10A NCAC 69.0203 SECURITY OF RECORDS

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

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

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

History Note: Authority G.S. 108A-80; 143B-153;
Eff. October 1, 1981;
Amended Eff. March 1, 1990;