

## The Right Door for Hope, Recovery and Wellness

Chapter Title  Recipient Rights	Chapter #  RR		Subject #  133
Subject Title <b>Information Retention and Disposal</b>	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; 12/19/18; 12/18/19; 4/26/21; 4/25/22; 4/24/22

### **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

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Deborah McPeek-McFadden, Board Chairperson	Date		