

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Consolidated Records Disposition Schedule 81-14

* April 18, 2013 *

This Consolidated Records Disposition Schedule encompasses the original disposition schedule approved July 15, 1981; subsequent amendments approved October 15, 1981, April 14, 1982, July 13, 1983, January 15, 1986, October 11, 1989, October 17, 1990, July 17, 1991, January 12, 1994, October 11, 1995, January 26, 2006, April 26, 2007, October 18, 2007, July 31, 2008, October 30, 2008, October 29, 2009, January 21, 2010, and April 18, 2013; a "Repeal and Replace" document dated October 15, 1986; and an Archives and Records Resolution dated April 15, 1987. In accordance with an Archives and Records Commission Resolution of July 15, 1998, where applicable, references to the General Records Disposition Schedule have been updated to reflect current titles and series numbers. In accordance with House Bill 1718, effective July 1, 2001, the name of the State Insurance Fund was changed to CompSource Oklahoma. Reflecting this name change, on July 18, 2001, the Archives and Records Commission authorized the Records Management Division to update all references to the State Insurance Fund in existing records disposition schedules by changing them to CompSource Oklahoma. Where applicable, references to "the State Insurance Fund" in this schedule have been changed to "CompSource Oklahoma."

Convenience or Reference Copies

Copies of records created for the user's convenience may be destroyed when they are no longer required for administrative purposes. Access restrictions, if any, apply to copies and originals alike. It is not necessary to request approval for destruction of convenience copies of records.

Record Format

Individual agencies, boards, commissions, and institutions shall maintain individual record series in the most efficient and cost effective format consistent with sound records management principles, state and federal laws, rules and regulations, court decisions, and their individual records keeping needs.

If statutory provisions, court decisions, Code of Federal Regulations (CFR), Oklahoma Rules and Regulations adopted in accordance with the Administrative Procedures Act (75 O.S. §250 *et seq.*), or other state and federal regulations mandate retention periods longer than those stipulated in this Schedule or require that records be retained in hard copy or other format, the applicable statutes, court decisions, CFR, or other state and federal regulations shall govern the retention periods and formats of the records.

Information regarding requirements for specific record formats is located in the Introduction to the General Records Disposition Schedule for State Agencies, Boards and Commissions, which can be found at the Oklahoma Department of Libraries website.

The following records previously included in this schedule are included in the General Records Disposition Schedule, effective April 28, 2005.

Administration--Director and Deputy Directors for Administration, Institutions, and Program Services	Series 1-1, 1-8A, 1-9, 1-10, and 1-11
Personnel Division	Series 2-1, 2-2, 2-3, 2-5, 2-6, 2-7, 2-12, 2-13, 2-14, 2-15, 2-17, 2-19, 2-21 and 2-22
Probation and Parole (Central Office)	Series 3-6, 3-7 and 3-8
Accounting Office	Series 4-1 through 4-9, 4-12B, 4-16 and 4-17
Planning and Research	Series 5-1, 5-4 and 5-8

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Treatment Alternatives to Street Crime (TASC)	7-2, 7-3 and 7-6
Information Processing Center (IPC)	10-1
Information Services	11-1

All records, including temporary and permanent records, may be stored at the State Records Center, located at 426 E. Hill Street. For information regarding charges for these services, contact the Oklahoma Department of Libraries State Records Center.

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Administration--Director and Deputy Directors for Administration, Institutions, and Program Services

Descriptions and dispositions for records common to most agencies can be found in the General Records Disposition Schedule (GRDS). The General Records Disposition Schedule can be found online at the website of the Oklahoma Department of Libraries.

Records previously included in Series 1-1, 1-8A, 1-9, 1-10 and 1-11 of this schedule are included in the General Records Disposition Schedule, effective January 26, 2006.

Budget Requests (Refer to General Records Disposition Schedule, Series 2-7)

Court Orders (Refer to General Records Disposition Schedule, Series 1-54)

Added October 17, 1990

Legislative Files (Refer to General Records Disposition Schedule, Series 1-6)

Litigation Files (Refer to General Records Disposition Schedule, Series 1-21)

Amended October 17, 1990

Minutes--Official (Refer to General Records Disposition Schedule, Series 1-1)

1-2 **Monthly Board Meeting**

Description: This series consists of copies of agendas and background information sent to Board members in preparation for monthly and special meetings. Substantive actions relating to these materials is reflected in the Board Minutes (Series 1-1).

Disposition: Retain in office five (5) years, then destroy.
Language Correction April 15, 1987

1-3 **Correspondence** (Refer to General Records Disposition Schedule, Series 1-3 and 1-4)

1-4 **Correspondence**

Description: Incoming letters and copies of outgoing responses relating to departmental operations.

Volume: twenty-five hundred (2,500) cubic feet per year

Disposition: Retain in office and review on an annual basis. Destroy duplicate and ancillary materials when no longer required for administrative purposes. Destroy substantive materials when they become three (3) years old.
Amended April 26, 2007

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Administration--Director and Deputy Directors for Administration, Institutions, and Program Services
(continued)

1-5 Inmate Grievances File

Description: These documents are copies of grievances filed by inmates. The original documents, including answers are returned to the inmates initiating grievances. A copy of the initial grievance statements and subsequent correspondence relating to them are maintained in the inmate files which are available in the Client Records Section of the Department (Schedule 81-14, Series 6-3).

Disposition: Retain in office, then destroy when no longer required for administrative purposes.
Amended October 30, 3008

1-6 Inmate Correspondence Confidential Record

Description: Letters from inmates to the Director or Deputy Directors for Administration, Institutions, and Program Services or letters from inmates to other Corrections personnel that have been referred to one of these four persons for responses. In many cases, copies of these letters will also be available in inmate files maintained at the correctional facilities housing in inmate files maintained by the Client Records Section of the Department.

Disposition: Retain in office two (2) years, then destroy provided that copies of individual letters have been placed in inmate files maintained by the Client Records of the Department.
Language Correction April 15, 1987

1-7 Serious Incident Review Files

Description: File contains internal reviews conducted by department staff to ascertain the causes of serious incidents at correctional facilities. Such incidents include fights, vandalism, stabbings, disciplinary actions that resulted in injuries or deaths, and various disturbances. Upon completion of the review, the file is forwarded to the Administrator of Internal Affairs. A copy is maintained at the facility.

Volume: five (5) cubic feet per year

Disposition: Retain in office five (5) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Amended January 26, 2006

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Administration--Director and Deputy Directors for Administration, Institutions, and Program Services
(continued)

1-8B **Lawsuit Files** (Electronic Record)

Description: Computer disk file used to create statistical reports.

Volume: less than 1 cubic foot per year

Disposition: Retain in office and update as needed.
Added October 17, 1990

1-12 **ACA Audit Records**

Description: These nonfinancial records relate to the Department's programs for accreditation by the American Corrections Association.

Disposition: Retain in office three (3) years, then destroy.
Added October 17, 1990

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Personnel Division

Descriptions and dispositions for records common to most agencies can be found in the General Records Disposition Schedule (GRDS). The General Records Disposition Schedule can be found online at the website of the Oklahoma Department of Libraries.

Records previously included in Series 2-1, 2-2, 2-3, 2-5, 2-6, 2-7, 2-12, 2-13, 2-14, 2-15, 2-17, 2-19, 2-21 and 2-22 of this schedule are included in the General Records Disposition Schedule, effective January 26, 2006.

Affirmative Action Records (Except Colleges and Universities) (Refer to General Records Disposition Schedule, Series 3-9)

Employee Attendance Records (Refer to General Records Disposition Schedule, Series 3-22)

Employee Health Insurance Files Records (Except Colleges and Universities) (Refer to General Records Disposition Schedule, Series 3-19)

Employee Health Insurance Files Records (Except Colleges and Universities) (Refer to General Records Disposition Schedule, Series 3-19)

Employee Leave Requests (Refer to General Records Disposition Schedule, Series 3-23)

Employment Applications and Interviews Records (Refer to General Records Disposition Schedule, Series 3-3 and 3-4)

Insurance Enrollment Cards (Refer to General Records Disposition Schedule, Series 3-15 and 3-16)

Miscellaneous Claims and Invoices (Refer to General Records Disposition Schedule, Series 2-12 and 2-82)

Miscellaneous Warrant Register (Refer to General Records Disposition Schedule, Series 2-71)

Payroll Information Records (Refer to General Records Disposition Schedule, Series 3-21)

Personnel Records of Permanent State Employees (Active) (Refer to General Records Disposition Schedule, Series 3-1)

Personnel Records of Permanent State Employees (Inactive)-Retirement System Members and Nonretirement Members (Refer to General Records Disposition Schedule, Series 3-1D)

Requests for Certification Records (Refer to General Records Disposition Schedule, Series 3-5)

W-2 Forms (Refer to General Records Disposition Schedule, Series 3-15)

2-4 **Individual Leave Record**

Description: Cards list type, amount, and date of leave taken for each year by month. Compensatory time is listed on back. These are placed in the employee's personnel file at the end of the year.

Disposition: Retain in office one (1) year. Place in Personnel File (see Series 2-1) and destroy with that record according to above disposition (see Series 2-2).
Language Correction April 15, 1987

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Personnel Division (continued)

2-8 Workers' Compensation File

Description: Computer printout generated by Department of Corrections listing salaries, premium rates and amounts, and amount paid for each employee.

Disposition: Retain in office five (5) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

Language Correction April 15, 1987

2-9 Workers' Compensation Monthly Report of Salary

Description: Monthly reports to CompSource Oklahoma listing premium rates and amounts paid for each class of employee and total amount paid. These are duplicates of original record sent to Insurance Fund and to Accounting Division.

Disposition: Retain in office three (3) years, then destroy.

Language Correction April 15, 1987

2-10 Employee Payroll Record Cards

Description: Card for each employee listing amounts paid and deducted for calendar year by month.

Disposition: Retain in office five (5) years after last payment to individual employee, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

Language Correction April 15, 1987

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Personnel Division (continued)

2-11 **Payroll Detail Sheets**

Description: Computer-generated printouts of detail of amounts paid and deducted for each employee each month. These are duplicates of records sent to Accounting Division to State Budget Office.

Disposition: Retain in office three (3) years, then destroy.
Language Correction April 15, 1987

2-16 **Applicant Flow Charts**

Description: File for each person who applies to department for employment contains resume, application, correspondence, and status of applications.

Disposition: Retain in office two (2) years, then transfer to the State Records Center.
Destroy records when they become five (5) years old.
Language Correction April 15, 1987

2-18 **Complaint File**

Description: Departmental file of grievances filed with Equal Employment Opportunity Commission against the department on grounds of discrimination.

Disposition: Retain in office two (2) years, then transfer to the State Records Center.
Destroy records when they become five (5) years old.
Language Correction April 15, 1987

2-20 **Department of Justice Annual Report (EE04)**

Description: Annual report sent to federal Department of Justice which gives breakdown of race, sex, salary, and occupations for persons employed by the department.

Disposition: Retain in office five (5) years, then destroy.
Language Correction April 15, 1987

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Personnel Division (continued)

2-21 **Drug/Alcohol Test Results**
(Confidential Record 49 CFR 382.405)

Description: File contains results of drug and alcohol tests. Tests may be conducted for several reasons, including prior to employment, in situations where there is reasonable suspicion, and random tests of commercial drivers. Records related to commercial drivers are subject to 49 CFR 382.401.

Volume: two (2) cubic feet per year

A. Disposition: Negative drug and alcohol test results of less than 0.02%: Retain in office for one (1) year, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

B. Disposition: Positive drug and alcohol test results of 0.02% or greater or refusals to test: Retain in office for five (5) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
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Probation and Parole (Central Office)

Descriptions and dispositions for records common to most agencies can be found in the General Records Disposition Schedule (GRDS). The General Records Disposition Schedule can be found online at the website of the Oklahoma Department of Libraries.

Records previously included in Series 3-6, 3-7 and 3-8 of this schedule are included in the General Records Disposition Schedule, effective January 26, 2006.

Budget Requests (Refer to General Records Disposition Schedule, Series 2-7)

Personnel Records of Permanent State Employees (Refer to General Records Disposition Schedule, Series 3-1)

Reference File (Refer to General Records Disposition Schedule, Series 1-8)

3-1 **Interstate Probation and Parole Files** Confidential Record

Description: These files relate to persons who have been paroled or placed on probation by officials in another state and who are residing in Oklahoma. The Corrections Department is supervising these clients for other states and the official records are maintained in the other states. The field offices maintain files during the parole and probation periods.

Volume: 400 cubic feet per year

Disposition: Retain in office sixty (60) days after case is closed, then destroy.
Amended October 11, 1995

3-2 **Oklahoma Probation and Parole Files** Confidential Record

Description: These records relate to individuals placed on probation or parole in Oklahoma who are residing in other states. The Central Office maintains these records during probation and parole periods.

Disposition: Retain in office until case is closed, then transfer to Central Records.
Language Correction April 15, 1987

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Probation and Parole (Central Office) (continued)

3-3 **Detainer Files** Confidential Record

Description: These files relate to clients who have been paroled or placed on probation, but have additional action pending such as incarceration or probation in another state or at the federal level.

Disposition: Retain in office until case is closed, then transfer to Central Records.
Language Correction April 15, 1987

3-4 **TASC Files**
Deleted from Schedule July 15, 1981

3-5 **Correspondence**
Deleted from Schedule April 26, 2007

3-9 **Probation Officer Applications and Background Investigations**

Description: Applications and results of background applications for persons seeking employment as probation officers.

Disposition: Retain in office two (2) years, then destroy.
Language Correction April 15, 1987

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Accounting Office

Descriptions and dispositions for records common to most agencies can be found in the General Records Disposition Schedule (GRDS). The General Records Disposition Schedule can be found online at the website of the Oklahoma Department of Libraries.

Records previously included in Series 4-1 through 4-9, 4-12B 4-16 and 4-17 of this schedule are included in the General Records Disposition Schedule, effective January 26, 2006.

Accounting Ledgers (Refer to General Records Disposition Schedule, Series 2-33)

Authorizations for Purchase (Refer to General Records Disposition Schedule, Series 2-22)

Budget Requests (Refer to General Records Disposition Schedule, Series 2-7)

Budget Reports (Refer to General Records Disposition Schedule, Series 2-1, 2-4, 2-25, 2-44, 2-52, 2-53)

Miscellaneous Claims and Invoices (Refer to General Records Disposition Schedule, Series 2-12 and 2-82)

Official Depository Records (Refer to General Records Disposition Schedule, Series 2-16)

Payroll Detail Sheets (Refer to General Records Disposition Schedule, Series 2-70)

Purchase Order Files (Refer to General Records Disposition Schedule, Series 2-19)

Purchase Order Files (Refer to General Records Disposition Schedule, Series 2-19)

Request for Allotment and Appropriation Transfer (Refer to General Records Disposition Schedule, Series 2-10)

Reconciliation of Official Depository Balance (Refer to General Records Disposition Schedule, Series 2-27)

Vouchers (Refer to General Records Disposition Schedule, Series 2-28A)

4-10 **ACA Audit Records** Moved to Series 1-12 October 17, 1990

4-11 **Correspondence**

Description: Letters relating to the operations of the Accounting Section.

Disposition: Retain in office five (5) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

Language Correction April 15, 1987

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Accounting Office (continued)

4-12A **Internal Budget Revisions**

Description: These work program papers pertain to requests for budget revisions from Department institutions. These records are not subject to audit.

Disposition: Retain in office five (5) years, then destroy.
Language Correction April 15, 1987

4-13 **Restitution Case Files** Confidential Record

Description: As part of its functions, the Corrections Department serves as a clearinghouse for the payment of court ordered restitutions. Restitution payments are sent to the Corrections Department and all funds received are deposited with the State Treasurer and payments are made to payees with checks issued by the Department from special account funds.

Disposition: Retain in office until one (1) year after case is closed and all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then transfer to the State Records Center. If legal action is pending transfer two (2) years after exhaustion of all legal remedies. Destroy records when the case has been closed five (5) years.
Language Correction April 15, 1987

4-14 **Probation Case Files** Confidential Record

Description: These records involve both restitution and probation fee payments and relate to restitution orders that are part of parole requirements. Payments are made through the deposit of a money order with a probation officer who issues a receipt to the probationer (a copy is sent to the Central accounting office) and forwards the money order to the Department's accounting office. The money order is deposited with the State Treasurer and payments are made to payees with checks issued by the Department from special account funds.

Disposition: Retain in office until one (1) year after case is closed and all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then transfer to the State Records Center. If legal action is pending transfer two (2) years after exhaustion of all legal remedies. Destroy records when the case has been closed five (5) years.
Language Correction April 15, 1987

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Accounting Office (continued)

4-15 **CCC Trust Fund Records** Confidential Record Moved to Schedule 88-13, Series 15-2
October 17, 1990

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Planning and Research

Descriptions and dispositions for records common to most agencies can be found in the General Records Disposition Schedule (GRDS). The General Records Disposition Schedule can be found online at the website of the Oklahoma Department of Libraries.

Records previously included in Series 5-1, 5-4 and 5-8 of this schedule are included in the General Records Disposition Schedule, effective January 26, 2006.

Division Policies and Procedures Manual (Refer to General Records Disposition Schedule, Series 1-14)

Personnel Records of Permanent State Employees (Refer to General Records Disposition Schedule, Series 3-1)

Reports (Refer to General Records Disposition Schedule, Series 1-7)

5-2 Division and Institution Reports

Description: Reports sent to Planning and Research by divisions and institutions containing information which is placed in Monthly Board Report.

Disposition: Retain in office five (5) years, then destroy.
Language Correction April 15, 1987

5-3 Count Sheets

Description: Reports giving detail and breakdown of population of institutions and community centers. These are sent to department heads.

Disposition: Retain count sheets in office. Weed printouts containing information from each facility after five (5) years and destroy.

5-5 Forms

Description: Official copies of all forms approved for use by institutions and divisions.

Disposition: Retain in office permanently.
Language Correction April 15, 1987

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Planning and Research (continued)

5-6 **Statistical Data Sheets**

Description: Reports on various topics compiled by Planning and Research staff as requested by persons in administration or institutions. File includes printouts and work papers used to compile report and letter of transmittal explaining context of report.

Disposition: Retain in office for five (5) years. Weed printouts and work papers, then transfer report and letter to the State Archives.
Language Correction April 15, 1987

5-7 **Racial Balance Report**

Description: Quarterly reports detailing comparative racial statistics on persons at institutions and community centers. These are sent to federal judge and to department heads.

Disposition: Retain in office permanently.
Language Correction April 15, 1987

5-9 **Correspondence**

Deleted from Schedule April 26, 2007

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Offender Records

6-1 **Classification Files** Deleted from Schedule January 15, 1986

6-2 **"Classification Cards"** Deleted from Schedule January 15, 1986

6-3 **Field Jackets (1974-) (Essential Record) Confidential Record**

Description: Files are initiated for all correctional clients when they enter the system, both those who are being supervised or incarcerated by the Department of Corrections and those who are not. Files are maintained by the applicable districts, institutions, and community training centers and follow individual clients as they progress through the correctional system. Files contain all documents relating to incarceration and supervision, including court records, rap sheets, photographs, arrest warrants, restitution schedules, and pardon and parole requirements.

Volume: 1,000 cubic feet per year

Disposition: Retain in office permanently.
Amended October 29, 2009

6-4 **Central Files (1974-)** Deleted from Schedule January 15, 1986

6-5 **Central Files Cards** Deleted from Schedule January 15, 1986

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Offender Records (continued)

6-6 **Deferred Sentence Files ("Field Jackets")** (Essential Record 67 O.S. §203(e))
Confidential Record 51 O.S. §24A.8(B)

Description: Files relating to persons who have received deferred sentences and who are eligible for court ordered expungement of their case records (22 O.S. 1981, §961-991).

Disposition: Retain in office until no longer required for administrative purposes, then destroy.
Amended January 21, 2010

6-7 **Deferred Sentence Files (Central Records)** Deleted from schedule January 15, 1986

Confidentiality of the above listed records is based on: DOC OP 100101 28 CFR § 2.1/20.38 (1976) 42 CFR § 2.1/2/67 (1975) 28 CFR § 1/22.29 (1976) Attorney General's Opinion AG79-11 (August 3, 1979)

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Treatment Alternatives to Street Crime (TASC)

Descriptions and dispositions for records common to most agencies can be found in the General Records Disposition Schedule (GRDS). The General Records Disposition Schedule can be found online at the website of the Oklahoma Department of Libraries.

