



Procedure Title: RECORDS RETENTION	Procedure #: 05-003	<u>Review Dates</u>	
Category: Health Information Subject: Records Retention	Prepared by: Name: Niki Emelander Title: Client Information Manager Approved by: DocuSigned by:  AA77BD48AB804A3... Rich Francisco, Executive Director Effective Date: 01/01/1995	7/09/2025	NE
		Last Revised Date: 07/19/2017	

I. PURPOSE

The State of Michigan's Department of History, Arts, and Libraries – Records Management, requires Community Mental Health Services Programs to retain their records for a specified length of time as documented in their "Records Retention and Disposal Schedule" (Attached).

II. APPLICATION

This procedure applies to all employees and contracted providers within HealthWest.

IV. PROCEDURE

- A. HealthWest and its contracted providers will adhere to the attached "Records Retention and Disposal Schedule" guidelines as set forth by the State of Michigan's Department of History, Arts, and Libraries – Record Management.
- B. As determined by the HealthWest Executive Director/designee, some documents may be retained on a permanent basis, in order to assure appropriate historical reference as well as provide quality services to the agency's internal and external customers.

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