**Section 501.200 Client Records**

PAIPs shall establish and maintain client files on all participants. PAIPs shall establish policies and procedures that promote client confidentiality and comply with relevant State and federal laws. Client records shall be:

a) retained for a period of not less than six years from the date of service, except that if an audit/review is initiated within the required retention period, the records shall be retained until the review is completed; and

b) made available to the Department as required for desk reviews, audits or other monitoring purposes.