

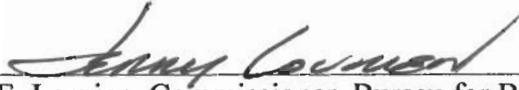
**DOCUMENT RETENTION PERIOD: DOCUMENTS RELATING
TO THE PRIVACY OF PROTECTED HEALTH INFORMATION
PROCEDURE**

1. The Privacy Official or Designee(s) will develop a list of all of the types of documentation which must be retained under this policy, and where the documentation will be retained.
2. The list will define when the retention period begins for each item. (For instance, for a request to amend PHI, the six years or longer if required by state law or regulation begin when the request has reached its final disposition. For a policy, the six years or longer if required by state law or regulation begin when the policy is superceded by a revision.)
3. The Privacy Official or Designee(s) will assure that the six-year retention requirement is met for these documents, regardless of where they are stored.

REFERENCE: 45 CFR § 164.530(j)

Effective Date: 4/14/03

Dates Revised:



Jerome E. Lovrien, Commissioner, Bureau for Behavioral Health and Health Facilities