Records previously included in Series 7-2, 7-3 and 7-6 of this schedule are included in the General Records Disposition Schedule, effective January 26, 2006.

Monthly Report Confidential Record (Refer to General Records Disposition Schedule, Series 1-7)

Personnel Records of Permanent State Employees (Active) (Refer to General Records Disposition Schedule, Series 3-1)

Personnel Records of Permanent State Employees (Inactive)-Retirement System Members and Nonretirement Members (Refer to General Records Disposition Schedule, Series 3-1D)

7-1 **TASC Monthly Screening Reports** Confidential Record

Description: Agency copies of Monthly Screening Reports concerning the number of persons interviewed for participation in the TASC program, the number of clients who enrolled in the program, and the number of persons who were interested but not eligible. These are used to monitor and evaluate the TASC program and for comparison with other sentencing procedures. The forms are coded, except for the names of the clients. This data is placed in the Department of Corrections computer, with a copy of the report kept in the respective field offices.

Disposition: Retain in office five (5) years, then destroy.
Language Correction April 15, 1987

7-4 **Routine Correspondence**
Deleted from Schedule April 26, 2007

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Treatment Alternatives to Street Crime (TASC) (continued)

7-5 **Monthly Client Report** Confidential Record

Description: This report serves as a primary source for the monitoring and evaluation of the TASC program. The activities and movements of all clients for each month are recorded, in code, on the reports. They are prepared by the case managers to provide information concerning both their clients and their case loads.

Disposition: Retain in office five (5) years, then destroy.
Language Correction April 15, 1987

7-7 **Quarterly Reports**

Description: These Quarterly Reports contain the financial and narrative reports to the Oklahoma Crime Commission concerning grant funding, the implementation of the grants, and the results and benefits expected and derived. They are a statistical and narrative summary of all sectional work. Two copies of this report are sent to LEAA, one is retained at the Oklahoma Crime Commission, and one copy is kept at the TASC office.

Disposition: Retain in office for the duration of the grant, plus ten (10) years, then destroy.
Language Correction April 15, 1987

7-8 **Grant Correspondence**

Description: These files contain correspondence to and from the LEAA, concerning grant management, requests for modifications in grants, and major budget revisions.

Disposition: Retain in office for the duration of the grant, plus ten (10) years, then destroy.
Language Correction April 15, 1987

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Human Resource Development Unit

8-1 **Employee Training Files** (Confidential Record 51 O.S. §24A.16)

Description: File includes documentation of courses taken, test scores achieved and actually hold the examinations. Files provide verification of training as well as liability protection for the state, for litigation on failure to train.

Volume: eight (8) cubic feet per year

Disposition: Retain in office five (5) years after last date of employment, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Amended October 18, 2007

8-2 **Lesson Plans** Confidential Record 51 O.S. Supp. § 24A.16

Description: The files contain detailed, step-by-step guide through each subject taught in pre-service, in-service and orientation training at academy sites as well as the field locations. It also includes specialized course details.

Volume: 3 cubic feet per year

Disposition: Retain in office and microfilm. Destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, and (3) after retaining at least one (1) user copy in the agency.
Added October 11, 1989

8-3 **Targets**

Description: Targets used to record firearms test results.

Volume: 2 cubic feet per year

Disposition: Destroy targets after recording results in applicable Personnel File (Active), Schedule 89-04, Series 5-1.
Added October 11, 1989

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Oklahoma Criminal Justice Resource Center (Statistical Analysis Center)

9-1 **Grant Correspondence (Bureau of Justice Statistics and Criminal Justice Statistics Association)**

Description: Incoming and copies of outgoing correspondence to and from Bureau of Justice Statistics and Criminal Justice Statistics Association concerning grant management, requests for modifications in grants, and budget revisions.

Volume: 1 cubic foot per year

Disposition: Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending destroy two (2) years after exhaustion of all legal remedies.
Added October 17, 1990

9-2 **Grant Correspondence (District Attorneys Council)**

Description: Incoming and copies of outgoing correspondence to and from District Attorneys Council concerning grant management, requests for modifications in grant, and budget revisions.

Volume: 1 cubic foot per year

Disposition: Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending destroy two (2) years after exhaustion of all legal remedies.
Added October 17, 1990

9-3 **Routine Correspondence**
Deleted from Schedule April 26, 2007

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Consolidated Records Disposition Schedule **81-14**

*** April 18, 2013 ***

Information Processing Center (IPC)

Descriptions and dispositions for records common to most agencies can be found in the General Records Disposition Schedule (GRDS). The General Records Disposition Schedule can be found online at the website of the Oklahoma Department of Libraries.

Records previously included in Series 10-1 of this schedule are included in the General Records Disposition Schedule, effective January 26, 2006.

Reference File (Refer to General Records Disposition Schedule, Series 1-8)

10-2 **Correspondence**
Deleted from Schedule April 26, 2007

10-3 **IPC Work Request Forms**

Description: Work request forms showing incoming dates and times and outgoing dates and times for documents produced in the IPC.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.
Added October 17, 1990

10-4 **Clerical Curricula Materials**

Description: Lesson plans, handouts, quizzes, and materials developed by IPC staff and instructed on a monthly basis. Includes convenience copies of class rosters for IPC instructed classes. Human Resources Development Unit is the agency office of record (Series 8-2).

Volume: 2 cubic feet per year

Disposition: Retain in office and weed as needed.
Added October 17, 1990

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Consolidated Records Disposition Schedule **81-14**

*** April 18, 2013 ***

Information Services

Descriptions and dispositions for records common to most agencies can be found in the General Records Disposition Schedule (GRDS). The General Records Disposition Schedule can be found online at the website of the Oklahoma Department of Libraries.

Records previously included in Series 11-1 of this schedule are included in the General Records Disposition Schedule, effective January 26, 2006.

Systems Documentation Records (Refer to General Records Disposition Schedule, Series 4-2) Added October 17, 1990

11-2 **Operations Documentation**

Description: Form prepared for each production job run on the system. It describes resources required, input data, responses required, date card information, run frequency, and disposition of output.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.
Added October 17, 1990

11-3 **"Help Desk" Log**

Description: Log maintained by the "help desk" which contains any problems the field users may be having with their PC,s, printers, or network. The purpose of this log is to log the problem and refer it to the proper staff for resolution. It also enables us to go back and look for certain problems that occurred or help assure that the problem was resolved. The content of this log includes the date and time user called, name of user, location, phone number, problem in detail, who it was referred to, and date and time problem was resolved, and any comments that may have been made concerning the problem.

Volume: 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.
Added October 17, 1990

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
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*** April 18, 2013 ***

Information Services (continued)

11-4 **Daily Computer Operations Status Report**

Description: Used to record problems or events occurring on each shift in computer operations. File includes description, notification, if nay, and resolutions. Also used to record system down time, and system IPL's. Distributed to managers and supervisors each morning for their information and any follow-up required.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

Added October 17, 1990

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Treatment Centers
Consolidated Records Disposition Schedule **88-13**

*** April 18, 2013 ***

The authorized dispositions listed in this schedule (88-13) prescribe the minimum retention requirements for the records of the following Community Treatment Centers administered by the Department of Corrections: Oklahoma City CTC, Tulsa CTC, Enid CTC, Muskogee CTC, Clara Waters CTC, Kate Barnard CTC, Lawton CTC, and McAlester CTC. Most records listed in this schedule may be destroyed only after a Notice of Intent to Destroy Records has been submitted to and has been approved by the State Records Administrator or his designee (Archives and Records Commission Rule and Regulation 201.1). The non record copies in the following record series may be destroyed without submitting prior notification: 1-7, 1-22, 1-24, 1-26, 1-27, 1-28, 1-29, 2-4, 3-7, 3-8, 3-10, 3-19, 3-20, 3-21, 3-29, 3-30, 3-32, 3-34, 3-42, 3-45,3-47, 3-48, 3-49, 3-50, 4-2, 5-2, 5-12, 5-15, 6-7, 6-10, 6-11, 6-14, 6-17, 6-19, 6-20, 6-21, 6-22, 6-23, 6-24, 6-27, 6-43, 7-2, 7-4, 7-6, 7-7, 7-8, 7-9, 7-18, 7-25, 8-4, 8-5, 8-6, 8-7, 8-10, 8-11, 8-12, 8-14, 8-15, 8-18, 9-5, 9-10, 9-11, 9-12, 9-13, 9-15, 14-1, 14-2. Because all Community Treatment Centers do not file specific records in the same office (e. g. Superintendent's Office), Section 1, Administrative Records, includes the Superintendent, the Assistant Superintendent, and their secretaries. Each Community Treatment Center is charged with the responsibility of identifying who receives or creates the record copy of all series listed in this schedule and with assuring that it meets all disposition requirements as outlined in this schedule.

In cases where statutory provisions, court decisions, or Code of Federal Regulations (CFR), or other state and federal regulations prescribe retention periods longer than those listed in this schedule, the applicable statute, court decision, CFR, or other state and federal regulations shall govern the disposition of the records.

Because financial audits of a Community Treatment Center may include records in the Finance and Accounting Section of the Central Office of the Department of Corrections, as well as those at individual Centers, no records subject to audit may be destroyed until all audit requirements have been met both by the Center and by the Finance and Accounting Section of the Central Office. With regard to accounting practices and the payment of financial obligations, Center payrolls are compiled by the Finance and Accounting Section of the Central Office, while expenditures involving miscellaneous claims or deposits and withdrawals from Resident Budgets (Series 15-1) are handled by accountants at the individual Centers. All Centers do not create or receive all records listed in this schedule. Where the schedule lists records that do not apply to an individual Center, staff should ignore those records series.

Because the Archives and Records Commission has already approved dispositions for most financial, personnel, and administrative records (General Records Disposition Schedule), several records created or received by the Centers are not listed on this schedule. Center staff should consult the General Records Disposition Schedule for guidance about the disposition of applicable records.

All references to the confidentiality of various records are based on Department of Corrections Offender Management and Services Manual, Section 2, Privacy and Security, adopted October, 1987.

This consolidated records disposition schedule encompasses the original schedule approved by the Archives and Records Commission July 13, 1988; and all subsequent amendments approved by the Archives and Records Commission January 16, 1991, July 24, 2003, October 23, 2003, April 28, 2005, January 26, 2006, April 26, 2007, October 18, 2007, and April 18, 2013.

ARCHIVES AND RECORDS COMMISSION

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*** April 18, 2013 ***

Convenience or Reference Copies

Copies of records created for the user's convenience may be destroyed when they are no longer required for administrative purposes. Access restrictions, if any, apply to copies and originals alike. It is not necessary to request approval for destruction of convenience copies of records.

Record Format

Individual agencies, boards, commissions, and institutions shall maintain individual record series in the most efficient and cost effective format consistent with sound records management principles, state and federal laws, rules and regulations, court decisions, and their individual records keeping needs.

If statutory provisions, court decisions, Code of Federal Regulations (CFR), Oklahoma Rules and Regulations adopted in accordance with the Administrative Procedures Act (75 O.S. §250 *et seq.*), or other state and federal regulations mandate retention periods longer than those stipulated in this Schedule or require that records be retained in hard copy or other format, the applicable statutes, court decisions, CFR, or other state and federal regulations shall govern the retention periods and formats of the records.

Information regarding requirements for specific record formats is located in the Introduction to the General Records Disposition Schedule for State Agencies, Boards and Commissions, which can be found at the Oklahoma Department of Libraries website.

All records, including temporary and permanent records, may be stored at the State Records Center, located at 426 E. Hill Street. For information regarding charges for these services, contact the Oklahoma Department of Libraries State Records Center.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Treatment Centers
Consolidated Records Disposition Schedule **88-13**

*** April 18, 2013 ***

Administration/Administrative Records

1-1 **Correspondence Files** (Record Copy)
Deleted from Schedule April 26, 2007

1-2 **Goals Files** (Record Copy)

Description: Files pertain to goals established at the Center and evaluations of program and projects to achieve them. A copy of the documents in this file are sent to the Deputy Director of Community Corrections.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then transfer to the State Archives, with authority to weed, for permanent preservation.

1-3 **ACA Files** (Record Copy)

Description: Files relate to accreditation by the American Correctional Association and contain correspondence, memos, ACA compliance check lists, and results of ACA audits.

Volume: 1.5 cubic feet per year

Disposition: Retain in office three (3) years, then transfer to the State Archives, with authority to weed, for permanent preservation.

1-4 **Service Agreements** (Record Copy)

Description: Agreements executed by DOC with local jails, service agencies, and other parties for the housing of inmates.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until five (5) years after superseded, then destroy.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Treatment Centers
Consolidated Records Disposition Schedule **88-13**

*** April 18, 2013 ***

Administration/Administrative Records (continued)

1-5 Racial Balance Reports

Description: Copies of monthly reports to DOC Planning and Research staff listing the "racial balance" of residents at the Centers. The state office of record is the Planning and Research Division of the Department of Corrections.

Volume: less than 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy.

1-6 Duty Officer Rosters (Record Copy)

Description: Monthly Duty Rosters issued by the Chief of Security listing the names of persons assigned to various duties for each week during the month. A copy is filed with the Deputy Director of Community Corrections.

Volume: less than 1 cubic foot per year

Disposition: Retain in office one (1) year, then destroy.

1-7 Case Manager Assignments (Record Copy)

Description: Statistical Records of the number of assignments for each Center case manager.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until superseded, then destroy.

1-8 Minutes--Official (Refer to General Consolidated Records Disposition Schedule, Series 1-1)

1-8A Metro Area Community Advisory Council (Record Copy)

Description: Minutes of the meetings of the Metro Area Community Advisory Council for each CTC.

Volume: less than 1 cubic foot per year

Disposition: Retain official copy in office two (2) years, then transfer to State Archives for permanent preservation. Retain remaining copies in office until no longer required for administrative purposes, then destroy.

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DEPARTMENT OF CORRECTIONS
Community Treatment Centers
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*** April 18, 2013 ***

Administration/Administrative Records (continued)

1-8B **Canteen Board** (Record Copy)

Description: Minutes of the meetings of the Canteen Board for each CTC.

Volume: less than 1 cubic foot per year

Disposition: Retain official copy in office two (2) years, then transfer to State Archives for permanent preservation. Retain remaining copies in office until no longer required for administrative purposes, then destroy.

1-8C **Caseload Supervisor's Staff Meeting** (Record Copy)

Description: Minutes of the meetings of the Caseload Supervisor's Staff Meeting for each CTC.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

1-8D **Superintendent's Meeting**

Description: Minutes of the meetings of the Superintendent's Meeting for each CTC. (The state office of record is the Deputy Director of Community Corrections.)

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Treatment Centers
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*** April 18, 2013 ***

Administration/Administrative Records (continued)

1-9 **Serious Incident Review Reports (Record Copy)**

Deleted January 26, 2006. Series is maintained in Schedule 81-14, Series 1-7

1-10 **Emergency Drill Reports**

Description: Record of drills conducted in preparation for responses to fires, tornadoes, or other natural or human caused disasters. The Deputy Director of Community Corrections is the state office of record.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

1-11 **Fire Marshall Reports**

Description: Inspection reports compiled by the State Fire Marshal and documents relating to actions taken to rectify any discrepancies noted in the reports. The Deputy Director of Community Corrections is the state office of record.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
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*** April 18, 2013 ***

Administration/Administrative Records (continued)

1-12 Fire Equipment Inspection Reports

Description: Monthly record of tests of fire extinguishers and fire hoses and inspections of buildings for fire hazards. Agency office of record is Maintenance (Series 10-16).

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-13 Health Department Inspections

Description: Inspection reports compiled by State Health Department inspectors and documents relating to actions taken to rectify and discrepancies noted in the reports. A copy is filed with the Deputy Director of Community Corrections.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-14 Room Inspections (Record Copy)

Description: Daily Inspection of Resident rooms conducted by CTC staff.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided that no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Treatment Centers
Consolidated Records Disposition Schedule **88-13**

*** April 18, 2013 ***

Administration/Administrative Records (continued)

1-15 Weekly Inspection Checklists (Record Copy)

Description: Pertain to weekly inspections of center. Data includes inspection dates, inspector names, area-by-area results, and summary comments.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-16 Semi-Annual Inspection Checklists

Description: Same format as Series 1-15 but used for semi-annual Center inspections.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-17 Vehicle Accident and Insurance Files (Record Copy)

Description: File contains copies of Center auto accident insurance policies and reports pertaining to accidents involving Center vehicles. Copies are filed with the Deputy Director of Community Corrections.

Volume: less than 1 cubic foot per year

Disposition: Retain in Center and destroy policies one (1) year after expiration and accident reports when they become ten (10) years old, provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Treatment Centers
Consolidated Records Disposition Schedule **88-13**

*** April 18, 2013 ***

Administration/Administrative Records (continued)

1-18 **Accident Reports** (Record Copy)

Description: Copies of Department of Public Safety Form DPS 67-2 required to be filed by persons involved in vehicle collisions involving bodily injury, death, or "apparent" damage in excess of \$100.00. Copies are filed with the Deputy Director of Community Corrections.

Volume: less than 1 cubic foot per year

Disposition: Retain in office ten (10) years, then destroy.

1-19 **Minor Injury Reports** (Record Copy)

Description: Reports from staff members and residents regarding "minor injuries" at the Centers.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-20 **Information Sheets**

Description: Copies of monthly reports to Community Corrections Division. Information includes the number of residents who received passes, were accused of misconduct, filed grievances, were placed in detention, escaped, were Transferred, had criminal charges filed against them, and were assigned to work release programs. The state office of record is the Deputy Director of Community Corrections.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then transfer to the State Archives for permanent preservation.

ARCHIVES AND RECORDS COMMISSION

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*** April 18, 2013 ***

Administration/Administrative Records (continued)

1-21 Intern and Volunteer Files

Description: Files pertain to volunteer workers and interns assigned to the Center and contain DOC Student/Volunteer Questionnaires, Volunteer Job Descriptions, orientation records, and allied documents. Agency office of record is Case Manager Supervisor, Series 8-1.

Volume: less than 1 cubic foot per year

Disposition: Retain in office and destroy files pertaining to individual volunteers three (3) years after they have ceased working with the volunteer program.

1-22 Shift Key Control Forms

Description: Documents listing the locations of keys and restraints. the shift supervisor inspects the locations and notes any missing or broken items. Agency office of record is Chief of Security (Series 5-1).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

1-23 "Trip Tickets"

Description: Daily Vehicle Travel Log reports listing vehicle numbers, driver names, destinations, beginning and ending trip odometer readings, and number of passengers. Agency office of record is maintenance (Series 10-17). A copy is filed with the Deputy Director of Community Corrections.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending destroy two (2) years after exhaustion of all legal remedies.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Treatment Centers
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*** April 18, 2013 ***

Administration/Administrative Records (continued)

1-24 **Parole Procedures File**

Description: Files pertain to parole procedures and contain memos and DOC policy guidelines. Agency office of record is Records Officer (Series 4-2).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

1-25 **Memos of Understanding** (Record Copy)

Description: These documents are statements signed by Center employees stating that they have read and understand DOC "Operations Memorandum No. OP-030201" regarding "Inmate Rights and Responsibilities" and applicable Center field memoranda on "Resident Rights and Responsibilities." A copy is filed in Employee Personnel File.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until one (1) year after employee resigns, transfers, or otherwise ceases employment at the Center, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies.

1-26 **Training Check Lists (Active)**

Description: Listings of orientation training completed by Center employees. Information includes employee names, types of training completed, and completion dates. Agency office of record is Correctional Officers (Series 6-8).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer to Series 1-27.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
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*** April 18, 2013 ***

Administration/Administrative Records (continued)

1-27 **Training Check Lists (Inactive)**

Description: Contains the same types of documents as Series 1-26.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

1-28 **Staff Training Files**

Delete from schedule, April 18, 2013

1-29 **Field Manual Review Files**

Description: Files pertain to annual reviews of departmental Field Manual and contain memoranda and supporting documentation. Agency office of record is Records Officer (Series 4-3).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until superseded, then destroy.

1-30 **Accounting Audits**

Description: Letters from DOC Finance Office detailing the results of audits by its staff.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

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*** April 18, 2013 ***

Administration/Administrative Records (continued)

1-31 **Budget Files**

Description: File consists of work papers used to compile annual budget requests and copies of DOC budgets as approved by the Legislature and the Governor.

