Record retention and destruction schedule

A practical California working record - editable in Word

USE IT THIS WAY	DO NOT MISTAKE IT FOR THIS
Use before adopting a retention policy and before any scheduled destruction cycle.	This does not calculate the lawful retention period for a particular record or resolve litigation holds.

Working record

Prepared by	
Reference (no names)	
Date opened	
Next review date	

Six review points

1	**[ ] Inventory record classes** Separate clinical, billing, consent, communication, supervision, personnel, and business records. **Your record:** _____ **Source:** California Health and Safety Code section 123145
2	**[ ] Record the controlling basis** For each class, cite the current rule, contract, payer term, or professional advice supporting the period. **Your record:** _____ **Source:** California Health and Safety Code section 123145
3	**[ ] Identify special cases** Flag minors, audits, disputes, subpoenas, holds, investigations, and other facts that may change ordinary handling. **Your record:** _____ **Source:** BBS: statutes, regulations, and law changes
4	**[ ] Map every copy** Include EHR, email, backups, devices, paper, vendor exports, and duplicate working files. **Your record:** _____ **Source:** HHS: Security Rule guidance
5	**[ ] Define secure destruction** Match the method to the medium and preserve vendor or internal completion evidence. **Your record:** _____ **Source:** HHS: Security Rule guidance

6	**[ ] Approve each cycle** Record scope, authority, date, exceptions, and completion without listing client names in this worksheet. **Your record:** _____ **Source:** HHS: Privacy Rule guidance

Close the loop

Decision / next action	
Owner	
Due date	

Controlling sources

- California Health and Safety Code section 123145
- BBS: statutes, regulations, and law changes
- HHS: Security Rule guidance
- HHS: Privacy Rule guidance

Educational information only. Not legal, clinical, tax, billing, or regulatory advice. Recheck every source before relying on an older saved copy. Do not put client-identifying information in a copy you cannot secure.