

**ADMINISTRATIVE
DIRECTIVE**

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| Administrative Directive Title: HIPAA Protected Information | AD Number: 3.600.1 | Adopted: July 2024 |
| Policy References: Board Policy 3.600 – Insurance Management | Revised: | |

- 1 Murfreesboro City Schools shall ensure the confidentiality of all HIPAA protected information
2 that the school district creates, receives, maintains, or transmits.
- 3 Information regarding HIPAA protected information will be posted in the Central Office and in a
4 centrally located staff area at each school. This information will also be included in the employee
5 handbook.
- 6 The Assistant City Attorney assigned to Murfreesboro City Schools will be responsible for creating
7 guidelines to protect against any reasonably anticipated threats or hazards to the security or
8 integrity of such information. The guidelines will cover, at a minimum, the following:
- 9 1. The methods of storage for this information;
 - 10 2. The retention schedule for these records;
 - 11 3. Security measures that will take place if the confidentiality, integrity, and availability of
12 the information is breached as well as an annual review of these measures; and
 - 13 4. The implementation specifications as required by federal law, including administrative,
14 physical, and technical safeguards to prevent, detect, contain, and correct security
15 violations.

Legal References
45 CFR § 164.306, 164.316