Volume: less than 1 cubic foot per year

Disposition: Retain in office five (5) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-32 **Inventories (Food)**

Description: Inventories of food on hand. Copy is filed with Deputy Director of Community Corrections.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies.

1-33 **Racial Analysis of Housing Assignments** (Record Copy)

Description: Monthly reports compiled by correctional officers of "white, black, Indian, and other" residents residing at the Center. Reports are compiled to insure that housing at the Centers remains within the guidelines established by federal courts.

Volume: less than 1 cubic foot per year

Disposition: Retain in office five (5) years, then transfer to the State Archives for permanent preservation.

ARCHIVES AND RECORDS COMMISSION

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*** April 18, 2013 ***

Administration/Administrative Records (continued)

1-34 **Racial Analysis of Job Assignments** (Record Copy)

Description: Similar in content to Series 1-33, these forms pertain to inmate work assignments and the Center and are completed for the same purpose as Series 1-33.

Volume: less than 1 cubic foot per year

Disposition: Retain in office five (5) years, then transfer to the State Archives for permanent preservation.

ARCHIVES AND RECORDS COMMISSION

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*** April 18, 2013 ***

Administration/Administrative Records

2-1 Monthly Time Sheets

Description: Reports compiled by supervisors listing the attendance records of all of their employees, including the amounts of leave taken and unauthorized absences. (Record copy is filed with DOC Personnel Office.)

Volume: less than 1 cubic foot per year

Disposition: Retain in office until three (3) years after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

2-2 Compensatory Time Files (Record Copy)

Description: Monthly record of compensatory time accrued and taken by Center employees.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until three (3) years after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

2-3 Employee Grievance Files

Description: Files contain copies of grievance documents filed by employees and departmental responses.

Volume: less than 1 cubic foot per year

Disposition: Retain in Center until employee resigns, transfers, or otherwise leaves, then transfer to DOC Personnel Office.

ARCHIVES AND RECORDS COMMISSION

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*** April 18, 2013 ***

Administration/Administrative Records

2-4 **C. O. Schedules**

Description: Listing of work shift assignments for correctional officers. Agency office of records is Chief of Security (Series 5-3).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

2-5 **Compensatory Time Forms (Record Copy)**

Description: Form DOC 113019 submitted by employees seeking compensatory time for "overtime" hours. Information includes employee names, "overtime" hours and supervisory signatures.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until three (3) years after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

2-6 **Employee Sign In/Out Sheets**

Description: Daily record of when employees reported for duty and left the Center.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

Added January 16, 1991

ARCHIVES AND RECORDS COMMISSION

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*** April 18, 2013 ***

Administration/Resident Records

3-1 **Consolidated Record Cards** Confidential Record

Description: Copies of DOC Forms 140027 completed for all residents summarizing their movements in the corrections system from incarceration to discharge, parole or reassignment. Information includes residents names, sex, heights, weights, and CRF numbers. Agency office of record is Records Officer (Series 4-1).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until three (3) years after resident is discharged, paroled or otherwise released from the Center, then destroy.

3-2 **Resident Folders** Confidential Record

Description: Files for all residents containing copies of photographs, orientation packets, passes, visitors lists, and other documents pertaining to incarceration. Agency office of record is Records Officer (Series 4-4).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until three (3) years after resident is discharged, paroled or otherwise released from the Center, then destroy.

3-3 **Resident Audit Reports** Confidential Record

Description: Copies of reports compiled by case manager supervisors that are submitted to DOC Offender Records and pertain to Series 3-2 and list the names of residents whose files contained errors and the reasons for them.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

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*** April 18, 2013 ***

Administration/Resident Records (continued)

3-4 Requests for Review of Individual Criminal History Records Confidential Record

Description: Standard forms completed by persons requesting access to resident records (e.g., FBI or OSBI agents). A copy is filed in the applicable Field File (Series 4-1).

Volume: less than 1 cubic foot per year

Disposition: Retain in office fifty (50) years, then destroy.

3-5 Request for Review of Individual Records Confidential Record

Description: DOC Form 100029 completed by persons requesting access to specific documents.

Volume: less than 1 cubic foot per year

Disposition: Retain in office fifty (50) years, then destroy.

3-6 OSBI Rap Sheet Request Confidential Record

Description: Copies of form letters to the OSBI seeking "necessary" information about specific individuals.

Volume: less than 1 cubic foot per year

Disposition: Retain in Center and file in Field File (Series 4-1).

3-7 Requests for Death Certificates Confidential Record

Description: DOC Form 100008 used to request copies of death certificates for former residents.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

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Consolidated Records Disposition Schedule **88-13**

*** April 18, 2013 ***

Administration/Resident Records (continued)

3-8 **Resident Orientation Schedules** Confidential Record

Description: Copies of weekly records compiled by case managers listing names of new residents, job assignments, and the names of the case managers assigned to them. Agency office of record is Case Manager (Series 7-1).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

3-9 **Initial Intake Forms** Confidential Record

Description: Standard DOC forms used to record initial data on residents. Information includes resident names, sex, ethnic origins, medication data, and any special or dietary problem.

Volume: less than 1 cubic foot per year

Disposition: Retain in Center and file in Field File (Series 4-1).

3-10 **Accountability Records** Confidential Record

Description: Hourly record of the status of residents at the Center (compiled by correctional officers). Data includes resident names, room numbers, and hourly locations (on pass, in jail, in room, etc.). Agency office of record is Chief of Security (Series 5-4).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

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Administration/Resident Records (continued)

3-11 Daily Count Sheets

Description: Daily statistical report compiled by the Records Officer listing the number of residents assigned to centers and their status (trustee, work release, escapee, etc.). Agency office of record is the Records Officer (Series 4-5).

Volume: less than 1 cubic foot per year

Disposition: Retain in office one (1) year, then destroy.

3-12 Weekly Count Sheets

Description: Copies of weekly reports compiled by the Records Officer submitted to DOC Planning and Research staff summarizing resident movements at the Center (received, discharged, paroled, and Transferred). Agency office of record is the Records Officer (Series 4-6).

Volume: less than 1 cubic foot per year

Disposition: Retain in office one (1) year, then destroy.

3-13 Activity Request Forms Confidential Record

Description: Copies of documents signed by residents desiring to participate in Center programs. Information includes program titles, dates programs will be held, names of staff members who will supervise program activities, and any applicable remarks. Agency office of record is Chief of Security (Series 5-22).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until four (4) months after program has been held or cancelled, then destroy.

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Administration/Resident Records (continued)

3-14 **Activity Rosters** Confidential Record

Description: DOC Form 140033 compiled by correctional officers used to record information about resident activities. Information includes program titles, activity dates and locations, beginning and ending times, and participant names. Agency office of record is Chief of Security (Series 5-5).

Volume: 1.5 cubic feet per year

Disposition: Retain in office one (1) year, then destroy.

3-15 **Resident Rosters** (Record Copy) Confidential Record

Description: Monthly reports of residents assigned to case managers. Data includes transaction dates, resident names, periods covered by reports, and facility names.

Volume: less than 1 cubic foot per year

Disposition: Retain in office one (1) year, then destroy.

3-16 **Running Rosters** (Record Copy) Confidential Record

Description: Weekly listing of residents received or released. Data: resident names, DOC numbers, dates received or released, and types of release. A copy is filed with the Deputy Director of Community Corrections.

Volume: less than 1 cubic foot per year

Disposition: Retain in office one (1) year, then destroy.

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Administration/Resident Records (continued)

3-17 **Resident Accounting Sheets**

Description: Copies of weekly reports summarizing Center residents movements, including the number of new clients; the number of persons paroled, pardoned, or Transferred, and the number of residents who have completed their sentences. Agency office of record is Records Officer (Series 4-7). (A copy is filed with DOC Planning and Research Office.)

Volume: less than 1 cubic foot per year

Disposition: Retain in office one (1) year, then destroy.

3-18 **Facility Assignment Forms** (Record Copy) Confidential Record

Description: Completed by case managers, these documents relate to recommendations for resident transfers from one correctional facility to another or to a community service agency. Data includes resident names and DOC numbers, reasons behind recommendations, recommendations of Facility Classifications Committee, and reasons for committee recommendations. (Copies in Field File and DOC Classification.)

Volume: 1 cubic foot per year

Disposition: Retain in office one (1) year, then destroy.

3-19 **Employment Cards** Confidential Record

Description: Weekly listing of resident employment assignments compiled by case managers. Information includes resident names, DOC numbers, employment locations, and names of applicable supervisors. Agency office of record is Correctional Officers' Files (Series 6-1).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

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Administration/Resident Records (continued)

3-20 **Approved Pass Lists** Confidential Record

Description: Weekly listing of resident leave approvals. Arranged by days of the week, information includes resident names, notations as to whether passes were used, and any applicable comments. Agency office of record is Correctional Officers' Files (Series 6-2).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

3-21 **Sign Out Rosters** Confidential Record

Description: Sign out sheets (DOC Form 140006 or equivalent) for residents listing names, time out, destinations, return times, and trip purposes.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

3-22 **Record of Events** (Record Copy) Confidential Record

Description: Daily record of any unusual or significant occurrences at the Center. Data includes occurrence times, description of incidents, and actions taken to deal with them.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

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Administration/Resident Records (continued)

- 3-23 **Resident Requests to Staff Members** (Record Copy) Confidential Record
- Description: Forms filed by residents detailing specific problems they desire to receive help in solving and actions requested to solve them.
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.
-
- 3-24 **Referral Forms** Confidential Record
- Description: Record of referrals of residents to community service organizations (e.g., Alcoholics Anonymous, family counseling, veterans groups) or to other DOC institutions or programs. Data includes resident names, reasons for referrals, and referral dates.
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office and destroy individual forms one (1) year after resident has been Transferred, paroled, or otherwise discharged from the Center.
-
- 3-25 **Transfer Requests** Confidential Record
- Description: Requests from residents "to be moved to a more secure institution." DOC Form CO-10 listing resident names, DOC numbers, and request dates. Agency office of record is Records Officer (Series 4-1).
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office one (1) year, then destroy.

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Administration/Resident Records (continued)

3-26 **Release of Information Consent Forms** Confidential Record

Description: Release forms signed by residents authorizing releases of information to specifically named individuals or organizations.

Volume: less than 1 cubic foot per year

Disposition: Retain in Center and file in Field File (Series 4-1).

3-27 **Authorizations to Release Medical/Psychiatric Information** Confidential Record

Deleted October 18, 2007

3-28 **Royalty Releases** Confidential Record

Description: Form letters signed by residents authorizing DOC to "take photographic portraits or pictures, moving pictures," or other "audiovisual recordings for television" and waiving all royalty and copyright interests.

Volume: less than 1 cubic foot per year

Disposition: Retain in Center and file in Field File (Series 4-1).

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Administration/Resident Records (continued)

3-29 **Visiting Cards** Confidential Record

Description: Card file used to record the dates that residents received visitors. Data includes resident and visitor names, visitor addresses and relationships to residents, and visit durations. Agency office of record is Correctional Officers' Files (Series 6-3).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

3-30 **Approved Visiting Lists** Confidential Record

Description: Lists of persons approved to visit residents. Information includes approved visitor names, addresses, and relationships to residents. Agency office of record is Correctional Officers' Files (Series 6-4).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

3-31 **Special Visit Requests** (Record Copy) Confidential Record

Description: Requests from residents seeking permission for visitations from relatives. These pertain to one time visitations either on an emergency basis or before the processing of lists of authorized visitors has been completed.

Volume: less than 1 cubic foot per year

Disposition: Retain in office one (1) year, then destroy.

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Administration/Resident Records (continued)

- 3-32 **Requests to Correspond With Residents** (Record Copy) Confidential Record
- Description: Form letters submitted to Center by persons seeking permission to correspond with residents.
- Volume: less than 1 cubic foot per year
- Disposition: Retain in Center and destroy after resident is paroled, or otherwise discharged from the facility.
-
- 3-33 **Clothing Receipts** (Record Copy) Confidential Record
- Description: Memos signed by residents acknowledging that all clothing and linen issued to them must be logged on Property Cards and be returned in clean and good condition.
- Volume: less than 1 cubic foot per year
- Disposition: Retain in Center and file in Field File (Series 4-1).
-
- 3-34 **Trusty Supply Records**
- Description: Weekly statistical reports listing the amounts of tooth paste, soap, T-shirts, and other toiletries and clothing items issued to new residents. Agency office of record is Correctional Officers' Files (Series 6-5).
- Disposition: Retain in office until no longer required for administrative purposes, then destroy.
-
- 3-35 **Receipts of Medication** (Record Copy) Confidential Record
Deleted October 18, 2007

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Administration/Resident Records (continued)

3-36 **Resident Grievance Files** (Record Copy) Confidential Record

Description: Files consist of grievance letters and supporting documents submitted by residents and documentation regarding responses to them.

Volume: less than 1 cubic foot per year

Disposition: Retain all materials relating to individual grievances until two (2) years after exhaustion of all legal remedies, then destroy.

3-37 **Resident Grievance Logs** (Record Copy)

Description: Record of grievances filed by residents.

Volume: less than 1 cubic foot per year

Disposition: Retain in Center and destroy individual logs two (2) years after last entry, provided no legal action is pending. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies.

3-38 **Contraband Records** (Record Copy) Confidential Record

Description: Record of "contraband" items taken from residents and subsequently destroyed by Center staff members. Reports list dates of seizures, descriptions of contraband items, and disposal methods. Where applicable, a copy of OSBI "Record of Drugs to be destroyed" is also included in the files.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then transfer to DOC Security Section.

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Administration/Resident Records (continued)

3-39 **Use of Restraints Forms** Confidential Record

Description: Reports listing the names of residents placed in restraints. Data includes resident names, DOC numbers, types of restraint used, and the dates they were used, as well as any applicable comments (copy is also filed in the applicable Field File and the file maintained for the American Correction Association audit, Series 1-3.) The agency office of record is Chief of Security (Series 5-6).

Volume: less than 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy provided that no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies.

3-40 **Misconduct Reports** (Record Copy)

Description: DOC Form 062001 completed when residents have been accused of misconduct. Information includes resident names, dates of alleged misconduct, description of alleged offense, and subsequent actions taken.

Volume: less than 1 cubic foot per year

Disposition: Retain in office and file in Field File (Series 4-1).

3-41 **Misconduct Report Logs** (Record Copy) Confidential Record

Description: Chronological record of alleged resident misconduct. Information includes resident names and DOC numbers, alleged offenses, hearing dates, pleas, and findings.

Volume: less than 1 cubic foot per year

Disposition: Retain in office and destroy individual logs three (3) years after the last entry, provided no legal action is pending. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies provided records meet all stipulated retention requirements.

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Administration/Resident Records (continued)

3-42 **Misconduct Files** Confidential Record

Description: Copies of documents summarizing disciplinary actions taken against residents. Record copy is filed in Field File (Series 4-1).

Volume: less than 1 cubic foot per year

Disposition: Retain in office and destroy after resident is paroled, or otherwise discharged from the facility.

3-43 **Restrictive Housing Orders** Confidential Record

Description: Orders placing residents in restrictive housing facilities. Information includes resident names, order dates, reasons for action, and signatures of resident acknowledging receipt of their copies of order. Record copy filed with Deputy Director of Community Corrections.

Volume: less than 1 cubic foot per year

Disposition: Retain one (1) copy in Center and file in Field File (Series 4-1).

3-44 **Security Files** Confidential Record

Description: Memoranda detailing specific security measures taken for certain residents. Data includes resident names, justifications for the action taken, and details of the actions. Agency office of record is Chief of Security (Series 5-7).

Volume: less than 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy.

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Administration/Resident Records (continued)

3-45 **Escape Files**

Description: Files consists of copies of letters to DOC Director notifying him/her that residents have escaped from the centers, as well as reports on the escapes and documentation relating to actions taken to recapture escapees and to prevent future escapes. Agency office of record is Chief of Security (Series 5-8).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

3-46 **Resident Transfer Documents** Confidential Record

Description: Listing of residents Transferred to the Center from the Lexington Assessment and Receiving Center. Lexington Assessment and Receiving Center is state office of record.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer to Records Officer (Series 4-8).

3-47 **Transfer Verifications (Records)**

Description: Copies of documents completed to verify that applicable records have been forwarded to other correctional facilities as part of the resident transfer process. Agency office of record is Records Officer (Series 4-9).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

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Administration/Resident Records (continued)

3-48 **Parole Docket Memos** Confidential Record

Description: Copies of memos to case managers compiled by case manager supervisors advising them that residents assigned to them have been placed on parole dockets. Agency office of record is Case Manager Supervisor (Series 8-2).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

3-49 **Parole Summary** Confidential Record

Description: Monthly listing of residents eligible for parole compiled by case managers. Data includes resident names and DOC numbers, major rule violations within the last ninety days, and parole statuses. State office of record is the Department of Corrections Pardon and Parole Coordinator. A copy is filed in the applicable Field File (Series 4-1).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

3-50 **Notices of Resident Status Change and/or Additional Credit** Confidential Record

Description: DOC Form 024010 compiled by case managers to apprise the Pardon and Parole Board of changes in resident status that may affect scheduled docket dates. State office of record is the Pardon and Parole Board (Schedule 87-24, Series 1-7). A copy is filed in the applicable Field File (Series 4-1).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

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Administration/Resident Records (continued)

3-51 Certificates of Parole

Description: Copies of Certificates of Parole. The state office of record is the Oklahoma Secretary of State (Schedule 78-06, Series 1-3).

Volume: less than 1 cubic foot per year

Disposition: Retain in office and file in Field File (Series 4-1).

3-52 Pre-Parole Status Reports Confidential Record

Description: DOC Form 024011 compiled by case managers and submitted to the Department of Corrections Pardon and Parole Coordinator advising its members about resident behavior between the time they were recommended for clemency and approval or denial by the Governor. The state office of record is the Pardon and Parole Board.

Volume: less than 1 cubic foot per year

Disposition: Retain in Center and file in Field File (Series 4-1).

3-53 Challenge of Criminal History Records Confidential Record

Description: DOC Form 100028 filed by residents or former residents challenging the accuracy of information maintained in their files.

Volume: less than 1 cubic foot per year

Disposition: Retain in Center and file in Field File (Series 4-1).

3-54 Notices of Discharge of Split Sentence Case Confidential Record

Description: Copies of DOC Form 021002 submitted to the Probation and Parole staff of DOC advising it that residents have been released from confinement through discharge or parole.

Volume: less than 1 cubic foot per year

Disposition: Retain in Center and file in Field File (Series 4-1).

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Records Officer

4-1 **Field Files** (Record Copy) (Essential Record) Confidential Record

Description: These files are initiated for all correctional clients when they first enter the system, regardless of whether said clients are being supervised or incarcerated by the Department of Corrections. Files are maintained by applicable districts, institutions, and CTCs and follow individual clients as they progress through the correctional system. Files contain all documents relating to incarceration and supervision, including court records, rap sheets, photographs, arrest warrants, restitution schedules, and pardon and parole requirements.

Disposition: Retain in office until resident is Transferred, paroled, or otherwise discharged from the Center, then transfer to Offender Records Section of the Department of Corrections or to the applicable correctional facility or office housing or supervising the resident.

4-2 **Parole Procedures File**

Description: File contains DOC policy guidelines, memos, and other records relating to parole procedures.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until superseded, then destroy.

4-3 **Field Manual Review Files** (Record Copy)

Description: Files pertain to annual reviews of departmental Field Manual and contain memoranda and supporting documentation.

Volume: less than 1 cubic foot per year

Disposition: Retain in office and review on an annual basis. Destroy duplicate and ancillary materials as well as substantive materials three (3) or more years old no longer required for administrative purposes.

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Records Officer (continued)

4-4 **Resident Inmate Folders** (Record Copy) Confidential Record

Description: Files for all residents containing photographs, orientation packets, passes, visitors lists, and other documents pertaining to incarceration.

Volume: 1.5 cubic feet per year

Disposition: Retain until three (3) years after resident is discharged, paroled or otherwise released from the Center, then destroy.

4-5 **Daily Count Sheets** (Record Copy)

Description: Daily statistical report compiled by the Records Officer listing the numbers of residents assigned to centers and their statuses (trusty, work release, escapee, etc.).

