



HURON BEHAVIORAL HEALTH  
**PROCEDURE**

Procedure #: **RR.2.25**  
Issue Date: 09/15/00  
Rev. Date: 04/10/22  
Page: 1 of 2

**Title: Recipient Rights – Records Retention and Disposal Procedure**

**Prepared By: Recipient Rights Officer**

**NOTE: This Document Copy is Uncontrolled and Valid on this date only: May 25, 2022. For Controlled copy, view shared directory I:\ drive**

**Purpose:**

To define the record retention and disposal practices for all records pertaining to Recipient Rights.

**Scope:**

This procedure applies to all employees of Huron Behavioral Health (HBH) who are involved in Recipient Rights records and particularly the HBH Recipient Rights Officer.

**Information:**

This procedure refers to the Rights Office Records only (for all other consumer-related records refer to [QI.1.23](#)).

**Procedure:**

1. All records gathered and attached to a Recipient Rights Report of Investigative Findings will be kept ten (10) years. This includes statements made by anyone involved in the investigation, notes kept by the Recipient Rights Officer during an investigation, appeals information, police reports, Adult or Child Protective Services Reports, Licensing Reports, etc. This also includes statements made by anyone involved during the intervention, notes by the Recipient Rights Officer, interventions taken by administration and other reports, documentation, evidence, etc.
2. When an Incident Report (DCH-0044) is not essential as evidence, Recipient Rights copies of Incident Reports that are required for aggregate data reporting only are retained for a minimum of two (2) years and in a database for a minimum of seven (7) years (see "[Unusual Incident Reporting Procedure](#)" [RR.2.37](#)).
3. If an Incident Report is used as evidence and labeled as such, they will be attached to a Recipient Rights complaint form or investigative report and kept ten (10) years with that complaint.

**Definitions/Acronyms:**

*HBH* – Huron Behavioral Health

**Forms:**

DCH-0044 Incident Report Form

**Records:**

As defined above.

**Reference(s) and/or Legal Authority**

Michigan Mental Health Code – Act 258 of 1974 section 330  
State of Michigan, Department of History, Arts and Libraries – Records Management Records Retention and Disposal Schedule  
[QI.1.23 HBH Record Retention and Storage Policy](#)  
[RR.2.37 Unusual Incident Reporting Procedure](#)

**Title: Recipient Rights – Records Retention and Disposal Procedure**

Prepared By: Recipient Rights Officer

Procedure #: RR.2.25

Issue Date: 09/15/00

Rev. Date: 04/10/22

Page: 2 of 2

NOTE: This Document Copy is **Uncontrolled and Valid on this date only: May 25, 2022.** For Controlled copy, view shared directory I:\ drive**Change History:**

Change Letter	Date of Change(s)	Changes
A	05/20/03	Documentation brought into the new procedure format and numbered for tracking, minimal changes made to content. Changed indefinitely to 7 years as required, Procedure 1,2 and 4.
B	03/01/06	Added DCH-0044 to "Forms" section, revised formatting, added QI.1.23 & RR.2.37 in "Reference" section, added hyperlinks
C	10/30/08	Updated the number of retention years to 10 as required by Retention and Disposal Schedule #20 developed for Community Mental Health Service programs from the Department of Community Health
D	02/02/12	Reviewed by the HBH Recipient Rights Advisory Committee on 1/23/12 w/ no content changes recommended.
E	05/15/13	Reviewed by HBH Recipient Rights Advisory Council – no content changes made
F	04/28/15	Reviewed by HBH Recipient Rights Advisory Council – no content changes made
G	02/07/17	Reviewed by the Recipient Rights Advisory Committee – in "References" section removed "Department of Community Health Code:330" and replaced with Michigan Mental Health Code – Act 258 of 1974 section 330, no other content changes made.
H	08/07/18	Reviewed by Recipient Rights Committee – no content changes.
I	05/27/20	Made several minor wording/grammatical changes/corrections throughout document without changing sentence content.
J	04/10/22	In "Procedure" section combined #1 and #2, in #3 changed record keeping from "one (1) year" to "a minimum of two (2) years and in a database for a minimum of seven (7) years ", made several minor wording/grammatical changes/corrections throughout procedure without changing sentence content.