

Catholic Charities Diocese of Palm Beach, Inc.

Policy and Procedures Manual

No. of Policy 7011

Catholic Charities of the Diocese of Palm Beach, Inc.

SUBJECT: RECORDS DISPOSAL/EXPUNGING MATERIAL

POLICY: Records for adult individuals shall be maintained for a period of seven (7) years from the date of last contact.

PROCEDURES:

Marriage counseling records shall be maintained for 10 years from date of last contact.

- 1) Records involving a minor child shall be maintained for 7 years past the age of majority.
- 2) When destroying records, a file card shall be maintained with the basic information of name, case file number, dates of service, number of sessions and name of therapist.
- 3) After basic information is recorded, files shall be shredded completely to protect confidentiality.
- 4) At case closing, or at least annually in long-term cases, the case file should be expunged of any materials which are unnecessary to the case and/or unrelated to the delivery of service.
- 5) In the event of dissolution of the organization, notification of such dissolution shall be published in the newspapers of greatest general circulation in the five county area of Catholic Charities, containing the date of dissolution and an address at which clients' records are available to the client or to a mental health professional designated by the client. The records shall be retained for 2 years after the dissolution.
- 6) Disposal of case records shall follow legal guidelines.
- 7) Regardless of the above stated time periods, if a matter is in litigation or expected to result in litigation or is required to support an audit, the documents should be preserved until the end of the litigation and any appeal which may result there from, or, if preserved for an audit, then for four years after the conclusion of the audit.
- 8) When requirements for retention records overlap, the records should be retained for the longer retention period.

AUTHORIZED DATE: 12/06/00

REVISED DATE: 02/25/10