

1 **10A NCAC 69 .0203 SECURITY OF RECORDS**

2 (a) The agency shall provide a secure place with controlled access for the storage of records. Only employees,
3 students, volunteers or other individuals who must access client information in order to carry out duties assigned or
4 approved by the agency shall be authorized access to the storage area.

5 (b) Only authorized individuals may remove a record from the storage area and the authorizing individual shall be
6 responsible for the security of the record until it is returned to the storage area.

7 (c) The agency shall establish procedures to prevent accidental disclosure of client information from automated data
8 processing systems.

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10 *History Note: Authority G.S. 108A-80; 143B-153;*

11 *Eff. October 1, 1981;*

12 *Amended Eff. March 1, ~~1990~~1990;*

13 *Readopted Eff. July 1, 2019.*

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