

File Maintenance Chart (updated December 2011)

Note: We will use the fiscal year as our file 'year' as well (April 1-March 31)

Personal **Medical** Financial Independent Contractor Team Planning Miscellaneous

Document	Keep in File for:	Shred	Archive	Other
Personal & Historical Information	Life of File	×	×	Update every 3 years
Sheltered Workshop	Life of File	×	×	
Medical Reports	Life of File	Medical & Treatment notes only		
MAR Sheets	2 years	✓	×	Shred only after information has been summarized on Dr order form
Medication Errors	1 year	✓	×	Also remove copy from personnel file
Seizure Chart	2 years	✓	×	Shred only after information has been summarized on Dr order form
Accident/Incident Report	1 year	✓	×	At end of the year, information gets summarized
Personal Banking Information	Not Required	N/A	N/A	Information to be kept with individual-exceptional case only
Association Budgetary Information	2 years	✓ Actual Monthly Reports & budget sheets	×	No need to archive as S.S. Manager and Central Admin have copies
Rental Assistance/night monitoring/support	1 year	✓	×	Shred copies of applications for funds

Document	Keep in File for:	Shred	Archive	Other
Legal Information	Life of File	x	x	
Team Minutes	2 years	x	✓	Will also be on server
Team Schedules	1 year	✓	x	Tracked on timesheets
Life Plans	Life of File	x	✓	
Service Plans	1 year	x	✓	
Support Agreements	Life of File	x	✓	
Communication Books	1 year	✓	✓	
Log Books	Life of file	x	x	
Nutrition/Meal Plan	Not Required	✓	x	
Month End Reports	Not Required	x	✓	Discontinued 2006

Central Filing Reminders

At year end:

- Summarize monthly budget reports and retain on file for future reference. Original reports are to be shredded. If there is a need to see the original report, they are available at Central Admin.
- MAR reports are to be kept for a period of 2 years. Summarize current year MAR sheet and archive. Shred MAR from 3 years ago, keeping 2 most recent years.
- Medication Error Reports are kept in the person's file, as well as in the file of the staff making the error for the period of 1 year. Team Leaders are expected to keep record one year from when an error is reported and remove and shred from both the person's files and the staff's file.
- Seizure charts are to be kept for a period of 2 years. Summarize current year Seizure chart and archive. Shred Seizure chart from 3 years ago, keeping 2 most recent years.
- Rental Assistance/Night Monitoring records (applications for funds) are to be kept for one year. Copies of Applications for Funds can be shredded. If there is a need to see the original report, they are available at Central Admin.
- Hard copies of Team Schedules are to be kept for a period of 1 year. Schedules/summary of hours worked will be kept on the server by Team Leaders. No paper archives needed.