

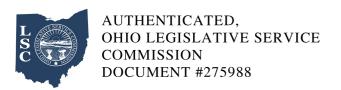
## Ohio Administrative Code Rule 5139-35-07 Juvenile records.

Effective: December 11, 1988

The following standards are recommended:
(A) An admittance record is completed for every child admitted to the CRC and contains at least the following information:
Date and time of admission;
Name and "also known as (AKA)";
Last known address;
Legal custody status;
Offenses;
Sex;
Date of birth;
Place of birth;
Race or nationality;
Education and school attended;
Employment, if any;
Religion;



Health status;
Name, relationship, address and telephone of parent(s)/person(s) the child resided with prior to the time of admission;
Driver's license number, social security and medicaid number, if applicable;
A physical description;
A recent photograph;
Emergency contact;
Placing agency and contact.
(B) The record maintained on each child is kept in a secure place within the CRC and includes, at a minimum, the following information:
Initial intake information form;
Documented legal authority to accept juveniles;
Visitors' names and dates of visits, if any;
Disciplinary record, if any;
Final discharge report;
Incident reports;
Medical information;



Name of child's attorney, if any;
Individual service plan;
Progress reports.
(C) There is a single master file identifying all children in the CRC.
(D) Policy and procedure require records be safeguarded from inappropriate disclosure.