

## **DOCUMENT SECURITY**

**6242**

(May 2003)

All documents which contain an employee address, telephone number, social security number, or any other confidential personal information shall be kept out of the view of wards. This includes documents prepared at the camp and documents coming into the camp which have been prepared elsewhere. Ward workers shall not be allowed to prepare, type, file, mail, or otherwise handle or have access to such documents.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)