



HEALTHCARE EXTENSION PROMOTION AND
TRAINING ORGANIZATION

Records Retention and Destruction Policy



1. Purpose

The purpose of this Records Retention and Destruction Policy is to ensure the systematic management, retention, and disposal of records maintained by Healthcare Extension Promotion and Training Organization, Inc. (HEPTO) in a manner that complies with legal, regulatory, and organizational requirements while facilitating efficient operations and safeguarding sensitive information.

2. Scope

This policy applies to all records generated, received, or maintained by HEPTO, regardless of format or medium, including but not limited to paper documents, electronic records, audiovisual materials, and other tangible or intangible forms of information.

3. Policy Statement:

HEPTO recognizes the importance of managing records effectively throughout their lifecycle to support organizational functions, preserve institutional memory, meet legal and regulatory obligations, and protect the rights and interests of stakeholders.

To achieve these objectives, HEPTO adheres to the following principles:

3.1 Retention

Records shall be retained for the periods specified in the accompanying Records Retention Schedule, which is developed based on legal requirements, industry standards, and operational needs.

The retention schedule categorizes records into distinct classes and specifies the retention period for each class based on the value, sensitivity, and legal/regulatory requirements associated with the records.

Employees responsible for records management shall ensure that records are retained for the appropriate duration as per the retention schedule and are accessible for retrieval when needed.

3.2 Destruction

At the expiration of the retention period specified in the Records Retention Schedule, records shall be destroyed in a secure and systematic manner to prevent unauthorized access or disclosure.

Destruction methods shall be selected based on the nature of the records and may include shredding, electronic erasure, incineration, or other secure means approved by HEPTO.

Destruction activities shall be documented, including the identification of records destroyed, the method of destruction, and the date of disposal, to maintain an auditable trail and demonstrate compliance with the Records Retention and Destruction Policy.

3.3 Legal and Regulatory Compliance

HEPTO shall comply with all applicable laws, regulations, and industry standards governing the retention, management, and disposal of records, including but not limited to HIPAA, GDPR, and other relevant privacy and data protection laws.

The Records Retention and Destruction Policy shall be periodically reviewed and updated to reflect changes in legal and regulatory requirements, industry best practices, and organizational needs.



4. Responsibilities

The Executive Director shall have overall responsibility for overseeing compliance with the Records Retention and Destruction Policy and ensuring that appropriate resources and processes are in place to support effective records management.

Department heads and designated records custodians shall be responsible for implementing and enforcing the policy within their respective areas of responsibility, including the identification, classification, and disposition of records.

The Records Management Officer, appointed by the Executive Director, shall serve as the focal point for coordinating records management activities, developing and maintaining the Records Retention Schedule, and providing guidance and training to employees on records



5. Training and Awareness

HEPTO shall provide regular training and awareness programs to educate employees on their responsibilities regarding records management, including the proper handling, storage, retention, and disposal of records. Training shall be tailored to the specific needs of employees based on their roles and responsibilities within the organization.



6. Enforcement

Violation of this policy may result in disciplinary action, up to and including termination of employment, in accordance with HEPTO's disciplinary policies and procedures.



7. Review and Revision

This Records Retention and Destruction Policy shall be subject to periodic review and revision as necessary to ensure its continued effectiveness, relevance, and compliance with legal and regulatory requirements.



8. Document Management

This policy, along with the accompanying Records Retention Schedule, shall be maintained in a central repository accessible to all employees and shall be made available to auditors, regulators, and other authorized parties upon request.



9. Contact Information

For questions or concerns regarding this policy, employees may contact the Records Management Officer or the Executive Director, at contact@hepto.org



10. Approval

This Records Retention and Destruction Policy has been approved by the Board of Directors of Healthcare Extension Promotion and Training Organization, Inc. (HEPTO) and shall be effective as of the date of approval.

Signature

Executive Director: Mohamed J. Mohamed

Signature: _____

Date: Date: May 26th , 2024

Board Chair:

Signature: _____

Date: _____