

4-13-300 Document Control and Record Retention

PURPOSE OF ORDER:

To establish procedures for security and accountability of all records, reports, requests, manuals, etc., at Twin Towers Correctional Facility.

SCOPE OF ORDER:

This order shall apply to all personnel assigned to Twin Towers Correctional Facility.

ORDER:

The operations lieutenant or designee shall be responsible for the Administrative Office and document control. He shall ensure that all records, reports, requests, manuals, etc., are maintained in a secure environment.

The Administration Office is hereby declared the official keeper of the records for the Twin Towers Correctional Facility. All documents, files, records and reports shall be maintained for the period of time established in the Custody Division Manual. The following list of records shall be maintained in the following areas:

Administration Office

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| ACLU Inquiry Logs | 5 yrs |
| Attorney/Bondsman Interview Records | 2 yrs |
| Citations | 2 yrs. |
| Court Refusal Videotapes | 5 yrs. |
| Facility Count Sheets | 2 yrs. |
| Facility Inspection Forms | 3 yrs. |
| (Supervisory Check Off List) | |
| (Weekly Facility Inspection) | |
| Facility Logs (Incident, URN#, etc.) | 5 yrs. |
| Inmate Complaint Forms | 5 yrs. |
| Inmate Incident Reports (Major) | 5 yrs. |
| Inmate Incident Reports (Minor) | Until Released |

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| Inmate Injury Reports (Major) | Indefinitely |
| Inmate Injury Reports (Minor) | 1 yr. |
| Master Signature Lists and e-mail | 2 yrs. |
| Tracking Logs for CDM additions or revisions | |
| Mental Observation Reports | 5 yrs. |
| Monthly Statistical Reports | 1 yr. |
| Pass-On Logs | 5 yrs. |
| Strip Search Authorization Records | 2 yrs. |
| Tactical Inventory | 2 yrs. |
| Transmittals | 30 days |
| Truck and Helicopter Logs | 5 yrs. |
| Visiting Slips | 3 yrs. |

Inmate Programs Office

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| Uniform Daily Activity Logs (UDAL) | 5 yrs. |
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Prisoner Personnel Office

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| Behavioral Observation and | 5 yrs. |
| Psychiatric Referral Sheets | |
| Inmate Worker Packets | 30 days |
| (CCHRS, AJIS, JDIC, Transfer Lists) | |
| Mental Health Movement Lists | 5 yrs. |
| Special Handling Cards | 7 yrs. |

Legal Unit

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| Court Orders | 2 yrs. |
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| Subpoena Duces Tecum | 2 yrs. |
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Transfer Center

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| Inmate Transfer Cards | 1 week |
| Inmate Transfer Lists | 30 days |
| Inmate Inventory Lists | 30 days |
| Release Passes | 30 days |

Training Office

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| Recurrent Briefings | 2 yrs. |
| Training Records | 2 yrs. |

Logistics Office

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| Fire Equipment Inspection Forms | 3 yrs. |
| Requisitions | 2 yrs. |

When any document is removed from the facility file, a "locator card" shall be inserted in its place. The "locator card" shall note the name of the employee removing the file and where the file is going.

Access to facility documents shall be restricted to those employees whose duties require access. Actual removal and refiling shall be performed by designated clerical staff. The operations lieutenant or designee shall periodically inspect the control and security system to ensure compliance.
