




October 6, 2016

TO: Kings Provider Network/SUD Contracted Providers

FROM:  Lupe Ponce Wong, SUD Program Manager  
AOD Administrator

**POLICY & PROCEDURE: RECORD RETENTION**

In accordance with W&I Code 14124.1 <http://leginfo.ca.gov/cgi-bin/displaycode?section=wic&group=14001-15000&file=14100-14124.11> each provider, shall keep and maintain records of each such service rendered, the beneficiary or person to whom rendered, the date the service was rendered, and such additional information as the department may by regulation require. Records herein required to be kept and maintained shall be retained by the provider for a period of **three years** from the date from the date of the last face-to-face contact with the client.

cc: [www.kcbh.org/KPN](http://www.kcbh.org/KPN)  
Mary Anne Ford Sherman, Director