

### **Examples of Documents and Artifacts to be Preserved**

1. Facility/unit head photographs, group photographs, and photographs of major events.
2. List/roster of employees, current and prior.
3. Facility photographs, before and after renovation, before demolition, after new construction.
4. Current and prior officers' uniforms and head gear, shoulder patches, and equipment.
5. Security equipment, i.e., electronic monitoring equipment (bracelet), change in styles of handcuffs (metal vs. plastic), batons, restraints, antique weapons.
6. Equipment of historical significance, i.e., stainless steel trays, state spoons, rubber stamps, furniture, office equipment, and machines (antique type).
7. Contraband, e.g., weapons, unusual clothing, inmate manufactured apparatus (plug adapter, stills, etc.).
8. Videotapes of events, i.e., ceremonies, projects, major incidents.
9. Newspaper articles regarding the facility, staff, agency, and newsletters, pre-facility to present.
10. Record books/logs of historical significance: Alphabetical cell house roster, punishment record, reception/discharge record, escape log, finger print files, etc.
11. Memorabilia: Officer/inmate handbooks, count boards, signs, etc.
12. Documents: Reports and letters of historical significance, building diagrams, blue prints, documents pertinent to legal actions as determined by the Legal division, master plan, etc., appointment of facility head.
13. Serious incident review reports, not to include Internal Affairs reports.
14. Historical documents describing the history of the facility since it was founded.