

SUBJECT: Public Records Retention, Storage and Access

IDENTIFIER:

EFFECTIVE DATE: 8/01/06

FORMAL REVIEW DATE: 8/01/07

SUPERSEDES: All policies adopted prior to effective date

AUTHORITY: Governance Policy C-1, "Delegation to the Executive Director"

OACBHA STANDARD: VIII-D.1 and VIII-D.2 (a) and (b)

PURPOSE: To formalize a structure and process for filing records in an organized manner that provides for ready access to documents when needed.

POLICY: Standardization of the records filing process will contribute to efficient operation of the Lorain County Board of Mental Health (LCBMH) and will meet legal requirements for the retention, storage and access to public records.

RULES:

- A. All staff will adhere to the published Record Retention Schedule, which is maintained at <G:\AA-OFFICE\LISTS & SCHEDULES\FILE MGMT SYSTEM\Record Retention Schedule>, in determining what documents to maintain, for what period, and the location of their storage.
- B. All records maintained by the LCBMH will be listed in the Active File Registry, which is maintained at <G:\AA-OFFICE\LISTS & SCHEDULES\FILE MGMT SYSTEM\Active File Registry>.
- C. Work papers may be maintained by staff in individual office files until they are no longer needed for a particular project or function. In compliance with the Record Retention Schedule, work papers that are no longer maintained in office files shall be filed in Active or Archive Files or destroyed.
- D. All records are maintained in a secure manner in filing cabinets that limit access to LCBMH staff and board members as necessary to fulfill their role and function and members of the general public as requested and allowed by law.
- E. Records that contain Health Information Portability and Accountability Act (HIPAA) defined Protected Health Information (PHI) are maintained in locked filing cabinets.

PROCEDURE: See attached flow chart. <..\..\LISTS & SCHEDULES\ORG CHARTS\File Mgmt - Filing Procedure Rev 01.24.06.sdr>

RESPONSIBILITY:

The **Director of Operations** shall be responsible for the overall management and coordination of this policy with assistance from the Executive Assistant, Clinical Administrative Assistant and Receptionist/Clerk.

FORMS:

A. New File Name Identifier (stamp)

| | |
|--|-----------------------------------|
| DOCUMENT COPIES STAMP | |
| <input type="checkbox"/> BILL | <input type="checkbox"/> PATRICE |
| <input type="checkbox"/> JOAN | <input type="checkbox"/> VINAIDA |
| <input type="checkbox"/> BLANCHE | <input type="checkbox"/> KATHLEEN |
| <input type="checkbox"/> MARIANNE | <input type="checkbox"/> JANE |
| <input type="checkbox"/> CHARLIE | <input type="checkbox"/> GAIL |
| <input type="checkbox"/> DENNIS | <input type="checkbox"/> RHONDA |
| ORIGINATOR _____ | |
| ROUTING STAMP | |
| <input type="checkbox"/> BILL | <input type="checkbox"/> PATRICE |
| <input type="checkbox"/> JOAN | <input type="checkbox"/> VINAIDA |
| <input type="checkbox"/> BLANCHE | <input type="checkbox"/> KATHLEEN |
| <input type="checkbox"/> MARIANNE | <input type="checkbox"/> JANE |
| <input type="checkbox"/> CHARLIE | <input type="checkbox"/> GAIL |
| <input type="checkbox"/> DENNIS | <input type="checkbox"/> RHONDA |
| RETURN TO _____ | |
| KEEP <input type="checkbox"/> RECYCLE <input type="checkbox"/> | |
| FILING TO DO STAMP | |
| STAFF INITIALS: _____ | |
| EXISTING <input type="checkbox"/> NEW <input type="checkbox"/> | |
| ACTIVE FILE REGISTRY NAME: | |
| _____ | |
| KEYWORDS | |
| 1 | _____ |
| 2 | _____ |