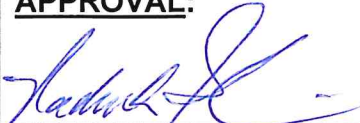




Policy and Procedures

DEPARTMENT NAME: Human Resources		
SUBJECT: Electronic Storage of Terminated Employee Human Resource Files	POLICY NUMBER: AD-012	
APPROVAL: 	EFFECTIVE DATE: 4-27-2021	REPLACES: New Policy

- I. **PURPOSE:** To electronically scan all terminated employee Human Resource documents; designate the electronic documents as original; and set forth the process for destroying the paper (hard copy) documents.
- II. **CONTACT:** Human Resource Liaison(s)
- III. **PERSONS AFFECTED:** All Children's Network employees
- IV. **POLICY:** This policy assures that the Children's Network of Southwest Florida will fully utilize the electronic storage of terminated (former) employee's records
- V. **DEFINITIONS:**
 - A. **Terminated Employee**
An employee who no longer works at Children's Network of Southwest Florida
 - B. **Hard Copy**
The paper documents

VI. PROCEDURES

- A. **Record Maintenance**
 1. All active employee records are maintained in a hard copy format in a Human Resource File.
 2. All inactive employee records are maintained in PDF format on SharePoint.
 - a. SharePoint is a cloud-based electronic storage area
 - b. SharePoint is HIPAA compliant
 3. Human Resource Liaisons scan the hard copy file and upload PDF files to SharePoint. They then name the file by the former employee's last name, first name and date of termination.
 4. Documents in SharePoint are kept in a subfile (HRSecure), which is restricted to authorized individuals only.

B. Records Retention Schedule

1. At no time will any information in the Human Resource file be removed or expunged, unless legally amended, ordered, or directed to do so. The Human Resource file is to be retained in its entirety prior to any conversion based on the appropriate retention schedule.
2. The record copy for all Human Resource files are never destroyed. As of January 2021, these records will be kept in the electronic format on SharePoint (HRSecure).

C. Disposal

1. Scanned documents are shredded after 90 days of scanning.
2. Once a document is scanned, it is placed in a storage folder and marked with the scanned date.
 - a. The file is clearly labeled with the date the contents were scanned
 - b. The file is held for ninety (90) days
 - c. On the ninety first (91st) day, the documents are shredded by Human Resources
 - d. The date on the box is removed and the box is reused.
3. When the original document is an electronic file that has been uploaded to the electronic filing system, a hard copy of the original will be made and retained for ninety (90) days or the electronic original will be retained in a designated folder on SharePoint/HRSecure for ninety (90) days. On the ninety-first (91st) day, the hard copy will be destroyed.

D. Retrieving Records

1. When a record is needed for any purpose, it is retrieved by the Human Resource Liaison(s).

E. Staffing Responsibilities

Human Resource Liaisons are responsible for:

1. Verifying that all documents are properly saved and available in SharPoint/HRSecure.
2. Maintaining scanned original for ninety (90) days and subsequently destroying the originals on the ninety-first (91st) day.