



County of Riverside, California Departmental Records Retention Schedule (DRRS_RUHS-BH_2025_Rev05)

Enacted pursuant to Board of Supervisors, County of Riverside Resolution No. 2016-126, "Pertaining to the Management, Retention, Destruction or Disposition of County Records," and Board of Supervisors, County of Riverside Policy A-43: "County Records Management and Archives Policy."

Inquiries or comments regarding this schedule should be directed to:

County of Riverside
Records Management and Archives Program (RMAP)
2724 Gateway Drive
Riverside, CA 92507
RCRMHelpdesk@asrclkrec.com
<https://www.rivcoacr.org/RiversideCountyRecordsManagement>

Introduction

This Departmental Records Retention Schedule (DRRS) for RUHS-Behavioral Health (RUHS-BH) is adopted as per the recommendations of Board Policy A-43 and supersedes the DRRS adopted April 10, 2018, as Item #3.6.

This schedule is written with general titles and descriptions rather than identifying specific individual documents or forms. A record with content and function that is substantially the same as an item described in this schedule should be considered covered by that series. This retention schedule indicates the length of time that listed records, regardless of media or format, must be retained by the department before disposition may be implemented. These retention requirements are recommended in order to reduce the costs for the storage and maintenance of records while ensuring that administrative, fiscal, legal and other recordkeeping responsibilities are met.

Records, including copies held for convenience or reference, must be disposed of as directed herein at the close of the official retention period. Retention schedule changes apply to all documents unless they have been digitally uploaded into a Trusted System. The regulatory requirements include the immutability standards for objects in a Trusted System. This includes the initial retention applied to the digital file per RMAP management. A full justification for any request to extend the retention period for a particular group of records must be submitted in writing to the Records Management and Archives Program (RMAP) as stated by Board Policy A-43, Section D.5.

If a federal or state statute or regulation specifies a longer retention period for any records series received, created, or maintained by the department, the statute or regulation override this schedule, and the department must amend its records retention schedule as soon as practicable. In addition, a record may not be destroyed if notice of litigation, audit, public records request, etc. is received prior to the expiration of the retention period. For records held for audit purposes, the Auditor Controller's Office, or appropriate auditing authority, will notify the department once the audit is complete. In the event a lawful claim or a lawsuit is made against the county of Riverside, the department will suspend destruction of the subject records until all issues of the matter are resolved. Further, if the department is notified by County Counsel or Human Resources to put documents on hold due to a claim or other legal proceeding, the department will suspend any records destruction of the identified documents. (Board Policy A-43 § D.9)

The department will maintain the requested records until the close of litigation or proceedings plus an additional ten (10) years. The department is responsible for ascertaining the correct date of closure in order to establish this ten (10) year retention period. Furthermore, the department is responsible for establishing appropriate procedures to ensure that records are retained for the period of time mandated and that the records remain accessible as required.

Explanation of Fields

Record Series Codes: The Record Series Code is assigned by RMAP. The code is alphanumeric and uniquely identifies the Record Series Title regardless of the schedule it occupies enabling the Record Series to be tracked within the master index system.

Record Series Title: The Record Series Title identifies a group of similar records generally produced or utilized for similar business needs allowing them to be evaluated as a group for retention scheduling purposes.

Record Series Description: A description of the Record Series Title that includes examples, not an exhaustive list, of the record types found within the group.

Official Records: The agency or department responsible for the county's official record.

Official Record Retention: The length of time that the official record must be kept based upon the legal minimum requirement as well as any operational or business need. All other copies must be disposed of at the end of the retention period. For example, departmental copies held for convenience or reference must be destroyed at the close of the retention period or when no longer needed to support normal business operations, whichever is earlier.

Citation / Rationale: The legal citation or operational/business reason for retaining the official record for the period specified.

Final Disposition: The recommended final status or arrangement for the official record, usually disposed of by confidential shredding or transfer to the County of Riverside Archives as determined through best practice.

Explanation of Codes

Best Practice = Best Practice determined through business and government agency benchmarks.

BP – California Business and Professions Code

CCP – California Code of Civil Procedure

CFR – Code of Federal Regulations

CL = Closed, which will also mean after final resolution (as in an inquiry or litigation) after expiration (as in a contract) after final payment, upon completion of participation in a program, etc. A record is considered "closed" when no further action is pending or required.

CY = Calendar year end

FY = Fiscal year end

GC – California Government Code

REV – Revised

P – Permanent



COUNTY OF RIVERSIDE RECORDS RETENTION SCHEDULE

Department / Agency: RUHS Behavioral Health (RUHS-BH)

Schedule Type: Departmental Records Retention Schedule (DRRS)

Division: All

Schedule #: **DRRS_BH_2025_REV05**

Section: All

With full consideration given to the preservation of the historic records of the County, the undersigned hereby certifies that this retention schedule was developed in compliance with countywide standards and policies and conforms with accepted records and information management practices.

