

Stark County Board of Developmental Disabilities

HIPAA Procedure 1: Records/Files Transport and Storage	Effective: 3/21/16
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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.

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 Records Transport envelope labeled for transport to Central Records. Each envelope must contain a list of names of individual's files included. This list should be placed on top of the files, **INSIDE** the envelope out of the view of others. The envelope flap will be secured with tape.
2. Place the envelope prepared for transport in a secure area. Notify the Central Records Clerk that the individual record/file is ready for transport by forwarding a completed Request to Transfer Records form to the Central Records Clerk.
3. The Central Records Clerk will complete the File Transfer form and forward it to the Production Manager to arrange record/ file transport.
4. The Production Manager will assign staff to transport the records and notify the Central Records Clerk of the date for the transport.
5. The Central Records Clerk will notify the person requesting the transfer of the date and time for the transport via email.
6. The person requesting the transfer will acknowledge receipt of the email to the Central Records Clerk. If the person requesting the transfer is not the person who will give the Transport Designee access to the files for transport, that should be communicated via this email as well as by sending that person this acknowledgement.

The Transport designee will manage the transport of an individual record/file prepared as follows:

1. The Transport designee will assure that the Records Transport envelope is properly secured. Envelopes improperly secured will not be transported until secured per procedural guidelines above.

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2. When transporting individual or single files the record/file should not be left unattended in plain sight. If it is necessary to leave a record/file in an unattended vehicle, lock the record/file in the trunk or out of sight of any passerby.
3. The Transport designee or Shipping & Receiving will notify the Central Records Clerk that the records have arrived and that the envelope is ready for delivery. Records must not be left unattended in the dock area.
4. The secured Transport Envelope will be hand delivered to the Central Records Clerk or secured area.
5. The Central Records Clerk will designate the secure area to place the transport envelope.

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

7. Records/files shall be placed in a storage box with a snug fitting lid and the cover secured with packing tape.
8. Each box must contain a list of names of individual's records/files included. This list should be placed on top of the files, **INSIDE** the box out of the view of others.
9. Collect boxes prepared for transport in a secure area and notify Central Records that the records/files are ready for transport by forwarding a completed [Request to Transfer Records](#) form to the Central Records Clerk.
10. The Central Records Clerk will complete the File Transfer form and forward it to the Production Manager to arrange record/file transport.
11. The Production Manager will assign staff to transport the records and notify the Central Records Clerk of the date for the transport.
6. The Central Records Clerk will notify the person requesting the transfer of the date and time for the transport via email.
7. The Person requesting the transfer will acknowledge receipt of the email to the Central Records Clerk. If the person requesting the transfer is not the person who will give the Transport Designee access to the files for transport, that should be communicated via this email as well as by sending that person this acknowledgement.

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The Transport designee will manage the transport of large volume prepared records as follows:

1. The Transport designee will assure that all boxes have been properly secured and transport file boxes are 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, wrapped in shrink wrap and sent directly to Central Records. Records must not be left unattended in the dock area unless they are secured to the skid with shrink wrap.
3. The Transport designee or Shipping & Receiving 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 lifted to the second floor receiving area.
5. The Central Records Clerk will designate the secure area to place the skid.

Historical Resolution Information		Policy 2.22 HIPAA
Date	Resolution Number	Reviewer(s): Privacy Officer Security Officer
1/19/13	01-09-13	
3/21/16	Procedure Update	

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