

**10A NCAC 13C .0303 ADMINISTRATIVE RECORDS**

(a) The following essential documents and references shall be on file in the administrative office of the facility:

- (1) appropriate documents evidencing control and ownerships, such as deeds, leases, or corporation or partnership papers;
- (2) bylaws of policies and procedures of the governing authority;
- (3) minutes of the governing authority meetings if applicable;
- (4) minutes of the facility's professional and administrative staff meetings;
- (5) a current copy of these regulations;
- (6) reports of inspections, reviews, and corrective actions taken related to licensure; and
- (7) contracts and agreements related to licensure to which the facility is a party.

(b) All operating licenses, permits and certificates shall be appropriately displayed on the licensed premises.

*History Note: Authority G.S. 131E-149;  
Eff. October 14, 1978;  
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. December 23, 2017.*