

# SAMPLE



AGENCY LOGO

AGENCY NAME

---

*Below are sample suggestions that may be incorporated within your agency standard operating procedures.*

## **SECURITY AND STORAGE:**

Criminal History Record Information (CHRI) files/records are filed in individual's folder and locked in a file cabinet out of public view.

## **ACCESS:**

Only Human Resources Personnel, CEO's and Vice Presidents of agency are allowed access to the files when making hiring and termination decisions. Each individual accessing CHRI have had fingerprint supported background checks.

## **DISSEMINATION:**

Only authorized agencies are allowed to view CHRI and personnel files. These agencies include:

	MD State Department of Education (MSDE) – Office of Child Care (OCC)
<b>Sample</b>	Department of Health and Mental Hygiene (DHMH)
<b>Agencies</b>	Department of Aging (DOA)

Upon written request, employee/applicant (the subject of the file) may view their CHRI. If a copy is requested, "COPY" is written across the top of page.

All individuals whether employee or agency auditors are required to sign the dissemination log.

## **RETENTION and DESTRUCTION:**

- All CHRI/personnel files are kept Number of years after termination and then destroyed by shredding in-house.
- All CHRI/personnel files are kept Number of years after termination and then destroyed by a company, Shred It. The shredding of files is witnessed by Human Resource personnel.
- All CHRI/personnel files are placed in archive within this agency.
- All personnel files are sent to a facility for storage. CHRI is removed prior to sending files to the off-site storage facility.