One years' worth of Medical records and corresponding daily documents

- Protocols reviewed once a year
- Current Incident Reports from service year
- Do not purge W4s, I9's, PNFs
- One years' worth of client account records and paystubs for day program; two years' worth of financial documentation (social security and Medicaid redetermination) is required for residential consumers
- Do not purge legal documents; i.e. guardianship paperwork