

Appendix B
WORKING FILE FORMAT AND RETENTION

FORMAT	RETENTION
Section I - Meet _____(person's name) Person-centered plans; person-centered assessments; personal information and history; communication dictionaries, etc.	Discard as updated
Section II - Schedule	Discard as updated
Section III - REM 3 History Of Skills Acquired	Retained while the person is in services
Section IV - Annual IPP	Discard as updated
Section V - Semi-Annual IPP Two Semi-Annual IPP's – the one prior to and the one following the current Annual IPP	Discard as updated
Section VI - Addendums All addendums since the current IPP – in chronological order	Discard as updated
Section VII – Monthly Reviews	Retained while the person is in services & for a minimum of 5 years after termination of services
Section VIII - Programs An index divider will be used for each authorized program	Retained for 5 years
Section IV - Staff Objectives & Rights Restrictions An index divider will be used for each authorized staff objective/rights restriction	Retained for 5 years
Section X – Medical Consultation Report and other medical information, if not filed elsewhere in the facility	Discard as updated
Section XI - Income & Expense Record	Retain for one year
Section XII - Inventories Clothing Inventory and Possessions Inventory	Clothing Inventory - discard as updated; Possessions inventory – keep while the person is in services
Section XIII – Miscellaneous	Retain for one year or while current