Volume: 1 cubic foot per year

Disposition: Retain in office and review on an annual basis. Destroy duplicate and ancillary materials as well as substantive materials three (3) or more years old.

4-6 **Weekly Count Sheets** (Record Copy)

Description: Weekly reports compiled by the Records Officer submitted to DOC Planning and Research staff summarizing movements at the Center (received, discharged, paroled, and Transferred).

Volume: less than 1 cubic foot per year

Disposition: Retain in office and review on an annual basis. Destroy duplicate and ancillary materials as well as substantive materials three (3) or more years old.

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Records Officer (continued)

4-7 **Resident Accounting Sheets** (Record Copy)

Description: Weekly reports summarizing Center resident movements, including the number of persons paroled, pardoned, or Transferred).

Volume: less than 1 cubic foot per year

Disposition: Retain in office and review on an annual basis. Destroy duplicate and ancillary materials as well as substantive materials three (3) or more years old.

4-8 **Resident Transfer Documents** Confidential Record

Description: Listing of residents Transferred to the Center from the Lexington Assessment and Receiving Center. Lexington Assessment and Receiving Center is state office of record.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

4-9 **Record Transfer/Verification** (Record Copy) Confidential Record

Description: DOC Form 100020 pertaining to the transfer of resident records between departmental offices and correctional facilities. They are used to indicate that files have been Transferred and to acknowledge receipt of them.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

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Records Officer (continued)

4-10 **Court Hearings Lists** (Record Copy) Confidential Record

Description: List of residents scheduled for court appearances. Data includes names, types of hearings, case numbers, charges, and dispositions.

Volume: less than 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy.

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Chief of Security

5-1 **Shift Key Control Forms** (Record Copy)

Description: Documents listing the locations of keys and restraints. The shift supervisor inspects the locations and notes any missing or broken items.

Volume: less than 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy.

5-2 **Serious Incident Review Reports**

Deleted January 26, 2006. Series is maintained in Schedule 81-14, Series 1-7

5-3 **C. O. Schedules** (Record Copy)

Description: Listing of work shift assignments for correctional officers.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

5-4 **Accountability Records** (Record Copy) Confidential Record

Description: Hourly record of the status of residents at the Center compiled by correctional officers. Data includes resident names, room numbers, and hourly locations (on pass, in jail, in room, etc.).

Volume: less than 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy.

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Chief of Security (continued)

5-5 **Activity Rosters** (Record Copy) Confidential Record

Description: Documents signed by residents desiring to participate in Center programs. Information includes program titles, dates programs will be held, names of staff members who will supervise program activities, and any applicable remarks.

Volume: 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy.

5-6 **Use of Restraints Forms** (Record Copy)

Description: Reports listing the names of residents placed in restraints. Data includes resident names, DOC numbers, types of restraint used, and the dates they were used, as well as any applicable comments. A copy is also filed in the applicable Field File (Series 4-1) and the file maintained for the American Correction Association audit (Series 1-3).

Volume: less than 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy provided that no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies.

5-7 **Security Files** (Record Copy)

Description: Memoranda detailing specific security measures taken for certain residents. Data includes resident names, justifications for the action taken, and details of the actions.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided that no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies.

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Chief of Security (continued)

5-8 **Escape Files** (Record Copy) Confidential Record

Description: Files consist of copies of letters to DOC Director notifying him/her that residents have escaped from the Centers, as well as reports on the escapes and documentation relating to actions taken to recapture escapees and to prevent future escapes.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

5-9 **Lay-In-Lists** (Record Copy) Confidential Record

Description: Daily listing of residents who do not report to work assignments and the reasons for their failure to report.

Volume: less than 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy.

5-10 **Resident Pick-Up Lists** (Record Copy) Confidential Record

Description: Files pertain to requests for resident transportation back to the Center. Data: resident names; locations; times calls were received, drivers sent, return times; and initials of correctional officers who responded to the requests.

Volume: less than 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy.

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Chief of Security (continued)

5-11 **Record of Events** (Record Copy)

Description: Daily record of unusual or significant occurrences at the Center.

Volume: less than 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy provided that no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies.

5-12 **Court Hearings Lists**

Description: List of residents scheduled for court appearances. Data includes names, types of hearing, case numbers, charges, and dispositions. Agency office of record is Records Officer (Series 4-10).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

5-13 **Extra Duty Contracts** (Record Copy) Confidential Record

Description: "Contracts" signed by residents who have been assigned "extra duty" as a result of being disciplined for misconduct.

Volume: less than 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy.

5-14 **Sign-Out Rosters** (Record Copy) Confidential Record

Description: DOC Form 140006 pertaining to residents who leave the Center. Information: resident signatures, times out and in, destinations, purposes of the trip, and staff who accompanied them.

Volume: 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy.

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Chief of Security (continued)

5-15 **Restrictive Housing Orders**

Description: Copies of orders placing residents in restrictive housing facilities. Information includes resident names, order dates, reasons for action, and signatures of inmates acknowledging receipt of their copies of order. A copy is filed in the applicable Field File (Series 4-1).

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

5-16 **Resident Personal Property Inventories** (Record Copy) Confidential Record

Description: DOC Form 070003 listing personal property belonging to residents.

Volume: less than 1 cubic foot per year

Disposition: Retain in office and destroy two (2) years after resident has been discharged, paroled, or otherwise leaves the Center.

5-17 **Consent to Search Form** (Record Copy)

Description: Forms completed by persons visiting residents agreeing to be searched prior to entry into the Center.

Volume: less than 1 cubic foot per year

Disposition: Retain in office one (1) year, then destroy, provided that no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies.

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Chief of Security (continued)

5-18 **Escapee File (Confidential Record 12 O.S. §2510)**

Description: File contains copies of photographs and relevant data on offenders who have escaped. Record copy is maintained in Schedule 81-14, Series 6-4.

Volume: less than one (1) cubic foot per year

Disposition: Retain in office until offender has been recaptured, then transfer to Apprehension File (Series 5-19).
Amended April 28, 2005

5-19 **Apprehension File (Confidential Record 12 O.S. §2510)**

Description: Contains the same types of documents and data as Series 5-18, as well as additional materials pertaining to capture of escapees and subsequent legal actions. Record copy is maintained in Schedule 81-14, Series 6-4.

Volume: less than one (1) cubic foot per year

Disposition: Retain in office five (5) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Amended April 28, 2005

5-20 **Population Counts (Record Copy)**

Description: Reports compiled at the beginning of each eight hour shift listing the number of residents assigned to the Center and the number of them assigned to work release programs, serving as trustees, under house arrest, and in other reporting categories.

Volume: 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

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Chief of Security (continued)

5-21 **Key Control Post Order Logs**

Description: Forms signed by employees acknowledging familiarity with all departmental "Key Control Standards."

Volume: less than 1 cubic foot per year

Disposition: Retain in office until three (3) years after employee ceases to work at the Center, then destroy.

5-22 **Activity Request Forms** (Record Copy) Confidential Record

Description: Documents signed by residents desiring to participate in Center programs. Information includes program titles, dates programs will be held, names of staff members who will supervise program activities, and any applicable remarks.

Volume: 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy.

5-23 **UA and BA Search Logs** (Record Copy) Confidential Record

Description: Monthly listing of residents who received either urinalysis of breathalyzer tests and the dates they were administered and the names of correctional officers who administered the test.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided that no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

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Chief of Security (continued)

5-24 **Check Out Sheets**

Description: Listing of people who have checked out various items, including games, heating pads, knives, and scissors. Information includes employee names, dates checked out and returned, and items checked out.

Volume: less than 1 cubic foot per year

Disposition: Retain in office one (1) year, then destroy, provided that no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies.

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Correctional Officer Files

6-1 **Employment Cards** (Record Copy) Confidential Record

Disposition: Weekly listing of resident employment assignments compiled by case managers. Information includes resident names, DOC numbers, employment locations, and names of applicable supervisors.

Volume: less than 1 cubic foot per year

Disposition: Retain in office one (1) year, then destroy.

6-2 **Approved Pass Lists** (Record Copy) Confidential Record

Description: Weekly listing of resident leave approvals. Arranged by days of the week, information includes resident names, notations as to whether passes were used, and any applicable comments.

Volume: less than 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy provided that no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies.

6-3 **Visiting Cards** (Record Copy) Confidential Record

Description: Card file used to record the dates that residents received visitors. Data includes resident and visitor names, visitor addresses and relationships to residents, and visit durations.

Volume: 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy provided that no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies.

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Correctional Officer Files (continued)

6-4 **Approved Visiting Lists** (Record Copy)

Description: Lists of persons approved to visit residents. Information includes approved visitor names, addresses, and relationships to residents.

Volume: less than 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy provided that no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies.

6-5 **Trusty Supply Records** (Record Copy)

Description: Weekly statistical reports listing the amounts of tooth paste, T-shirts, soap, and other toiletries and clothing items issued to new residents.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending destroy two (2) years after exhaustion of all legal remedies.

6-6 **Contraband Records** (Record Copy) Confidential Record

Description: Record of "contraband" items taken from inmates and subsequently destroyed by Center staff members. Reports list dates of seizures, descriptions of contraband items, and disposal methods. Where applicable, a copy of OSBI "Record of Drugs to be Destroyed" is also included in the files.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then transfer to DOC Security Section.

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Correctional Officer Files (continued)

6-7 **Resident Rosters** Confidential Record

Description: Monthly reports of residents assigned to case managers. Data includes transaction dates, resident names, periods covered by reports, and facility names. Agency office of record is Administration (Series 3-15).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

6-8 **Training Check Lists (Active)** (Record Copy)

Description: Listings of orientation training completed by Center employees. Information includes employee names, types of training completed, and completion dates.

Volume: less than 1 cubic foot per year

Disposition: Retain until employee resigns, transfers, or otherwise leaves the Center, then transfer to Series 6-9.

6-9 **Training Check Lists (Inactive)**

Description: Contains the same types of documents as Series 6-8.

Volume: less than 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy.

6-10 **Staff Training Files**

Delete from schedule, April 18, 2013

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Correctional Officer Files (continued)

- 6-11 **Running Rosters** Confidential Record
- Description: Weekly listing of residents received or released. Data: resident names, DOC numbers, dates received or released, and types of release. Agency office of record is Administration (Series 3-16).
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office until no longer required for administrative purposes, then destroy.
-
- 6-12 **Sign-Out Rosters** (Record Copy) Confidential Record
- Description: DOC Form 140006 pertaining to residents who leave the Center. Information: resident signatures, times out and in, destinations, purposes of the trip, and staff who accompanied them.
- Volume: 1 cubic foot per year
- Disposition: Retain in office until no longer required for administrative purposes, then transfer to Chief of Security (Series 5-14).
-
- 6-13 **Record of Events** (Record Copy)
- Description: Daily record of unusual or significant occurrences at the Center.
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office until no longer required for administrative purposes, then transfer to Chief of Security (Series 5-11).
-
- 6-14 **C. O. Schedules**
- Description: Listing of work shift assignments for correctional officers. Agency office of record is Chief of Security (Series 5-3).
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office until no longer required for administrative purposes, then destroy.

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Correctional Officer Files (continued)

6-15 **Lay-In-Lists** (Record Copy)

Description: Daily listing of residents who do not report to work assignments and the reasons for their failure to report.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer to Chief of Security (Series 5-9).

6-16 **Resident Pick-Up Lists** (Record Copy) Confidential Record

Description: Files pertain to requests for resident transportation back to the Center. Data: resident names; locations; times calls were received, drivers sent, return times; and initials of correctional officers who responded to the requests.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer to Chief of Security (Series 5-10).

6-17 **Court Hearings Lists**

Description: List of residents scheduled for court appearances. Data includes names, types of hearing, case numbers, charges, and dispositions. Agency office of record is Records Officer (Series 4-10).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

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Correctional Officer Files (continued)

6-18 **Population Counts** (Record Copy)

Description: Reports compiled at the beginning of each eight hour shift listing the number of residents assigned to the Center and the number of them assigned to work release programs, serving as trusty, under house arrest, and in other reporting categories.

Volume: 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer to Chief of Security (Series 5-20).

6-19 **Compensatory Time Forms**

Description: Copies of Form DOC 113019 submitted by employees seeking compensatory time for "overtime" hours. Information includes employee names, "overtime" hours, and supervisor signatures. Agency office of record is Administration (Series 2-5).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

6-20 **Resident Orientation Schedules** Confidential Record

Description: Copies of weekly records compiled by case managers listing names of new residents, job assignments, and the case managers assigned to them. Agency office of record is Case Manager (Series 7-1).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

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Correctional Officer Files (continued)

6-21 **Orientation Outlines** Confidential Record

Description: Form DOC 2-2152 completed for new arrivals listing required "initial orientation" activities, including reviews of existing Rules and Regulations, room assignments, and work assignments. Agency office of record is Records Officer (Series 4-1).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

6-22 **Resident Orientation Schedules** Confidential Record

Description: Copy of DOC Form 2-2152 listing names of new residents, job assignments, and the names of the case managers assigned to them. Agency office of record is Case Manager Files (Series 7-1).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

6-23 **State Property Issue** Confidential Record

Description: Copies of Form DOC 140027 pertaining to bed linens, clothing, and other items of "state property" issued to residents. Forms list resident names and aliases, birth dates, reception dates, and other incarceration related data, as well as descriptions of "state property" issued by the Center. Agency office of record is Records Officer (Series 4-1).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

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Correctional Officer Files (continued)

- 6-24 **Property Receipt Forms** Confidential Record
- Description: Copies of receipts signed by residents to acknowledge the receipt of personal property received while at the Center. Agency office of record is Records Officer (Series 4-1).
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office until no longer required for administrative purposes, then destroy.
-
- 6-25 **Inventory Forms** (Record Copy) Confidential Record
- Description: Forms relate to Series 6-5 and list the amounts of sheets, pillow cases, towels, boots, and other state property available for distribution to residents.
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office one (1) year, then destroy.
-
- 6-26 **Property Lists** (Record Copy) Confidential Record
- Description: Listing of resident personal property in possession of correctional officers. Data includes property descriptions, names of residents and dates property was received and returned.
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office and destroy individual lists one (1) year after applicable resident has been discharged, Transferred, or otherwise left the Center.
-
- 6-27 **Pass Verifications** Confidential Record
- Description: Weekly listing of residents eligible for passes. Agency office of record is Case Manager Files (Series 7-4).
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office until no longer required for administrative purposes, then destroy.

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Correctional Officer Files (continued)

6-28 **Racial Analysis of Housing Assignments** (Record Copy)

Description: Monthly reports compiled by correctional officers listing the numbers of "white, black, Indian, and other" residents residing at the Center. Reports are compiled to insure that housing at the Centers remains within the guidelines established by federal courts.

Volume: less than 1 cubic foot per year

Disposition: Retain in office one (1) month, then transfer to Administration (Series 1-33).

6-29 **Racial Analysis of Job Assignments** (Record Copy)

Description: Similar in content to Series 6-28, these forms pertain to inmate work assignments and the Center and are completed for the same purpose as Series 6-28.

Volume: less than 1 cubic foot per year

Disposition: Retain in office one (1) month, then transfer to Administration (Series 1-34).

6-30 **Use of Restraints Forms** (Record Copy) Confidential Record

Description: Reports listing the names of residents placed in restraints. Data includes resident names, DOC numbers, types of restraint used, and the dates that they were used, as well as any applicable comments. (Copy is also filed in the applicable Field File (Series 4-1) and the file maintained for the American Correction Association audit (Series 1-3).)

Volume: less than 1 cubic foot per year

Disposition: Retain in office one (1) month, then transfer to Chief of Security (Series 5-6).

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Correctional Officer Files (continued)

- 6-31 **UA and BA Search Logs Request Logs** (Record Copy) Confidential Record
- Description: Monthly listing of residents who received either urinalysis of breathalyzer tests and the dates they were administered and the names of correctional officers who administered the tests.
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office one (1) month, then transfer to Chief of Security (Series 5-23).
-
- 6-32 **Medication Records** (Record Copy) Confidential Record
Deleted October 18, 2007
-
- 6-33 **Waiver of Treatment Forms** Confidential Record
Deleted October 18, 2007
-
- 6-34 **Medical Services Request Forms** (Record Copy) Confidential Record
Deleted October 18, 2007
-
- 6-35 **Medical Memoranda** Confidential Record
Amended and transferred to Schedule 89-04, Series 7-26, October 18, 2007
-
- 6-36 **Vehicle Travel Logs**
- Description: DOC Form 070022 used to record travel in DOC owned vehicles. Data includes travel dates, beginning and ending mileage, destinations, and fuel, oil, or other maintenance purchases.
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office one (1) month, then transfer to Maintenance (Series 10-12).

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Correctional Officer Files (continued)

6-37 **Emergency Drill Reports** (Record Copy)

Description: Record of drills conducted in preparation for responses to fires, tornadoes, or other natural or human caused disasters. A copy is filed with the Deputy Director of Community Corrections.

Volume: less than 1 cubic foot per year

Disposition: Retain in office one (1) month, then transfer to Administration (Series 1-10).

6-38 **Check Out Sheets** (Record Copy)

Description: Listing of people who have checked out various items, including games, heating pads, knives, and scissors. Information includes employee names, dates checked out and returned, and items checked out.

Volume: less than 1 cubic foot per year

Disposition: Retain in office one (1) month, then transfer to Chief of Security (Series 5-24).

6-39 **Consent to Search Form** (Record Copy)

Description: Forms completed by persons visiting residents agreeing to be searched prior to entry into the Center.

Volume: less than 1 cubic foot per year

Disposition: Retain in office one (1) month, then transfer to Chief of Security (Series 5-17).

6-40 **Reporting Instructions** (Record Copy) Confidential Record

Description: Copies of DOC Form 024008 signed by residents acknowledging their requirements to report their new address and telephone number within seventy-two hours after being paroled.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer to Records Officer for inclusion in Field File (Series 4-1).

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Correctional Officer Files (continued)

6-41 **Time Credits: Monthly Reports** (Record Copy) Confidential Record

Description: DOC Form 063003 used to compile information relative to credits toward early release earned by residents.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer to Records Officer for inclusion in Field File (Series 4-1).

6-42 **Initial Intake Information** (Record Copy) Confidential Record
Deleted October 18, 2007

6-43 **Lists of Children Approved for Visitation** (Record Copy)

Description: Letter sized documents listing the names of children and their parents approved for visitations, as well as applicable dates.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

6-44 **Accountability Records** (Record Copy) Confidential Record

Description: Hourly record of the status of residents at the Center compiled by correctional officers. Data includes resident names, room numbers, and hourly locations (on pass, in jail, in room, etc.).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer to Chief of Security (Series 5-4).

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Case Manager Files

7-1 **Resident Orientation Schedules** (Record Copy)

Description: Weekly reports (DOC Form 2-2152) compiled by case managers listing names of new residents, job assignments, and the names of the case managers assigned to them.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer to Records Officer for inclusion in Field File (Series 4-1).

7-2 **Activity Rosters** Confidential Record

Description: Copy of DOC Form 140033 compiled by correctional officers used to record information relative to resident activities. Information includes program titles, activity dates and locations, beginning and ending times, and participant names. Agency office of record is Chief of Security (Series 5-5).

Volume: 1.5 cubic feet per year

Disposition: Retain in office three (3) years, then destroy.

7-3 **Caseload Monitoring Forms (Chronological Reports of Progress)** Confidential Record

Description: These forms are used by case managers to monitor the program progress of inmates. Data includes resident names and DOC numbers, applicable parole information, projected release dates, and notations relative to last allegations of misconduct.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer to Records Officer for inclusion in Field File (Series 4-1).

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Case Manager Files (continued)

7-4 **Resident Folders** Confidential Record

Description: Files for all residents containing copies of photographs, orientation packets, passes, visitors lists, and other documents pertaining to incarceration. Agency office of record is Records Officer (Series 4-4).

Volume: 1.5 cubic feet per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

7-5 **Misconduct Reports** Confidential Record

Description: Copy of DOC Form 062001 completed when residents have been accused of misconduct. Information includes resident names, dates of alleged misconduct, description of alleged offense, and subsequent actions taken. Agency office of record is Administration (Series 3-40).

Volume: less than 1 cubic foot per year

Disposition: Retain in office and destroy two (2) years after exhaustion of all legal remedies.

