



Travis County Technology & Security Policies

Documentation Policy

Policy #: TC-ITS-150
Version #: 1.3

Approved By: Paul Hopingardner, County Executive, Technology & Operations
Effective Date: May 30, 2015

Accountability & Responsibility

This policy is governed by the accountability and responsibility section found [here](#).

Purpose

The purpose is to maintain the policies and procedures implemented to comply with the applicable regulation in written (or electronic) form and if an action, activity, or assessment is required, to maintain a written (which may be electronic) record of that action, activity, or assessment.

Policy

Travis County will create, make available, and update documentation required by the HIPAA Security Rule. Documentation will be retained for six (6) years or longer, from the date of its creation or the date when it was last in effect, whichever is later.

Procedure(s)

Time Limit

Travis County will retain the documentation required by the regulation for six (6) years or longer from the date of its creation or the date when it was last in effect, whichever is later.

Availability

Travis County will make documentation available to those persons responsible for implementing the procedures to which the documentation pertains. These persons will electronically acknowledge receipt of documentation.

Updates

Travis County will review the documentation periodically, and update as needed, in response to environmental or operational changes affecting the security of the sensitive information. Additionally, Travis County must review and update its documentation whenever there is a change in the HIPAA Security Rule or related state, federal, or local regulations.

Policy Revision

Version	Purpose/Changes	Editor	Date
1.0	Travis County Information Technology Services Information Security Policies Creation	Randy Lott	05/30/2015
1.1	Added electronic acknowledgment of documentation in Availability section.	ITS Policy Committee	10/06/2016
1.2	Updated name of CIO	Randy Lott	12/18/2017
1.3	Updated policy number from 401 to 150 and updated approver's title.	Joyce Miller	11/20/2019