

## 1-05/040.00 Retention of Department and Division Records

Department records are governed by Manual of Policy and Procedures, this Division maintains various records associated with its civil process function, as well as, records specific to Court Services Division which is not addressed by the MPP.

The following records shall be stored at the Branch. The Branch, shall be defined as the Branch Office, lockup area, or any other secured storage area. The Records shall be destroyed at the expiration of the indicated retention periods by the Branch or Unit maintaining the records.

### **BAILIFF RECORD RETENTION:**

**Court Paperwork Tracking Log:** The log should be stored at bailiff's desk for six (6) months.

### **LOCKUP RECORDS:**

**Title 15 Log Books:** These records shall be maintained at the unit for five (5) Years.

**Incident Reports (SHAD 49'S):** Major incidents, five (5) year retention, minor incidents until released. All original reports sent to Headquarters. \*\*\*\*

**Inmate Sick/Injury Reports, (SHAD 49's) Inmate Injury Reports Custody Form Only:** One (1) year retention at unit. Original report sent to Headquarters. \*\*\*\*

**Inmate Complaint Forms:** Copy kept on file at unit for a period of five (5) years. Original form sent to Headquarters. \*\*\*\*

**Inspection Reports:** Corrections and Standards Authority for Court Holding Facilities, County Grand Jury and other County Inspection Boards or Commissions, Health Department, Fire Department .etc.: Reports shall be on file for a period of three (3) years. Originals sent to Headquarters. If reports are sent directly to the unit's Headquarters by the inspecting entity the Headquarters' Operation Staff shall confirm that a copy has been sent to the Unit. It is still the responsibility of the Branch Supervisor to make sure they have an up to date and complete copy of all facility records required by the state and county.

**Maintenance Records:** See Title 15 Log Book

**Citations (Release):** Thirty (30) days, copy kept with new booking packet.

**Inmate Property Releases:** Two (2) years

**Cell Check Forms / Prisoner Transmittals Court Check in List:** Two (2) years

**In Court Release Forms/ Records and Transmittals:** Two (2) years

- Note\*\*\*\* Copies of SHAD 49's and other reports may at the Branch Supervisor's direction out of administrative necessity be stored outside of the lockup in the Branch Supervisors Offices.

## **OTHER BRANCH RECORDS:**

**Motorola HT1250 Radios:** Radio List issued to personnel at Unit. Depending on the size and necessity of the Unit the Branch Supervisor shall have the discretion to the form and format and dissemination of the radio list form. Radio lists shall be updated and maintained on an ongoing basis, in order to respond effectively to emergency (e-trigger) activation.

**MRK Radio List:** A log shall be maintained of all MRK radios issued to deputies that are on overtime, but not assigned to the unit. This daily log shall be on file for a period of 6 months. The exception would be for those units that enter the MRK radios in the unit's Title 15 log or "Red" Book. Those logs have to be maintained for five (5) years.

**Red Book:** Such log books recording unit activity shall be maintained at the unit for a period of five (5) years.

**Closing Procedures Log:** Those facilities, that due to their uniqueness and size, may have separate procedures for closing their facilities. All closing procedures and their logs shall be maintained at the Branch Office for a period of one (1) year. The exception would be those Units that make their entries in the Title 15 logbook or "Red" book entry. Those logs will be maintained at the five (5) year period.

**Court List:** Per the discretion of the Branch Supervisor, the court list may be stored in the Branch Office or lockup according to the needs of the unit. Court List shall be maintained for six (6) months. Exception; if items are attached to other lists due to the needs of the unit, and with the approval of the Branch Supervisor that may be kept for a longer duration.

**Papers Only Log:** Papers only log shall be maintained for a period of six (6) months. Original court orders shall be sent to I.R.C. on a transmittal.

**P.M. Holds/Temporary Remands:** Original Court Orders, (Remanding Order, Release Order and booking paperwork) may be stored at the Branch Office or lockup, but must be stored for a period of one (1) year.

**Court Cell Check Logs:** Cell Check Logs must be maintained for a period of two (2) years. (Storage of documents is at the Branch Supervisor discretion. Records can be stored in lockup according to the size and needs of the Court facility.)

**Inmate Clothing Form:** Relating to in custody clothing brought into the Court facility. Form is to be kept on file for a period of one (1) year.

**Restraint Log Forms:** Restraint Forms and a copy of the Court Order requesting a restraint device shall be maintained at the unit for a period of three (3) years.

**Safety Chair Form:** Safety Chair Restraint Form and a copy of the Court Order and the video tape of the use of the chair shall be maintained on file in the Branch Office for a period of four (4) years. A copy of the completed Safety Chair Log shall be sent to Court Services Training Unit.

## **CIVIL PROCESS RETENTION:**

RETENTION PERIOD	RECORDS
1 year	-MAPAS - Monthly Management Reports (Retain at Information System Section) -Field Logs
2 years	-Daily Transaction Lists -Intra-Division and Intra-Office Correspondence -Miscellaneous Receipt Pink Copy -Warrant Records (Including Criminal History or "Rap" sheets)
3 years	-Miscellaneous Receipt Books -Monthly Reconciliations -Bank Records (Deposit records, statements, canceled checks)
10 years	-Real Estates Case Files and Ledgers -Writ Process