

Records Retention Policy

The privacy and records retention policies of such an institution are not always known and understood by the general public. Here is a brief description of those policies as they apply to your request.

In 2007, the Board of Managers of Bethany instituted a Records Retention Policy that addresses the physical files of former residents of Bethany Children's Home. As required by the Pennsylvania Department of Public Welfare, a file was established and maintained to cover the period of residence at Bethany. The files are pursuant to the following:

**55 PA Code Chapter 38000 Regulations, sections 241a through 243-14, detailing information required to be included in each file.*

**55 PA Code Chapter 38000 sections 244a-244b, outlining information required by the placement agency.*

Files dating before 1970 were considered for archiving.

Our current procedures state that a child's record will be kept in permanent storage for 5 years following discharge from Bethany, upon which only a face-sheet containing specific information will be maintained. Any non-medical information will be purged after that time period. The face-sheet includes: Child's name, Child's date of birth, Child's social security number, Child's family information, Child's placing agency and agency worker, dates of Child's placement and discharge from Bethany, program of placement, Child's Bethany Social Worker and Child's cottage(s) while in residence at Bethany.