7-6 **Resident Audit Reports** Confidential Record

Description: Copies of reports compiled by case manager supervisors that are submitted to DOC Offender Records and pertain to case manager performances and list the names of residents whose files contained errors and the reasons for them. Agency office of record is Case Manager Supervisor (Series 8-9).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

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Case Manager Files (continued)

7-7 **Parole Summary** Confidential Record

Disposition: Monthly listing of residents eligible for parole compiled by case managers. Data includes resident names and DOC numbers, major rule violations within the last ninety days, and parole statuses. State office of record is the Department of Corrections Pardon and Parole Coordinator. A copy is filed in the Field File (Series 4-1).

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

7-8 **Consolidated Record Cards** Confidential Record

Description: Copies of DOC Forms 140027 completed for all residents summarizing their movements in the corrections system from incarceration to discharge, parole or reassignment. Information includes residents names, sex, heights, weights, and CRF numbers. Agency office of record is Records Officer (Series 4-1).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

7-9 **Notices of Resident Status Change and/or Additional Credit** Confidential Record

Description: DOC Form 024010 used to apprise the Pardon and Parole Board of changes in resident status they may affect scheduled docket dates. Original record is forwarded to the Pardon and Parole Board (Schedule 87-24, Series 1-7).

Volume: less than 1 cubic foot per year

Disposition: Transfer original record to Pardon and Parole Board and destroy copies when no longer required for administrative purposes.

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Case Manager Files (continued)

7-13 **Correspondence Files**

Deleted from Schedule April 26, 2007

7-14 **Facility Assignment Forms** (Record Copy) Confidential Record

Description: Completed by case managers, these documents relate to recommendations for resident transfers from one correctional facility to another or to a community service agency. Data includes resident names and DOC numbers, reasons for recommendations, recommendations of facility Classifications Committee, and reasons for committee recommendations. (Copies in Field File and DOC Classification.)

Volume: 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer record copy to Administration (Series 3-18), one (1) copy to records officer for inclusion in Field File (Series 4-1), and one (1) copy to DOC Classification.

7-15 **Referral Forms** (Record Copy) Confidential Record

Description: Record of referrals of residents to community service organizations (e.g., Alcoholics Anonymous, family counseling, veterans groups) or to other DOC institutions or programs. Data includes resident names, reasons for referrals, and referral dates.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer record copy to Records Officer for inclusion in Field File (Series 4-1) and one (1) copy to Administration (Series 3-24).

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Case Manager Files (continued)

- 7-16 **"Pride" Intervention Contracts** Confidential Record
- Description: Formal contracts executed between residents and case managers listing goals and objects to be attained by residents.
- Volume: 1 cubic foot per year
- Disposition: Retain in office until no longer required for administrative purposes, then transfer to Records Officer for inclusion in Field File (Series 4-1).
-
- 7-17 **"Pride" Intervention Assessments** Confidential Record
- Description: Monthly case manager assessments of how well individual residents have met program goals established for them. (See Series 7-16)
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office until no longer required for administrative purposes, then transfer to Records Officer for inclusion in Field File (Series 4-1).
-
- 7-18 **Parole Docket Memos** Confidential Record
- Description: Copies of memos to case managers compiled by case manager supervisors advising them that residents assigned to them have been placed on parole dockets. Agency office of record is Case Manager Supervisor (Series 8-2).
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office until no longer required for administrative purposes, then destroy.

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Case Manager Files (continued)

7-19 **Interstate Investigation Requests** Record Copy Confidential Record

Description: DOC Form 020011 pertaining to requests for supervisory assistance from other states when residents are about to be paroled or placed on probation have expressed a desire to reside outside of Oklahoma.

Disposition: Retain in office until no longer required for administrative purposes, then transfer record copy and two (2) copies to the Department of Corrections Pardon and Parole Coordinator and one (1) copy to the Records Officer for inclusion in Field File (Series 4-1).

7-20 **Pre-Parole Investigation Requests** (Record Copy) Confidential Record

Description: DOC Form 02201 completed for residents seeking pardons and paroles. Information includes resident names and DOC numbers, parole docket dates, and data relative to prospective employment and living accommodations.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer record copy to the Records Officer for inclusion in Field File (Series 4-1).

7-21 **Pre-Parole Program Assistance Requests/Information Summary Forms** (Record Copy) Confidential Record

Description: DOC Form 024009 used to assist probation and parole resource officers in locating appropriate jobs or living accommodations for residents. Data includes resident names, DOC numbers, sentence information, employment histories, and skills analyses.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer record copy to the Records Officer for inclusion in Field File (Series 4-1).

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Case Manager Files (continued)

7-22 **Pre-Parole Status Reports** (Record Copy) Confidential Record

Description: Copies of reports submitted to the Department of Corrections Pardon and Parole Coordinator advising him/her members about resident behavior between the time they were recommended for clemency and ultimate approval or denial by the Governor.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer record copy and two (2) copies to Pardon and Parole Board and one (1) copy to the Records Officer for inclusion in Field File (Series 4-1).

7-23 **"PRIDE" Needs/Progress Profiles** (Record Copy) Confidential Record

Description: DOC Form 140060 summarizing resident progress in various areas, including training, employment, and financial matters.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer to Records Officer for inclusion in Field File (Series 4-1).

7-24 **Pre-Parole Stipulation Reports** (Record Copy) Confidential Record

Description: DOC Form 061010 listing the names, DOC numbers, parole completion dates, and stipulation requirements of parolees.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer to Records Officer for inclusion in Field File (Series 4-1).

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Case Manager Files (continued)

7-25 **Offer of Employment Forms** Confidential Record

Description: Copies of form letters submitted by persons advising the Department of Corrections that they will offer employment to specific residents if they are paroled. Information includes prospective employer name, business, and address, as well as salary and room and board data. Agency office of record is Records Officer (Series 4-1).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

7-26 **Waivers of Parole** (Record Copy) Confidential Record

Description: Forms signed by residents waiving consideration of parole requests scheduled at forthcoming meetings of the Pardon and Parole Board.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer record copy to Pardon and Parole Board (Schedule 87-24, Series 1-5) and one (1) copy to Records Officer for inclusion in Field File (Series 4-1).

7-27 **Parole Summaries** (Record Copy) Confidential Record

Description: DOC Form 022007 submitted to the Pardon and Parole board summarizing resident physical health and "psychological condition," as well as applicable staff comments.

Volume: less than 1 cubic foot per year

Disposition: Retain in office and transfer record copy to Pardon and Parole Board (Schedule 87-24, Series 1-5) and one (1) copy to Records Officer for inclusion in Field File (Series 4-1).

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Case Manager Files (continued)

7-28 **Monthly Vocational Training Reports** Confidential Record

Description: Copies of monthly statistical reports submitted to the Central Office of DOC listing the names of all residents who have started, dropped out of, or completed a vocational training program.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

7-29 **Consent to Release Form** (Record Copy) Confidential Record

Description: DOC Form 161040 signed by residents or "authorized persons" consenting to the dissemination of information to specified individuals or organizations relative to participation in alcohol/drug treatment programs.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer record copy to Records Officer for inclusion in Field File (Series 4-1) and one (1) copy to the individual or organization in question.

7-30 **Pregnancy Policy Statements** Confidential Record
Deleted October 18, 2007

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Case Manager Files (continued)

- 7-31 **Children's Program Information Forms** (Record Copy) Confidential Record
- Description: Forms pertain to DOC overnight children's visitation program. Information includes children names, dates of birth, and parent or guardian names and addresses.
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office until no longer required for administrative purposes, then transfer to Records Officer for inclusion in Field File (Series 4-1).
-
- 7-32 **Children's Program Waiver for Legal Guardian or Custodian Forms** (Record Copy) Confidential Record
- Description: Standardized forms signed by guardians or custodians of children participating in the visitation program (Series 7-31) acknowledging responsibility for behavior and releasing centers from liability for injuries, illness, and accidents.
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office until no longer required for administrative purposes, then transfer to Records Officer for inclusion in Field File (Series 4-1).
-
- 7-33 **Children's Program Waiver for Parents** (Record Copy) Confidential Record
- Description: Similar to Series 7-32, but completed by parents rather than guardians.
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office until no longer required for administrative purposes, then transfer to Records Officer for inclusion in Field File (Series 4-1).

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Case Manager Files (continued)

- 7-34 **Children's Program Request Forms** (Record Copy) Confidential Record
- Description: Forms submitted by residents requesting that specifically named children be permitted to visit them.
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office until no longer required for administrative purposes, then transfer to Records Officer for inclusion in Field File (Series 4-1).
-
- 7-35 **Lists of Children Approved for Weekend Visits** (Record Copy) Confidential Record
- Description: Documents listing the names of children and their parents approved for visitations, as well as applicable dates.
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office until no longer required for administrative purposes, then transfer to Correctional Officers (Series 6-43).
-
- 7-36 **Vo Tech Attendance Rules** (Record Copy) Confidential Record
- Description: Forms signed residents participating in vocational and technical education training programs acknowledging their understanding of the rules governing the program and promising to abide by them.
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office until no longer required for administrative purposes, then transfer to Records Officer for inclusion in Field File (Series 4-1).

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Case Manager Files (continued)

7-37 **GED/ABE Class Rules** (Record Copy) Confidential Record

Description: Forms signed by residents participating in GED or ABE program acknowledging their understanding of the rules governing the program and promising to abide by them.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer to Records Officer for inclusion in Field File (Series 4-1).

7-38 **Program Referral Forms (Substance Abuse)** (Record Copy) Confidential Record

Description: DOC Form 090028 pertaining to residents participating in substance abuse programs. Data includes resident names and DOC numbers, parole status, agency recommendations relative to program participation, and subsequent service organization decisions.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer to Records Officer for inclusion in Field File (Series 4-1).

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Case Manager Supervisor Files

8-1 **Intern and Volunteer Files** (Record Copy)

Description: Files pertain to volunteer workers and interns assigned to the Center and contain DOC Student/Volunteer Questionnaires, Volunteer Job Descriptions, orientation records, and allied documents.

Volume: less than 1 cubic foot per year

Disposition: Retain in office and destroy files pertaining to individual volunteers three (3) years after they have ceased working with volunteer program.

8-2 **Parole Docket Memos** (Record Copy) Confidential Record

Description: Memos to case managers compiled by case manager supervisors advising them that residents assigned to them have been placed on parole dockets.

Volume: less than 1 cubic foot per year

Disposition: Retain in office one (1) year, then destroy.

8-3 **Interview Questionnaires** (Record Copy)

Description: Questionnaires completed by applicants for case manager positions. Data includes applicant names, educational backgrounds, and answers to standard questions.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer to Administration.

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Case Manager Supervisor Files (continued)

8-4 Resident Orientation Schedules

Description: Copies of weekly reports (DOC Form 2-2152) compiled by case managers listing names of new residents, job assignments, and the names of the case managers assigned to them. Agency office of record is Case Manager (Series 7-1).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

8-5 Activity Rosters Confidential Record

Description: Copy of DOC Form 140033 compiled by correctional officers used to record information relative to resident activity dates and locations, beginning and ending times, and participant names. Agency office of record is Chief of Security (Series 5-5).

Volume: 1.5 cubic feet per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

8-6 Caseload Monitoring Forms (Chronological Reports of Progress) Confidential Record

Description: Copies of forms are used by case managers to monitor the program progress of residents. Data includes resident names and DOC numbers, applicable parole information, projected release dates, and notations relative to last allegations of misconduct. Agency office of record is Case Manager Files (Series 7-3).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

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Case Manager Supervisor Files (continued)

8-7 Resident Folders

Description: Files for all residents containing copies of photographs, orientation packets, passes, visitors lists, and other documents pertaining to incarceration. Agency office of record is Records Officer (Series 4-4).

Volume: 1.5 cubic feet per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

8-8 Misconduct Reports

Description: Copies of DOC Form 062001 completed when residents have been accused of misconduct. Information includes resident names, dates of alleged misconduct, description of alleged offense, and subsequent actions taken. Agency office of record is Administration (Series 3-40).

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

8-9 Resident Audit Reports (Record Copy) Confidential Record

Description: Reports compiled by case manager supervisors that are submitted to DOC Offender Records and pertain to case manager performances and list the names of residents whose files contained errors and the reasons for them.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

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Case Manager Supervisor Files (continued)

- 8-10 **Parole Summary** Confidential Record
- Description: Monthly listing of residents eligible for parole compiled by case managers. Data includes resident names and DOC numbers, major rule violations within the last ninety days, and parole status. State office of record is the Department of Corrections Pardon and Parole Coordinator. A copy is filed in the applicable Field File (Series 4-1).
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office until no longer required for administrative purposes, then destroy.
-
- 8-11 **Consolidated Record Cards** Confidential Record
- Description: Copies of DOC Forms 140027 completed for all residents summarizing their movements in the corrections system from incarceration to discharge, parole or reassignment. Information includes residents names, sex, heights, weights, and CRF numbers. Agency office of record is Records Officer (Series 4-1).
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office until no longer required for administrative purposes, then destroy.
-
- 8-12 **Notices of Inmate Status Change and/or Additional Credit** Confidential Record
- Description: DOC Form 024010 used to apprise the Pardon and Parole Board of changes in resident status they may affect scheduled docket dates. Original record is forwarded to the Pardon and Parole Board.
- Volume: less than 1 cubic foot per year
- Disposition: Transfer original record to Pardon and Parole Board and destroy copies no longer required for administrative purposes.

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Case Manager Supervisor Files (continued)

8-13 **Resident Pay Program Monthly Evaluation Reports and Inmate Time Credits**
Confidential Record

Description: Copies of DOC For 063006 listing resident names and DOC numbers, periods covered by the reports, job assignments, work attendance records, work quality evaluations, initiative and skills development assessments, attitudinal qualities, earned credits, and other applicable data. Agency office of record is Case Manager (Series 7-10).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then transfer to Records Officer for inclusion in Field File (Series 4-1).

8-14 **Facility Assignment Forms**

Description: Copies of documents completed by case managers relating to recommendations for resident transfers from one correctional facility to another or to a community service agency. Data includes resident names and DOC numbers, reasons for recommendations, recommendations of Facility Classifications Committee, and reasons for committee recommendations. Agency office of record is Case Manager (Series 7-14).

Volume: 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

8-15 **Referral Forms**

Description: Record of referrals of residents to community service organizations (e.g., Alcoholics Anonymous, family counseling, veterans groups) or to other DOC institutions or programs. Data includes resident names, reasons from referrals, and referral dates. Agency office of record is Case Manager Files (Series 7-15).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

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Case Manager Supervisor Files (continued)

- 8-16 **Correspondence Files**
Deleted from Schedule April 26, 2007
- 8-17 **Activity Rosters** (Record Copy) Confidential Record
- Description: DOC Form 140033 used to record information relative to resident activities. Information includes program titles, activity dates and locations, beginning and ending times, and participant names.
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office three (3) years, then destroy.
- 8-18 **Employment Cards** Confidential Record
- Description: Weekly listing of resident employment assignments compiled by case managers. Information includes resident names, DOC numbers, employment locations, and names of applicable supervisors. Agency office of record is Correctional Officers' Files (Series 6-1).
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office until no longer required for administrative purposes, then destroy.

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Case Manager Supervisor Files (continued)

8-19 **Program Descriptions** (Record Copy)

Description: Monthly summaries of resident program activities. Data includes program titles, names of applicable service agencies involved, and program categories.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

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Community Treatment Centers Food Service

9-1 **Daily Diet Record** Confidential Record

Description: Forms relating to residents on special diets. Information includes resident names, dates, diet types, and food served at meal times.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

9-2 **Diet Control Record** Confidential Record

Amended and transferred to Schedule 89-04, Series 7-27, October 18, 2007

9-3 **Special Diet Receiving Form** Confidential Record

Description: Reports listing residents on special diets and the dates and times they received food.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

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Community Treatment Centers Food Service (continued)

9-4 **Meal Count Sheets** (Record Copy)

Description: Monthly report of meals served. Data includes applicable dates, the numbers of staff, and inmate meals and snacks served.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

9-5 **Chef's Worksheet**

Description: Convenience record compiled for each meal to assist chefs. Data includes dates and meals, menu items to be prepared, and the number of servings required.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

9-6 **Temperature Control Sheets**

Description: Record of temperatures inside freezers and refrigerators. Temperatures are checked three times each day and recorded on these forms and on Record of Events (Series 5-11).

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

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Community Treatment Centers Food Service (continued)

9-7 **Daily Sanitation Check List** (Record Copy)

Description: Record of Food Service daily inspections of kitchen equipment, floors, tables, trash cans, and other areas relating to food storage, preparation, and disposal.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

9-8 **Sanitation Check List** (Record Copy)

Description: Record of food service weekly inspections conducted by DOC staff.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

9-9 **Food Service Inspection Sheet** (Record Copy)

Description: Daily inspection forms completed by Security staff listing the conditions of food service equipment, servers, storage areas, preparation areas, and safety procedures.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

9-10 **Clothing Checkout List** Confidential Record

Description: Record of clothing checked out to residents assigned to Food Service.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

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Community Treatment Centers Food Service (continued)

9-11 **Permanent Trustee Crew Sheet** Confidential Record

Description: Listing of trusty assigned to maintenance crew or food service crew for periods of thirty days or longer. Data includes resident names and DOC numbers, and assignment dates.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

9-12 **Trustee Assignments** Confidential Record

Description: Listing of trustees assigned to Food Service and their specific shift and work assignments.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

9-13 **Food Check List**

Description: Listing of food removed from storage for food service use.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

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Community Treatment Centers Food Service (continued)

9-14 **Monthly Inventory Records**

Description: Records used to monitor the consumption and disposition of food items. Documents include Master Menu substitution Records, Master Menus, Meals Served Forms, Food Cost Reports, and Monthly Inventory Report Forms.

Volume: 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

9-15 **Sack Lunch List** Confidential Record

Description: Weekly listing of residents who will require sack lunches on specific dates they will be away from the Center.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

9-16 **Correspondence**

Deleted from Schedule April 26, 2007

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CTC, Maintenance Unit

10-1 Equipment Maintenance Cards

Description: Cards used to record information relative to maintenance performed on equipment. Data includes equipment types, model numbers, and notations of maintenance performed.

Volume: less than 1 cubic foot per year

Disposition: Retain in office and destroy individual cards five (5) years after last entry.

10-2 Work Orders/Job Tickets

Description: Maintenance request forms submitted to maintenance staff for repairs to center facilities or equipment. Information includes room/area involved, types of repairs, dates requests were received and completed, and materials used to complete the work.

Volume: less than 1 cubic foot per year

Disposition: Retain in office and destroy individual requests two (2) years after work has been completed.

10-3 Tool Check-Out Sheets

Disposition: Record of tools checked out by center staff. Information: dates and times checked out and returned, names of borrowers, and types and identification numbers of tools.

Volume: less than 1 cubic foot per year

Disposition: Retain in office and destroy individual sheets one (1) year after last entry.

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CTC, Maintenance Unit (continued)

10-4 **Monthly Equipment Inspection Reports**

Description: Record of monthly inspections of center equipment. Data includes inspection dates, equipment types, conditions, and comments.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

10-5 **Bacterial Inspection of Water Reports**

Description: Copies of water quality inspection forms completed by city-county health department inspectors. Data includes inspection dates, types of tests (e.g., regular sample, one test, or ice), and test results.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

10-6 **Boiler Inspection Reports**

Description: Results of daily inspections of all boilers. Data includes inspection times, steam pressure, and boiler stack temperatures.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until three (3) years after boiler has been removed from service, then destroy provided no legal actions are pending. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies provided records meet all stipulated retention requirements.

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CTC, Maintenance Unit (continued)

10-7 Room Inspection Reports

Description: Record of resident room inspections. Data includes inspection dates, room numbers, and condition of rooms.

Volume: less than 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy.

10-8 Property Inventory Control Forms (Record Copy)

Description: DOC Form 124001 listing equipment and other property at the center valued at \$100.00 or higher. Data includes property types and building locations, acquisition dates and serial numbers, state and federal cost shares, total costs, and property ID numbers.

Volume: less than 1 cubic foot per year

Disposition: Retain in office five (5) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

10-9 Property Inventory Control-Detail Listing (Record Copy)

Description: Computer printouts listing center equipment and other property at the center valued at \$100.00 or higher. (Compiled from information in Series 10-8.)

