



## Document Retention Survey Instructions

This tool is intended for use by companies assessing what information/documents are maintained by department, where should this information be maintained and how long it should be retained.

Complete the top of the document with the Company/Division Name and Department.

Common Departments for Skilled Nursing Facilities are:

Corporate	Facility
Accounts Payable	Activities
Accounts Receivable	Administration
Clinical Services	Admissions
Compliance	Business Office
Finance	Clinical/Nursing
Human Resources/ Employee Relations	Dietary
Legal	Housekeeping/Environmental Services
Payroll	Human Resources/Payroll
Real Estate/Development	Maintenance
Rehabilitation Services	Medical Records
Reimbursement	Rehabilitation Services
Risk Management	Social Services
Sales/Marketing	
Tax	

**1. *Type or Name of Document:***

Identify the document or report, i.e. Monthly Census.

**2. *Document # or Complete Title as applicable***

Identify document title or specific report #.

**3. *Is the document or report an original document? If no, list original source.***

Determine if the document or report was generated by the Department personnel. If the Department listing the document/report did not create the report, then identify where the original document resides or was created.

**4. *Document/Report Date***

Date of the document/report or the time period the document/report pertains to. For example, document/report pertains to the year ended 12/31/2006.



5. ***If Paper, Short Term Storage Location***

Document the location of the paper document storage. If the document is a paper (hard copy) document, and based on the date or the report or the time period it covers, the document/report may be maintained in an office location. This is especially true for current year documents/reports. These current year documents/reports may be kept in an office file cabinet or Department storage room file cabinet.

6. ***If Paper, Long Term Storage Location***

If the document is a paper (hard copy) document and the date of the document/report is over a year old and is not being referenced frequently, then identify where the document will be stored for the long-term retention period. For example, long-term storage may be in a box retained with an organized storage vendor (such as Iron Mountain).

7. ***If Electronic, Long Term Drive Storage Location***

If the document/report is in electronic format, then identify the electronic storage location the document will be stored for the retention period. (for example, network drive, hard drive, electronic data storage devices, CD's, etc.) If a network drive, specify drive path, i.e. G:.

8. ***Retention Period***

Document how long you are currently retaining the document. Specify in months, years, indefinitely, or permanent. Federal and State laws and regulations mandate the retention period for many documents. An example retention guide is also available as a resource document. All retention periods should be reviewed by legal counsel to ensure period identified complies with Federal and State laws and regulations.

9. ***Rationale for Retention Timeframe (regulation, standard of practice, etc.)***

Enter the specific regulation if available stating the retention period for the document/report. If no specific regulation reference, then identify the reason that supports your rationale for retaining the document.

10. ***Comments***

Note any comments that would be helpful for the document survey.