



# ADMINISTRATIVE PROCEDURES

Procedure Number: 23-43

Effective Date: 12/18/2009

Revision Date: \_\_\_\_\_

*C. D. [Signature]*  
County Administrator

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SUBJECT: **PROCEDURES FOR MEDICAL DOCUMENTS AND FILES AFTER AN  
EMPLOYEE TERMINATES**

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DEPARTMENT RESPONSIBLE: **HUMAN RESOURCES**

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## **I. STATEMENT**

All separate and confidential medical files for employees must be maintained for thirty years after the employee terminates. Therefore, once the employee terminates, the medical file must be submitted to Human Resources for proper handling of the files and final submission to Document/Micrographics Management Division, Clerk of the Board for storage.

## **II. PROCEDURES**

A. When an employee terminates, it is the responsibility of the employee's department to submit the confidential medical file to the Human Resources Records Center sealed and labeled in the right-hand corner of a 9"X12" manila envelope as follows:

a. 9X12 Envelope

Last, First Name SSN and EIN Department Termination Date "MEDICAL RECORDS"  <b>CONFIDENTIAL</b>
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b. For additional security, submit the medical file in another concealed envelope addressed to Human Resources Record Center and clearly marked "Confidential".

B. Human Resources must ensure that it has a full archive box of medical documents before these records are submitted to the Document/Micrographics Management Division, Clerk of the Board for storage.

**III. RESPONSIBILITY**

It is the responsibility of the employee's department to maintain records in a separate and confidential file and to submit these records to Human Resources upon termination of the employee and in the method stated above.