

**Cottonwood, Inc.  
Policies and Procedures**

**SECTION:** Administrative

**POLICY NO:** 04-023

**SUBJECT:** Confidentiality of Administrative Records

**EFFECTIVE DATE:** July 1987

**Policy:**

Appropriate safeguards will be applied to protect the confidential administrative records of Cottonwood, Inc. Employees are prohibited from bringing to Cottonwood, Inc. records, files, documents, or equipment that belong to a former employer without the express written permission of the former employer. Confidential information related to the business of the organization such as financial information, caseload information, litigation, fund raising lists, business and product information not available for public release, personnel records etc. is the property of Cottonwood, Inc. and must be held in trust and solely for the benefit of Cottonwood, Inc. Disclosure of such information either during or after employment with Cottonwood, Inc. is prohibited without the written consent of Cottonwood, Inc.

**Procedures:**

1. Access to records will be limited to administration on a need to know basis.
2. Records will not be removed from the administrative offices without authorization.
3. Records will be stored under lock, and with maximum protection against fire, water damage and other hazards.
4. Violation of this policy could result in disciplinary action up to and including termination.