**Section 2207.430 Requests for Access and Review**

a) A request to obtain access to and review Criminal History Record Information, local, state or federal, shall be made in writing to the office designated by the Chief Administrative Officer.

b) A staff member shall inform the youth of any applicable fees and assist the youth in completing and processing all applicable forms.

c) Upon receipt by the facility of the transcript of the Criminal History Record Information, the youth shall be allowed to review the transcript while in the presence of a staff member.

d) The youth shall, upon request, be provided with a copy of the transcript that has been stripped of all personal identifiers, including, but not limited to, the names and addresses of the youth, victims or witnesses.