



Shawnee County  
 Community Developmental Disabilities Organization  
 "Your resource for connecting our community"

<b>Subject: Records Management</b> <b>Effective Date: 09-06-19</b>	<b>Policy No: 06-046</b>
<b>Revised:</b> 09-09-22, 03-20-23	<b>Forms:</b> <a href="#">06-001.002 Release of Information</a> <a href="#">06-046.001 Request for Documentation</a>
<b>Reviewed:</b> 01-11-21	

**POLICY:** *The CDDO will maintain records with confidentiality, privacy, and security. The CDDO will follow Kansas schedules for retention and destruction of records per K.A.R. 53-2-182.*

**GUIDELINES:**

1. CDDO records will be maintained confidentially and will not be released without a signed Release of Information on file. Consumer records will be securely maintained according to Health Insurance Portability and Accountability Act (HIPAA) guidelines.
2. The CDDO will maintain consumer records including documents related to intake and eligibility, functional assessment, quality oversight, and funding management. The CDDO will track consumer records, store in a secure environment, and upload to Basic Consumer Information (BCI). Retention of CDDO consumer records will follow Kansas retention schedules of 10 years after last contact with individual and/or guardian.
3. The CDDO will maintain records related to affiliated service provider agreements, including licensing documents, contracts, and insurance. The CDDO Administrative Assistant will track documents related to affiliate agreements and upload to BCI. Retention of records related to affiliate agreements will follow Kansas retention schedules of 7 years after contract expires.
4. Temporary access to BCI may be granted at the CDDO’s discretion, per CDDO policy [06-044](#). Documentation may be requested by submitting a Request for Documentation form ([06-046.001](#)) to the CDDO Administrative Assistant.