



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Inspector General

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: Erase		
SERIES #: 23772	SERIES STATUS: Approved	APPROVAL DATE:	06/19/2012
TITLE: Case Management System	CUTOFF: When superseded or obsolete		
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:	06/19/2012
TITLE: Institutional Files	CUTOFF: EOY		
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
TITLE: Intelligence Files	CUTOFF: EOY		
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



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TITLE: Investigation Files	CUTOFF: EOY
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: EOY 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: Days:
NOTES:	DISPOSITION ACTION: Destroy
SERIES #: 18422	SERIES STATUS: Approved
	APPROVAL DATE: 12/17/2008
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: 06/19/2012
TITLE: Supervisory Issues	CUTOFF: EOY
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