

Board Policy on Record Keeping Adopted April 4, 2017

RECORD KEEPING POLICY RECOMMENDATION:

The Board adopts the following record keeping policy for all licensees of this Board regarding the minimum amount of time licensees are required to retain the records of their patients/clients. Records shall be retained for adult patients for at least ten (10) years beginning as of the last date of treatment, and for minors at least ten (10) years beginning as of the last date of treatment or five years after a minor attains the age of majority (defined as age 18), whichever period is longer.

The records may be destroyed after the minimum record keeping periods.

Practically speaking, if a patient is age 13 or older at the date of the last treatment, their records should be held for ten years beyond the date of the last treatment. If a patient is age 12 or younger at the date of the last treatment, their records should be held until patient reaches the age of 23, which is five years beyond the date of majority.