

## **Destruction Policy**

### **1. Introduction**

- a. Clark County has adopted this Destruction Policy to comply with our duties under the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), the Department Health and Human Services (“DHHS”) security and privacy regulations, and the Joint Commission on Accreditation of Healthcare Organizations (“JCAHO”) accreditation standards, as well as our duty to protect the confidentiality and integrity of confidential medical information as required by law, professional ethics, and accreditation requirements.
- b. All personnel of Clark County must comply with this policy. Familiarity with this policy and demonstrated competence in the requirements of the policy are an important part of every employee’s responsibilities.

### **2. Policy**

- a. Clark County, its officers, employees, and agents must destroy data that is no longer necessary to retain in the regular course of business pursuant to Clark County’s Retention Schedule. Clark County, its officers, employees, and agents must not destroy data that is involved in audit, investigation, or litigation.
- b. Clark County’s employees and agents must destroy data as follows:
  - 1) Paper records must be shredded. Department heads are responsible for determining whether to shred in-house or to use a commercial destruction service.
  - 2) Magnetic media must be degaussed (reducing magnetic induction to zero by applying a reverse magnetizing field) or erased by overwriting and purging using an approved program. Department heads are responsible for choosing a method of destruction and for determining whether to destroy in-house or to use a commercial destruction service.
  - 3) Computers and/or hard drives must be degaussed upon disposal or otherwise disposed of in a manner approved by the IT department.
  - 4) The applicable department head is responsible for ensuring that selected destruction services have signed business associate contracts before providing destruction services.