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**Records Retention – Non-Clinical**

<b>Federal Regulations:</b>	<b>Effective Date: February 27, 2023</b>
<b>State Regulations:</b>	<b>Revision Date(s): February 27, 2023</b>

**PURPOSE:** To ensure necessary non-clinical records are adequately protected and maintained and to ensure that records that are no longer needed are discarded at the proper time.

**POLICY:** Records are retained in accordance with applicable laws and regulations according to this policy. Where regulations are vague or unclear, Hospice policy is to attempt to fully comply with applicable rules and regulations in a manner consistent with health industry standards.

**PROCEDURE:**

- 1) Records that have satisfied their required period of retention and are no longer required are destroyed in an appropriate manner consistent with this policy.
- 2) Retention periods are ordinarily set as short as possible to minimize storage expense. Whenever lawful and feasible, less expensive alternatives to the storage and maintenance of paper records is considered.
- 3) Hospice employees and agents shall be responsible for ensuring that Hospice records are created, used, maintained, preserved, and destroyed in accordance with this policy.
- 4) Clinical Records are maintained according to the Retention of Clinical Records policy.
- 5) The records retention schedule for non-clinical records is as follows: a) See “Records Retention Schedule” Attachment 127.1 Organization Administration.