**Section 800.320 Records of Sex Offenders**

a) All Transitional Housing facilities shall establish and maintain a file on a current basis for each sex offender resident.

1) The file shall include, at a minimum, the following applicable information: the sex offender's name, identification number, age, gender, and race or nationality; date of admission to the Transitional Housing facility; risk assessment; treatment and transition plans; treatment attendance; program agreements; releases of information documents; progress reports; reports of program violations; referrals to other agencies, therapists or counselors; record of visitors; date of release from the transition center, address of relocation residence; total number of days in the Transitional Housing facility; and related correspondence.

2) File entries shall be dated and the source of the information and the author of the entry shall be identified.

3) Files are confidential and shall be safeguarded from unauthorized and improper access, disclosure, and loss.

A) Files shall be marked "confidential".

B) Access to computerized records shall be controlled and restricted on a need-to-know basis. Security measures shall be taken to ensure the integrity and confidentiality of any computer record.

4) Whenever a sex offender moves out of the facility, his or her file shall be transferred to the Department. The facility shall retain a copy of some or all of the contents of the file for its records, as needed, for up to five years.

5) The Department shall have access to files upon request.

b) The Department shall establish and maintain a file on a current basis for each sex offender residing in a Transitional Housing facility. The file shall include, at a minimum, efforts in placing the sex offender in non-transitional housing; efforts to place the offender in the county from which he or she was convicted; the anticipated length of stay of each offender in the Transitional Housing facility; the number of sex offenders residing in the Transitional Housing facility; and the services provided to the sex offender during the residency at the Transitional Housing facility.