

## Board Policy on Record Keeping Adopted June 2, 2009

The Board adopted a policy on record keeping as a guide and safe harbor for professionals of this Board for record keeping. Regulation 36-19 of the Board, (Code of Ethics 36-19 (B) (5), states that the Board has the authority to require Professional Counselors to maintain records in accordance with the policy of the Board.

### POLICY:

The **Physicians Patient Records Act** in **Section 44-115-120** (length of time records must be kept and records pertaining to minors) has been adopted as the policy for all licensees of this Board in determining the amount of time to keep records on their patients/clients. Records shall be retained for at least ten (10) years for adult patients and at least thirteen (13) years for minors. These minimum record keeping periods begin to run from the last date of treatment and after these minimum record keeping periods that the records may be destroyed.