

**10A NCAC 05J .0208 CLIENT ACCESS TO RECORDS**

(a) Access to information about himself is the right of the client. Upon written or verbal request, the client shall have access to review or obtain without charge a copy of the information in his records with the following exceptions:

- (1) Information that the agency is required to keep confidential by state or federal statutes or regulations;
- (2) Confidential information originating from another community service organization;
- (3) Information that would breach another individual's right to confidentiality.

(b) Client's requesting access to the information contained in his record as promptly as feasible but no more than five working days after receipt of the request.

(c) The Director or his delegated representative shall be present when the client reviews the record.

(d) The Director or his delegated representative must document in the client record the review of the record by the client.

*History Note: Authority G.S. 143B-181.1(c); 143B-181.10;*

*Eff. December 1, 1991;*

*Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. May 23, 2015.*