

**TOUCH OF NATURE ENVIRONMENTAL CENTER
ADVOCACY PROGRAM**

**360.01 Correspondence Files of the Advocacy Program
(Duplicates)**

Dates: 1980 -
Volume: 4½ Cu. Ft.
Annual Accumulation: ½ Cu. Ft.
Arrangement: Chronological

This record series contains correspondence pertaining to the internal policies of the Touch of Nature Environmental Center as well as reports prepared by the Advocacy Program for the director of Touch of Nature, detailing the program goals, accomplishments and statistics.

Application 87-63, item 254, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain three (3) years, then dispose of provided all administrative value has expired and an official copy of each significant report is retained permanently in the Touch of Nature Archives.

360.02 Research and Development Contracts

Dates: 1981 -
Volume: ¾ Cu. Ft.
Annual Accumulation: Negligible
Arrangement: Chronological

This record series contains the contracts between the Touch of Nature Environmental Center and state agencies such as the Department of Children and Family Services and the Department of Corrections to provide a community-based alternative to highly restrictive or institutional placements for youth between

the ages of 12 and 19 who are disadvantaged, abused, neglected, emotionally disturbed, behavior disordered or delinquent. The Touch of Nature Environmental Center runs two programs: the Spectrum Youth Advocacy Program and the Unified Delinquency Intervention Service (UDIS). The UDIS was transferred from the Department of Corrections to the Department of Children and Family Services in 1982. The Department of Children and Family Services retains their agency record copy of these contracts for six (6) years as per Application 82-94, #3.

Application 87-63, item 255, is superseded to reflect a change in the administrative jurisdiction of the record series. (No revision of the previously approved disposition is proposed.)

Recommendation: Retain in office for six (6) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

360.03

Client Case Files

Dates: 1980 -
Volume: 36 Cu. Ft.
Annual Accumulation: 5 Cu. Ft.
Arrangement: Chronological by contract
year/Alphabetical

This record series contains the client case files of youth who are served by the Touch of Nature's Spectrum Advocacy Program. This record series contains client contact logs with identification information and an hour-by-hour record of contact, court reports for adjudicated juveniles, internal reports, reports for the Department of Mental Health, psychological and medical profiles, school records, incident reports for unusual events in a client's life, interview notes, copies of monthly evaluations of each client which is sent to the Department of Children and Family Services and staff travel logs documenting travel needed to meet with youth, his/her family or others in providing contractual

services under this program. The information contained in this file is confidential; the contract restricts the release of information without Department of Children and Family Services (DCFS) consent. DCFS maintains the master case files permanently as per Application 85-31M, #1.

Application 87-63, item 256, is superseded to reflect a change in the administrative jurisdiction of the record series and to increase the retention period of the series.

Recommendation: Retain in office for six (6) years following the termination of all client program services, then dispose of (by shredding) providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.