

Chapter: Records  
Subject: Maintenance of Records  
Section: 5.2  
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ODJFS Rule: 5101: 2-5-13(A)(19)  
Reviewed/  
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NRTC has a written policy regarding access, confidentiality, maintenance, security and disposal of all records maintained by the facility.

### **Personnel Records**

Access: Access to personnel files is limited to the Director, Business Manager, the administrative assistant, direct supervisory staff and parent agency (MCJC) officials whose duties require an understanding of the background and qualifications of the staff member, and ODJFS as requested for audits. Staff members must get permission from the Director to view their files.

Confidentiality: All information in a staff personnel file is considered confidential and may be released only with written consent of the staff member.

Maintenance: Personnel records are maintained by the Director and the Business Manager.

Security: Personnel files are stored in a locked file cabinet in the office of the Business Manager, which is locked after normal business hours. Persons having access to this officer is the Director, managers and administrative assistant.

Disposal: Personnel records must be maintained a minimum of five years after termination of employment, after which time they may be destroyed and properly disposed of.

### **Youth Records**

Access: Youth records may be accessed by NRTC staff, ODJFS, and those officials or agencies directly connected with the youth, and then only in the furtherance of the best interests of the child. Outside parties must obtain a release of information form signed by both the youth and legal guardian before any confidential information can be exchanged between NRTC and the requesting party.

Confidentiality: Information contained in these records will remain confidential and are not communicated to persons outside the facility without written consent.

Maintenance: Youth records are maintained by the Business Manager.

Security: Active records and those terminated within the last year are stored in a locked file cabinet in the Business Manager's office, which is locked after normal business hours. Older files are stored in a secure area in the basement. Access to the locked files are limited to the Director, managers and administrative assistant.

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Disposal: Youth records must be maintained a minimum of five years after discharge, after which time they may be destroyed and properly disposed of.

**Administrative Records**

Access: Administrative records (written directives, policy approvals, training payment invoices, etc.) may be accessed by the Director, Business Manager, administrative assistant, or other staff whose duties involve such documents.

Confidentiality: Information contained in these records is considered confidential.

Maintenance: Administrative records shall be maintained in the office of the Director or Business Manager.

Security: Offices containing administrative records are locked after normal business hours. Persons having access to the locked files are limited to the Director, managers and administrative assistant.

Disposal: Administrator directives from the Court shall not be destroyed. All other administrative records shall be maintained a minimum of three years after which time they may be destroyed and properly disposed of.