



# RECORDS RETENTION AND DISPOSITION SCHEDULE

## Correction, Department of. Offender Records (agencywide)

Agency: Correction, Department of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION (This Retention Schedule is approved on a space-available basis)	RETENTION PERIOD
1	82-583	<b>OFFENDER PACKET - PAROLE DISTRICT OFFICE</b> Also called the "Parole Packet". This record contains copies of information provided to the District Parole Office by the facilities as well as copies of information generated while the offender is on parole. This information is duplicated in the Offender Packet-Central Office. Partially confidential, [IC 11-8-5-1, et seq.; (1993 Edition), [IC 16-39-5-3, (1993 Edition and 1996 Supplement); and [210 IAC 1-6-1, et seq., (1996 Edition)]	DESTROY three (3) years after the date of discharge or the date of final activity and closure of the Department's interest in the parolee.
2	86-368	<b>OFFENDER PACKET-FACILITY</b> Also called "closed files", "dead file packets", "offender packets", "inmate packets", or "facility packets". These records consist of hard copies of records maintained on each offender committed to the Department of Correction. These record also include the offender's medical and education records. The Indiana Department of Correction still receives periodic inquiries from courts about whether an offender has been in the Department of Correction. This expanded retention time allows the Department to respond to any inquiries and have the Offender Packet available if an offender is recommitted to the Department of Correction on a new charge. Partially confidential, [IC 11-8-5-1, et seq., (1993 Edition); [IC 16-39-5-3, (1993 Edition and 1996 Supplement), and [210 IAC 1-6-1, et seq.; (1996 Edition)]	TRANSFER packets to the designated departmental collection center upon discharge, expiration of the sentence or closing of the Department's interest in the case. The departmental collection center shall transfer the packet to the RECORDS CENTER following the review and preparation of the packet for storage. DESTROY ten (10) years after discharge, expiration of the sentence or closing of the Department's interest in the case and after SAMPLING by the Indiana Archives.
3	86-435	<b>PRE-DISPOSITIONAL DIAGNOSTIC REPORTS</b> Prior to the sentencing of an offender, either adult or juvenile, a court may request the Department of Correction to evaluate and test the offender. A typical report may contain psychological and educational testing as well as a report from a facility counselor. The final report is sent to the court with a copy retained by the Department of Correction. Confidential, [IC 35-38-1-13, (1996 Supplement)]	TRANSFER to the OFFENDER PACKET-FACILITY if the offender is committed to the DEPARTMENT OF CORRECTION. DESTROY after one (1) year if the offender is NOT committed to the Department of Correction.
4	89-76	<b>SAFEKEEPER RECORDS</b> These are records of individuals that are held in a Department of Correction facility rather than a county jail due to the individual's behavior or special needs. These individuals are held on a court order until the court decides to return them to the county jail or until they are committed to the Department of Correction. Partially confidential, [IC 11-8-5-1, et seq., (1993 Edition); [IC 16-39-5-3, (1993 Edition and 1996 Supplement), and [210 IAC 1-6-1, et seq.; (1996 Edition)]	TRANSFER to Offender Packet-Facility if the offender is committed to the DEPARTMENT OF CORRECTION. Otherwise, DESTROY three (3) years after release from the DEPARTMENT OF CORRECTION.
5	90-71	<b>OUT OF STATE PAROLE RECORDS</b> These are records of offenders who were committed in jurisdictions outside the State of Indiana and who requested parole supervision in Indiana. These records are initially prepared by the sending state. Progress reports are sent to the sending state, which maintains all original records. When the offender is returned to the sending state, transferred to another state or discharged, the Department of Correction closes all interest in the offender. Partially confidential, [IC 11-8-5-1, et seq.; (1993 Edition), [IC 16-39-5-3, (1993 Edition and 1996 Supplement); and [210 IAC 1-6-1, et seq.; (1996 Edition)]	DESTROY one (1) year after the DEPARTMENT OF CORRECTION closes its interest in the offender or when the offender is discharged. If the offender is committed to the DEPARTMENT OF CORRECTION on a new commitment, TRANSFER the records to the OFFENDER PACKET-FACILITY.

6	97-26	<b>OFFENDER PACKET-CENTRAL OFFICE</b> These records contain copies of material from the OFFENDER PACKET-FACILITY. Also, materials generated from the Parole District Offices are maintained in this packet, as well as correspondence copies to and from the offender or others regarding the offender. Partially confidential, {IC 11-8-5-1, et seq.; (1993 Edition), [IC 16-39-5-3, (1993 Edition and 1996 Supplement); and [210 IAC 1-6-1, et seq., (1996 Edition)]	DESTROY three (3) years after the date of discharge or the date of final activity and closure of the Department's interest in the offender.
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