

Policy and Procedure Number:  
Effective:

## Policy/Procedure Review & Retention

### Purpose

All HIPAA Security policies and procedures adopted by the Jackson County Health Department in coordination with the Jackson County Board of Health will be retained and available for review. Once a policy is rescinded or replaced, the original policy will be kept for six (6) years from the date of its creation or the date it was last in effect, whichever is later. Policies and procedures will be reviewed and updated semi-annually to ensure their functionality.

### Policy

1. All policies and procedures will be adopted by the Jackson County Board of Health before becoming effective in the Jackson County Health Department.
2. If a policy is rescinded or replaced, the original policy will be retained.
3. All policies and procedures will be made available to staff and the Board of Health at all times.
4. All policies and procedures will be made available to the public through a Freedom of Information Act.
5. Department of Health and Human Resource policies and procedures (ie. Personnel, OMIS) will be retained by the creating entity.
6. All Department of Health and Human Resource Information Technology policies will be reviewed semiannually and replaced as needed.
7. All Jackson County Health Department policies and procedures will be reviewed semiannually and replaced as needed.

### Procedure

1. Policies and procedures that are created will be reviewed by the Board of Health for adoption and their regularly scheduled meetings.
2. If a policy is rescinded, the original policy will be noted "Rescinded/Date Rescinded" and will be maintained for six (6) years.
3. If a policy is replaced, the previous policy will be placed behind the new policy in the manual and maintained for six (6) years from the date of its creation or the date it was replaced, whichever is later.
4. Policies and procedures, both active and rescinded/replaced will be available to staff upon request.
5. Policies and procedures, both active and rescinded/replaced, will be available to the public through the Freedom of Information Act.
6. All Department of Health and Human Resource Information Technology policies will be

- reviewed semiannually and replace as needed by the Information Security Officer.
7. All Jackson County Health Department policies and procedures will be reviewed semiannually and replaced as needed. Review will be conducted by various staff members under the direction of the Information Security Officer. Changes will only be made with Board of Health approval.