

## Administrative Policy

- 1 OPTIONS recognizes the need to maintain accurate and comprehensive records for all operations. To ensure the maintenance of accurate records, the following individuals will be responsible for the following records with corresponding record retention schedule:
- 1.1 Chief Executive Officer
    - Board Records 7 yrs
    - Administrative Records 7 yrs
    - Strategic Planning Records 7 yrs
    - Q/A Records 3 yrs
  - 1.2 Program Director
    - Program Descriptions 3 yrs after it closes
    - Incident Reports 7 yrs
    - Reports for Regulatory Bodies 7 yrs
    - Register of Supported Person 7 yrs
    - Safety Records 7 yrs
    - Maintenance Checks 7 yrs
    - Specific Program Safety Records 7 yrs
  - 2.3 Chief Financial Officer
    - Financial Records 7 yrs
    - Payroll Records 7 yrs
    - Insurance Information/Records 7 yrs
    - Sub-Contractors 7 yrs after termination
    - Food Account Records 7 yrs
  - 2.4 Human Resource Director
    - Personnel Files 7 yrs after termination
    - Staff Schedules 1 yr
    - Staff Evaluations 7 yrs after termination
    - Training Schedules & Records 7 yrs after termination
    - In-Service Records 3 yrs
    - Health Insurance Information & Records 7 yrs after termination
  - 2.5 Program Managers
    - Supported Person Files 7 yrs after discharge
    - Staff Meeting Agendas 1 yr
    - Peer Group Meeting Agendas 1 yr
    - Duty Roster 1 yr
    - Data Collection for ISP & Monthly Reports 7 yrs after discharge
  - 2.6 Program Supervisors

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Records

Policy No. 200.1.21

Page 2

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Medication Log	7 yrs after discharge
Mileage Log (Van)	3 yrs
Weekly Menus	1 yr

- 2 Medical records will be kept in a locked file cabinet, or in a storage area secured by a locking door. The file cabinet or storage area will safeguard against loss, destruction, or unauthorized use.
- 3 Records of persons served will be transferred to archival storage after a person is discharged from OPTIONS. Files may be purged with records one year or older placed in archives. Administrative records will be transferred to archival storage 12 months after the end of each fiscal year.
- 4 When records are destroyed it will be shredded. Confidentiality of records will be maintained at all times. No individual or organization will be allowed to view any record maintained by OPTIONS without proper authorization and/or signed release statements from the person whose information is contained in the record, or from that person's authorized representative.
- 5 Files are purged annually. Most purged documents are of day-to-day records such as ID notes, Health Appointment Checklists, etc. Annual Physician reports, assessments and pre-admission documents are generally not purged.

Adopted: February 1989

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August 2012, April 2014, October 2015

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