



## Memo

**Date:** May 9, 2024

**To:** Our Valued Community

**From:** Glenwood, Inc.

**Subject:** Notice of Intent to Destroy Special Education and Healthcare Records

The Medical Records Department is preparing to destroy personally identifiable and protected health information that has been archived for continuity of care.

The information includes referral data, notices, consents, assessments, diagnostic testing, billing, and IEPs.

Records are destroyed ten (10) years after cessation of service, in accordance with organizational requirements. Cessation occurs when an individual successfully completes treatment goals and is discharged from the program.

Records being destroyed include those for inactive clients who received services from the year 2000 and earlier, as well as those for Special Education students whose records predate January 1, 2009.

If the parent/guardian or the individual are over the age of 14, they may contact the Medical Records Department at (205) 795-3293 or [qualitycare@glenwood.org](mailto:qualitycare@glenwood.org), within 30 days of receiving this notice, to obtain records prior to destruction.

Unclaimed records meeting the above criteria will be destroyed after June 9, 2024.

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