OHIO DEPARTMENT OF REHABILITATION & CORRECTION

RECORD RETENTION SCHEDULE

- ♦ Administrative/Executive
- ♦ Adult Parole Authority
- ♦ Bureau of Adult Detention
- ♦ Education
- ♦ Fiscal
- ♦ Food Service

- ♦ Human Resources
- ♦ Legal
- ♦ Medical/Mental Health
- ♦ Nursery
- ♦ O.P.I.
- ♦ Property

- ♦ Records – Offender
- ♦ Safety
- ♦ Security
- ♦ Social Services

RECORD NUMBER	RECORD TITLE	RECORD DESCRIPTION	RETENTION PERIOD	DESTRUCTION METHOD
		Administrative/Executive Back to top		
ADEX-0001	Special Investigation Case Files	Documents entire investigation process, including sexual abuse investigations, describing the facts found while conducting an investigation involving an employee or offender's alleged violation of policy, procedure, or Ohio Revised Code.	Retain 10 years after inmate has reached final release, expiration of sentence, death, or 10 years after employee is no longer employed by the agency.	Shred / Delete
ADEX-0002	Director's RIB Review	Upon request by the inmate, guilty findings of certain rule violations by the Rules Infraction Board must be reviewed by the Director or designee. Record includes entire case file and Director's decision.	Retain in office two years, then transfer to Record Center. Maintain in Records Center three years.	Shred
ADEX-0003	Monthly, Weekly, and Quarterly Reports	Reports that document the activities of the divisions, bureaus, and/or institutions.	Retain for three years.	Shred
ADEX-0007	Titles and Registrations	Title and Registrations, Warranty, Guarantee statements and operating manuals for all department vehicles.	Maintain until vehicle is salvaged, then transfer to salvage with vehicle.	Wastepaper

ADEX-0008	Project File	Department building/facility construction, renovation, maintenance and EPA required improvement projects in progress and completed.	Retained until building demolished.	Wastepaper
ADEX-0010	Generators	Drawings, specifications of institutional generators and operator/maintenance manuals.	Retained until generator is salvaged.	Shred
ADEX-0011	Energy Projects Report	Reports on energy use in institutions: (gas, electric, etc) used to project future utility needs.	In office 5 Years. Transfer to Records Center for 20 years.	Wastepaper
ADEX-0012	Department Goals & Objectives	Detailed Goals and Objectives of the department with each division/section responsibilities.	Retain until new goals or objectives are stated.	Wastepaper
ADEX-0014	Underground Storage Tanks	Underground storage tank reports on location, inspections and maintenance. These tanks may contain fuel or other chemicals.	Retain until underground tanks removed.	Wastepaper
ADEX-0018	Facility Blueprints/ Drawings	Architectural drawings, specifications and pre-design planning documents for the construction or renovation of department facilities/buildings.	Maintained until building destroyed then if of no historical value destroy.	Wastepaper
ADEX-0024	Local Control Committee Hearing Appeals	Inmate appeals to Local Control Committee Recommendations. These findings are appealed to Warden and/or Director.	Retain records for minimum of three years.	Shred
ADEX-0026	Research Studies, Data Analysis, and Supporting Documents	This series contains raw data, statistical analysis, and other research information relevant to various DRC offices and divisions.	Burn or shred five years after policy is rescinded or replaced by new policy.	Shred
ADEX-0027	Special Incident Reports	Special Incident Reports – DRC Form #2091	Retain five years.	Shred
ADEX-0028	Incident Reports	Routine and special incident reports to include: DRC #1000, Incident Report Form, and DRC #1001, Incident Report Supplement Form.	Paper – Retain three years. Electronic – Retain three years.	Shred Delete

ADEX-0029	Use of Force Reports	Documents involved in the review of use of force incidents to include: DRC #2693, DRC #2611, DRC #4181 and taped recordings of witness testimony.	Paper – Retain five years. Electronic – Retain five years.	Shred Delete
ADEX-0030	Employee Conduct Report File	A copy of any conduct report authorized by an employee that is maintained in the employee's RIB file.	Retain 5 years.	Shred
ADEX-0031	ACA Accreditation and Internal Management Audit Documents	Correspondence and reports relating to the American Correctional Association (ACA) accreditation. Includes Annual Certification Statements, Significant Incident Summaries and Notification, Outcome Measures Data, and Responses to Non-Compliance submitted to the Commission on Accreditation for Corrections, as well as all audit reports. This includes all Internal Management Audit reports, Responses to Non-Compliance and related documents as well.	Retain in office five years, then destroy.	Shred
ADEX-0032	PAM Reports	Records the Prison Administrative Management (PAM) weekly rounds within the institution to ensure that quality of life issues are being met and encourages communication with staff and inmates.	Retain three years (current ACA audit cycle).	Shred
ADEX-0033	Warden's Files	Each institution generates communication to other departments, agencies, regarding inmate deaths, legislative inquires and Inspection Committees.	Retain three years.	Shred
ADEX-0034	Agency Reports	Reports produced from within the Department of Rehabilitation and Correction that contain data routinely requested by the public and/or universally used throughout the department. Refers to DRC Policy 01-COM-12.	Permanent	Permanent
ADEX-0035	Agency Staff Meeting Minutes	Minutes and supporting records documenting agency meetings.	Retain 3 years.	Shred

