



RECORDS RETENTION AND DISPOSITION SCHEDULE

Correction, Department of. All Facilities (agencywide)

Agency: Correction, Department of		Division:	
ITEM NO.	RECORD SERIES	TITLE/DESCRIPTION <i>(This Retention Schedule is approved on a space-available basis)</i>	RETENTION PERIOD
1	2007-04	CUSTODY LOGS Custody Logs include unit logs, post logs, shift logs, daily log books, gate logs, visitor's logs, perimeter logs, trip logs, tower logs, vehicle issue logs, checked weapons logs and many others. Disclosure of these records may be subject to IC 11-8-5-2, (2008 Indiana General Assembly)	DESTROY two (2) calendar years after the last date on the log.
2	2007-05	INCIDENT REPORTS Incident reports could include reports of critical incidents, reports of use of physical force and an Incident Report, as well as evidence logs and other supporting documents. If the incident concerns a specific offender, the report (or a copy for each offender in the case of multiple offenders involved in the same incident) will be filed with the Offender Records (Record Series 86-368). Disclosure of these records may be subject to IC 11-8-5-2.	DESTROY three (3) calendar years after the year of the report.
3	2007-06	OFFENDER ACCOUNTABILITY RECORDS Offender accountability records are all offender count records and records relating to the movement of offenders within the facility. These would include master count sheets, tally sheets, 24 hour count sheets, inmate passes, a report of actual body count, count letters, daily movement sheets, offender population statistical report, numerical card, an intra-institutional transfer and many other forms.	DESTROY two (2) calendar years after the date of the report.
4	2007-07	SEGREGATION UNIT RECORDS These are records concerning the operation of a segregation unit with the correctional facility. Records typically include a segregation unit property inventory, release from segregation records, segregation restriction reports and segregation activity schedules. Any records pertaining to a specific offender will be maintained on the Segregation Unit while the offender is housed on that unit and then transferred to the Offender Records. Disclosure of these records may be subject to IC 11-8-5-2, (2008 Indiana General Assembly)	DESTROY three (3) calendar years after the offender is no longer housed on the Segregation Unit.
5	2007-08	SECURITY INSPECTION REPORTS These include all information regarding security inspection of facilities by Department of Correction employees. Disclosure of these records may be subject to IC 5-14-3-4(b)(10), Version b, (2008 Indiana General Assembly)	DESTROY two (2) calendar years after the correction of any noted problem areas.
6	2007-09	OFFENDER PROPERTY RECORDS Offender property records have facility copies of reports concerning offender personal property, such as gate releases, records of property issue and other records not maintained with the Offender Records.	DESTROY two (2) calendar years after the date of the report.
7	2007-10	DISCIPLINARY HEARING RECORDS These include copies of reports about conduct violations by offenders that are not filed with the Offender Records. Examples could be schedules of disciplinary hearings and reports of conduct that are dismissed or the case is overturned on appeal. In accordance with IC 11-11-5-5(a)(10), (2004 Edition), if the offender is found not guilty this hearing record is expunged.	DESTROY one (1) calendar year after the date of the hearing.

