

**State Agencies' Retention/Disposition Schedule S8:
CORRECTIONAL FACILITIES RECORDS**

Item Number	Record Series Title	Description	Minimum Retention	Disposition	Notes
S8-0100	5 & 2 Post Agreement	For correctional officers assigned to a 5/2 post as agreed to with the Department of Correction	Until superseded	Destroy after receipt of signed approval from OPRA	<i>OPRA</i> refers to the Office of the Public Records Administrator
S8-0200	Agreement to Protect Confidentiality of Computerized Criminal Record Data	DOC form CN4403	Duration of employment plus 30 years	Destroy after receipt of signed approval from OPRA	Retained as part of employee personnel file; refer to S2-145; <i>DOC</i> refers to the Department of Correction
S8-0300	Commissary Order Form	Inmate receipt for commissary purchases	3 years, or until audited, whichever comes later	Destroy after receipt of signed approval from OPRA	
S8-0400	Employee Stipend Sheets	As per the NP-8 contract	5 years, or end of contract, whichever comes later	Destroy after receipt of signed approval from OPRA	
S8-0500	Facility Audits	Including but not limited to: initial audit report and unit administrator's plan of corrective action	3 years, or until audited, whichever comes later	Destroy after receipt of signed approval from OPRA	
S8-0600	Incident Reports	Including but not limited to: <i>Incident Report and Supplemental Pages</i> (DOC forms CN6601 pages 1-3); <i>Medical Incident Report</i> (DOC form CN6602); <i>Summary of Assault on Staff</i> (DOC form CN6603); <i>Incident Summary Report</i> (DOC form CN6604); and <i>Incident Report Package List of Contents</i> (DOC form CN6605)	10 years, or until all litigation is resolved, whichever comes later	Destroy after receipt of signed approval from OPRA	

Schedule S8 – Correctional Facilities Records, p. 2

Issued 7/2006

Item Number	Record Series Title	Description	Minimum Retention	Disposition	Notes
S8-0700	Inmate Correspondence	Including but not limited to: <i>Notification and Acknowledgement for Inmates</i> (DOC form CN100701) and <i>Publication Rejection Notice</i> (DOC form CN100702)	5 years, or until all litigation is resolved, whichever comes later	Destroy after receipt of signed approval from OPRA	Forms are in English and Spanish
S8-0730	Inmate Count Sheets (Master Copy)	Facility specific count forms and any other forms associated with Administrative Directive 6.3, <i>Population Counts</i>	1 year	Destroy after receipt of signed approval from OPRA	
S8-0760	Inmate Disciplinary Reports (Informal)	<i>Informal Disposition Report</i> (DOC form CN9502)	30 days	Destroy after receipt of signed approval from OPRA	
S8-0790	Inmate Grievances	Including but not limited to: <i>Inmate Grievance Report Form A, Level 1</i> (DOC form CN9601/1); <i>Inmate Grievance Report Form B, Levels 2 and 3</i> (DOC form CN9601/2); <i>Inmate Request Form</i> (DOC form CN9602); <i>Inmate Grievance Procedure - Request for Time Extension</i> (DOC form CN9603); <i>Grievance Return without Disposition</i> (DOC form CN9604); and <i>Inmate Grievance Withdrawal Form</i> (DOC form CN9605)	5 years, or until all litigation is resolved, whichever comes later	Destroy after receipt of signed approval from OPRA	
S8-0800	Inmate Master File	Custody documents pertaining to an individual inmate including any forms associated with Administrative Directive 4.1, <i>Offender Records</i>	25 years from date of discharge or death while incarcerated	Destroy after receipt of signed approval from OPRA	Retention of records at the facility level or at appropriate records warehouse shall be according to the provisions established by Administrative Directive 4.1

Schedule S8 – Correctional Facilities Records, p. 3

Issued 7/2006

Item Number	Record Series Title	Description	Minimum Retention	Disposition	Notes
S8-0830	Inmate Health File	Individual inmate health records as defined by Administrative Directive 4.1 para 8 including <i>Authorization to Obtain and/or Disclose Protected Health Information</i> (DOC form CN4401) and other related materials	25 years from date of discharge or death while incarcerated	Destroy after receipt of signed approval from OPRA	Retention of records at the facility level or at appropriate records warehouse shall be according to the provisions established by Administrative Directive 4.1
S8-0860	Inmate Movement Reports	Includes facility specific count forms and any other forms associated with Administrative Directive 9.10, <i>Inmate Identification and Movement</i>	30 days	Destroy after receipt of signed approval from OPRA	
S8-0890	Inmate Property Files and Receipts	Documentation concerning the administration and control of inmate property as defined by Administrative Directive 6.10, <i>Inmate Property</i>	5 years from date of discharge or death while incarcerated	Destroy after receipt of signed approval from OPRA	
S8-0900	Legal Files	Internal agency files concerning court appearances, depositions, motions, etc. regarding any litigation or other legal matters	5 years after resolution	Destroy after receipt of signed approval from OPRA	
S8-1000	Logbooks	Including but not limited to: <i>Facility, Unit, Visitor and Disciplinary Logs</i>	Permanent	Retain in facility	
S8-1100	Operations Reports (Monthly)	<i>Monthly Staffing Report</i> (DOC form CN21512)	2 years from date of the original document	Destroy after receipt of signed approval from OPRA	
S8-1200	Overtime Call Sheets (Daily)	Daily payroll package	1 year	Destroy after receipt of signed approval from OPRA	

