Record Retention Quick Sheet: Oregon Therapists

The minimum each Oregon mental health board sets for client records, whether you must name someone to take over your records, and what HIPAA adds. Read the rule for your own license before you shred anything.

Board and who it covers	Rule	Minimum retention	Must you name a records custodian?
Board of Licensed Professional Counselors and Therapists (OBLPCT): LPCs, LMFTs, registered associates, limited permit and temporary practitioners	OAR 833-075-0070 (amended 08/12/2026)	7 years from the date of last service, "unless otherwise required by state or federal law." Section (5): the period runs from the provider's last date of service whether the record holder is the provider or a custodian of record under OAR 833-075-0080.	Not stated in this rule. It refers to a custodian of record under OAR 833-075-0080; read that rule for custodian duties.
Board of Licensed Social Workers: regulated social workers	OAR 877-030-0100	7 years from the date of the last session with the client.	Yes, in private practice: name a qualified person or an appropriately qualified records management company, and keep the board informed of the name. A qualified person is an LCSW or other Oregon-licensed mental health professional, or a certified alcohol and drug abuse counselor.
Board of Psychology: psychologists, psychologist associates, limited permit and temporary practitioners	OAR 858-010-0060	7 years from the date of last service.	Yes: name a qualified person, an active or semi-active Oregon licensed psychologist, and keep the Board notified of the name.
HIPAA (federal): covered entities, including most therapists who bill insurance electronically	45 CFR 164.316(b)(2)(i) and 164.530(j)(2)	6 years from the date of creation or the date last in effect, whichever is later. HIPAA's six-year rule covers policies and required documentation.	No custodian rule. HIPAA sets no retention period for the clinical record itself; that comes from your board and other law.

A board minimum is a floor. Records of minors, your payer contracts, and your malpractice carrier may ask you to keep records longer; check each of them.

Official sources

OAR 833-075-0070: https://secure.sos.state.or.us/oard/view.action?ruleNumber=833-075-0070
OAR 877-030-0100: https://secure.sos.state.or.us/oard/view.action?ruleNumber=877-030-0100
OAR 858-010-0060: https://secure.sos.state.or.us/oard/view.action?ruleNumber=858-010-0060
45 CFR 164.316: https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-C/part-164/subpart-C/section-164.316
45 CFR 164.530: https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-C/part-164/subpart-E/section-164.530

Fill in for your practice

Your board and rule: _____

Custodian or qualified person: _____

Date the board was told: _____

Closed records kept at: _____