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Records Retention

Choices In Community Living, Inc. maintains records for the necessary length of time required by law.

Box and store records and discard records annually according to the records retention schedule.

Records will be discarded in a manner that protects confidentiality.

Administrative

Record	Length of Retention	Location	Reference
Correspondence (routine with vendors, customers)	3 years	CICL	
Insurance policies (expired)	3 years	CICL	
Physical inventory tags	3 years	CICL	
Contracts and leases (expired)	7 years	CICL	
Inventories of materials and supplies	7 years	CICL	
Contracts and leases (current)	Permanent	CICL	
Deeds, mortgages, bills of sale	Permanent	CICL	
Insurance policies and records (current)	Permanent	CICL	
Licenses and permits	Permanent	CICL	
Board minutes, bylaws and charter	Permanent	CICL	
Board subcommittee minutes	7 years	CICL	
Correspondence (legal and important matters only)	Permanent	CICL	
Property appraisals by outside appraisers	Permanent	CICL	
Property records (deprec. Reserves, blueprints, etc.)	Permanent	CICL	

Additional Mtg.
Client

3 yrs

Record	Length of Retention	Location	Reference
Medication	7 years	CICL	5101:3-40-01CN
Medical (significant and annual physicals only)	Permanent	CICL	5101:3-40-01CN
Medical, dental, immunization	7 years	CICL	5101:3-40-01CN
Client account transactions	7 years	CICL	5101:3-40-01CN
Negotiable client assets (bonds, etc.)	Permanent	CICL	5101:3-40-01CN
UI, MUI investigative files	Permanent	CICL	5101:3-40-01CN
Clothing and personal belongings inventories	7 years	CICL	5101:3-40-01CN
Discharge summaries	Permanent	CICL	5101:3-40-01CN
Admission records	7 years	CICL	5101:3-40-01CN
Menus and meals served	Previous 30 days	Client's home	5101:3-40-01CN
Bank statements	7 years	CICL	5101:3-40-01CN
Cancelled checks	7 years	CICL	5101:3-40-01CN

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Receipts	7 years	CICL	5101:3-40-01CN
Deposit slips	Until credited on bank statement	CICL	5101:3-40-01CN
IP packets	7 years	CICL	5101:3-40-01CN
ISPs	7 years	CICL	5101:3-40-01CN
Social Security, Medicare and VA correspondence	7 years	CICL	5101:3-40-01CN
Medicaid cards and correspondence	7 years	CICL	5101:3-40-01CN
Social Histories	Permanent	CICL	5101:3-40-01CN
Face sheets	Permanent	CICL	5101:3-40-01CN
Bill of Rights	7 years	CICL	5101:3-40-01CN
Paycheck stubs	7 years or permanently if gross over \$100/mo	CICL	5101:3-40-01CN
Assessments (internal)	7 years	CICL	5101:3-40-01CN
Assessments (external)	Permanent	CICL	5101:3-40-01CN
Client records	7 years	CICL	5101:3-40-01CN

Program

Record	Length of Retention	Location	Reference
Staff Meeting Minutes	7 years	CICL	
Program Record	7 years	CICL	
Inventories (materials)	Permanent	CICL	
Van Maintenance	Life of van ownership	CICL	
Work orders	1 year	CICL	

Fiscal

Record	Length of Retention	Location	Reference
Requisitions	1 year	CICL	
Duplicate deposit slips	3 years	CICL	
Petty cash vouchers	3 years	CICL	
Bank statements and reconciliations	3 years	CICL	
Internal audit reports and working papers	6 years	CICL	
Internal reports (miscellaneous)	3 years	CICL	
Notes, receivable ledgers and trial balances	7 years	CICL	
Voucher registers and trial balances	7 years	CICL	
Subsidiary ledgers to general ledger and trial balances	7 years	CICL	
AP and AR ledgers and trial balances	7 years	CICL	
Employment tax returns	7 years	CICL	
Expense analysis, distribution schedules	7 years	CICL	
Payroll records and summaries	7 years	CICL	
Stock and bond certificates	7 years	CICL	
Cancelled checks	7 years	CICL	
Invoices to customers and	7 years	CICL	

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from vendors			
Cash books	Permanent	CICL	
Capital bond and stock records, transfers, etc.	Permanent	CICL	
Audit reports by CPA's	Permanent	CICL	
Tax returns and worksheets	Permanent	CICL	
Cancelled checks (major taxes, property, contracts, etc.)	Permanent	CICL	
Depreciation schedules	Permanent	CICL	
Financial statements – end of year	Permanent	CICL	
General ledgers and end of year trial balances	Permanent	CICL	
Chart of accounts	Permanent	CICL	
Journals	Permanent	CICL	
Billing records (client)	7 years	CICL	5103:3-40-01CN
Billing records (mileage)	7 years	CICL	5103:3-40-01CN
Donations	7 years	CICL	
Annual reports	Permanent	CICL	

Human Resources

Record	Length of Retention	Location	Reference
Ads for hiring	1 year	CICL	ADEA
Employment applications	1 year	CICL	ADEA
Staff physical exams	1 year	CICL	ADEA
OSHA documentation of injuries, illness	5 years	CICL	ADEA
ERISA plan documentation, reports	6 years after filing	CICL	ADEA
Personnel records after termination	5 years	CICL	
I-9 and required verification	Later of 3 years or 1 year after termination	CICL	Immigration Acts
EEO-1 reports	Permanent	CICL	Title VII, ADA
Staff medical and exposure records	Permanent	CICL	OSHA
Timesheets	5 years		
Accident reports, injury claims settlements	Permanent	CICL	
Disability and sick benefits records	6 years	CICL	
Garnishments	5 years	CICL	
Workers Compensation Reports	10 years	CICL	