ADEX-0036	Human Subjects Research Review Files	Contains records from the Human Subjects Research Review process for each application to conduct research involving inmates, staff, and/or department records. Each file contains the following: Application for Review of Research Proposal (DRC 1836), Research Proposal Approval (DRC 1827), communication with researchers and staff, and completed research papers.	Retain 4 years after completion of research.	Shred
ADEX-0037	Community Service Files	Community service documentation that may include the application, community service hours tracking, work-site plan, work-site inspection, and community service survey.	Retain 2 years after completion of community service project.	Shred
ADEX-0038	Bureau of Classification Institutional Count Records	Records that document the weekly count of the correctional institutions.	Maintain five years.	Shred
ADEX-0039	Bureau of Classification Protective Custody Records	Documentation that includes protective custody requests, removals, appeals, and/or transfers in lieu of protective custody.	Paper - Maintain three years.	Shred
ADEX-0040	Local Policies and Procedures	A written policy and procedure developed and approved by an authorized appointing authority other than the Director. Written policies and procedures will define operational guidelines for facility employees, volunteers, inmate and the public.	Paper - 5 years after policy is superseded, obsolete, or replaced. The State Archives should review the records before they are disposed.	Shred
Adult Parole Authority Back to top				
APA-0001	District Office Case Records	Includes duplicate case records for Ohio parole and probation cases. Contains face sheet, parole plan summary, Federal Bureau of Investigation and BCI reports, institution reports, psychological, medical, education and discipline reports (copies); authorization of release to parole, reports of parole progress and special information and general correspondence. Evidence of final release from parole supervision and interstate Compact correspondence.	2 years after final release from parole supervision.	Shred

APA-0003	Case Records, Interstate Compact Office	Contains records of parole and probation cases of offenders who transfer to Ohio from other states for supervision. The sending state retains original file. The compact file contains face sheet information and investigation reports; reports of parole or probation progress and copies of authorization of release from supervision as they are received from the sending state. Contain medical, psychological, social summaries and general correspondence relating to the supervision of the parolee or probationer.	Retain for 2 years after final release from supervision.	Wastepaper
APA-0006	Fugitive Database	Electronic record containing information relating to historical and current warrant entries.	Retain permanently for reference material. This database is constantly being added to and never deleted. Information is historical record of warrants and violator-at-large periods and arrests.	Permanent
APA-0007	Adult Parole Authority Field Report	Report written by Adult Parole Authority Field Officers relating to offender's supervision, criminal history and description of offense.	Retain 75 years.	Delete
APA-0008	Parole Revocation Hearings	Cassette tape of Parole Revocation Hearings	Retain 2 years from date of hearing.	Erase
APA-0009	Clemencies	Inmate's request to Governor to intervene on inmate's behalf for sentence reduction.	Paper – Original request when returned from Governor's Office will be forwarded to the Bureau of Records to be imaged. Electronic – Retain 75 years.	Shred Erase

APA-0010	At Large Records	Copies of parole and furlough violator at large records that document when the offender was not available for supervision and when the offender was apprehended.	Paper – Maintain on paper until scanned into Onbase.	Shred
			Electronic – Retain 10 years following final release, expiration of sentence, or death.	Erase
APA-0011	Violation Sanctions Process Hearings	Contains records of Violation Sanctions Process (VSP) hearings including the Notice of Findings, Sanction Receipt, Revocation Order, Hearing Data Sheet and Hearing Officer Report.	Paper – Retain paper file pending Post Revocation Hearing, if applicable, then image.	Shred
			Electronic – Retain for 10 years following final release, expiration of sentence, or death.	Erase
APA-0012	Parole Board Hearings	An accurate and complete record of all Parole Board Hearings including Decision Sheets, Risk Assessments, Institutional Summary Reports, Parole Candidate Information Sheets, Confidential Sheets, Clinical Risk Assessment (CRA), Transitional Control Screening, Projected Release Date Reviews, Parole Violator Recommission/Kellogg Review, Kellogg Mitigation Hearing Digest, Vote Sheets, and Sexually Violent Predator Review and/or Hearing.	Paper – Retain in file pending a final action and issuance of minutes, then image.	Shred
			Electronic – Retain for 10 years following final release, expiration of sentence, or death.	Erase
APA-0013	Parole Board Minutes	The official record of the decisions of the parole board.	Retain in office two years. Then Transfer to State Archives.	Archives
			Electronic –Retain electronically ten years after death, final release, maximum expiration or definite sentence expiration, then destroy.	Erase

