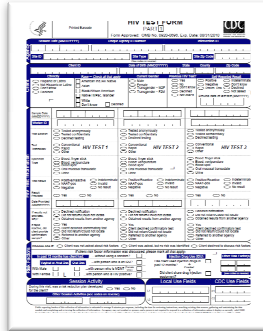


Guidelines for the Disposal of Paper-Based HIV Test Forms Used for Collecting National HIV Prevention Program Monitoring and Evaluation Data



The steps below provide guidelines for the disposal of unused HIV Test Forms (OMB No. 0920-0696), which contain data requirements that will be changing in 2012. Please use this guidance when your agency has fully moved to the new/revised HIV testing data requirements.

Steps

1. Identify the storage locations of all unused HIV Test Forms (onsite and offsite).
2. Review your organization's document retention requirements for the unused official forms and penalties for the misuse of such documents (if applicable). If your agency or state has an approved record disposition authority, consult them for additional guidance regarding local requirements.
3. Use a **commercial cross-cutting** shredder to shred all unused HIV Test Forms. This should result in pieces measuring 3/32 of an inch. Prior to shredding the unused HIV Test Forms, you should empty the shredder storage bins of all documents or media containing confidential information.
4. Dispose of shredded paper based on your organization's procedures for discarding or disposing confidential materials.
5. Notify the Program Evaluation Branch (nhme@cdc.gov) that all the unused HIV Test Forms have been shredded. We will follow up to ascertain that unused HIV Test Forms have been shredded if we do not hear from you.

References:

1. Secure Media Shredding. The National Archives: Federal Retention Center. Accessed on 12/01/2011 from: <http://www.archives.gov/frc/media-shredding.html>.
2. Centers for Disease Control and Prevention and Council of State and Territorial Epidemiologists. *Technical Guidance for HIV/AIDS Surveillance Programs, Volume III: Security and Confidentiality Guidelines*. Atlanta, Georgia: Centers for Disease Control and Prevention; 2006. Accessed on 12/01/2011 from: http://www.cdc.gov/hiv/topics/surveillance/resources/guidelines/guidance/pdf/Security_and_Confidentiality_v3.pdf.