

Policy Name:	Copies of Files
Date Modified:	7/2015
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Copies of Files Policy

Policy:

- a. When appropriate and following the presentation of a valid ROI or a court order, copies of the files should be released within 30 working days.
 - i. The student or parent or legal guardian of a minor must present positive identification, including picture ID, unless a staff member can identify the student.
- b. When the request is through the mail,
 - i. If the request is coming from the client, the treating clinician, supervisor or Clinical Director should contact the client to clarify and confirm the request.
 - 1) Often previous clients are only in need of a case summary.
 - ii. The clinician should further clarify how they want this information.
 - 1) Where possible and easily feasible, it is better if the client picks up the record themselves.
 - iii. If a subpoena, court order, or any kind of legal document is received that is requesting a record, this information should be conveyed to the the Director as soon as possible.
 - 1) Include advice from University General Counsel any time legal documents are submitted.