APA-0014	Request for Clemency Application	An individual interested in applying for clemency must request an application in writing.	Paper – Retain until entered into tracking database. Electronic – Retain 5 years.	Shred Erase
APA-0015	Sexually Violent Predator Case Files	An accurate and complete record of all information pertaining to an inmate with a Sexually Violent Predator (SVP) designation including Parole Board SVP Reviews and SVP Hearings.	Paper - Retain until a decision is made by the Parole Board to terminate control over the inmate's service of prison term to include issuance of parole board minutes. Then retain electronically. Machine Readable - Retain for 10 years after death, final release, maximum expiration or definite sentence.	Shred Delete
APA-0016	Program Audit Report	Audit reports completed by Bureau of Community Sanctions" staff regarding program performance/standard compliance of DRC funded community correction programs.	Paper – 5 years	Shred
Bureau of Adult Detention Back to top				
BAD-0001	Annual Jail Inspections	Documents annual jail inspection process from beginning to end. Annual Data Items (DRC 7001-7003); Annual Inspection Form (DRC 7046-7048); Annual Inspection Report, Pending Inspection Letter; Health and Fire Inspection Reports; Plan of action form/documentation/correspondence; all other documentation as it relates to the annual jail inspection period (may include policies & procedures, copies of logs, etc.). Includes Temporary Holding Facility Self-Audit documentation and correspondence.	Retain five (5) years in individual jail files at regional office and central office.	Shred

BAD-0002	Jail Construction/Renovation General Correspondence/Documentation	Letters and other documentation submitted to initiate/plan/complete all phases of the jail construction/renovation planning and approval process. May include staffing analysis, policies and procedures, financial data (funding/projected operational costs), construction specifications, site visit forms, letters/memos detailing construction process. Does not include: Phase approval letters and Phase 3 Final approved blueprints.	Policies, procedures and blueprints prior to Final Phase 3 can be destroyed after one year of the facility opening. Retain all other construction documentation/correspondence for five years after the facility opens in individual jail files at Regional and Central Office location.	Shred
BAD-0003	Jail Construction/Renovation Blueprints and Phase Approval Documentation	Documents detailing the major approval steps in the Planning and Approval Process, such as Phase approval letters (specifically Phase 3, 4, and 5); final Phase 3 approved blueprint drawings with Phase 4 updates. Memos/letters for construction/renovation technical assistance that did not go through the final planning and approval process.	Maintain until building is destroyed. If no historical value, then destroy.	Shred
BAD-0004	Jail Complaints and Critical Incident Reports	Correspondence and documents received as a result of a complaint about a jail. Critical Incident forms and documentation in regards to fires, escapes, suicides, deaths or other incidents in local jails as they are reported to the Bureau.	Retain five years in individual jail files at regional and central office location.	Shred
BAD-0005	Variance and Deviation Requests and B.A.D. Responses	Correspondence and documentation from jails requesting a deviation in reference to the jail construction/facility, or a variance request from an Ohio Minimum Jail Standard as it relates to the facility and operational practices; the Bureau's response to the request.	Retain in individual jail files until the facility is demolished.	Shred
BAD-0006	Jail Correspondence/Technical Assistance Memos/Reports	Letters and other documentation as they relate to technical assistance requested and provided for local jails. Reports to include statistics, summaries of jail operations, comparisons involving one or more jails or BAD general operations.	Retain five years in individual jail files at regional and central office location.	Shred

BAD-0007	Housing/Holding Summary Worksheet	Worksheet completed during the annual jail inspection and updated annually as needed documenting elements that determine a jail's Bureau Recommended Capacity (BRC) for holding and housing of prisoners.	Retain until updated or the facility is destroyed. If the worksheet is updated, retain in the jail file at central office for one year after the update.	Shred
BAD-0008	Bureau Sponsored Training	Documents training that is sponsored by the Bureau of external agencies (generally jail administrators across the state). Documents may include: sign-in sheets, handouts, agendas, individual registrations, attendance summaries, correspondence to speakers and training sites.	Destroy individual registration forms immediately following the training. Retain registration summary for five years after the training. Retain one copy of other documents until no longer of administrative value.	Shred
BAD-0009	Jail Certification	All forms and letters related to the initial certification request of a jail and recertification of the jail.	Retain initial certification documents until facility is no longer certified. Destroy original certification five years after decertification unless recertified. Retain all recertification documents for two recertification cycles.	Shred
Education Back to top				
EDU-0001	Education Management File	Record of inmate participation in educational programming including Academics, Career-Technical, Post Secondary and Apprenticeship. Includes the transcript of all such activities. Also includes education counseling information.	Maintain records at institution where incarcerated. Maintain permanently off-site transcript, high school information, and career/technical completion documentation.	Permanent
EDU-0002	Special Education File	Information regarding the identification and program of inmates who receive special educational services. This includes Individualized Education Plan, Multi-Factored Evaluation documentation as required by federal law.	Electronic – Any/all Special Education records to be maintained permanently. Paper – Retain at institution where inmates is/was housed at least until the end of incarceration. To be maintained on-site until transferred to off-	Permanent Permanent