8	2007-11	STAFFING ASSIGNMENT RECORDS These are records concerning the assignment of staff to shifts in a correctional facility, including a shift roster, an overtime roster, annual vacation schedules, a master roster or other reports. Disclosure of these records may be subject to IC 5-14-3-4(b)(10), Version b, (2008 Indiana General Assembly), and IC 11-8-5-2, (2008 Indiana General Assembly) Retention based on IC 34-13-1-1, (2004 Edition)	DESTROY ten (10) years after the end of the State Fiscal Year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
9	2007-12	LOCKDOWN RECORDS A lockdown record includes any record maintained regarding a lockdown at the correctional facility and is not maintained with the Offender Records.	DESTROY two (2) calendar years after the last date of the record.
10	2007-13	KEY CONTROL RECORDS These concern the operation of the key control process at correctional facilities in accordance with the procedures of the Department of Correction's Key Control. Records might include a record of key holder, key issue log, key lists, key inventories, authorizations and restricted key forms. Disclosure of these records may be subject to IC 5-14-3-4(b)(10), Version b, (2008 Indiana general Assembly)	DESTROY three (3) calendar years after the last date of the record.
11	2007-14	TOOL CONTROL RECORDS Tool control records are for the operation of the tool control process at correctional facilities. These include tool inventories, tool audits, loss of tool reports, sharp counts, disposal of tools and lockout/tagout reports.	DESTROY three (3) calendar years after the date of the report.
12	2007-15	ARMORY RECORDS Armory records are records for the operation of the weapons armory, including armory inventories, test logs and weapons sign-out records.	DESTROY two (2) years after the end of the calendar year.
13	2007-16	GENERAL INSPECTION RECORDS These records are about various inspections conducted in the facilities on a routine basis. These include inspections of cell bars/window inspections, report of weekly inspections, perimeter fence inspections, perimeter intrusion system inspections and vehicle inspections. Disclosure of these records may be subject to IC 5-14-3-4(b)(10), Version b, (2008 Indiana General Assembly)	DESTROY two (2) calendar years after receipt of an updated inspection.
14	2007-17	SEARCHES AND SHAKEDOWN RECORDS This record pertains to searches conducted in facilities and may include facility employees, offenders and visitors.	DESTROY two (2) calendar years after the date of the search or shakedown.
15	2007-18	ESCAPE RECORDS These pertain to the escape of an offender and that offender's apprehension. This COPY of the record is not maintained with the Offender Records. Disclosure of these records may be subject to IC 5-14-3-4(b)(10), Version b, (2008 Indiana General Assembly), and IC 11-8-5-2, (2008 Indiana General Assembly)	DESTROY two (2) calendar years after the apprehension of the offender.
16	2007-19	OFFENDER PAYROLL RECORDS Offender payroll records are maintained by facilities authorizing an offender to receive state wages. The file will include daily in/out records and monthly time sheets. Retention based on IC 34-13-1-1, (2004 Edition)	DESTROY ten (10) years after the end of the State Fiscal Year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
17	2007-20	SAFETY HAZARD RECORDS These relate to the safety/hazard program at the correctional facility and typically include a flammable, toxic and caustic inventory log, fire prevention inspections, hot work permits, confined entry permits and records and health and safety inspection reports. Retention based on 29 CFR 1904.33(a), (July 1, 2008 Edition)	DESTROY five (5) calendar years after the date of the report.
18	2007-21	OFFENDER GRIEVANCE RECORDS These relate to the offender grievance process at correctional facilities. They include grievance logs and other records not filed with Offender Records.	DESTROY three (3) calendar years after the date of the grievance resolution.

