



Oklahoma State University

Title: Maintenance Records	Policy #: SEC-09.04
Category: HIPAA Compliance	Authority: 45 CFR HIPAA SECTION: § 164.310(a)(2)(iv)
Standard: Facility Access Controls	Responsibility: Health Care Components
Effective Date: 4/20/2005	Pages: Page 1 of 1
Approved By: OSU Legal Counsel	Revised: 7/1/2013

PURPOSE:

Maintain records of maintenance in areas housing PHI.

POLICY:

OSU will implement policies and procedures to document repairs and modifications to the physical components of a facility which are related to security (for example, hardware, walls, doors, and locks).

Records of maintenance activity related to security or access in areas housing PHI, both written and electronic, will be maintained by physical plant.

PROCEDURE:

Documentation of physical alterations to facilities that change access and security of PHI, both written and electronic, will be documented and logged by physical plant. Responsibility for maintaining records will be designated by the Director of Physical Plant.