			site storage facility. Records to be maintained permanently in paper or electronic format. Paper records may be shredded if converted to electronic format.	
EDU-0003	Library Operations Manual	Document containing information on rules of the library and other pertinent documentation.	Until Superseded.	Shred
EDU-0004	Library Log of Operation Time	Documentation of the actual amount of hours the institutional libraries are in operation.	Record to be maintained three years.	Shred
EDU-0005	Inter-Library Loan Documentation	Documentation of the book loans received from outside libraries for use by the inmate population.	Records to be maintained three years.	Shred
EDU-0006	GED Testing Records	Records include documentation of who took the GED test including security of the test during that time.	Records to be maintained one year.	Shred
EDU-0007	Entry Year Staff Information	Files contain documentation needed for new teachers to get their five year education credentials.	Paper – Retain five years in office. Electronic - Retain five years in office.	Shred Erase
EDU-0008	Staff Certification/Licensure Records	File and records of courses and activities staff engage in to renew their professional credentials. Records are maintained by the Local Professional Development Committee and the Superintendent's designee.	Paper – Retain until superseded. Electronic – Retain until superseded.	Shred Delete
EDU-0009	Education Reports	Monthly and Annual reports of educational programming. Includes Federal grant information (Special education, NCLB, Perkins, ABLE grants) as well as Tutor and Library Information.	Paper – Retain seven years. Electronic– Retain seven years.	Shred Delete
EDU-0010	Career/Technical Visits and Meeting Minutes	Documentation that Career-Technical teachers make industrial visits and have Advisory Committee meetings as required.	Maintain records three years.	Shred

EDU-0011	Career-Technical Program Evaluation Documents	Documentation of Career-Technical Programs required for Ohio Department of Education Adults.	Maintain records three years.	Shred
EDU-0012	Apprenticeship Meeting Minutes	Minutes from statewide and local apprenticeship meetings.	Maintain record three years.	Shred
EDU-0013	Apprenticeship Records	Records that pertain to an inmate's participation in apprenticeship programming. This includes the master record and hours worked in the field.	Retain at institution where inmate is/was housed until the end of incarceration. Maintain permanently at off-site storage.	Permanent
EDU-0014	Education Program Lesson Plans	Records include plans developed by teachers regarding the instructional objectives and methods that will be used to instruct classes.	Maintain record for one year.	Shred
EDU-0015	Education Meeting Minutes	Official notes from educational staff meetings.	Paper – Retain 3 years. Machine Readable – Retain 3 years.	Shred Delete
EDU-0016	Curricula	Courses of studies that are approved for teachers to use when instructing students in various groups.	Paper – Retain until superseded. Machine Readable – Retain until superseded.	Shred Delete
EDU-0017	High School Grade Records	Teacher records and report cards of grades received in high school program.	Paper – Retain records for three years. Machine Readable – Retain records for three years.	Shred Delete
EDU-0018	Education Program Waiting List	List of inmates waiting to be placed in various educational programs offered.	Paper – Record will be maintained on paper or electronically for one year. Machine Readable – Record will be maintained on paper or electronically for one year.	Shred Erase

		Fiscal	Back to top		
FIS-0002	Sales Tax Usage Reports	Documents sales tax paid due to items being sold at the institutions. Keeps track of sales tax generated from sale of goods made by inmates to determine amount paid to Department of Taxation	Retain in office until audited and report released then destroy. (Audited means audited by the Auditor of State and the Audit report is released.)	Throw away - waste paper
FIS-0003	Sales Receipts	Receipts for items sold at institutions (arts and crafts, photos). A general receipt is completed for day's total receipts.	Retain in office until audited by internal auditors and report is released.	Shred
FIS-0004	Rules Infraction Board Deductions Ledger	Documents deductions from inmate's state pay to reimburse the state for the destruction of state property.	Retain in office until funds repaid and audit completed and released, then destroy.	Throw away - waste paper
FIS-0005	Returned Checks Log	Documents checks returned (purchases) to be credited back to inmate accounts. When a check was returned from vendor because item was discontinued or out-of-stock, this documents that the amount was credited back to the inmate's account.	Retain in office one year, then destroy, provided audited by internal auditor and report sent to Auditor of State- Dept. of Audits.	Throw away, waste paper
FIS-0006	Return or Held Cash Item Report	Documents funds received for inmate where source questioned.	Retain in office until audited and report is released and funds released or probated, then destroy.	Throw away - waste paper
FIS-0007	Refund Check Log	Documents checks for refunds (taxes, purchase returns) being credited to inmate's account.	Retain in office until audited, and audit report is released, and then destroy. (Audited by the Auditor of State and the Audit Report is released.)	Throw away - waste paper
FIS-0008	Receipt for Inmate Funds	Documents the total amount of funds the inmate is released with.	Retain in office until audited and report is released	Shred
FIS-0009	Monthly Report of Cash Book Balances and Bank Reconciliations.	Documents institutions monthly cash book balances and bank reconciliations for inmate accounts.	Retain in office 3 years after audit by DRC internal audit staff.	Throw away - waste paper
FIS-0010	Monthly Commission Report	Records monthly commissions to be credited to inmates accounts. Commission from Industrial Arts Sales.	Retain in office until audited by internal auditors and report released.	Shred
FIS-0011	Money Order Log/Mailroom	Log of all money orders received in the mailroom to be credited to inmate accounts. Includes copies of all money orders.	Retain 4 years and destroy provided that audit completed and report is released.	Shred

