

POLICIES AND PROCEDURES MANUAL

KEYSTONE COMMUNITY RESOURCES, INC.

KEYSTONE INDEPENDENT LIVING, INC.



Policy Title:
Record retention

Chapter:
10

Effective Date:
10/25/1999

Revision Date:

Policy Number:
10-106-004

Executive Director

SCOPE:

- Chapter 3800 – Child Residential and Day Treatment Facilities

INTRODUCTION:

1. Information in the child's record shall be kept for at least 4 years or until any audit or litigation is resolved.
2. A child's record shall be kept for at least 4 years following the child's departure or until any audit or litigation is resolved.

DISCUSSION: