

6001-H RECORDS STORAGE AND SECURITY

REVISION DATE: 2/17/2017, 12/11/2015

EFFECTIVE DATE: July 31, 1993

REFERENCES: A.R.S. § 12-2297, *Records Reference Request* (J-240)

Internal Storage (Active Case Records)

The Division of Developmental Disabilities (Division) considers case records for members currently eligible for services to be active records. Active files may contain too much information to be confined to one case record. The Division may establish and use overflow files to store non-essential, outdated information.

Once established, overflow records can contain progress notes, educational records, Planning Documents, correspondence, status reports, guardianship records, medical records, etc. The Support Coordinator, Qualified Intellectual Disabilities Professional (QIDP) notes in the most current active record that there is an overflow(s) file and indicate where it is stored.

The overflow record is maintained within the Division in a place designated by the District for an unspecified period of time.

External Storage (Closed/Terminated Case Records)

The Records Center is the Department of Economic Security (DES) official depository for closed/terminated case records. The Records Center provides storage, retrieval, and re-file services for DES.

To transfer closed/terminated files for storage/retention, Division staff:

- A. Review the records retention schedule to determine that the records are appropriate for retention at this time.
- B. Pack records into standard boxes 15" L X 12" W X 10" H, leaving a minimum of two inches of space to permit retrieval.
- C. Electronically complete a *DES Records Storage Request* (J-239) through the Records Center Management System (RCMS).
- D. Assign a temporary box number to each box and place that number on the small side of the box, but not directly below the handles. The temporary numbers must be consecutive and continue in consecutive order for future pick-up.
- E. Upon receipt of a Records Center box number, place that number directly below the handle.

Records Retrieval

To retrieve stored records, Division staff electronically complete a *Records Reference Request* (J-240) through RCMS.

Destruction of Records

Records are destroyed in accordance with the records retention schedule, in compliance with A.R.S. § 12-2297.