

August 28, 2003

Dr. W. Scott Forbes  
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Dear Mr. Forbes:

The Ethics Committee of the Commission on Rehabilitation Counselor Certification (CRCC) has had an opportunity to review your correspondence concerning a request for an advisory opinion.

The Ethics Committee of the CRCC provides advisory opinions on selected situations having ethical implications. These advisory opinions are provided as a general educational service and are rendered in response to limited and unverified information provided to the Committee. Therefore, it should not be construed as direct advice regarding the unique or specific ethical or legal action recommendations that should be followed regarding the issues raised. The considerations described by the Committee's advisory opinion should be regarded only as general educational assistance and not as specific direction in any particular instance.

Your request pertained to whether a state vocational rehabilitation counselor needs to obtain a signed release from the client to store case notes on computer files where the files are maintained by the agency on a secure server. The Committee responded that provided clients are informed of how records are being preserved per Standard I.2.c, there is no requirement to obtain a signed release, but doing so would be a good practice.

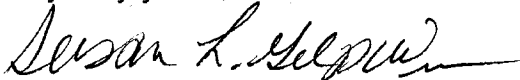
Standards in the Code effective January 1, 2002 that apply to this situation include I.2.c. It reads as follows:

## **I.2. COUNSELING RELATIONSHIP**

- c. RECORDS PRESERVATION.** Rehabilitation counselors will inform clients whether the records are being preserved, how they are being preserved, and how long the records are being maintained.

Thank you for your continued support of the certification process through the promotion of ethical practice.

Very truly yours,



Susan L. Gilpin

Chief Executive Officer • ARCA • CARP • CORE • IARP • NANWRW • NCRE • NRCA

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