**Section 300.1840 Retention and Transfer of Resident Records**

a) Records of discharged residents shall be placed in an inactive file and retained as follows:

1) Records for any resident who is discharged prior to being 18 years old shall be retained at least until the resident reaches the age of 23.

2) Records of residents who are over 18 years old at the time of discharge shall be retained for a minimum of five years.

b) After the death of a resident, the resident's record shall be retained for a minimum of five years.

c) It is suggested that the administrator check with legal counsel regarding the advisability of retaining resident records for a longer period of time, and the procedures to be followed in the event the facility ceases operation.

d) When a resident is transferred to another facility, the transferring facility shall send with the resident a reason for transfer, summary of treatment and results, laboratory findings, and orders for the immediate care of the resident. This information may be presented in a transfer form or an abstract of the resident's medical record. (B)

(Source: Amended at 13 Ill. Reg. 4684, effective March 24, 1989)