Volume: less than 1 cubic foot per year

Disposition: Retain in office five (5) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

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CTC, Maintenance Unit (continued)

10-10 **Property Inventory Control Transfer and Disposition Form** (Record Copy)

Description: DOC Form 124002 used to record the disposition of equipment and property (surplus or transfer).

Disposition: Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies provided records meet all stipulated retention requirements.

10-11 **Tool Inventories**

Description: Monthly listing of tools assigned to maintenance unit.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

10-12 **Vehicle Travel Logs**

Description: DOC Form 070022 used to record information relative to vehicle use. Data includes division names, vehicle numbers, travel dates, odometer readings, and notations relative to gas and oil use.

Volume: 1 cubic foot per year

Disposition: Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies.

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CTC, Maintenance Unit (continued)

10-13 **Monthly Transportation Reports**

Description: DOC Form 140052 listing information relative to agency owned and state motor pool owned vehicle use. Information includes vehicle numbers, dates used, miles driven, and notations pertaining to repairs.

Volume: 1 cubic foot per year

Disposition: Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies.

10-14 **Dangerous Substance Inventory**

Description: Weekly reports listing the types and amounts of dangerous substances (e.g., carpet and tile glue, paint, fertilizer, and freon) in storage areas under control of the Maintenance Unit.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

10-15 **Maintenance Inventory**

Description: Monthly record of supplies on hand. Data: Report dates, description of supplies, and amounts on hand.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies.

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CTC, Maintenance Unit (continued)

10-16 **Fire Equipment Inspection Reports** (Record Copy)

Description: Monthly record of tests of fire extinguishers and fire hoses and inspections of buildings for fire hazards.

Disposition: Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

10-17 **Vehicle Accident and Insurance Files** (Record Copy)

Description: File contains copies of Center auto accident insurance policies and reports pertaining to accidents involving Center vehicles. Copies are filed with the Deputy Director of Community Corrections.

Disposition: Retain in Center and destroy policies one (1) year after expiration and accident reports when they become ten (10) years old, provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

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CTC, Property Officer Records

- 11-1 **"Pack-Out List"** (Record Copy) Confidential Record
- Description: Listing of personal property picked up by other persons (removed from the Center). Data includes inmate names and DOC numbers, dates and times picked up, and names of persons who picked up items.
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office and destroy individual forms three (3) years after last entry.
-
- 11-2 **Unclaimed Property List** Confidential Record
- Description: Listing of unclaimed personal property.
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office three (3) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.
-
- 11-3 **Property Sent C.O.D. File** Confidential Record
- Description: Record of personal property sent C.O.D. to an address outside of the Center. Data includes names and DOC numbers, dates sent, and applicable addresses.
- Volume: less than 1 cubic foot per year
- Disposition: Retain in office and destroy individual forms three (3) years after last entry.

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CTC, Property Officer Records (continued)

11-4 **30 Day Notification Letters** Confidential Record

Description: Record of letters sent to residents informing them that they have thirty (30) days to pick up their personal property stored with the property officer.

Volume: less than 1 cubic foot per year

Disposition: Retain in office and destroy individual forms three (3) years after last entry.

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Medical Officer Files

12-1 **Resident Medical Files** (Record Copy) Confidential Record
Deleted October 18, 2007

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CTC, Transportation Officer

13-1 **Transportation Officer**

Description: DOC Form 070022 used to record information relative to vehicle use. Data includes division names, vehicle numbers, travel dates, odometer readings, and notations relative to gas and oil use.

Volume: 1 cubic foot per year

Disposition: Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies.

13-2 **Monthly Transportation Reports**

Description: DOC Form 140052 listing information relative to agency owned and state motor owned vehicle use. Information includes vehicle numbers, dates used, miles driven, and notations pertaining to repairs.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies.

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Volunteer Program

14-1 **Job Descriptions**

Description: Listing of job descriptions for volunteer positions.

Volume: 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

14-2 **Student/Volunteer Questionnaires**

Description: DOC Form 11003 completed by volunteers to provide background data.

Volume: 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

14-3 **Confidentiality Statements**

Description: Statements signed by volunteers stating that they will not divulge any confidential information obtained as a result of doing volunteer work at the Center.

Volume: less than 1 cubic foot per year

Disposition: Retain in office twenty-five (25) years, then destroy provided no legal actions are pending. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies provided records meet all stipulated retention requirements.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Treatment Centers
Consolidated Records Disposition Schedule **88-13**

*** April 18, 2013 ***

Accountant Files

15-1 **Resident Budgets** (Record Copy)

Description: As part of the requirements to stay at a Community Treatment Center, residents are required to deposit pay checks from their work release to cover personal expenses. The "Budget Accounts" are in effect a mandatory savings program. These records document both deposits to and withdrawals from resident "Budget" Accounts.

Volume: 1 cubic foot per year

Disposition: Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending, destroy two (2) years after the exhaustion of all legal remedies.

15-2 **CCC Trust Fund Records** Confidential Record

Description: These records pertain to inmate trust funds at Community Correctional Centers and include trust fund ledger cards and inmate disbursement requests (requests for money).

Disposition: Retain in office until one (1) year after case is closed and all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then transfer to the State Records Center. If legal action is pending transfer two (2) years after exhaustion of all legal remedies. Destroy records when the case has been closed five (5) years.
[Formerly Schedule 81-14, Series 4-15]
Added October 17, 1990

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Treatment Centers
Consolidated Records Disposition Schedule **88-13**

*** April 18, 2013 ***

Security Investigation

16-1 Polygraph Examination Reports (Confidential Record 51 O.S. § 24 A.12)

Description: Results of polygraph examinations conducted on employees and inmates.

Volume: sixteen (16) cubic feet per year

Disposition: Retain in office for ten (10) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Added July 24, 2003

16-2 Facility Audits

Description: Reviews and audits of facilities to ensure compliance with departmental facility policy and procedure, including any checklists and/or narrative format.

Volume: two (2) cubic feet per year

Disposition: Retain in office for five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Added July 24, 2003

16-3 Employee Fingerprint Cards

Disposition: Surplus employee fingerprint cards furnished to the Federal Bureau of Investigation or Oklahoma State Bureau of Investigation. Record copy is kept in employee personnel file, General Records Disposition Schedule, Series 3-1.

Volume: two (2) cubic feet per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.
Added July 24, 2003

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Community Treatment Centers
Consolidated Records Disposition Schedule **88-13**

*** April 18, 2013 ***

Security Investigation (continued)

16-4 **Inmate Fingerprint Cards**

Disposition: Surplus inmate fingerprint cards furnished to the Federal Bureau of Investigation or Oklahoma State Bureau of Investigation. Record copy is kept in Series 4-1 "Field Files".

Volume: two (2) cubic feet per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.
Added July 24, 2003

16-5A **Crime Alert Publication (Restricted Access 5 USC §552 (b) & 74 O.S. §3113)**

Description: A list of all violent offenders, drug offenders, sex offenders and fugitive lists being released from the Department of Corrections. This list is sent to law enforcement agencies throughout the state.

Volume: one cubic foot per year

Disposition: Retain in office for five (5) years, then destroy.
Added October 23, 2003

16-5B **Crime Alert Publication (Restricted Access 5 USC §552 (b) & 74 O.S. §3113)
(Convenience Copy)**

Description: Reference and convenience copies of records in Series 16-5A.

Volume: sixteen (16) cubic feet per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.
Added October 23, 2003

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Consolidated Records Disposition Schedule **81-14**

*** April 18, 2013 ***

Information Services (continued)

11-4 **Daily Computer Operations Status Report**

Description: Used to record problems or events occurring on each shift in computer operations. File includes description, notification, if nay, and resolutions. Also used to record system down time, and system IPL's. Distributed to managers and supervisors each morning for their information and any follow-up required.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

Added October 17, 1990

DEPARTMENT OF CORRECTIONS
Private Prison Industry Board

Consolidated Records Disposition Schedule **88-16**

This Consolidated Records Disposition Schedule encompasses the original schedule approved by the Archives and Records Commission July 13, 1988. In accordance with an Archives and Records Commission Resolution of July 15, 1998, where applicable, references to the General Records Disposition Schedule have been updated to reflect current titles and series numbers.

Convenience or Reference Copies

Copies of records created for the user's convenience may be destroyed when they are no longer required for administrative purposes. Access restrictions, if any, apply to copies and originals alike. It is not necessary to request approval for destruction of convenience copies of records.

Record Format

Individual agencies, boards, commissions, and institutions shall maintain individual record series in the most efficient and cost effective format consistent with sound records management principles, state and federal laws, rules and regulations, court decisions, and their individual records keeping needs.

If statutory provisions, court decisions, Code of Federal Regulations (CFR), Oklahoma Rules and Regulations adopted in accordance with the Administrative Procedures Act (75 O.S. §250 *et seq.*), or other state and federal regulations mandate retention periods longer than those stipulated in this Schedule or require that records be retained in hard copy or other format, the applicable statutes, court decisions, CFR, or other state and federal regulations shall govern the retention periods and formats of the records.

Information regarding requirements for specific record formats is located in the Introduction to the General Records Disposition Schedule for State Agencies, Boards and Commissions, which can be found at the Oklahoma Department of Libraries website.

All records, including temporary and permanent records, may be stored at the State Records Center, located at 426 E. Hill Street. For information regarding charges for these services, contact the Oklahoma Department of Libraries State Records Center.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Private Prison Industry Board
Consolidated Records Disposition Schedule **88-16**

*** October 11, 1989 ***

Administration

1-1 **Agendas**

Description: Copies of agendas of meetings of the Private Prison Industry Board. Office of record is Series 1-9.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

1-2 **Annual Report** Deleted from Schedule

1-3 **Contracts**

Description: Contracts between appropriate party and the Department of Corrections which include Custom Building; Howard Johnson; LE-KE Manufacturing; Non-Financial between Department of Corrections and Oklahoma Employment Securities Commission; Oklahoma Department of Libraries; Three Rivers Produce; and TW-Innovation.

Volume: 1 cubic foot per year

Disposition: Retain in office until five (5) years after expiration, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-4 **Approved Certification Program**

Description: Material and correspondence relating to becoming certified as an approved private prison industry.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then transfer to the State Archives for permanent preservation.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Private Prison Industry Board
Consolidated Records Disposition Schedule **88-16**

*** October 11, 1989 ***

Administration (continued)

1-5 **Correspondence - PPIB and Secretary of State**

Description: Incoming and copies of outgoing correspondence to and from the Secretary of State.

Volume: less than 1 cubic foot per year

Disposition: Retain in office and review on an annual basis. Destroy duplicate and ancillary materials as well as substantive materials three (3) or more years old.

1-6 **Resolution**

Description: Copies of resolutions by the PPIB.

Volume: less than 1 cubic foot per year

Disposition: Transfer one (1) copy to the State Archives for permanent preservation and retain one (1) copy in the office permanently.

1-7 **Legislative Files** (Refer to General Records Disposition Schedule, Series 1-6)

1-8 **Legal Files**

Description: Copies of legal files pertaining to the Private Prison Industries Board. The Department of Corrections is the state office of record (Schedule 81-14, Series 1-8).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

1-9 **Minutes--Official** (Refer to General Records Disposition Schedule, Series 1-1)

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Private Prison Industry Board
Consolidated Records Disposition Schedule **88-16**

*** October 11, 1989 ***

Administration (continued)

1-10 **Meeting Schedule**

Description: Annual schedule for PPIB meetings. Office of record is Series 1-9.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

1-11 **Public Relations File** (Refer to General Records Disposition Schedule, Series 1-40)

1-12 **Membership List**

Description: List of members on the Private Prison Industry Board.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until term of appointment expires then transfer to Past Members List, Series 1-13.

1-13 **Past Members List**

Description: Membership list for past members of the board.

Volume: less than 1 cubic foot per year

Disposition: Retain in office permanently.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Private Prison Industry Board
Consolidated Records Disposition Schedule **88-16**

*** October 11, 1989 ***

Administration (continued)

1-14 **Order of Appointments to the Board (Present)**

Description: Letters from the Governor appointing people to the board. Files contain names, appointment dates, dates appointments expire, and other miscellaneous information.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until term of appointment expires, then transfer to Order of Appointments to the Board (Past), Series 1-15.

1-15 **Order of Appointments to the Board (Past)**

Description: Files contain names, appointment dates, dates appointments expired, and other miscellaneous information.

Volume: less than 1 cubic foot per year

Disposition: Retain in office five (5) years, then transfer to the State Archives for permanent preservation.

1-16 **Policies and Procedures File** (Refer to General Records Disposition Schedule, Series 1-13)

1-17 **Promotional Grants, Plans, Projects**

Description: Correspondence and materials including the financial requirements and project reporting responsibilities regarding the Bureau of Justice Assistance Grant and promotional plans to get more PPI projects.

Volume: 1 cubic foot per year

Disposition: Retain in office until five (5) years after expiration, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Private Prison Industry Board
Consolidated Records Disposition Schedule **88-16**

*** October 11, 1989 ***

Administration (continued)

1-18 **F.I.C.A. Quarterly Reports** Deleted from Schedule April 14, 1993

1-19 **Rules and Regulations File** Deleted from Schedule April 15, 1992

1-20 **Status Reports**

Description: Status reports from agency personnel on the Private Prison Industry Board.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then transfer to the State Archives for permanent preservation.

DEPARTMENT OF CORRECTIONS
Probation and Parole Division

Consolidated Records Disposition Schedule **88-21**

The Probation and Parole Division is responsible for providing supervision of adult felons placed on probation or paroled from any institution under the jurisdiction of the Department. The Division is also responsible for the supervision of house arrest and pre-parole community supervision offenders. The Division provides services to the courts to provide alternatives to incarceration and to conduct pre-sentence investigations. The Division coordinates the interstate compact program working with other states and provides staff assistance to the Pardon and Parole Board, as well as a statewide Treatment Alternative to Street Crime (TASC) program, which provides diagnosis, treatment, referral and monitoring of adult offenders with alcohol or substance abuse problems.

This Consolidated Records Disposition Schedule encompasses the original schedule approved by the Archives and Records Commission October 12, 1988 and amendments approved on July 24, 2003, January 26, 2006, April 26, 2007 and October 18, 2007. In accordance with an Archives and Records Commission Resolution of July 15, 1998, where applicable, references to the General Records Disposition Schedule have been updated to reflect current titles and series numbers.

Convenience or Reference Copies

Copies of records created for the user's convenience may be destroyed when they are no longer required for administrative purposes. Access restrictions, if any, apply to copies and originals alike. It is not necessary to request approval for destruction of convenience copies of records.

Record Format

Individual agencies, boards, commissions, and institutions shall maintain individual record series in the most efficient and cost effective format consistent with sound records management principles, state and federal laws, rules and regulations, court decisions, and their individual records keeping needs.

If statutory provisions, court decisions, Code of Federal Regulations (CFR), Oklahoma Rules and Regulations adopted in accordance with the Administrative Procedures Act (75 O.S. §250 *et seq.*), or other state and federal regulations mandate retention periods longer than those stipulated in this Schedule or require that records be retained in hard copy or other format, the applicable statutes, court decisions, CFR, or other state and federal regulations shall govern the retention periods and formats of the records.

Information regarding requirements for specific record formats is located in the Introduction to the General Records Disposition Schedule for State Agencies, Boards and Commissions, which can be found at the Oklahoma Department of Libraries website.

The following records previously included in this schedule are included in the General Records Disposition Schedule, effective April 28, 2005.

Probation and Parole Division:	Series 1-10, 1-17, 1-27, 1-36, 1-38, 1-66, 1-74, 1-75 and 1-78
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All records, including temporary and permanent records, may be stored at the State Records Center, located at 426 E. Hill Street. For information regarding charges for these services, contact the Oklahoma Department of Libraries State Records Center.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Probation and Parole Division
Consolidated Records Disposition Schedule **88-21**

*** October 18, 2007 ***

Descriptions and dispositions for records common to most agencies can be found in the General Records Disposition Schedule (GRDS). The General Records Disposition Schedule can be found online at the website of the Oklahoma Department of Libraries.

Records previously included in Series 1-10, 1-17, 1-27, 1-36, 1-38, 1-66, 1-74, 1-75 and 1-78 of this schedule are included in the General Records Disposition Schedule, effective January 26, 2006.

- Agency Staff Meetings** (Refer to General Records Disposition Schedule, Series 1-11)
- Division Policies and Procedures Manual** (Refer to General Records Disposition Schedule, Series 1-14)
- Employee Attendance Records** (Refer to General Records Disposition Schedule, Series 3-22)
- Employee Health Insurance Files Records (Except Colleges and Universities)** (Refer to General Records Disposition Schedule, Series 3-19)
- Employee Leave Requests** (Refer to General Records Disposition Schedule, Series 3-23)
- Fair Labor Standards Act Time Sheets** (Refer to General Records Disposition Schedule, Series 3-45)
- Immigration Reform and Control Act Records** (Refer to General Records Disposition Schedule, Series 3-44)
- Purchasing Order Files** (Refer to General Records Disposition Schedule, Series 2-19)
- Receipts** (Refer to General Records Disposition Schedule, Series 2-30)

1-1 **Field Files** (Record Copy) (Essential Record) (Confidential Record)

Department of Corrections Offender Management and Services Manual, 52, Privacy and Security, adopted October, 1987

Description: These files are initiated for all correctional clients when they first enter the system, regardless of whether said clients are being supervised or incarcerated by the Department of Corrections. Files are maintained by applicable districts, institutions, and CTCs and follow individual clients as they progress through the correctional system. Files contain all documents relating to incarceration and supervision, including court records, rap sheets, photographs, arrest warrants, restitution schedules, and pardon and parole requirements.

Disposition: Retain in office until person under supervision is discharged from the Department of Corrections, then transfer to Offender Records Section of the Department of Corrections (Schedule 81-14, Series 6-3), or to the applicable correctional facility or office housing or supervising the resident.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Probation and Parole Division
Consolidated Records Disposition Schedule **88-21**

*** October 18, 2007 ***

1-2 **AA II Monthly Statistical Report Log/Forms**

Description: Tally sheet of statistical information for the monthly status report and various forms necessary for administrative supervision.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

1-3 **Absconder Log**

Description: Record of persons who have absconded.

Volume: less than 1 cubic foot per year

Disposition: Retain in office permanently.

1-4 **Advisory Council**

Description: Various information regarding community advisory councils.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

1-5 **American Correctional Association**

Description: Brochures, handouts, etc. regarding the American Correctional Association.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Probation and Parole Division
Consolidated Records Disposition Schedule **88-21**

*** October 18, 2007 ***

1-6 **Audits Summaries**

Description: Monthly caseload audits performed by Pardon and Parole team supervisor on 5% of P & P Caseloads.

Volume: 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-7 **Central Office Correspondence**

Deleted from Schedule April 26, 2007

1-8 **Correspondence from other Districts**

Deleted from Schedule April 26, 2007

1-9 **Daily Facility Counts**

Description: Probation and Parole copies of daily counts of each inmate in Department of Corrections Institutions, Community Treatment Centers, and Probation and Parole districts. The Department of Corrections is the state office of record (Schedule 81-14, Series 5-3).

Volume: 1 cubic foot per year

Disposition: Retain in office one (1) year, then destroy.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Probation and Parole Division
Consolidated Records Disposition Schedule **88-21**

*** October 18, 2007 ***

1-11 **District Assistant Supervisor Status Report**

Description: Monthly status reports provided by assistant regarding previous months activities in the district.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

1-12 **District Supervisor Correspondence**

Deleted from Schedule April 26, 2007

1-13 **District Supervisor Status Reports**

Description: Monthly status reports provided by the District Supervisor to the Deputy Director of Probation and Parole regarding the previous months activities.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

1-14 **Firearms Log**

Description: Log used to record firearm usage by officers.

Volume: 1 cubic foot per year

Disposition: Retain in office five (5) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Probation and Parole Division
Consolidated Records Disposition Schedule **88-21**

*** October 18, 2007 ***

1-15 **H/A UA Log**

Description: Form to insure that House Arrest Inmate has accurately been assigned an urinalysis control number. U.A. result is filed in Series 1-28.

Volume: 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-16 **Intra-Office Correspondence**

Description: Copies of correspondence between district employees and District Supervisor.

