

## Bureau of Human Resources Record Retention Schedule

### **7409 HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT**

#### **7409-01 HIPAA HEALTH CARE COMPONENT DESIGNATION RECORDS**

This record series consists of records of a designation of a health care component of a covered hybrid entity under the Health Insurance Portability and Accountability Act (HIPAA). Under HIPAA, a hybrid entity is a covered entity whose business activities include both covered and non-covered functions (45 CFR 164.103). Per 45 CFR 164.104 (a)(2)(iii)(C), "The covered entity is responsible for designating the components that are part of one or more health care components of the covered entity and documenting the designation..." Within the City, the designation is determined by Ordinance, which is retained permanently.

Confidential? Consult City Attorney's Office for assistance before releasing information.  
Vital Record? Yes  
Record Copy? Yes

**RETENTION:** 6 years from date designation expires or is superseded

**AUTHORITY:** 45 CFR 164.105(c)(1-2)

#### **7409-02 HIPAA SECURITY STANDARDS IMPLEMENTATION RECORDS**

This record series consists of policies, procedures, and records of actions, activities, or assessments relating to the implementation of security measures for protected electronic health information required under the Health Insurance Portability and Accountability Act (HIPAA), Subpart C, Security Standards for the Protection of Electronic Protected Health Information. The records are required HIPAA documentation per 45 CFR 164.316(b).

Confidential? Consult City Attorney's Office for assistance before releasing information.  
Vital Record? Yes  
Record Copy? Yes

**RETENTION:** Transfer security standards and policies to schedule # 1000-01 Policy & Historical Records. Retain records of security measure actions, activities, assessments and implementation for 6 years after standards are superseded or obsolete.

**AUTHORITY:** OAR 166-200-0135(15); 45 CFR 164.316(b)(1-2)

#### **7409-03 PROTECTED HEALTH INFORMATION ACCESS PROVIDER RECORDS**

This record series consists of records listing the title(s) of the person(s) or office(s) of the covered entity responsible for receiving and processing requests by individuals for access to protected health information. The records are required HIPAA documentation per 45 CFR 164.524(e).

Confidential? Consult City Attorney's Office for assistance before releasing information.  
Vital Record? No  
Record Copy? Yes

**RETENTION:** 6 years after list is superseded or obsolete.

**AUTHORITY:** 45 CFR 164.530(j)(1-2)

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### 7409-04 PROTECTED HEALTH INFORMATION DISCLOSURE RECORDS

This record series consists of records documenting the disclosure by a covered entity of protected electronic health information required under the Health Insurance Portability and Accountability Act (HIPAA), Subpart C, Security Standards for the Protection of Electronic Protected Health Information. The records are required HIPAA documentation per 45 CFR 164.528(b) and must include for each disclosure: date of disclosure; name of entity or person to whom disclosed, and address if known; brief description of disclosed information; and purpose of the disclosure or copy of the written request for disclosure.

Confidential? Consult City Attorney's Office for assistance before releasing information.  
Vital Record? No  
Record Copy? Yes

**RETENTION:** 6 years from date of disclosure

**AUTHORITY:** 45 CFR 164.528(a)(1); 45 CFR 164.528(a)(3)

### 7409-05 PROTECTED HEALTH INFORMATION PRIVACY PRACTICES RECORDS

This record series consists of a covered entity's policies and procedures, for safeguarding the privacy and security of protected electronic health information. The series can also include revisions to policies and procedures and any correspondence relating to the policies or their revision. The records are required HIPAA documentation per 45 CFR 164.530(j).

Confidential? Consult City Attorney's Office for assistance before releasing information.  
Vital Record? No  
Record Copy? Yes

**RETENTION:** Transfer privacy policies to schedule # 1000-01 Policy and Historical Records. Retain documentation of privacy practice activities, actions and implementation for 6 years after policies are superseded or obsolete.

**AUTHORITY:** OAR 166-200-0135(15); 45 CFR 164.530(j)(1-2)

### 7409-06 PROTECTED HEALTH INFORMATION PRIVACY PRACTICES VIOLATION RECORDS

This record series consists of records of all complaints received concerning the covered entity's privacy policies and procedures and compliance thereto, the disposition if any of the complaints, and any sanctions applied by the covered entity against employees failing to comply with the policies and procedures. The records are required HIPAA documentation per 45 CFR 164.530(d) and 164.530(e).

Confidential? Consult City Attorney's Office for assistance before releasing information.  
Vital Record? No  
Record Copy? Yes

**RETENTION:** 6 years after last action

**AUTHORITY:** 45 CFR 164.530(j)(1-2)