**Section 801.420 Records of Youth**

a) A master record file shall be established and maintained on a current basis for each youth.

b) The master record file shall include, at a minimum, the following applicable information: the youth's name, identification number, age, sex, place of birth, and race or nationality; initial intake information form; documentation of the youth's delinquency adjudication; court transfer document; a copy of the summary of the determination made by the Interagency Review Committee regarding the youth in accordance with 89 Ill. Adm. Code 312; current photographs and fingerprints of the youth; case and social history; medical consent form; name, relationship, addresses and phone numbers of parents, guardians, and significant others; driver's license, social security, and Medicaid numbers; court records, case disposition, and transfer papers; individual treatment plan and program goals; signed release of information forms, where required; progress reports; program rules and disciplinary policy signed by the youth; disciplinary and grievance records; referrals to other agencies; final discharge or transfer report; visitors list; attorney of record; administrative case review documentation; annual reviews; and youth-related correspondence. Health and educational records are also considered part of the youth master record file, but may be maintained in separate locations.

c) The contents of records shall be identified and separated into the following sections:

1) Legal data.

2) Identification data, including, but not limited to, photographs, fingerprints, warrants, and warrant cancellations.

3) Social history data, including, but not limited to, educational material and clinical, psychological, and psychiatric reports.

4) Treatment data, including, but not limited to, the treatment plan, monthly progress reviews, and disciplinary reports.

5) Miscellaneous data, including, but not limited to, personal property inventories, visitor lists, miscellaneous reports, and correspondence.

d) Master record file entries shall be dated and the source of the information and the author of the entry shall be identified.

e) Master record files are confidential and shall be safeguarded from unauthorized and improper access, disclosure, and loss.

1) Master records shall be marked "confidential."

2) 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.

f) Whenever a youth is transferred to another facility, the youth's master record file, including individual medical and educational records, shall be transferred with the youth. The facility may retain a copy of some or all of the contents of the master record file for their records, as needed, for up to five years.

g) The Department shall have access to master record files upon request. Disclosure of youth master record file material to others is subject to procedures outlined in 20 Ill. Adm. Code 107: Subpart D.