Chapter Title	Chapter #		Subject #
Recipient Rights	RR		133
Subject Title **Information Retention and Disposal**	Adopted 9/26/96	Last Revised 11/29/16	Reviewed 12/27/04; 9/25/06; 2/22/10; 4/25/11; 4/23/12; 9/23/13; 12/10/14; 9/23/15; 12/14/16; 12/20/17

POLICY

Application

This policy shall apply to The Right Door for Hope, Recovery and Wellness and all services operated by or under contract with it.

1.0 Information Retention and Disposal

1.1 Agency Documents

All documents created within the agency or received from outside of the agency shall be maintained and disposed according to existing procedures for such records and following the State of Michigan Record Retention and Disposal Schedule.

1.2 Disposal of Recipient Information

All recipient-identifying information (such as phone messages) shall be disposed of on a daily basis when it is of no further value to the employee.

Each item shall be placed in the shredding bin on an individual basis, and in no case shall such confidential information be disposed of in a wastebasket.

References

MDHHS Approved Record Retention & Disposal Schedule

Melissa McKinstry, Board Chairperson	Date		

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