FIS-0012	Inmates Personal Journal	Daily record of money receipts from funds left by visitors. To be credited to inmate's account.	Paper - Retain in office until audited by internal auditors and audit report is released.	Shred
			Machine Readable – Retain in office until audited by internal auditors and report is release.	Delete
FIS-0013	House Bill Monies Report	Reports on House Bill Monies. Document breaks down how much money is spent and balance remaining for the construction and repair of institution buildings.	Retain in office until audited by internal auditors and report is released.	Shred
FIS-0014	Halfway House Fiscal Records	Financial records for state subsidized halfway houses.	Retain in office until audited by internal auditors and report is released.	Shred
FIS-0015	Forma Pauper's Computation Worksheets.	Inmate's month/daily average balance of inmate account to be filed with indigent claims to the court. If inmate can prove that his average six-month balance falls below a certain amount he is declared indigent and is entitled to free legal assistance.	Retain in office until audited by internal auditors and report is released.	Shred
FIS-0016	Daily Balance Worksheet	Worksheet used to verify daily balance off computer.	Retain in office one year, then destroy provided audited by internal auditors.	Throw away - waste paper
FIS-0017	Computer Generated Commissary Line Slips	Individual itemized list of inmate commissary purchases. Used to verify that withdrawal from inmate's accounts was correct.	Retain in office until audited by internal auditors and report is released.	Shred.
FIS-0018	Cashier's Office Back Up Computer Disk	End of month back up of computerized fiscal balances of individual inmate accounts.	Retain in office until audited by internal auditors and report is released.	Delete
FIS-0019	Bulk Purchase Payments	Information regarding bulk purchases and their disbursement. This is a record of bulk supplies purchased for all institutions and how these supplies were distributed	Retain in office until audited by internal auditors and report is released.	Shred
FIS-0020	Pay Requests	Pay Requests for any facility maintenance/renovation done at any institution.	Retain in office until audited by internal auditors and report is released.	Shred
FIS-0021	Inventory Record Cards	Records Stock issued/received and balance on hand.	Retain in office until audited by internal auditors and report is released.	Shred

FIS-0022	Cash Slips (Inmate's Request to Send Checks)	Request from inmate to Cashiers Office to debit account and send out check. This slip is retained to verify the correct amount was taken out of inmate's account.	Retain in office until audited by internal auditors and report is released.	Shred
FIS-0023	Inmate Account Files	History of inmate's financial transactions while incarcerated. Record of all deposits and withdrawals to inmate's account.	Retain in office until audited by internal auditors and report is released.	Shred
FIS-0024	I/E Inmate Group Approval Form	Section 5120.131 of the Ohio Revised Code provides that the managing officer of an institution under the jurisdiction of Department of Rehabilitation and Correction with the approval of the Director may establish a local institution fund designated as the I&E fund.	Retain in the office until audited by internal auditors and report is released.	Shred
FIS-0025	Court Ordered Obligation for Inmate	Documents the collection, notification and process for collection of court ordered obligation and payment for inmate cases.	Retain until obligation is paid and audited by internal auditors and report is released.	Shred
FIS-0026	Warehouse Inventory Database	Inventory system that retains the data of the inventory stored at each facility including the quantity, cost, billing information, receiving report and vendor.	Until Audited	Erase
FIS-0027	Cashier Account	Database that contains inmate's trust fund, personal account transactions including debt and collection orders.	99 years	Erase
FIS-0028	Cell Phone Issue Log	Documents the issue and return of cell phones belonging to the institution.	Retain 3 years.	Shred

