

## Record Management, Retention and Destruction Policy Update

In an effort to unify the system under a single record management policy, retention schedule and procedure, the [Record Management, Retention and Destruction Policy](#) has been harmonized. This policy establishes the protocol for identifying, retaining and destroying Corewell Health records (i.e., documents, papers, letters, images, films, photographs, video recordings, maps, blueprints, etc.). The updated policy is available in [Policy Tech](#).

Following the harmonization of this policy, the system will align on a single [Record Retention Schedule](#) (scroll to the bottom of the policy to find Appendix A - Record Retention Schedule). **East will adopt the record retention schedule currently used at West, South, and Priority Health.** Previously, East followed the Kitch Guide for records management guidance.

### Who is impacted?

All Corewell Health and Priority Health Team Members

### Key changes to the record retention schedule and record storage and destruction procedure by region:

#### Corewell Health East

##### Record Retention Schedule:

- **Will adopt the record retention schedule currently used by legacy Spectrum Health.**
- Business records will be retained for 11 years from the date of service.
- Records created and indexed after <insert published date>, will follow the new retention schedule guidelines.

Clinical records have been harmonized as of May 2022.

No significant changes were made to the Record Storage and Destruction Procedure.

#### Corewell Health South, West and Priority Health

No significant changes were made to the Record Retention Schedule or the Record Storage and Destruction Procedure.

**Please note, vendors used for the storage of records off-site will not change.**

### Why unify record retention schedules?

Having a single retention schedule across the regions helps avoid confusion, promotes proper record storage, and allows for streamlined support.

### Action Needed

1. Review the Record Retention Schedule to identify any changes to the retention period based on record category. Refer to this schedule for record retention guidance.

2. Review the [Record Storage and Destruction Procedure](#) to identify any changes to the record retention procedure following the harmonization of processes across the regions. Refer to this procedure for storage and destruction guidance.
3. Familiarize yourself with the *Record Management, Retention and Destruction Policy* and understand how it may impact your related responsibilities. Compliance with this policy is assumed and expected from all Corewell Health and Priority Health team members.

## Resources on The Well

[Records Management Support Page](#)

[Digital Services | Systemwide Policy & Procedure Updates](#)

*To access these links, you must be signed into the Beaumont Network using BH APPs if you are not using onsite or direct access.*

## Questions?

Submit record retention questions to the Information Governance team [here](#).