



Office of Regulatory Compliance

HIPAA Policy 1.7

Title:	Retention of Records
Source:	Office of Regulatory Compliance
Prepared by:	Assistant Vice Chancellor for Regulatory Affairs
Approved by:	Vice Chancellor for Research
Effective Date:	July 1, 2013
Replaces:	02/26/03
Applies:	All UCD campuses

Introduction

Purpose

To provide any individual who generates or maintains PHI with guidance on how long electronic or written documentation must be retained.

Reference

45 C.F.R. § 164.530(j)(2)

Applicability

It is the responsibility of anyone who generates or maintains records of any action, activity or designation that is required by the HIPAA Privacy Rule to ensure that those records are maintained for the period of time set forth in this policy.

Policy

Any individual who generates, maintains, or obtains any document or communication required by HIPAA whether in written or electronic form, shall retain that document or communication for at least six (6) years from the date of its creation or the date when it was last in effect, whichever is later.

