

Samaritan Counseling Center of Southwestern Michigan  
Client Document Retention and Destruction Policy

Your file in this matter shall be retained for five years after the termination of counseling. Before your file is destroyed, we will send a letter notifying you that 30 days from the date of the letter, your file will be destroyed. The letter will be sent first class U.S. mail to your last known address.

It is your responsibility to advise us of any change of address; otherwise this letter will be sent to your last known address.

I acknowledge that:

1. I am responsible for notifying Samaritan Counseling Center of Southwestern Michigan of my change of address and
2. I have read and received a copy of the Samaritan Counseling Center of Southwestern Michigan record retention policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date