Volume: 2 cubic feet per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

1-18 **Original Forms**

Description: Computer file containing the originals of various forms created by districts.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

1-19 **Probation and Parole Division**

Deleted from Schedule April 26, 2007

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Probation and Parole Division
Consolidated Records Disposition Schedule **88-21**

*** October 18, 2007 ***

1-20 **Personnel Expenditure Request**

Description: The Personnel Expenditure Request asks for district permission to fill an existing vacancy. The form is reviewed by the Administrator of Human Resources and when approved, is forwarded back to the originator. The unit can then begin hiring personnel.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until position is filled, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-21 **Pre-Sentence Investigation**

Description: Log used to record assignment and due date of pre-sentences.

Volume: less than 1 cubic foot per year

Disposition: Retain in office one (1) year, then destroy.

1-22 **Record Transfer/Verification Form**

Description: Form used for closing Probation and Parole files when they are going to closed records. Form also used for files being transferred to, from and between institutions.

Volume: 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy.

1-23 **Request for Drug Screening**

Description: Request for drug screening and results of drug screening.

Volume: 1 cubic foot per year

Disposition: File in applicable Field File, Series 1-1.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Probation and Parole Division
Consolidated Records Disposition Schedule **88-21**

*** October 18, 2007 ***

1-24 **Security Inspections**

Description: Copies of district inspections performed by the Department of Corrections Internal Affairs Unit.

Volume: less than 1 cubic foot per year

Disposition: Retain in office five (5) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-25 **Split Sentences and Parole Log**

Description: Log contains all case files from institutions and H.A. that will be split sentences coming out on probation or parole.

Volume: 1 cubic foot per year

Disposition: File in applicable Field File, Series 1-1.

1-26 **Training Information**

Deleted from Schedule April 26, 2007

1-28 **Urinalysis Test Records**

Description: Urinalysis tests run on a certain date and indicating either positive or negative results.

Volume: 1 cubic foot per year

Disposition: File in applicable Field File, Series 1-1.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Probation and Parole Division
Consolidated Records Disposition Schedule **88-21**

*** October 18, 2007 ***

1-29 **Weekly Activity Reports**

Description: Weekly summary of activities written by various units of Department of Corrections.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

1-30 **120 Judicial Review Tracking Information**

Description: Information regarding offenders who were sentenced under the 120 day judicial review act.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

1-31 **Delayed Sentencing Log**

Description: Record of persons who have been committed to the Delayed Sentencing Program.

Volume: 1 cubic foot per year

Disposition: Retain in office permanently.

1-32 **Inmate Medical Forms (Confidential Record 59 O.S. §509)**

Deleted October 18, 2007

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Probation and Parole Division
Consolidated Records Disposition Schedule **88-21**

*** October 18, 2007 ***

1-33 **Verification of General Orientation**

Description: Agreement with district and officer regarding reporting.

Volume: 1 cubic foot per year

Disposition: File in applicable Field File, Series 1-1.

1-34 **Acknowledgement Form**

Description: Form to advise district of requirements of lower level of supervision.

Volume: 1 cubic foot per year

Disposition: File in applicable Field File, Series 1-1.

1-35 **Interstate Compact Forms**

Description: Form to expedite the process of transferring inmates or parolees to other states.

Volume: 1 cubic foot per year

Disposition: File in applicable Field File, Series 1-1.

1-37 **Arrest Log/Reports**

Description: Lists arrests of all community supervised inmates.

Volume: 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Probation and Parole Division
Consolidated Records Disposition Schedule **88-21**

*** October 18, 2007 ***

1-39 **Confidential Records Releases**

Description: Form to allow release of confidential information from employee district records.

Volume: 1 cubic foot per year

Disposition: Retain in office until person is no longer employed, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-40 **Board of Corrections Report**

Description: Monthly report submitted to Board of Corrections detailing district activities.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

1-41 **Vehicle Forms**

Description: Various information relating to the operation of district vehicles.

Volume: 1 cubic foot per year

Disposition: Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending destroy two (2) years after exhaustion of all legal remedies.

1-42 **Caseload Roster**

Description: Caseload information for officers.

Volume: 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Probation and Parole Division
Consolidated Records Disposition Schedule **88-21**

*** October 18, 2007 ***

1-43 **District/Visitor Log**

Description: Sign-in sheet for district's employers and visitors.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-44 **Master Cards**

Description: Maintains statistical information on inmates under supervision.

Volume: 3 cubic feet per year

Disposition: Retain in office throughout period of offenders' supervision. Upon release from supervision, retain in district office until no longer required for administrative purposes, then destroy.

1-45 **Correspondence from Outside Agencies**

Deleted from Schedule April 26, 2007

1-46 **Intake Log**

Description: Records of individuals placed on probation.

Volume: 1 cubic foot per year

Disposition: Retain in office permanently.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Probation and Parole Division
Consolidated Records Disposition Schedule **88-21**

*** October 18, 2007 ***

1-47 **Request for Dismissal of Deferred Sentence**

Description: Advises court that a deferred case has expired.
Volume: 1 cubic foot per year
Disposition: Retain in office until disposition is received, then destroy.

1-48 **Employment Search Verification**

Description: Form to document that districts are seeking employees.
Volume: less than 1 cubic foot per year
Disposition: Retain in office until position is filled, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-49 **End of Month Report**

Description: Completed by officers to give statistical caseload information for districts.
Volume: 1 cubic foot per year
Disposition: Retain in office two (2) years, then destroy.

1-50 **Executive Revocation Preparation Sheet**

Description: Form to summarize parole violation information.
Volume: 1 cubic foot per year
Disposition: File in Executive Revocation Hearing File, Series 1-51.

1-51 **Executive Revocation Hearing File**

Description: Information and schedules regarding executive revocation.
Volume: less than 1 cubic foot per year
Disposition: File in applicable Field File, Series 1-1.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Probation and Parole Division
Consolidated Records Disposition Schedule **88-21**

*** October 18, 2007 ***

1-52 **Facility Misconduct Log**

Description: Form to document arrest misconduct hearing.

Volume: less than 1 cubic foot per year

Disposition: Retain in office permanently.

1-53 **Pre-Sentence Information Forms**

Description: Forms used to gather information for a court ordered pre- sentence investigation.

Volume: less than 1 cubic foot per year

Disposition: Retain in office one (1) year, then destroy.

1-54 **Field Work Itinerary**

Description: Form to list names that officer intends to contact in the field.

Volume: 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

1-55 **Goals and Objectives**

Description: All information pertaining to division and district goals and objectives.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

1-56 **Grievance Report Log**

Description: Record of grievances filed by district offenders.

Volume: 1 cubic foot per year

Disposition: Retain in office permanently.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Probation and Parole Division
Consolidated Records Disposition Schedule **88-21**

*** October 18, 2007 ***

1-57 **House Arrest Forms**

Description: Forms used in the Supervision of House Arrest inmates.

Volume: 1 cubic foot per year

Disposition: File in applicable Field File, Series 1-1.

1-58 **Training Records**

Description: Record of training received by individual employee.

Volume: less than 1 cubic foot per year

Disposition: Retain in office and review on an annual basis. After completing the review destroy materials no longer required for administrative purposes.

1-59 **Telephone Log**

Description: Records of long distance phone calls.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending destroy two (2) years after exhaustion of all legal remedies.

1-60 **Mediation Results**

Description: Records compiling results of mediation hearings.

Volume: 1 cubic foot per year

Disposition: Retain in office five (5) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

ARCHIVES AND RECORDS COMMISSION

DEPARTMENT OF CORRECTIONS
Probation and Parole Division
Consolidated Records Disposition Schedule **88-21**

*** October 18, 2007 ***

1-61 **Field Manual**

Description: Field manual of procedures for probation and parole officers.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until superseded, then destroy.

1-62 **Pardon Investigation Log**

Description: Log to record pre-pardon investigations.

Volume: less than 1 cubic foot per year

Disposition: Retain in office permanently.

1-63 **Parole Consideration**

Description: Advises inmate of parole consideration date.

Volume: 1 cubic foot per year

Disposition: File in applicable Field File, Series 1-1.

1-64 **Probable Cause Findings**

Description: Forms used to determine findings of probable cause hearings.

Volume: less than 1 cubic foot per year

Disposition: File in applicable Field File, Series 1-1.

1-65 **Request for Release Notification**

Description: Form sent to institutions whose probationer/parolee has been incarcerated.

Volume: 1 cubic foot per year

Disposition: File in applicable Field File, Series 1-1.

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*** October 18, 2007 ***

1-67 **Security Checklist**

Description: Forms filled out when checking on the security of Probation and Parole offices.

Volume: 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

1-68 **Sentencing Information Forms**

Description: Forms used to record data on district sentences.

Volume: 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy.

1-69 **Serious Incident Forms**

Deleted January 26, 2006. Series is maintained in Schedule 81-14, Series 1-7.

1-70 **Specialized Offender Forms**

Description: Forms used to recommend sentence modification.

Volume: less than 1 cubic foot per year

Disposition: File in applicable Field File, Series 1-1.

1-71 **Warrant Log**

Description: Log to record warrants issued for Oklahoma parolees.

Volume: 5 cubic feet per year

Disposition: Retain in office permanently.

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*** October 18, 2007 ***

1-72 **Intake Forms**

Description: Forms used to open court ordered cases.

Volume: 1 cubic foot per year

Disposition: File in applicable Field File, Series 1-1.

1-73 **Interstate Investigations Log**

Description: Log of all interstate investigations.

Volume: less than 1 cubic foot per year

Disposition: Retain in office permanently.

1-76 **Ledger Data**

Description: Advises clerk of change in caseload.

Volume: less than 1 cubic foot per year

Disposition: Retain in office three (3) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-77 **Lesson Plans**

Description: Detail of courses taught to employees.

Volume: less than 1 cubic foot per year

Disposition: Retain in office and review on an annual basis. After completing the review destroy materials no longer required for administrative purposes.

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*** October 18, 2007 ***

1-79 **Northwest District Community Corrections (Confidential Record 74 O.S. §840-2.11)**

Description: Copies of Community Service Sentencing Program contract, judgment and sentence, county jail night/weekend incarceration claims, monthly accountability reports, and chronological notes of client contact. Offices of record are the county sheriff departments and/or Community Sentencing Division.

Volume: less than one cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.
added July 24, 2003

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Consolidated Records Disposition Schedule 89-04

* April 18, 2013 *

This Consolidated Records Disposition Schedule encompasses the original schedule approved by the Archives and Records Commission January 18, 1989, and subsequent amendments approved October 11, 1989, January 13, 1993, October 12, 1994, January 16, 2002, July 28, 2005, January 26, 2006, April 26, 2007, October 18, 2007, July 28, 2011, and April 18, 2013. In accordance with an Archives and Records Commission Resolution of July 15, 1998, where applicable, references to the General Records Disposition Schedule have been updated to reflect current titles and series numbers. In accordance with an Archives and Records Commission Resolution of July 15, 1998, where applicable, references to the General Records Disposition Schedule have been updated to reflect current titles and series numbers.

Convenience or Reference Copies

Copies of records created for the user's convenience may be destroyed when they are no longer required for administrative purposes. Access restrictions, if any, apply to copies and originals alike. It is not necessary to request approval for destruction of convenience copies of records.

Record Format

Individual agencies, boards, commissions, and institutions shall maintain individual record series in the most efficient and cost effective format consistent with sound records management principles, state and federal laws, rules and regulations, court decisions, and their individual records keeping needs.

If statutory provisions, court decisions, Code of Federal Regulations (CFR), Oklahoma Rules and Regulations adopted in accordance with the Administrative Procedures Act (75 O.S. §250 *et seq.*), or other state and federal regulations mandate retention periods longer than those stipulated in this Schedule or require that records be retained in hard copy or other format, the applicable statutes, court decisions, CFR, or other state and federal regulations shall govern the retention periods and formats of the records.

Information regarding requirements for specific record formats is located in the Introduction to the General Records Disposition Schedule for State Agencies, Boards and Commissions, which can be found at the Oklahoma Department of Libraries website.

All records, including temporary and permanent records, may be stored at the State Records Center, located at 426 E. Hill Street. For information regarding charges for these services, contact the Oklahoma Department of Libraries State Records Center.

The following records previously included in this schedule are included in the General Records Disposition Schedule, effective July 28, 2005.

Administration/Administrative Records:	Series 1-1 through 1-4, 1-12, 1-14, 1-15
Construction and Maintenance:	Series 2-4
Education:	Series 4-3
Human Resources:	Series 5-1, 5-2, 5-3, 5-7, 5-12, 5-14
Programs and Services/Health Services:	Series 7-11 and 7-14
OSI/Accounting:	8-1 through 8-7, 8-9, 8-10, 8-12, 8-13, 8-14, 8-18, 8-21, 8-23, 8-24, 8-25, 8-26, 8-36, 8-37, 8-38 and 8-41

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Administration/Administrative Records

Agency Staff Meetings Refer to General Records Disposition Schedule, Series 1-11

Budget Requests Refer to General Records Disposition Schedule, Series 2-7

Executive Officer's Correspondence Refer to General Records Disposition Schedule, Series 1-3 and 1-4

Hazardous Material Exposure Report Refer to General Records Disposition Schedule, Series 3-41

Inventories Refer to General Records Disposition Schedule, Series 2-41

Non-binding Contracts Refer to General Records Disposition Schedule, Series 2-69

1-2 **Intra-Inter Facility and Office Correspondence** (Record Copy)
Deleted from Schedule April 26, 2007

1-5 **Annual Planning Documents** (Record Copy)

Description: Facility mission statements, goals and objectives, and budget information.

Volume: 1 cubic foot per year

Disposition: Retain in office three (3) years, then transfer to the State Archives, with authority to weed, for permanent preservation.

1-6 **Building Floor Plans and Blueprints** (Essential Record)

Description: Drawings and blueprints of all facilities. The Department of Central Services is the state office of record (Schedule 90-05, Series 14-30).

Volume: 3 cubic feet per year

Disposition: Retain in office until building is no longer used by the Department of Corrections, then destroy.

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Administration/Administrative Records

1-7 Death Row Reports

Description: List of inmates on death row.

Volume: 1 cubic foot per year

Disposition: Retain in office and microfilm on an as needed basis. Destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, and (3) after retaining at least one (1) user copy in the agency.

1-8 Correspondence with Inmates

Description: Correspondence and contracts with inmates to perform duties.

Volume: 3 cubic feet per year

Disposition: File is applicable Field File (Schedule 81-14, Series 6-3).

1-9 Tests for Program Participation

Description: Tests given to see if inmate is capable of participation in programs.

Volume: 1 cubic foot per year

Disposition: File in applicable Field File (Schedule 81-14, Series 6-3).

1-10 Approved Cell Changes Lists/Movements

Description: List of inmates to be moved from one cell to another.

Volume: 1 cubic foot per year

Disposition: File is applicable Field File (Schedule 81-14, Series 6-3).

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*** April 18, 2013 ***

Administration/Administrative Records

1-11 Logs

Description: Record of any log required to be kept by employees. It may include duty logs, activity logs, etc.

Volume: 2 cubic feet per year

Disposition: Retain in office two (2) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-13 Inspections

Description: Records of fire and safety inspections and related documentation.

Volume: 1 cubic foot per year

Disposition: Retain in office five (5) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-16 Administrative Segregation Reports

Description: Information concerning administrative segregation of inmates.

Volume: 1 cubic foot per year

Disposition: Retain in office five (5) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

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*** April 18, 2013 ***

Administration/Administrative Records

1-17 **Shift Briefings; 10 Hour Assignments**

Description: Record of officers on shift post assignments.

Volume: less than 1 cubic foot per year

Disposition: Retain in office five (5) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-18 **Commitment Documents of Inmates to Eastern State Hospital (Active)** Confidential Record
Deleted October 18, 2007

1-19 **Commitment Documents of Inmates to Eastern State Hospital (Inactive)** Confidential Record
Deleted October 18, 2007

1-20 **Fund Raising Activities**

Description: Records of special fund raising activities such as child abuse run, special olympics, United Way information, etc.

Volume: 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

1-21 **Law Library Correspondence and Inventories**
Deleted from Schedule April 26, 2007

1-22 **Serious Incident Report (SIR) Files**
Deleted January 26, 2006. Series is maintained in Schedule 81-14, Series 1-7

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*** April 18, 2013 ***

Administration/Administrative Records

1-23 Incident Reports and Investigations

Description: Any incident reports and/or investigations involving inmates, employees, volunteers, contractors, or members of the public.

Volume: 2 cubic feet per year

Disposition: Retain in office five (5) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

Amended July 28, 2011

1-24 Grooming Codes

Description: All rules and regulations regarding grooming policies.

Volume: 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

1-25 Housing Rosters (Record Copy)

Description: Roster of current population by racial breakdown per unit per pod.

Volume: 1 cubic foot per year

Disposition: Retain in office five (5) years, then transfer to the State Archives, with authority to weed, for permanent preservation.

1-26 Laws and Legal Matters/Lawsuits

Description: Lawsuits filed by inmates.

Volume: 3 cubic feet per year

Disposition: Retain in office until two (2) years after exhaustion of all legal remedies, then destroy.

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Administration/Administrative Records

1-27 American Correctional Association (ACA) Files

Description: Convenience copies of documents maintained to document ACA accreditation. The Department of Corrections is the state office of record (Schedule 81-14, Series 1-12).

Volume: 5 cubic feet per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.
amended October 17, 1990

1-28 Laundry Property

Description: Records of all state issued clothing, bedding, and personal property.

Volume: 1 cubic foot per year

Disposition: Retain in office three (3) years or until next accreditation audit, then destroy.

1-29 Automated Count Sheet

Description: Computer printouts of movements of inmates throughout corrections systems.

Volume: 2 cubic feet per year

Disposition: Retain data base in office and update as needed.

1-30 Daily Count Records Sheet

Description: Record of inmate counts conducted by facility count.

Volume: 3 cubic feet per year

Disposition: Retain in office one (1) year, then destroy.

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*** April 18, 2013 ***

Administration/Administrative Records

1-31 **Duty Officer Roster**

Description: List of individuals assigned to duty officer.

Volume: 1 cubic foot per year

Disposition: Retain in office one (1) year, then destroy.

1-32 **Schedules**

Description: Schedules of inmates activities, such as religious, recreational, etc.

Volume: 1 cubic foot per year

Disposition: Retain in office one (1) year, then destroy.

1-33 **Alpha Journal - OSR**

Description: Alpha list of all inmates committed to the Oklahoma State Reformatories (OSR).

Volume: 1 cubic foot per year

Disposition: Retain in office one (1) year, then destroy.

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Construction and Maintenance

Non-binding Contracts Refer to General Records Disposition Schedule, Series 2-69

2-1 **Maintenance Correspondence**
Deleted from Schedule April 26, 2007

2-2 **Mechanical Operations & Service Guides**

Description: Replacement and repair procedures for all mechanical equipment.

Volume: 4 cubic feet per year

Disposition: Retain in office until equipment is sold, surplus, or otherwise disposed of, then destroy.

2-3 **Preventive Maintenance Records**

Description: Record of scheduled dates of maintenance and upkeep of equipment.

Volume: 3 cubic feet per year

Disposition: Retain in office until equipment is sold, surplus, or otherwise disposed of, then destroy.

2-5 **Quit Claim Deeds for State Penitentiary**

Description: Files contain quit claim deeds (C&M DOC #3 & #22) for the Oklahoma State Penitentiary at McAlester.

Volume: less than 1 cubic foot per year

Disposition: Transfer to the State Archives for permanent preservation.
Added January 13, 1993

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* April 18, 2013 *

Construction and Maintenance

2-6 **Abstracts for Quachita Correctional Center**

Description: Files contain abstracts (C&M DOC #7, 19, 20, & 21) and related documentation for the Quachita Correctional Center.

Volume: less than 1 cubic foot per year

Disposition: Transfer to the State Archives for permanent preservation.
added January 13, 1993

2-7 **Abstracts for James Crabtree Correctional Center**

Description: Files contain abstracts (C&M DOC #6, 16, 17) and related documentation for James Crabtree Correctional Center.

Volume: less than 1 cubic foot per year

Disposition: Transfer to the State Archives for permanent preservation.
added January 13, 1993

2-8 **Appraisals for John Lilley Correctional Center**

Description: File contains an appraisal (C&M DOC #8) and related documentation for the John Lilley Correctional Center.