Schedule S8 – Correctional Facilities Records, p. 4

Issued 7/2006

Item Number	Record Series Title	Description	Minimum Retention	Disposition	Notes
S8-1240	Overtime Reports (Weekly)	Including but not limited to <i>Weekly Overtime Report</i> (DOC forms CN21507 pages a-c)	3 years, or until audited, whichever comes later	Destroy after receipt of signed approval from OPRA	
S8-1270	Overtime Sign-up/Shift Transfer Sheet	Includes quarterly O/T signup sheet and shift transfer sheet	1 year	Destroy after receipt of signed approval from OPRA	
S8-1300	Payroll Records (Inmate)	Including but not limited to: vendor reports (filed electronically), signed vendor documents and database reports	3 years, or until audited, whichever comes later	Destroy after receipt of signed approval from OPRA	
S8-1400	Rosters (Correctional Officers)	Consists of any facility documents and forms concerning correctional officer postings including but not limited to <i>Post Assignment Roster</i> (DOC form CN21501); <i>Shift Attendance Roster</i> (DOC form CN21502); <i>Roster Summary</i> (DOC form CN21503); <i>Master Roster</i> (DOC form CN21508); and <i>Post Shutdown and Pull Post Utilization Tracking Form</i> (DOC form CN21509); and employee swap forms	3 years, or until audited, whichever comes later	Destroy after receipt of signed approval from OPRA	
S8-1500	Security Check Sheets	Facility specific forms that record the daily security check made in the facility, any building(s) and grounds	30 days	Destroy after receipt of signed approval from OPRA	
S8-1530	Security Paperwork (Daily)	Includes security check sheets, radio/body alarm test check sheets, fence zone check sheets, door/gate alarm check sheets, etc.	2 years	Destroy after receipt of signed approval from OPRA	

Schedule S8 – Correctional Facilities Records, p. 5

Issued 7/2006

Item Number	Record Series Title	Description	Minimum Retention	Disposition	Notes
S8-1560	Security Risk Group Files	Any forms, printouts or other records including but not limited to: <i>Security Risk Group Membership Hearing Notification</i> (DOC form CN61401); <i>Inmate Security Risk Group Safety Threat Determination</i> (DOC form CN61402); <i>Security Risk Group Safety Threat Member Notification</i> (DOC form CN61403); <i>Security Risk Group Renunciation</i> (DOC form CN61404); <i>Notification of Decision</i> (DOC form CN61405); <i>Inmate Appeal Form</i> (DOC form CN61406); <i>Security Risk Group Safety Threat Member Six Month Notification</i> (DOC form CN61407); <i>Security Risk Group Hearing Notification Form</i> (DOC form CN61408)	13 months	Destroy after receipt of signed approval from OPRA	
S8-1600	Serious Incident Review Report	Final report submitted to Commissioner	10 years, or until all litigation is resolved, whichever comes later	Destroy after receipt of signed approval from OPRA	2003 Administrative Directive 6.5, para 18
S8-1700	Subpoenas		1 year	Destroy after receipt of signed approval from OPRA	
S8-1800	Transportation Logs (Off-facility inmate transport)	Documentation of correctional officer overtime to transport inmates off-facility including but not limited to: <i>Daily Trip Log</i> (DOC form CN21510) and <i>Weekly Transportation Log</i> (DOC form CN21511)	3 years, or until audited, whichever comes later	Destroy after receipt of signed approval from OPRA	Part of payroll package

Schedule S8 – Correctional Facilities Records, p. 6

Issued 7/2006

Item Number	Record Series Title	Description	Minimum Retention	Disposition	Notes
S8-1900	Use of Force Records	Including but not limited to: <i>Use of Force Report</i> (DOC form CN6501); <i>Use of Firearms, Impact Weapons or Oleoresin Capsicum Report</i> (DOC form CN6502); and video recording(s)	10 years, or until all litigation is resolved, whichever comes later	Destroy after receipt of signed approval from OPRA	2003 Administrative Directive 6.5, para 17
S8-2000	Video Tapes (Routine)	Escorts, shakedowns, etc.	30 days, or until any inmate complaint and/or grievance has been resolved, whichever comes later	Recycle	
S8-2100	Visitor Receipts	Including but not limited to: <i>Visiting Application</i> (DOC form CN100601); <i>Visiting Card</i> (DOC form CN100602); and <i>Visitor Search Consent Form</i> (DOC form CN100603) and Attachments A, B and C of Administrative Directive 10.6	30 days	Destroy after receipt of signed approval from OPRA	Forms are in English and Spanish