

SECURITY OF RECORDS

2215

(No. 4 October 1998)

The department is required to establish appropriate and reasonable administrative, technical and physical safeguards to ensure the security and confidentiality of records, as well as to protect against threats or hazards to records security (CC Section 1798.21). See [Section 2214](#), Employee Conduct.

Policy

Designate file systems to protect the privacy and integrity of the records.

Keep file equipment in a location that is appropriate for use and protection of the records.

Require proper identification from persons requesting information before that information is inspected or disclosed.

Have a departmental employee present when an individual inspects his/her record.

Ensure records that contain personal information, in identifiable form, are not kept on desk tops, in cardboard boxes or other unlockable equipment where they are subject to perusal by persons who have no legitimate business with those records. Also see SAM Sections 4841-4845 pertaining to electronically maintained records.

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