

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 1199

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DHMH - Deputy Secretary for Public Health Services - Resident Grievance System

Item No.	Description	Retention
1.	<p><u>Grievance Records</u> This series includes case files from all grievances process during the fiscal year for patients in the twelve Mental Hygiene Administration facilities in compliance with the Coe Consent Decree. They are indexed by facility and patients' name.</p>	<p>Retain for a total of 10 years. Keep individual files in office until closed, plus a minimum of one year. Store at Record Center for remainder of 10 years.</p>
2.	<p><u>Training Records</u> List of persons attending education and training inservices provided during the fiscal year by Rights Advisor.</p>	<p>Retain for a total of 10 years. Keep individual files in office until closed, plus a minimum of one year. Store at Record Center for remainder of 10 years.</p>
3.	<p><u>Minutes of Clients' Rights Committee</u></p>	<p>Retain Permanently.</p>
4.	<p><u>Facility Correspondence</u> Any correspondence that is facility specific.</p>	<p>Cull files periodically. Destroy non-pertinent obsolete material. Retain pertinent material a total of 10 years. Keep pertinent material in office for a minimum of one year after becoming inactive. Store at Record Center for remainder of 10 years.</p>
5.	<p><u>General Correspondence</u> Correspondence applicable to entire system.</p>	<p>Cull files periodically. Destroy non-pertinent obsolete material. Keep pertinent material for a total of 10 years. Keep pertinent material in office for a minimum of one year</p>

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by  
Hall of Records Commission

7/17/89 Carolyn Bell Director

8/14/89 [Signature] State Archivist

Fig. 8

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AGENCY		DIVISION
Item No.	Description	Retention
6.	<u>Personnel Records</u> Records of former employees.	Retain for 1 year after becoming inactive and until all audit requirements have been fulfilled, then destroy.
7.	<u>R.G.S. Implementation Information</u> Documents pertinent to the implementation of the program following Coe Consent Decree.	Retain Permanently
8.	<u>Legal Assistance Provider Records</u> Quarterly reports from the external advocacy program.	Retain for 10 years. Store in office until record becomes inactive. Store in Record Center for remainder of 10 years.
9.	<u>Coe Board of Review</u> A Minutes of Meetings, Appointments to Board B Correspondence.	A Retain Permanently B Cull files periodically. Destroy non-pertinent obsolete material. Retain pertinent material permanently.

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Hall of Records Commission

7/17/89 Carolyn Bell Director  
Date Signature Title

7/17/89 Edward S. State Archivist  
Date Signature