Policy and Procedure: DSHS Data Kept Separate

1. It is the policy of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to keep DSHS client data separate from other client data.
2. All active DSHS client data will be stored in locked cabinets when not in use.
3. DSHS client data under retention shall be kept in a secure area with limited access.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_