Approved by the Indiana Oversight Committee on Public Records

19	2007-22	OFFENDER IDENTIFICATION RECORDS These records pertain to the offender's identification. They may contain fingerprints and/or photographs. These offender identification records are not kept with the Offender Records. These records can also be useful if an offender escapes from a DOC facility. Disclosure of these records may be subject to IC 5-14-3-4(b)(10), Version b, (2008 Indiana General Assembly), and IC 11-8-5-2, (2008 Indiana General Assembly)	DESTROY when the offender is released from the correctional facility.
20	2007-23	OFFENDER CORRESPONDENCE RECORDS These offender correspondence issues are not filed in the Offender Records. A typical file might include legal mail receipts and/or notices of action taken on the offender mail.	DESTROY two (2) years after the end of the calendar year.
21	2007-24	COMMUNITY INVOLVEMENT RECORDS These document the volunteer programs at a correctional facility and would contain an annual report, community involvement reports and any correspondence about the volunteer program.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; two (2) calendar years after the year of the report.
22	2007-25	VOLUNTEER RECORDS This file contains information collected on persons who volunteer to provide services to offenders in the Department of Correction. The records contain a volunteer packet, background checks, fingerprint checks, program information and an application. Disclosure of these records may be subject to IC 11-8-5-2, (2008 Indiana General Assembly)	DESTROY two (2) calendar years after the end of the last year the volunteer provided services.
23	2007-26	RELIGIOUS SERVICES PROGRAM RECORDS These would concern religious services programs at a correctional facility. A typical file might include an emergency notification, miscellaneous religious material, correspondence and monthly and annual reports.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; two (2) calendar years after the year of the report.
24	2007-27	EDUCATION/LIBRARY SERVICES PROGRAM These administrative records pertain to the provision of education/library services in the facilities. Records would include sign-out sheets, correspondence, and reports on services provided. No student records are present.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; two (2) calendar years after the year of the report.
25	2007-28	SECURITY THREAT GROUP RECORDS These are records about monitoring and tracking of offenders involved in security threat groups. A typical file includes a profile of offenders and a security threat group summary. Disclosure of these records may be subject to IC 5-14-3-4(b)(10), Version b, (2008 Indiana General Assembly), and IC 11-8-5-2, (2008 Indiana General Assembly)	DESTROY two (2) calendar years after conclusion of the offender monitoring.
26	2007-29	OFFENDER CLASSIFICATION RECORDS These records concern the classification of offenders in the Department of Correction. They would include correspondence, audits and other documents not filed in the Offender Records.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; three (3) calendar years after the classification year.
27	2007-30	RECREATION SERVICES PROGRAM RECORDS These administrative records are about recreation services programs at the correctional facilities. They might include a program sign-up form and/or a movie list.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; two (2) years after the end of the calendar year.
28	2007-31	COMMISSARY RECORDS These pertain to the operation and sale of items in facility commissaries. A typical file includes commissary lists that are updated at least every six (6) months, the offenders' completed order forms, and the total cost of the order but no fiscal documents.	DESTROY one (1) year after the end of the State Fiscal Year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.

29	2007-32	INMATE TRUST FUND These are not found in the main Offender Records. This record applies to the operation of the Inmate Trust Fund, but without any cancelled checks, bank statements or other fiscal documents. Retention based on IC 34-13-1-1, (2004 Edition)	DESTROY ten (10) years after the end of the State Fiscal Year and after receipt of STATE BOARD OF ACCOUNTS Audit Report and satisfaction of unsettled charges.
30	2007-33	STATE RESIDENCES A state residence file concerns the maintenance and use of state owned residences but will not contain the lease agreement or fiscal documents such as purchase requisitions. A typical file may include residence inventories and maintenance schedules.	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING or WEEDING pursuant to archival principles; three (3) years after the end of the State Fiscal Year.
31	2009-06	OFFENDER X-RAYS This oversized offender medical record is maintained separately from other offender records. The offender name or DOC identification number (ID number) or both may be present. A non-public agency via contract may provide medical care to offenders and records created and retained in furtherance of the contract are the Department of Correction's. Disclosure of these records may be subject to IC 5-14-3-4(a)(9), (Version b, (2008 Indiana General Assembly) Retention based on IC 16-39-7-2, (2004 Edition)	DESTROY five (5) calendar years after the end of the year in which the x-rays were taken.
32	2010-52	ADMISSION LEDGERS	TRANSFER to the INDIANA ARCHIVES for EVALUATION, SAMPLING and WEEDING pursuant to archival principles, five (5) years after completion of each volume.
33	2010-53	PRISONER RECORD BOOKS Books contain records of basic information on each offender.	TRANSFER to the INDIANA ARCHIVES for permanent archival retention when filled or after twenty (20) years, whichever occurs sooner.
34	79-4013	EXECUTION RECORD BOOK	TRANSFER to the INDIANA ARCHIVES for permanent archival retention when filled or after twenty (20) years, whichever occurs sooner.
35	79-4014	DEATH RECORD BOOK	TRANSFER to the INDIANA ARCHIVES for permanent archival retention when filled or after twenty (20) years, whichever occurs sooner.