

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

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

Twin Towers Correctional Facility Unit Orders : 4-13-300 Document Control and Record Retention

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

Uniform Daily Activity Logs (UDAL)	5 yrs.
------------------------------------	--------

Prisoner Personnel Office

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

Court Orders	2 yrs.
--------------	--------

Twin Towers Correctional Facility Unit Orders : 4-13-300 Document Control and Record Retention

Subpoena Duces Tecum 2 yrs.

Transfer Center

Inmate Transfer Cards 1 week

Inmate Transfer Lists 30 days

Inmate Inventory Lists 30 days

Release Passes 30 days

Training Office

Recurrent Briefings 2 yrs.

Training Records 2 yrs.

Logistics Office

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.