FIS-0029	Inmate Payroll Listing	Records inmate's monthly payroll.	Retain 1 year after pay date.	Shred.
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FS-0001	Nutrition and Dietetics/Training	Nutrition and Dietetics training classes attended in class format. Lists all inmates who attended.	Retain for 10 years, then erase.	Erase
FS-0002	Federal School Lunch Reports	Institution reports on inmates incarcerated that are under the age of 21.	Retain 3 years after end of calendar year. Then destroy provided State and Federal Audits have been completed and the reports released.	Throw away - waste paper
FS-0003	Department Menus/Master Set	Nutritionally balanced menus to be used by the institutions.	Maintained until superseded, then destroy.	Throw away - waste paper
FS-0005	Temperature Checks	Records temperature for hot lines, deep fryers, and cold lines. This is to ensure cooking conditions are correct to prevent food poisoning.	Retain for three years, (current audit cycle), then destroy.	Shred
FS-0006	Inmate Work Schedules	Records inmate assignment in kitchen area. Additional record-keeping of who was issued utensils in kitchen.	Retain three years (current audit cycle), then destroy.	Shred
FS-0007	Food Usage	Records amount of food used in preparation of institution meals and monthly usage total.	Retain in office three years (current audit cycle), then destroy.	Wastepaper
FS-0008	Food Evaluations	Documents the results of random meal testing in the institution.	Retain in office for three years (current audit cycle).	Wastepaper
FS-0009	Diet Orders	Special diet orders. These diets are issued on either medical or religious grounds.	Retain until inmate transfers or is released, then destroy.	Throw away - waste paper
FS-0010	Cooks Worksheet	Items used for preparation of daily meals. Cook (inmate) must present this list to show what ingredients he needs to prepare meal to the person in charge of the stockroom. This is to insure that ingredients are indeed used in preparing meals.	Retain for one month, then destroy.	Throw away - waste paper

FS-0012	Food Managers Training	Documents the training each Food Manager has completed. This is used to verify that the employee has completed the necessary training to be qualified as Food Manager.	Retain 10 years after employee leaves service.	Shred
FS-0013	Food Service Checklists, Logs, & Reports	Checklists, logs, and reports used in the institutional food services. Includes but is not limited to DRC Form 1779, 2302, 5274, 1595, 1207, 1495, 1256, and 1177.	Paper - Retain three years.	Shred
Human Resources Back to top				
HR-0003	Monthly Report/Grievances	Statistical report on the number of grievances filed.	Retain 3 years.	Wastepaper
HR-0004	Labor Management Committee Minutes	(Minutes) Documents subject discussed and decisions made at committee meetings.	Retain in office until a new contract is negotiated, then destroy.	Wastepaper
HR-0006	Case Merit Files	Documents the end in hiring processes for each position posted and filled. File includes application, score sheets, interview questions, selections, etc.	Retain two years after file is closed (unless file is in litigation), then destroy.	Shred
HR-0007	Temporary Assistance	Requests for temporary assistance from temporary agencies. Requests could be for clerical or other assistance.	Retain through a state and internal fiscal audit, then destroy.	Shred
HR-0008	Staff Grievance Case Files	Files that contain staff grievance documentation.	Retain one year in office and then transfer to off-site storage for an additional four years.	Shred
HR-0009	Personal & State Issued Firearms	Firearms authorizations for personal and state issued weapons for parole and probation officers of the Adult Parole Authority. These records include training records.	Authorization form is maintained in Personnel File for seven years, then destroy.	Shred
HR-0011	Equal Opportunity Case Files/Active & Inactive	Discrimination complaint files. File contains: original history complaint form, case log, investigative report, exhibit/list and copies of evidence, request for information, disposition of case.	Paper - Retain 5 years after case is closed, then destroy. Machine Readable – Retain five years after case is closed, then destroy.	Shred Delete

HR-0012	Employee Training Files	Record of employee training and staff development opportunities completed to include both mandatory as designated by policy and non-mandatory topics. Attendance rosters, agendas, curricula, course evaluations/test results and training certificates may be used to document completed training activities.	Paper – Maintain ten years after employee terminates service, then destroy. Machine Readable – Maintained electronically and original file may be destroyed immediately upon placement onto a server or other mechanism for computerized access. Maintain ten years after employee terminates service, then destroy.	Shred Delete
HR-0014	Course Training Files	Record of training and staff development opportunities completed to include mandatory training as designated by policy. Attendance roster, agenda, curricula, course evaluation/test results and training certificates may be used to document completed training activities.	Paper – Maintain five years, then destroy. Machine Readable – If electronically maintained, original files may be destroyed immediately upon placement onto a server or other mechanism for computerized access. Maintain five years, then delete.	Shred Delete
HR-0016	Seniority List/Employee	Quarterly list of institution employees with name, social security number, classification, institution seniority, agency seniority.	Retain by Labor Relations officer for five years, then destroy.	Shred
HR-0020	Table of Organization	An organizational chart that illustrates the chain of command within the institutions, divisions, and bureaus of the Ohio Department of Rehabilitation and Correction.	Retain 3 years.	Wastepaper
HR-0021	Equalization Form	Documents process used (required by Union contract) to equalize overtime opportunities.	Retain 1 year.	Wastepaper
HR-0023	Employee Grievance Log	Documents employee grievances filed. Reference and past grievances decisions.	Maintained until death or termination of employee, then destroy.	Shred

