

family enrichment center of seattle

**Request for Privacy in Record Keeping
Form**

The latest revision of the Washington Administrative code regarding record keeping and retention (WAC 246-809-035) will allow you to maintain your privacy by requesting, in writing, that no *treatment* records be kept with the exception of:

- a. Client Name
- b. Fee arrangement and record of payments
- c. Dates counseling was received
- d. Disclosure form signed by counselor and client
- e. Written request that no records be kept (this form)

If this is your wish, please hand write and sign below.

(Example: “ I _____, request that David Calof keep no written records of my counseling sessions with him.”)

Signature

Date