

Michigan Department of Community Health  
Children's Special Health Care Services  
Guidance Manual for Local Health Departments

**APPENDIX H**

**Record Retention and Disposal Schedule**

**CSHCS Client Folders**

Children's Special Health Care Services (CSHCS) program files may include client/family data sheet, assessment, referrals, care plans, medical reports, narrative, physician orders, lab results, etc. Records are retained until the date of the last active eligibility period plus six (6) years.

See link listed below:

[http://www.michigan.gov/documents/hal\\_mhc\\_rms\\_local\\_gs7\\_106287\\_7.pdf](http://www.michigan.gov/documents/hal_mhc_rms_local_gs7_106287_7.pdf)