

Chapter: Health Records and Confidentiality	Effective Date: 3/1/15 Page: 1 of 1 Replaces: HSP.10.03, 6/1/09
Title: Health Records Archives	
ACA: 4-JCF-4C-33	

(a) **Standard.**

Inactive youth health record files are retained as permanent records in accordance with state and federal law. Inactive youth health record information is provided to specific and designated health care practitioners or medical facilities in the community only on the written request or authorization of the youth's parent, guardian, legal custodian, or the youth if 18 years of age or older.

(b) **Procedures.**

- (1) **TJJD staff members** retain archived health record files in accordance with the TJJD records retention schedule.
 - (2) The **TJJD Records Department** processes requests for archived health records in accordance with state and federal law.
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