

ARKANSAS DEPARTMENT OF HUMAN SERVICES
DIVISION OF DEVELOPMENTAL DISABILITIES SERVICES
DDS DIRECTOR'S OFFICE POLICY MANUAL

<u>Policy Type</u>	<u>Subject of Policy</u>	<u>Policy No.</u>
Administrative	Release of Information	1038

1. Purpose. The purpose of this policy is to provide administrative guidelines for the release of information regarding matters pertaining to Developmental Disabilities Services, it's programs, and operations.
2. Scope. This policy is applicable to all employees and volunteers of DDS.
3. Information Not Covered. Any information directly pertaining to specific personnel records, specific individuals or that is otherwise considered confidential information pertaining to individuals may not be released under this policy. (See DDS Policy 1013)
4. Release of Information.
 - A. Any and all records that are required by law to be kept must be open to inspection and copying by any citizen of the State of Arkansas during regular business hours of the custodian of those records.
 - B. Information not required by law to be kept and is questionable as to release or has been requested through legal/quasi legal process or under Provisions of the Freedom of Information Act:
 1. Upon receipt of request, DDS staff will relay the request to the appropriate Activity Manager.
 2. Before such information is released or release is denied, advice will be sought from all appropriate sources, but at a minimum shall include the DDS Director/designee. The DDS Director shall contact the Office of Chief Counsel for advise and direction.

Replacement Notation: This policy replaces DDS Commissioner's Office Policy 1038 dated July13, 1981.

Effective Date: March 15, 1993

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References: DDS Institutional Services Policy RS-PO-18, September 27, 1977, which is hereby superceded; Act 93 of 1967; and Arkansas Freedom of Information Act; DDS Records Manual, Section VI, P. 16; Attorney General Opinion 82-178.

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3. The Activity Manager will prepare a draft response and forward to the DDS Director along with a copy of the request; or gather documents and have available for inspection by the person making the request.
- C. Information regarding individuals receiving services from various Divisions with the DHS may be shared or released by any division to another for purposes of services benefit to the individual.