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 From and required Physical Body Cavity Search Warrants
3 Years	Inspection Reports • Institutional Inspection Committee • Grand Jury • Fire Department • Health Department
5 Years	• Facility Logs (i.e., incidents, URN #s, Title 15 (blue) log book, Red Book, etc.) • Maintenance Records see title 15 log book • Statistical Reports, See Title 15 Log Book • Inmate Incident Reports (SHAD 49): Major (5 years), Minor until released, (All originals go Bureau Headquarters) • Inmate Complaints (Originals to Bureau Headquarters)