



## CHECKLIST

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# That Helps You Plan for Health Data Archival

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# The Checklist That Helps You Plan for Health Data Archival

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Healthcare systems today function with the support of multiple applications, and this leads to dealing with loads of health data. With health data, there are plenty of considerations, like the volume of data, the process to archive, the compliance requirements that need to be met, and so on.

When considering an archival project, the most important things to check off the list are:

- An archival strategy that requires careful inspection of available data
- The ability to access data as and when required
- A plan to migrate the data and consideration for conversion
- The awareness and arrangement to meet data storage requirements
- A policy for proper data disposal and destruction
- The creation of a strategy to cut hidden costs and ensure efficient archival

In this checklist, you will discover the following requirements that are essential for health data archival planning:

## 1 Data Requirements

Archival comes with a specific set of data requirements such as the following:

- Select the data that needs to be archived
- Decide on a data model (such as FHIR, CCD, etc.) for the data items required to be migrated
- Plan the retention schedule based on the [compliance requirements](#)
- Have the data stored in original and context format
- Determine who should access the archived data and also decide when and how it must be done
- List down the terms for accessing the data

## 2 Security Requirements

To ensure that the archived data is protected, you must tick the following off the list:

- Check adherence to the accessibility and usability requirements
- Use encryption to maintain data privacy and allow restricted access
- Maintain a log that states who accessed the archives and what information was accessed
- Follow data obfuscation for the sensitive information held
- Adopt a data backup strategy to prevent loss or damage to archived data

## 3 Storage Requirements

The following must also be taken into account when it comes to storage for data archival:

- Identify the medium for the data to be stored on
- Pick a storage device to support in the long run

- Pay attention to the space requirements
- Consider the older archives and identify the changes required

#### **4 Compliance Requirements**

When it comes to archival, one important aspect to be considered is the record retention regulations. Make sure to comply with the following regulations:

- The [CMS regulation](#), that requires you to maintain medical records for 7 years from the Date of Service (DOS) for adult patients
- The ONC's Cures Act Final Rule, that ensures seamless access and exchange of patient health data and also do not forget to consider the [information blocking provisions](#)

#### **5 Usability Related Requirements**

The archived data must be available in the hour of need, and to make the access smooth, the following must be taken care of:

- Ensure the archived data is readable and in a logical order
- Decide on the data redaction to protect sensitive data
- Evaluate the data use policy for the organization
- Adopt an archival solution that assures instant retrieval access

#### **6 Disposal Related Requirements**

One other important aspect of archival is disposing of the data that is no longer relevant. When it comes to disposal, the following items must be ticked off the list:

- Follow HIPAA Security & Privacy Standards for the disposal of Electronic Protected Health Information (ePHI)
- Ensure that the data disposed of is unreadable and indecipherable, with no possibility of reconstruction

#### **7 Other Requirements**

Apart from the above-stated categorical requirements, the following must be ensured:

- Confirm the archival's flexibility to meet the growing needs of the health system
- Plan for the ways to migrate the archived data from the present platform to the newer one
- Check for your archiving solution's capability to integrate with third-party platforms

It can be concluded that archival is of importance to health systems, and getting it right is all the more important. An archiving software could help in performing the task, or you can take the assistance of an archiving vendor who provides secure services using appropriate resources.

When [intelligent archival](#) is left to 314e, we ensure excellence in everything right from data discovery to data security. We are nothing like the conventional data archives that lock data; in fact, we unlock the value of your archived data and ensure easy and intelligent access to data. If you wish to choose a secure vendor like us to archive your data, you can evaluate us using the "[Checklist to Evaluate Secure Digital Archiving Vendors](#)".