

RECORDS AND FORMS MANAGEMENT 5.0

Retention and Destruction of Records -- 5.3

Destruction of Records, Computer Printouts Files, and Other Materials -- 5.3.d

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Signature:

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POLICY

The type of information to be destroyed shall determine the method of destruction and retention* time for the information.

APPLICABILITY

This policy applies to Local Health Department, Regional and Central Office personnel.

PURPOSE

To facilitate recycling efforts; to comply with the State of Tennessee's Records Management Program; and to protect the confidentiality of all persons provided services by the Bureau of Health Services.

PROCEDURE

A record is defined as information on paper, printed forms, cards, tape, disk, or any information-transmitting media. It shall include forms, reports, publications, and correspondence.

Information shall be destroyed according to the guidelines outlined in the appropriate [**Records Disposition Authorization, GS-0524**](#), which has been established to allow the destruction of a particular type of material. If such an RDA has not been developed, the material must not be destroyed until personnel pursue the development of an RDA with the Records Officer of the Department of Health.

Approved methods for destroying confidential materials are shredding or burning. Non-confidential information may be recycled or thrown away. If the materials to be recycled contain any potentially sensitive information, safeguards shall be in place to ensure protection of the information prior to pick-up by the state's recycling vendor.

After the records have been destroyed, a [Certificate of Records Destruction, GS-0989](#), must be completed and sent to the Records Officer of the Department of Health.

NECESSARY FORMS

1. [Records Disposition Authorization, GS-0524](#)
2. [Certificate of Records Destruction, GS-0989](#)

REFERENCE DOCUMENTS

1. [T.C.A. 10-7-301](#)
2. [T.C.A. 10-7-302](#)
3. [T.C.A. 10-7-303](#)
4. [T.C.A. 10-7-304](#)
5. [T.C.A. 10-7-305](#)
6. [T.C.A. 10-7-306](#)
7. [T.C.A. 10-7-307](#)
8. [T.C.A. 10-7-308](#)
9. [T.C.A. 10-7-509](#)

OFFICE OF PRIMARY RESPONSIBILITY

Office of the Director, Bureau of Health Services, (615)741-7305

*See [Policy 5.3.a](#) for information on the retention of medical records.