HR-0024	Employee Disciplinary Log	Records employee disciplinary actions and date to remove actions from their file.	Retain 4 years, then destroy	Shred or burn.
HR-0026	Duty Roster	Documents officer assigned at each post for each shift.	Retain in office three years, then destroy.	Shred
HR-0027	Daily Voluntary & Quarterly Overtime Sign-Up List	Sign up record for officers volunteering for over time.	Retain in office until end of quarter, then destroy.	Throw away, wastepaper.
HR-0028	Daily Call In Logs	Documents employees call in absences (sick, personal leave).	Retain one year, then destroy.	Throw away - waste paper
HR-0029	Bi-Weekly Warden Report	Status report on vacant positions.	Retain in office three years, then destroy.	Throw away - waste paper
HR-0032	Request to Post/Employee	Request for Central Office to post position for hire at institutions.	Retain in office for one year after the audit report is released.	Shred
HR-0034	Probationary Removal	Documents removal of probationary employees and reason for removal. (statistical info., date of hire, date evaluated, final prob. evaluation date.)	Retain for 2 years in office, then destroy.	Shred or burn
HR-0035	Personnel Board of Review File	Includes documentation for exempt employees filing for appeal through Personnel Board of Review.	Retain for two years in office, then destroy.	Shred
HR-0036	Personnel Records and Confidential File	Copies of all personnel actions, benefit forms, application forms, and any other documents concerning the employee are contained in the file. Original records are kept by the Department of Administrative Services, Division of Personnel.	Retain in office for the length of employment or until death. Retain off-site for seven years after the end of the calendar year in which employment was terminated, then destroy.	Shred
HR-0037	Correction Officer Application-Background Completed	Correction officer application file to include completed background investigation.	Retain three years from the date assessed, then destroy.	Shred.
HR-0038	Correction Officer Application-No Show	File contains correction officer application.	Retain file for 30 days from scheduled test date, then destroy.	Shred
HR-0039	Correction Officer Application-Failed Assessment	File contains correction officer application to include assessment documentation.	Retain one year from assessment date, then destroy.	Shred

HR-0040	Correction Officer Application-Rejection Files	File contains correction officer files that have been rejected.	Retain file two years from rejection date, then destroy.	Shred
HR-0041	Correction Officer Applicant-Expired Files	File contains correction officer applications that have expired.	Retain for six months from the date the application was received, then destroy.	Shred
HR-0042	P.A.C.E. Participation File	Database for the Professional Alliance of Correctional Employees that includes applications by location and total number of applications received annually. These records include name, location, and current position and desired mentoring opportunity, completion stats, reason for not completing program, mentor information, and training stats.	Retain five years and then destroy.	Shred
HR-0043	Mediation Files	Documentation includes requests for mediations, mediations implemented, copies of agreements, mediator participations and dates of mediation. Separate database includes mediation, locations of medication and results.	Paper – Retain five years, then destroy. Machine Readable – Retain five years, then destroy.	Shred Delete
HR-0044	Exempt Tuition Reimbursement Files	Copies of all application forms and all pertinent documents, including request for payment form and DBA cover sheets. Database contains participant's history in program.	Paper – Retain two years, then destroy Machine Readable – Retain two years, then destroy.	Shred Delete
HR-0045	Health and Wellness Program Records	Copies of institution, central office, APA quarterly reports and sign-in sheets from various Health and Wellness events/trainings. Database contains program and participation history.	Paper – Retain one year, then destroy. Machine Readable – Retain one year, then destroy.	Shred Delete
		Legal Back to top		
LEG-0001	Federal Litigation	All files pertaining to complaints, petitions, writs, applications and appeals filed in federal district court, a federal court of appeals or the U.S. Supreme Court where the Department and/or departmental employees are parties to the lawsuit..	Retain 5 years after case is decided and appeals are exhausted then destroy.	Shred