Department Head: _____

Dept Head Name, Title

Chang

Date: 3/10/26

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
BH100	Accident or Incident Reports	Records documenting accidents or incidents that occur with a patient or client within a County facility.	Behavioral Health	CY + 10	GC 26202; Best Practice	Shred / Delete
BH150	Appointment Books	Records indicating the name of the doctor and patient scheduled for a specific date and time.	Behavioral Health	CY + 2	GC 26202	Shred / Delete
BH200	Attendance Verifications	Records retained by the hosting clinic or program to verify attendance.	Behavioral Health	CL + 7	GC 26202; Best Practice	Shred / Delete
BH250	Client Files - Adult	Records documenting the history of a client's relationship with the Department. Includes face sheets, patient history, initial interview, progress reports, permission for treatment, contact summary reports, doctor's disposition evaluation, termination sheet, financial and legal, etc. May also include attendance logs, client form, direct service logs, abstracts and treatment authorization requests (TARs), etc. May also include all detention related records, refusal form, pre-release BH evaluation, consent for use of psychiatric medications and 4011.6 forms.	Behavioral Health	CL + 10	42 CFR 438.3 (h); BP 2919	Shred / Delete
BH300	Client Files - Not Accepted	Referrals, applications, intake records, verifications, forms, notices, agreements, appeals, etc.	Behavioral Health	CL + 4	GC 26202; CCP 337	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
BH350	Client Files - Unemancipated Minors	Records documenting the history of a client's relationship with the Department. Includes face sheets, patient history, initial interview, progress reports, permission for treatment, contact summary reports, doctor's disposition evaluation, termination sheet, financial and legal, etc. May also include attendance logs, client form, direct service logs, etc.	Behavioral Health	Age 18 + 10	42 CFR 438.3(h); BP 2919	Shred / Delete
BH400	Client Files - Vocational	Records containing client information related to specialized skills testing and training.	Behavioral Health	CL + 7	GC 26202; Best Practice	Shred / Delete
BH410	Client Transportation Records	Records related to the transport of clients. Records series may include date/time/location of service, odometer readings, vehicle ID, operator name, client information, etc.	Behavioral Health	CY + 5	42 CFR 489.20 (r)(1); 22 CCR 51502.1(f)(2) and 51476(e)	Shred / Delete
BH450	Laboratory Results	Records indicating what lab tests were administered, the results of the test(s) and the chain of custody for the sample(s) and report.	Behavioral Health	CL + 7	BP 1265(j)(2)(A); BP 2919; Best Practice	Shred / Delete
BH500	Logs	Listing of Health and Safety Code 5150 services that may be provided as well as the authorization for services.	Behavioral Health	REV + 2	GC 26202; Best Practice	Shred / Delete
BH550	Medical Declarations	List of the types of diagnosis that can be used by clinicians when completing client charts or assessments.	Behavioral Health	REV + 2	GC 26202; Best Practice	Shred / Delete
BH600	Medicare / Medi-Cal Letters	Letters related to Medi-Cal and/or Medicare eligibility that confirm or reinstate certification.	Behavioral Health	CL + 10	42 CFR 423.505 (e)(3) and (4)	Shred / Delete
BH650	Medicine Declarations	Formal list of medications available to be prescribed to clients.	Behavioral Health	REV + 2	GC 26202; Best Practice	Shred / Delete
BH680	Patient Rights Records	Records related to the rights of patients including support for the denial of such rights. Records series may include reports, statistics, writs, etc.	Behavioral Health	CL + 6	45 CFR 164.530 (j); GC 26202; Best Practice	Shred / Delete

Record Series			Copy of Record	Official Record Retention	Citation / Rationale	Final Disposition
Code	Title	Description				
BH700	Prescriptions	Pharmaceutical records or receipts of controlled substances dispensed.	Behavioral Health	CY + 3	BP 4333	Shred / Delete
BH725	Records Requests	Records related to the authorization release of medical records and associated documentation. Records series may include internal tracking systems used to document release.	Behavioral Health	CL + 2	GC 26202	Shred / Delete
BH750	Reports and Studies	Records of the analysis of trends and/or performance of the department and/or providers. Records may include statistical reports, cost analysis, long or short range trends, etc.	Behavioral Health	CY + 6	GC 26202; Best Practice	Shred / Delete
BH775	Social Security Forms	Client applications for social security benefits and other benefit application information.	Behavioral Health	CY + 2	GC 26202	Shred / Delete
BH780	Staff Meeting Minutes	Internal staff meeting minutes documenting significant department and/or personnel decisions or actions. Records series may include documentation of staff attendance, work expectations, direction, guidance and policy review.	Behavioral Health	CY + 2	GC 26202	Shred / Delete
BH800	Training Programs	Records related to the implementation of department specific staff training programs.	Behavioral Health	REV + 6	GC 26202; Best Practice	Shred / Delete
BH850	Warehouse Auction	List of client property that has been publicly auctioned.	Behavioral Health	FY + 7	GC 26202; Best Practice	Shred / Delete
BH950	ZIPS Slips	Records related to staff time and services provided to clients on a given day. Used to verify data entry.	Behavioral Health	CL + 2	GC 26202	Shred / Delete