

## 2-01/040.00 - Record Keeping

Branch Supervisors shall be responsible for ensuring that the following records are maintained at the Branch for the indicated amount of time, after which they may be destroyed:

Retention Period	Records
30 Days	Citations (release citations) (copy...keep with new booking packet)
1 Year	Inmate Sick/Injury Reports (Originals to Bureau Headquarters)
2 Years	Inmate Property Releases  Inmate Packet (i.e...court list, transmittals, green court lists)  Strip Search Authorization Form and required Physical Body Cavity Search Warrants
3 Years	Inspection Reports <ul style="list-style-type: none"><li>• Institutional Inspection Committee</li><li>• Grand Jury</li><li>• Fire Department</li><li>• Health Department</li></ul>
5 Years	<ul style="list-style-type: none"><li>• Facility Logs (i.e., incidents, URN #s, Title 15 (blue) log book, Red Book, etc.)</li><li>• Maintenance Records see title 15 log book</li><li>• Statistical Reports, See Title 15 Log Book</li><li>• Inmate Incident Reports (SHAD 49): Major (5 years), Minor until released, (All originals go Bureau Headquarters)</li><li>• Inmate Complaints (Originals to Bureau Headquarters)</li></ul>