

# 1540 Counseling Psychiatric Records

*Description:* Documents the counseling and psychiatric services by the University's Counseling Center.

*Examples:* Records may include referral letters, release of information agreements, diagnosis and treatment documentation, and related correspondence.

*Retention Period:* **Retain until separation, termination, transfer or graduation plus 7 years, and then securely destroy.**

*Authority:* 45 C.F.R. § 164.528 § 164.530; 243 C.M.R. § 2.07(13); 45 C.F.R. § 164.528 § 164.530; 262 C.M.R. § 8.02; 251 C.M.R. § 1.10