

Lancaster County Drug & Alcohol Commission	Fiscal # 6 Policy: Fiscal AND Program Record Retention
Most Current Revision: 06152022 Effective Date: 06152022	Page: 1 of 2

I. Purpose

To ensure that the provider retains all fiscal and program records in accordance to the timeframes specified and comprehends the responsibility in retaining fiscal and program records accordingly

II. Procedure

All records shall be retained pursuant to the following:

A. ALL LCDAC CONTRACTED SERVICE PROVIDERS shall preserve and make available its records for **a period of five (5) years from the date of final payment by LCDAC**, UNLESS one of the following occurs:

- a. If the current contract is completely or partially terminated, the records relating to the work terminated shall be preserved and made available for a period of five (5) years from the date of any resulting final payment.
- b. Records which relate to litigation or the settlement of claims arising out of the performance of the current Contract, or costs and expenses of the current Contract as to which exception has been taken by the auditors, shall be retained by the LCDAC CONTRACTED SERVICE PROVIDER until such litigation, claims, or exceptions have been disposed of.
- c. Except for the records described in the sub-paragraph “b” above, the LCDAC CONTRACTED SERVICE PROVIDER may, in fulfillment of its obligation to retain its records as required by this paragraph, substitute photographs, microphotographs, or other authentic reproductions of such records, after the expiration of two (2) years following the last day of the month of reimbursement to the LCDAC CONTRACTED SERVICE PROVIDER of the invoice or voucher to which such records relate, unless a shorter period is authorized by DDAP or LCDAC, with the concurrence of the auditors.
- d. Additionally, other regulations may supersede the aforementioned retention requirements, such as the Health Insurance Portability and Accountability Act (HIPAA).
 - i. At a minimum, HIPAA requires all client-identifying information to be retained for a period of six (6) years after final service payment.

- ii. LCDAC CONTRACTE SERVICE PROVIDERS should consult HIPAA regulations for complete compliance requirements.

Approved By:



Rick Kastner LCDAC Executive Director

06152022

Date