



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Correction, Department of. Witness Services Section.

Agency: Witness Services Section		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	95-17	<b>VICTIM NOTIFICATION (VN) FILES</b> These files contain victim requests for notification and all correspondence generated from such a request. The victim of a criminal offense, a witness, a court, a prosecutor, or a probation department could request notification. Such notification could be for the discharge of an offender, an offender released to parole/probation, transfer to a minimum security facility or granted a parole or clemency hearing. A typical Victim Notification file folder could contain SF 45719, Victim Notification, SF 45720, Receipt of Request to be Notified, or SF 45725, Receipt of Request to be Notified-Juvenile, SF 43945, Victim Notification of Parole Hearing, and/or SF 45718, Victim Notification Offender. When an offender has been discharged or released to probation by the Department of Correction, the VN file is then considered inactive. Folders also contain a Tracking Form that permits the section staff to monitor the offender from the time of entry into the Victim Notification status until release to probation or discharge by the Department of Correction. Institution or facility files are merged with this section-s files at the time of release to probation, out-of-state parole, or discharge. Disclosure of these records may be affected by IC 11-13-3-3(f).	TRANSFER to the RECORDS CENTER after the offender has been released to probation or discharged by the DEPARTMENT OF CORRECTION. DESTROY after an additional eight (8) years in the RECORDS CENTER. TOTAL RETENTION: Eight (8) years after the offender is released to probation or discharged by the DEPARTMENT OF CORRECTION.
2	95-19	<b>CASE HISTORY FILES</b> A victim/witness may contact the Department of Correction or appropriate staff of a Department of Correction institution/facility may submit information on this offender that would create the Case History File. File could contain notes or correspondence, memos, parole stipulations for the offender, medical or psychological evaluations, protective orders issued by a court, information created about the offender while the offender was in a mental health facility and/or correspondence from the offender. Some data could be duplicated in the Offender Records or in the Victim/Witness Notification Files. Confidential, [IC 11-13-3-3(f), (1994 Supplement)] Retention based on IC 35-41-4-2, (1993 Edition)]	TRANSFER to the RECORDS CENTER two (2) years after the offender has been released to probation or discharged by the DEPARTMENT OF CORRECTION. DESTROY after an additional three (3) years in the RECORDS CENTER. TOTAL RETENTION: Five (5) years after the offender has been released to probation or discharged by the DEPARTMENT OF CORRECTION.
3	95-22	<b>SPECIAL STIPULATION REQUESTS</b> These documents contain requests to add special stipulations to the parole conditions of specified offenders. For example, an offender could be required to obtain substance abuse counseling. Confidential, [240 IAC 1-6-2, (1992 Edition)]	DESTROY two (2) years after the offender has been released to probation or discharged by the DEPARTMENT OF CORRECTION.
4	95-23	<b>VICTIM/WITNESS ASSISTANCE REFERRAL (NO STATE FORM NUMBER SHOWN)</b> Documents in this file contain information regarding the victim's/witness' request to be accompanied to an offender's parole/ clemency hearing. Typical file could also contain correspondence from the Parole Board, other interested parties or narratives. The victim/witness is advised of the result of any parole/clemency hearings. Confidential, [IC 11-13-3-3(f), (1994 Supplement)]	DESTROY two (2) years after the offender is released to probation or discharged by the DEPARTMENT OF CORRECTION.