



## Notice of Intent to Destroy Client Records.

The SAVA Center has a retention period for client records of 7 years past the last encounter date. Clients who began receiving therapy services while under the age of 18, records will be kept until their 25<sup>th</sup> birthday OR seven years after their last encounter date, whichever is longer.

Client records with a last encounter date on, or before December 18, 2010 will be destroyed December 18, 2017. Anyone wishing to request their original client records must contact the SAVA Center Director of Client Services prior to the destruction date. Please call 970-472-4204 between 8:30 a.m. and 5 p.m. Monday through Friday to learn how to request treatment summary, and/or (pending approval by the Director of Clinical Services) copies of client records. Standard release of client records charges apply.