



COMMUNITY MENTAL HEALTH

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Executive Director

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DATE: June 11, 2008

TO: MCCMH Executive Staff
MCCMH Staff

FROM: ^{DIH} Donald I. Habkirk, Jr.,
Executive Director

RE: **EXECUTIVE DIRECTIVE 7 / 2008**
DELETION OF ADMINISTRATIVE POLICY

The following administrative policy has been deleted due to its placement in the MCO Policy Manual:

Administrative Policy 3-01-040, "Retention and Disposal of Non-Clinical Records," is now MCO Policy 10-015, "Retention and Disposal of Non-Clinical Records."

Executive Directive 7 / 2008 will be viewable on the MCCMH Intranet under MCCMH Policies, Administrative Manual, Executive Directives. The MCCMH Administrative and MCO Policy Manual website pages will be updated accordingly.

DIH/cam



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