

ND CARES PROGRAM
NORTH DAKOTA DEPARTMENT OF HEALTH

RECORD RETENTION

The North Dakota CARES Part B record retention recommendations are as follows:

- Records of deceased clients must be kept for six months proceeding death.
- Records of inactive clients must be kept for at least two years after departure from the program.
- Case management agency may choose to follow their record retention policy in regards to the North Dakota CARES program. However, it is encouraged that records should be kept as long as the prior recommendations.
- The North Dakota CARES Part B program will retain all inactive clients.