

Alcohol, Drug Addiction and Mental Health Services Board (Draft)

This schedule lists records commonly found in a county Alcohol, Drug Addiction and Mental Health Services Board. The retention periods specified herein are either required by statute or have been determined by best practice. Permanent records existing solely in electronic format may become inaccessible through media decay and/or hardware/software obsolescence. The Ohio History Connection recommends that digital records with greater than a 10 year retention period also be maintained in either paper or microfilm formats. Records may not be disposed of until all audits are released and audit discrepancies have been settled. Where a lawsuit or agency proceeding is pending, a legal hold on relevant records is required. Records shall be retained until the legal hold has been removed. ELECTRONIC MAIL (e-mail) is a format on which records are sent, received and/or drafted using electronic mailing systems. E-mail is NOT a record series. Instead, each individual e-mail should be evaluated according to its content and retained in accordance with the record series adopted within this schedule that the content most closely fits.

Record Series	Description	Retention Period
Agency Files	Records relating to agencies providing services under contract with the Alcohol, Drug Addiction and Mental Health Services Board, including contracts, agency reports, evaluations, quality assurance plans, and related correspondence	10 years
Annual Community Plan	Developmental plan created for future mental health and recovery services, needs assessments, priorities and collaboration opportunities. Annual Plan submitted to ODMHAS (ORC 340.03 A1c)	Permanent
Annual Report	Contains substantive information of operations, services funded and provided, clients served and revenues and expenditures (ORC 340.04 G)	Permanent
Board Member Information	Documentation on individual appointments and terms served on the Board	20 years
Civil Commitment Papers	Supporting documentation and data of clinical records of individuals under court order to the jurisdiction of the organization	6 years
Client Complaints and Grievances	Complaint initiated by a client or by any other person or agency on behalf of the client. Includes report sent to ODMHAS summarizing complaints and corresponding investigations (ORC 340.08 E)	6 years
Client Demographics and Claim Files	Records pertaining to clients and services received. May also include Authorization Forms, Privacy Notices and HIPAA related records.	6 years
Conditional Release Records	Includes logs tracking and monitoring individuals who have been granted conditional release (ORC 5119.29)	Until superseded
Monthly Reports	Electronic reports sent to the Department of Mental Health and Addiction Service each month. Includes monthly data received by service providers, the number of applications for treatment/services, and the number of service denials and explanations for the denials. (ORC 340.20)	3 years