

111460 Record Disposal

(a)

Each local child support agency shall ensure that the records maintained pursuant to Section 111420 are disposed of as specified below.

(b)

Confidential records shall be destroyed in one of the following manners: (1) Shredding. (2) Recycling which results in destruction of the records. (3) Burning. (4) Erasure. (5) Obliteration. (6) Burial. (7) Permanently deleting, erasing, and/or purging electronic, microfilm, and microfiche records from computers, hard-drives, floppy disks, magnetic media, and other software programs. Electronic documents that have been printed or reproduced into a hard copy shall be destroyed as specified in subparagraphs (1) through (6) above.

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Shredding.

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Permanently deleting, erasing, and/or purging electronic, microfilm, and microfiche records from computers, hard-drives, floppy disks, magnetic media, and other software programs. Electronic documents that have been printed or reproduced into a hard copy shall be destroyed as specified in subparagraphs (1) through (6) above.

(c)

Records destroyed as specified in subsection (b)(6), shall be obliterated in a manner that ensures the information contained in these records is indecipherable prior to burial.

(d)

Records containing criminal history information not related to the parents failure to provide support, shall be destroyed as specified in subsection (b) within four years and four months of the date the case was closed.

(e)

If the records specified in this Article are destroyed by a third party, a local child support agency shall include a confidentiality clause in the contract with the third party to ensure record confidentiality through destruction.