

Stark County Board of Developmental Disabilities

HIPAA Procedure 1: Records/Files Transport and Storage	Effective: 1/10/19
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Subject: Records/Files Transport and Storage

Agency records/files shall be transported in a secure and safe manner so as to protect the confidentiality of the documents.

Individual or Single Records:

- A. The individual or single record/file to be sent to another employee shall be managed as follows:
 1. The individual record/file shall be placed in a Red Inter-Department Delivery envelope.
 2. Each envelope will be filled out with the "date"; "deliver to" with the intended recipient; "department" with the location of the recipient; "sent by" with the name of the sender; and "department" with the work location of the sender.
 3. Place the envelope in the locked interdepartmental mailbox (Pony mailbox) at your location.
 4. The envelope will be transported to the intended location by the bus garage staff in the locked mailbox.
 5. The Clerk at the receiving location will distribute the envelope to the intended recipient's work location or mailbox.
- B. The individual or single record/file to be transferred to the Central Records Department for storage or related to a records request shall be prepared and managed as follows:
 1. The individual record/file shall be placed in a Red Inter-department Delivery envelope for transport to Central Records. Each envelope will be filled out with the "date"; "deliver to", list intended employee or Central Records; "department" is Central Records; "sent by" with name of sender; and "department" with work location of the sender.
 2. Email the Central Records Clerk at Centralrecords@starkdd.org that the individual record/file is being transported by Pony Mail.
 3. Place the envelope in the locked interdepartmental mailbox (Pony mailbox).
 4. The envelope will be transported to the intended location by the bus garage staff in the locked mailbox.
 5. The Clerk at the receiving location will distribute the envelope to Central Records.
- C. The Bus Garage Staff will manage the transport of an individual record/file prepared as follows:
 1. The Transport designee will transport the securely locked Pony Mail box to the intended destination.
 2. The Clerk at the receiving locations will distribute the Red Inter-department delivery envelopes to the intended recipient's work location or mailbox.

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Large Volume of Records/Files:

A. Records/files to be transferred to the Central Records Department in large volumes for storage shall be prepared and managed as follows:

1. Records/files shall be placed in a storage box with a snug fitting lid. The lid will be secured with packing tape.
2. Label the top of each box with “destination: Central Records” in permanent marker.
3. Each box must contain a list of names of individual’s records/files included in the box. This list should be placed INSIDE the box out of the view of others.
4. Collect boxes prepared for transport in a secure area and notify Central Records Clerk via email at Centralrecords@starkdd.org that the records/files are ready for transport. In the notification email, detail the number of boxes for transport and the intended recipient.
5. The Central Records Clerk will complete a work order and send to the Facilities Manager to arrange record/file transport.
6. The Facilities Manager will assign staff to transport the records and notify the Central Records Clerk of the date for the transport.

B. The Maintenance staff will manage the transport of large volume prepared records as follows:

1. The Maintenance staff will assure that all boxes have been properly secured and transport file boxes in the assigned Board vehicle. Boxes improperly secured will not be transported until secured per procedural guidelines above.
2. Boxes will be transferred to a skid in the dock area and wrapped in shrink wrap if needed. Records must not be left unattended in the dock area unless they are secured in the locked dock cage.
3. The Maintenance staff or Maintenance Clerk will notify the Central Records Clerk that the records have arrived and the skid is ready for delivery.
4. The secured skid will then be transported to the Central Records or their designated secured area.
5. The Central Records Clerk will designate the secure area to place the skid.

<p>Historical Procedure Information Policy 2.22 HIPAA</p> <p>3/21/16 Procedure Update 1/10/19 Procedure Update</p>	<p>Reviewer(s): Privacy Officer Security Officer Manager of Transportation Buildings/Grounds Maintenance Manager Manager of Nursing Services</p>
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