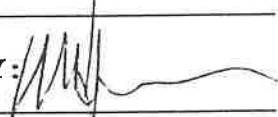


COUNTY OF IMPERIAL
DEPARTMENT OF BEHAVIORAL HEALTH SERVICES
POLICY AND PROCEDURE MANUAL

SUBJECT: Destruction of Confidential Information	POLICY NO: 01-17
SECTION: Administration	EFFECTIVE DATE: 2-11-02
REFERENCE:	PAGE: 1 of 1
AUTHORITY: Local Mental Health Director	SUPERSEDES: New Policy
	APPROVED BY: 

PURPOSE: To identify the policy regarding the destruction of discarded confidential information to ensure that the identity of the client is not disclosed.

NOTES: None

DEFINITIONS: None

POLICY: All confidential information must be shredded prior to disposal.