

# RECORDS RETENTION & DISPOSAL POLICY

*Practice: Amrita Sinha Occupational Therapy Pty Ltd*

*Version: 1.0*

*Review Date: February 16, 2026*

*Approved By: Practice Director*

## Retention Period

- Minimum 7 years from last contact
- For minors: until age 25

## Disposal

- Secure digital deletion
- Secure shredding of hard copies