

**ALL INFORMATION IN THESE RECORDS ARE
CONFIDENTIAL!**

1. All records must be signed and charged out of the WOIL Records Room.
2. Records must be visibly available at all times. Do not leave records in drawers, cabinets, briefcases, etc.
3. Return records promptly to WOIL Records Room.
4. Refer inquiries for consumer information to the WOIL Records Management.
5. Documents in records will not be removed or reproduced without the approval of the WOIL Records Management.
6. These records are the property of Walton Options for Independent Living, Inc. Return these records to: Walton Options for Independent Living, Inc., 948 Walton Way, PO Box 519, Augusta, GA 30901, (706) 724-6262.

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