

ACCOUNTING OF DISCLOSURES

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(No. 4 October 1998)

Each agency shall keep an accurate accounting of the date, nature and purpose of each disclosure of a record made pursuant to subdivision (l), (k), (l), (o) or (p) of CC Section 1798.24. This accounting is also required for disclosures made pursuant to subdivision (e) or (f) of CC Section 1798.24. The accounting shall also include the name, title and business address of the person or agency to whom the disclosure was made.

Policy

Each disclosure given by a departmental employee will be accounted for by a means easiest for the unit, i.e., a record of disclosures only in the file from which the disclosures are made, or a chronological log. In the case of a chronological log, a subject individual must not be allowed access to the record of disclosure involving other individuals. The log should include the date, nature and purpose of each disclosure, the name, title and business address of the person or agency to whom the disclosure was made and the accounting must be identifiable with and traceable to the information. The accounting will be made available to the subject when access to pertinent records is requested.

In the case of a record of disclosure that falls in the definition of exempt information in CC Section 1798.40, for example, a disclosure to a law enforcement agency for a confidential criminal investigation, disclosure may be withheld from the individual to whom the information pertains in accord with the applicable subsection of CC Section 1798.40.

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