



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Office of Professional Standards

Division: Office of the Director

Sub-Section:

TITLE: Call Recordings

CUTOFF: End of the 24 hour recording period

DESCRIPTION: Recordings of the incoming and outgoing telephone communications of inmates.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23772

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Case Management System

CUTOFF: When superseded or outdated

DESCRIPTION: Records used by the Inspector General's Office to track investigations, including, but not limited to evidence, intelligence information and uses of force review.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES: Records in this series relate to records Series 18417 - Investigation Files, 18422 - Offender Death Reports, 23772 - Call Recordings and 23773 - Sexual Abuse Cases.

DISPOSITION ACTION: Destroy

SERIES: 23774

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Institutional Files

CUTOFF:EOCY

DESCRIPTION: Information pertaining to institutions or administrations. May include but is not limited to documentation regarding accidents, issues or concerns addressed due to determination of investigative/non-investigative issues.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18424

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Office of Professional Standards

Division: Office of the Director

Sub-Section:

TITLE: Intelligence Files

CUTOFF:EOCY

DESCRIPTION: Inmate, employee, and public information received that does not lead to an investigation. This may include but is not limited to written or verbal complaints from offenders, their family, legislators or outside entities.

RETENTION: Years: 5 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18418

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Investigation Files

CUTOFF:EOCY

DESCRIPTION: Documentation of investigations of offenders and employees within the Department of Corrections. This may include but is not limited to investigations involving volunteers, interns and contractors. Investigations may involve but are not limited to murder, inmate abuse, violation of state statute and department policies, of both criminal and non-criminal matters.

RETENTION: Years: 25 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18417

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Offender Death Reports

CUTOFF:EOCY in which investigation is assigned

DESCRIPTION: Records documenting an offender death. Records may include, but are not limited to: Investigations Reports, Autopsy Reports, Incident reports, debriefing reports, medical records, and other related documentation.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18422

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Office of Professional Standards

Division: Office of the Director

Sub-Section:

TITLE: Sexual Abuse Cases

CUTOFF: End of calendar year in which investigation is closed

DESCRIPTION: Documentation of investigations of offenders and employees within the Department of Corrections that pertain to sexual abuse. This may include, but is not limited to investigations involving volunteers, interns, contractors and inmates. Records must be maintained per section 115.71(h) of the Prison Rape Elimination Act of 2003.

RETENTION: Years: 50 Months: 0 Days: 0

NOTES: For all other investigations see 18417 - Investigation Files.

DISPOSITION ACTION: Destroy

SERIES: 23773

SERIES STATUS: Approved

APPROVAL DATE:

6/19/2012

TITLE: Supervisory Issues

CUTOFF:EOCY

DESCRIPTION: Non-investigative complaints to be handled by supervisors or institutions.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 18426

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008