

UConn HEALTH

Administrative Policy

2003-02 Documentation and Retention of HIPAA Compliance Records

Title	Documentation and Retention of HIPAA Compliance Records
Policy Owner and Contact Information	Office of Healthcare Compliance and Privacy, privacyoffice@uchc.edu Information Technology Security, itsecurity@uchc.edu
Campus Applicability	UConn Health
Applies to	UConn Health Workforce
Effective Date	October 27, 2021

PURPOSE:

To comply with certain documentation and retention requirements of the Health Insurance Portability and Accountability Act of 1996, the Health Information Technology for Economic and Clinical Health Act (HITECH) and the associated regulations (collectively, HIPAA), and Connecticut State Law.

POLICY STATEMENT:

UConn Health retains documentation related to HIPAA compliance to the extent required by law. Such documentation shall be retained for the longer of the following:

- a. Six years from the date of its creation or the date when it last was in effect, whichever is later;
or
- b. The applicable retention period specified in the *General Records Retention Schedules for State Agencies* issued by the Office of the Public Records Administrator.

DEFINITIONS:

[Privacy Definitions](#)

PROCEDURES/FORMS:

None.

REFERENCES:

45 C.F.R §164.530(j) (HIPAA Privacy Rule)

45 C.F.R. § 164.316(b) (HIPAA Security Rule)

45 C.F.R. § 164.414(b) (HIPAA Breach Notification Rule)

Conn. Gen. Stat. § 11-8a (State Librarian statute regarding retention, destruction and transfer of documents)

[Examples of HIPAA Compliance Documentation](#)

RELATED POLICIES:

[2011-024.0 File Requirements & Record Retention Requirements \(Record retention requirements of the Human Subjects Protection Program\)](#)

ENFORCEMENT:

Violations of this policy or associated procedures may result in appropriate disciplinary measures in accordance with University By-Laws, General Rules of Conduct for All University Employees, applicable collective bargaining agreements, the University of Connecticut Student Code, other applicable University Policies, or as outlined in any procedures document related to this policy.

APPROVAL:

Andrew Agwunobi (Signed)
UConn Health Chief Executive Officer

10/27/2021
Date

Kiki Nissen (Signed)
Administrative Policy Committee Vice-Chair

10/26/2021
Date

Janel Simpson (Signed)
Administrative Policy Committee Chair

10/26/2021
Date

POLICY HISTORY:

New Policy Approved: April 13, 2003

Reviewed Without Changes: 1/29/08

Revised: 10/26/21