


**COUNTY OF IMPERIAL
DEPARTMENT OF BEHAVIORAL HEALTH SERVICES**

POLICY AND PROCEDURE MANUAL

SUBJECT: Retention of Discharged Charts	POLICY NO: 01-21
SECTION: Administration	EFFECTIVE DATE: 10-19-16
REFERENCE: DMH Letter 06-07; Business & Professions Code Sections 4980.49 & 4990-4998; CCR, Title 22, Section 77143(c)	PAGE: 1 of 1
	SUPERSEDES: 2-11-02
AUTHORITY: Behavioral Health Director As the Local Mental Health Director and Alcohol and Drug Administrator	APPROVED BY: 

PURPOSE: To establish a policy regarding the length of time records must be kept in accordance with applicable state and federal laws and regulations.

NOTES: None

DEFINITIONS: Outpatient Medical Records - For purpose of this policy, outpatient medical records includes clinical charts, mental health rehabilitation technician charts, Adolescent Habilitative Learning Program (AHLP) charts, Mental Health Services Act (MHSA) programs charts, and Vista Sands Socialization charts.

POLICY: All ICBHS mental health outpatient medical records are maintained for twenty-five years after the date of discharge.

The destruction of all mental health outpatient medical records is done by the Medical Records unit, following state and federal confidentiality guidelines.