Volume: less than 1 cubic foot per year

Disposition: Transfer to the State Archives for permanent preservation.
added January 13, 1993

2-9 **Annexation Files for Jess Dunn Correctional Center**

Description: Files contain annexation records for the Jess Dunn Correction Center.

Volume: less than 1 cubic foot per year

Disposition: Transfer to the State Archives for permanent preservation.
added January 13, 1993

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Construction and Maintenance

2-10 Abstracts for Dick Connors Correctional Center

Description: Files contain abstracts (C&M DOC #4 & #13) and related documentation for the Dick Connors Correctional Center.

Volume: less than 1 cubic foot per year

Disposition: Transfer to the State Archives for permanent preservation.
added January 13, 1993

2-11 Abstracts for Lawton Community Correctional Center

Description: File contains an abstract (C&M DOC #2) and related documentation for Lawton Community Correctional Center.

Volume: less than 1 cubic foot per year

Disposition: Transfer to the State Archives for permanent preservation.
added January 13, 1993

2-12 Abstract for Horace Mann Property--Tulsa CCC

Description: File contains the abstract of title (C&M DOC #1) and related documentation for Horace Mann property at the Tulsa Community Correctional Center.

Volume: less than 1 cubic foot per year

Disposition: Transfer to the State Archives for permanent preservation.
added January 13, 1993

2-13 Abstracts for Oklahoma City Community Correctional Center

Description: Files contain abstracts of title (C&M DOC #5, 14, 15) for the Oklahoma City Community Correctional Center.

Volume: less than 1 cubic foot per year

Disposition: Transfer to the State Archives for permanent preservation.
added January 13, 1993

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Construction and Maintenance

2-14 **Abstracts for Enid Community Correctional Center**

Description: Files contain the abstract warranty (C&M DOC #3, 18) for the Enid Community Correctional Center.

Volume: less than 1 cubic foot per year

Disposition: Transfer to the State Archives for permanent preservation.
added January 13, 1993

2-15 **Property Documents for TAFT**

Description: Files contain legal descriptions, plot and utility plans for South Campus, Oklahoma Children's Center TAFT/TAFT Shop Building.

Volume: less than 1 cubic foot per year

Disposition: Transfer to the State Archives for permanent preservation.
added January 13, 1993

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Series 3 reserved for future use.

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*** April 18, 2013 ***

Education

Purchase Order Files Refer to General Records Disposition Schedule, Series 2-19

4-1 **Student Records (Inmates)**

Description: Record of inmates enrolled in schools, class schedules, attendance records, and incident reports if any.

Volume: less than 1 cubic foot per year

Disposition: File in applicable Field File (Schedule 81-14, Series 6-3).

4-2 **Teacher's Files**

Description: Information regarding teachers files.

Volume: 2 cubic feet per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

4-4 **Attendance Record Reports**

Description: Forms recording students individual daily attendance records.

Volume: 5 cubic feet per year

Disposition: File in applicable Field File (Schedule 81-14, Series 6-3).

4-5 **Education Budget**

Description: Copies of budget orders; receiving memorandums; and budgetary guide lines.

Volume: 1 cubic foot per year

Disposition: Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending destroy two (2) years after exhaustion of all legal remedies.

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Human Resources

Employee Services Evaluations Records Refer to General Records Disposition Schedule, Series 3-10 and 3-11

Insurance Files Refer to General Records Disposition Schedule, Series 3-19

Personnel Files (Active) Refer to General Records Disposition Schedule, Series 3-1

Personnel Files (Inactive) Refer to General Records Disposition Schedule, Series 3-1D

Time Sheets Refer to General Records Disposition Schedule, Series 3-22

Workers Compensation Files Refer to General Records Disposition Schedule, Series 3-27

5-4 **DOC Accident Report**

Description: Form used to report any accidents involving staff.

Volume: less than 1 cubic foot per year

Disposition: Retain in office five (5) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

5-5 **Employee Background Verification**

Description: DOC background searches conducted on employees or potential employees.

Volume: 2 cubic feet per year

Disposition: If person is hired, file in applicable Personnel File, General Records Disposition Schedule, Series 3-1. If person is not hired retain in office two (2) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.
Amended April 18, 2013

5-6 **Employee Correspondence**

Deleted from Schedule April 26, 2007

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*** April 18, 2013 ***

Human Resources

5-8 Nominations

Description: Copies of nominations for employee of month/year and interview committee recommendations.

Volume: less than 1 cubic foot per year

Disposition: Retain in office two (2) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

5-9 Interviews

Description: Copies of interviews with potential employees.

Volume: less than 1 cubic foot per year

Disposition: If person is hired file in applicable Personnel File (Active), Series 5-1. If person is not hired retain in office two (2) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

5-10 Physical Exams

Description: Copies of physical exams on staff members as required as a condition of employment.

Volume: less than 1 cubic foot per year

Disposition: File in applicable Personnel File (Active), Series 5-1.

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Human Resources

5-11 Firearms Training and Qualification

Description: Copies of training announcements, qualifications, weapons certification cards, and rosters of certified staff.

Volume: less than 1 cubic foot per year

Disposition: Retain rosters in office until superseded, then destroy. Retain training announcements in office until no longer required for administrative purposes, then destroy. File other documents in applicable Personnel File (Active), Series 5-1.

5-13 Special Reprimand Report

Description: Copy of report to officially notify an employee that he/she has been reprimanded.

Volume: 1 cubic foot per year

Disposition: File in applicable Personnel File (Active), Series 5-1.

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Inmate Records

6-1 **Inmate Employment Records**

Description: Copies of work records; job assignments; promotions etc.

Volume: 1 cubic foot per year

Disposition: File in applicable Field File (Schedule 81-14, Series 6-3).

6-2 **Inmate Grievance**

Description: Grievances filed by inmates and responses from wardens or other prison control personnel.

Volume: 4 cubic feet per year

Disposition: File in applicable Field File (Schedule 81-14, Series 6-3).

6-3 **Progress Center**

Description: Form filled out, evaluating inmates behavior, personal habits and monthly progress.

Volume: less than 1 cubic foot per year

Disposition: File in applicable Field File (Schedule 81-14, Series 6-3).

6-4 **Time Credits**

Description: Monthly time credit reports on Intermediate Mental Health Unit (IMHU) inmates.

Volume: less than 1 cubic foot per year

Disposition: File in applicable Field File (Schedule 81-14, Series 6-3).

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Inmate Records

6-5 Interstate Investigation Request Application Form

Description: Copy of form used to transfer parolees to other states. The Department of Corrections/Probation and Parole Division is the agency office of record (Schedule 88-21, Series 1-35).

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

6-6 Leave Itinerary

Description: Form showing dates, address, and travel time of inmates on leave, as well as rules and conditions of leave.

Volume: 1 cubic foot per year

Disposition: File in applicable Field File (Schedule 81-14, Series 6-3).

6-7 Request for Inmate Correspondence

Description: Letter approving correspondence between inmates. It must be signed by wardens at both facilities.

Volume: 1 cubic foot per year

Disposition: Retain in office seven (7) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

6-8 Restrictive Housing Orders

Description: Copy of restrictive housing orders.

Volume: 1 cubic foot per year

Disposition: File in applicable Field File (Schedule 81-14, Series 6-3).

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*** April 18, 2013 ***

Inmate Records

6-9 Restoration of Lost Earned Credits

Description: Memo from warden to inmate advising if lost earned credits are restored.

Volume: less than 1 cubic foot per year

Disposition: File in applicable Field File (Schedule 81-14, Series 6-3).

6-10 Security Cards

Description: Blue card with all inmate personal information.

Volume: 2 cubic feet per year

Disposition: File in applicable Field File (Schedule 81-14, Series 6-3).

6-11 Separatee File

Description: File containing information on active separatees filed by inmates.

Volume: 1 cubic foot per year

Disposition: Retain in office until superseded, then destroy.

6-12 Time Lines

Description: Record time kept for residents who work for the facility newspaper.

Volume: 1 cubic foot per year

Disposition: Retain in office until three (3) years after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

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Programs and Services/Health Services

HAS Monthly Meeting Refer to General Records Disposition Schedule, Series 1-11
Miscellaneous Claims and Invoices (Except OSF Form 14 and OSF Form 9) Refer to
General Records Disposition Schedule, Series 2-12A

7-1 **Adaptive Learning Center Programs**

Description: Special unit for mentally disabled inmates. Records include copies of reports, memo, certificates of completion etc.

Volume: 4 cubic feet per year

Disposition: File in applicable Field File (Schedule 81-14, Series 6-3).

7-2 **Attendance Register**

Description: Monthly log of inmate attendance at psychological services self help groups.

Volume: 1 cubic foot per year

Disposition: Retain in office until superseded, then destroy.

7-3 **Medical/Mental Health Assessment**

Description: File includes review of facility medical/mental health unit and inmate health record to ensure compliance with agency policy and procedure, practice patterns and clinical outcomes.

Volume: one (1) cubic foot per year

Disposition: Retain in office three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.

Amended October 18, 2007

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Programs and Services/Health Services

7-4 **Contracts**

Description: Prisoner public works program contracts.

Volume: 1 cubic foot per year

Disposition: Retain in office five (5) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

7-5 **Correctional Healthcare Information**

Description: Information on correctional healthcare including handouts and other material.

Volume: 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

7-6 **Dental Appointments**

Deleted October 18, 2007. This series is maintain in 7-26.

7-7 **Dieting Control Record and Menu**

Deleted October 18, 2007. This series is maintain in 7-27.

7-8 **Discharge for Treatment Summaries to and from DOC**

Deleted October 18, 2007

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7-9 **Spoiled Products**

Description: Record of all spoiled food products.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending destroy two (2) years after exhaustion of all legal remedies.

7-10 **Food Cost and Service Report**

Description: Monthly cost of food consumed and inventories, meeting minutes, and memos.

Volume: 1 cubic foot per year

Disposition: Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending destroy two (2) years after exhaustion of all legal remedies.

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7-12 Health Unit Referrals and Transfers

Description: File includes reports and memos of program referrals and transfers.

Volume: two (2) cubic feet per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.
Amended October 18, 2007

7-13 Informal Grievance Reports

Description: Inmate grievances that have been handled in an informal fashion.

Volume: 1 cubic foot per year

Disposition: Retain in office seven (7) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

7-15 Lab Requisitions

Description: File includes forms used to requisition laboratory tests ordered by the medical provider.

Volume: one (1) cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.
Amended October 18, 2007

7-16 Operations Memos and Management

Description: Unit management audits checklist, staff responses, and duties, and memos.

Volume: less than 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.
Amended April 18, 2013

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7-17 Pardon and Parole Docket and Results

Description: Listing of time and place of the Parole Board meeting and inmates who are due to be reviewed. The Pardon and Parole Board is the state office of record (Schedule 87-24, Series 1-1).

Volume: 2 cubic feet per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

7-18 Parole Correspondence

Description: Incoming and copies of outgoing correspondence pertaining to paroles.

Volume: 1 cubic foot per year

Disposition: Retain in office and review on an annual basis. Destroy duplicate and ancillary materials as well as substantive materials five (5) or more years old no longer required for administrative purposes.

7-19 Prescription File

Deleted October 18, 2007. Series is maintained in 7-25.

7-20 Psychological Services Correspondence

Deleted from Schedule April 26, 2007

7-21 Release of Information Log

Deleted October 18, 2007. Series is maintained in 7-25.

7-22 Standing Orders

Deleted October 18, 2007. Series is maintained in 7-25.

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7-23 **Vo-Tech Rosters**

Description: Rosters of inmates approved to attend Vo-Tech.

Volume: 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

7-24 **Volunteer Files**

Description: Files of all volunteers cleared and trained to conduct programs.

Volume: 2 cubic feet per year

Disposition: Retain in office until volunteer resigns, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

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7-25A **Inmate Health Record (Confidential Record 76 O.S. § 19)**

Description: Files pertain to evaluation, treatment, and other medical or dental services provided to inmates.

Volume: one thousand sixty six (1,666) cubic feet per year

Disposition: Destroy medical file six (6) years after discharge, parole, or other release provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Amended April 18, 2013

7-25B **Inmate Mental Health Record (Confidential Record 76 O.S. § 19)**

Description: Files pertain to evaluation, treatment, and other mental health services provided to inmates.

Volume: one thousand (1,000) cubic feet per year

Disposition: Destroy medical file six (6) years after discharge, parole, or other release provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Added April 18, 2013

7-26 **Medical/Mental Health/Dental Memoranda**

Description: File includes form letters used to advise residents of medical/mental health/dental appointments.

Volume: one (1) cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.
Transferred from Schedule 88-13, Series 6-35, October 18, 2007

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7-27 **Medical Diets**

Description: File includes medical diet requests given to food services manager from authorized health services personnel for residents on a medical diet.

Volume: one (1) cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.
Transferred from Schedule 88-13, Series 9-2, October 18, 2007

7-28 **Medical/Mental Health/Dental Statistical Report**

Description: File includes monthly summary of medical, mental health and dental information.

Volume: one (1) cubic foot per year

Disposition: Retain in office three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided all records meet all stipulated requirements.
Added October 18, 2007

7-29 **Daily Inventory Count Logs**

Description: File includes daily inventory count to ensure staff members maintain control and account for all sharp instruments.

Volume: one (1) cubic foot per year

Disposition: Retain in office three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided all records meet all stipulated requirements.
Added October 18, 2007

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7-30 **Medical/Mental Health/Dental Logs**

Description: File includes the following logs: sick call, activity, refrigeration, medical, mental health and dental appointments.

Volume: one (1) cubic foot per year

Disposition: Retain in office three (3) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided all records meet all stipulated requirements.
Added October 18, 2007

7-31 **Mortality Review**

Description: File includes clinical information concerning an inmate's death. This may include memorandum for the chief medical officer, death report, mortality review finding and conclusions.

Volume: one (1) cubic foot per year

Disposition: Retain in office six (6) years, then destroy, provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided all records meet all stipulated requirements.
Added October 18, 2007

7-32 **Pharmacy Records and Operations**

Description: File includes pharmacy information concerning controlled drug inventory counts, medication requisitions, invoice of medications and medication delivery sheet.

Volume: one (1) cubic foot per year

Disposition: Retain in office five (5) years, then destroy, provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending, destroy two (2) years after exhaustion of all legal remedies, provided records meet all stipulated retention requirements.
Added October 18, 2007

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Accounting Ledgers Refer to General Records Disposition Schedule, Series 2-33
Agency Clearing and Special Account Advice of Deposit Slips Refer to General Records Disposition Schedule, Series 2-39
Agency Special and Clearing Account Reports Refer to General Records Disposition Schedule, Series 2-26
Agency Staff Meetings Refer to General Records Disposition Schedule, Series 1-11
Bills of Lading Refer to General Records Disposition Schedule, Series 2-64
Farm Meetings Refer to General Records Disposition Schedule, Series 1-11
Fleet Management Records and Reports Refer to General Records Disposition Schedule, Series 1-32, 1-33, 1-34, 1-35, 1-36, and 1-37
Invoices Refer to General Records Disposition Schedule, Series 2-12A
Miscellaneous Claims and Invoices (Except OSF Form 14 and OSF Form 9) Refer to General Records Disposition Schedule, Series 2-12
Miscellaneous Financial Computer Printouts Refer to General Records Disposition Schedule, Series 2-51
Non-binding Contracts Refer to General Records Disposition Schedule, Series 2-69
Official Depository Records Refer to General Records Disposition Schedule, Series 2-16
Official Depository Records Refer to General Records Disposition Schedule, Series 2-16
Purchase Order Files Refer to General Records Disposition Schedule, Series 2-19
Purchase Order Files Refer to General Records Disposition Schedule, Series 2-19
Purchase Order Files Refer to General Records Disposition Schedule, Series 2-19
Receipts Refer to General Records Disposition Schedule, Series 2-30
Receipts Refer to General Records Disposition Schedule, Series 2-30
Safety Committee Meetings Refer to General Records Disposition Schedule, Series 1-11
Special and Clearing Account Vouchers Refer to General Records Disposition Schedule, Series 2-29
Transmittal Letters Refer to General Records Disposition Schedule, Series 2-54
Travel Vouchers Refer to General Records Disposition Schedule, Series 2-12A

8-8 **Brucellosis Test Record**

Description: Results of cattle tests and evaluations. The Department of Agriculture is the state office of record (Schedule 87-23, Series 9).

Volume: 1 cubic foot per year

Disposition: Retain in office five (5) years, then destroy.

8-11 **Canteen - Correspondence**

Deleted from Schedule April 26, 2007

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8-15 Complaint Log

Description: Lists of complaints received for the year.

Volume: 6 cubic feet per year

Disposition: Retain in office five (5) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

8-16 Contract Agreements (Billings)

Description: Contract agreement for data work for state agencies and non-profit organizations.

Volume: 1 cubic foot per year

Disposition: Retain in office until three (3) years after expiration, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

8-17 Cow/Calving Records

Description: Records of all calves born to which cow, on what date and what sex calf is.

Volume: 1 cubic foot per year

Disposition: Retain in office until calf is no longer owned by OSI, then transfer records to new owner.

8-19 Customer Correspondence

Deleted from Schedule April 26, 2007

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8-20 Dairy Farm Inspection Reports

Description: Copies of annual licenses, lab reports, copy of federal and state inspection reports and correspondence. License is good for one (1) year. The Department of Health is the state office of record.

Volume: 1 cubic foot per year

Disposition: Retain in office five (5) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

8-22 Feed and Grain Report

Description: Inventory reports of feed and grain.

Volume: 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then destroy.

8-27 Inmate Club Records - Organization

Description: Monthly reports on all inmate club accounts.

Volume: less than 1 cubic foot per year

Disposition: Retain in office seven (7) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

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8-28 Inmate Trust Accounting System (ITAS) Printouts

Description: Monthly computer printouts of the inmate trust fund.

Volume: 50 cubic feet per year

Disposition: Retain monthly reports in office until annual report is issued, then destroy. Retain annual reports in office five (5) years, then microfilm. Destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, and (3) after retaining at least one (1) user copy in the agency.

8-29 Employee Meals

Description: Records of meals served to the staff.

Volume: 1 cubic foot per year

Disposition: Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending destroy two (2) years after exhaustion of all legal remedies.

8-30 Keystone Statistics Report

Description: Form to record amount of daily production error and unfinished work.

Volume: 20 cubic feet per year

Disposition: Retain in office one (1) year, then destroy.

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8-31 Land Usage Log

Description: Report of what each field or pasture is planted in at what time of year.

Volume: less than 1 cubic foot per year

Disposition: Retain in office four (4) years, then microfilm. Destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, and (3) after retaining at least one (1) user copy in the agency.

8-32 Laundry Inventory Card File

Description: Inventory card of all clothing and linen.

Volume: 1 cubic foot per year

Disposition: Retain in office five (5) years, then destroy provided all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

8-33 Leather Shop Log

Description: Log of materials bought by OSI to repair harness and saddles.

Volume: 1 cubic foot per year

Disposition: Retain in office until one (1) year after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending, then destroy. If legal action is pending destroy two (2) years after exhaustion of all legal remedies.

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8-34 Livestock Reports

Description: Reports of cattle that have been sold or that have died.

Volume: 5 cubic feet per year

Disposition: Retain in office five (5) years, then destroy provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

8-35 OSI Factory and Payroll

Description: Printouts of OSI daily production reports and printouts of inmates monthly pay.

Volume: 1 cubic foot per year

Disposition: Retain in office one (1) year, then microfilm. Destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, and (3) after retaining at least one (1) user copy in the agency.

8-39 Trust Fund Daily Records

Description: Listing of all daily transactions on inmate accounts.

Volume: 63 cubic feet per year

Disposition: Retain in office and microfilm on an annual basis. Destroy hard copy documents: (1) upon certification that the microfilm meets all standards established by the Archives and Records Commission, (2) after depositing the master negative with the Records Management Division of the Oklahoma Department of Libraries, (3) after retaining at least one (1) user copy in the agency, and (4) after all audits have been completed and all applicable audit reports have been accepted and resolved by all applicable federal and state agencies and provided no legal actions are pending. If legal action is pending destroy two (2) years after exhaustion of all legal remedies provided records meet all stipulated retention requirements.

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8-40 **Uniform List**

Description: List of officers' uniforms and accessories.

Volume: 1 cubic foot per year

Disposition: Retain in office until no longer required for administrative purposes, then
destroy.