LEG-0002	Court of Claims Case Files	All files pertaining to complaints filed in the Court of Claims (administrative and judicial dockets) against the department or a state correctional institution.	Retain 5 years after case is decided and appeals are exhausted, then destroy.	Shred
LEG-0003	Ohio Court Cases	Ohio Court cases against the Department and/or departmental employees filed in Ohio Courts other than the Court of Claims. This category includes any complaint, writ, petition, application or appeal that may be heard by a municipal court, court of common pleas, court of appeals, and the Ohio Supreme Court. All files pertaining to any action filed in a division of an Ohio municipal court, court of common pleas, district court of appeals or Ohio Supreme Court.	Retain 5 years after case is decided and appeals are exhausted then destroy	Shred
LEG-0004	Interagency Agreements	Agreements, memorandums of understanding, and correspondence relating to formal cooperation between DRC and other state agencies.	Retain until agreement expires or is amended/terminated, then destroy.	Shred
LEG-0005	Legal Advice	Legal memorandums and correspondence containing analysis and advice on issues such as but not limited to, pending legislation, juvenile issues, court decisions, statutory interpretation, human resource and inmates/supervision issues.	Retain three years, then destroy.	Shred
LEG-0006	Death Penalty Record Requests	Correspondence related to requests for records of inmates under a sentence of death by the Capital Crimes Section of the Ohio Attorney General's Office and the Ohio Public Defender.	Retain three years after inmate is executed or sentence commuted.	Shred
LEG-0008	International Prisoner Transfers	Correspondence related to international prison transfer requests from foreign nations and the U.S. Department of Justice.	Retain in office two years after decision is made on the transfer or the inmate is transferred. Retain an additional three years in Record Center, then destroy.	Shred

LEG-0009	Workers Compensation Files	Electronic and paper copy case files of administrative claims assigned to special counsel, permanent total disability claims, violation of safety requirements, high dollar claims, and miscellaneous claims monitored in house.	Paper – Retain two years after claim activity ends, then destroy. Machine Readable – Retain two years after claim activity ends, then destroy.	Shred Delete
LEG-0010	State Personnel Board of Review Case Files	Case records of appeals filed by employees or former employees and case records concerning other matters under the jurisdiction of and before the State Personnel Board of Review.	Retain five years after case is decided and appeals are exhausted, then destroy.	
LEG-0011	Decision of the Director on Intensive Program Prison	Institution documents supporting recommendation to the Director's designee that an inmate be removed from the program and where there is procedural error or no evidence to support the recommendation. File includes decision on inmate's status.	Paper – Destroy paper document after imaging Machine Readable – Retain electronic images five years, then destroy.	Shred Delete
LEG-0012	Court of Claims Case File Database	Local electronic program containing detailed information on cases filed against ODRC in the Court of Claims of Ohio.	50 years	Delete
LEG-0013	Federal and State Litigation Database	Local electronic program includes detail information on cases filed in the Federal and State courts (excluding Court of Claims of Ohio).	Retain for reference material. This database is constantly being added to and never removed from.	Permanent
LEG-0014	Worker's Compensation Database	Local electronic program containing information pertaining to individual worker's compensation claims.	Retain for reference material. This database is constantly being added to and never removed from.	Permanent
LEG-0015	Publication Screening Database	Data related to Central Office Publication Screening Committee's submission and decisions.	Paper – Retain four years, then destroy. Machine Readable – Retain four years, then destroy.	Shred Delete

		Medical/Mental Health	Back to top		
MED-0001	Dental Records	Dental record to include all clinical documentation related to diagnosis and treatment provided to an offender while incarcerated.	This file merges with inmate master file upon release from custody. Retain for (10) years after final release, maximum expiration of sentence, death, definite expiration, etc. then destroy.	Shred	
MED-0002	Medical File	Includes treatment records & patient history. It contains all legal, admin., treatment and other information relative to the entry, treatment & discharge of any inmate treated in the DRC. It also contains most of the records-Stan. Med. Rec. Man..	This file will be merged with inmate's master file upon inmates release from custody. Retain for (10) years after final release, maximum expiration of sentence, death, definite expiration, etc., then destroy	Shred or burn	
MED-0003	Recovery Service Record	Recovery Services Record to include all documentation related to substance abuse evaluation and treatment services provided to an offender while incarcerated within the Department of Rehabilitation and Correction.	Merge with inmate master file upon release, Retain for ten years following final release, death or maximum expiration of sentence.	Shred	
MED-0004	Mental Health Record	Mental Health Record to include all clinical documentation related to the diagnosis and treatment provided to an offender while incarcerated within the Department of Rehabilitation and Correction	Mental Health Record is maintained at the institution while offender is incarcerated. When offender is released, record is to be maintained in storage for 10 years	Shred	
MED-0005	Sex Offender File	This file contains all information on sex offenders from the point they enter the Sex Offender Risk Reduction Center (SORCC) at the Madison Correctional Institution during reception. All information regarding sex offender assessment, programming and treatment are contained in the file.	Paper – Retain in office until offender completes the SORCC program then scan to Onbase.

Machine Readable – Retain electronically for 10 years following offender's final release maximum expiration or death, then destroy. | Shred

Delete | |

MED-0006	X-Ray Record	X-rays contain evaluation and diagnosis history that could be referenced as a result of the inmate returning to the penal system or if further treatment is needed upon inmate's release.	Maintain at institution until inmate is released. Upon release, maintain in storage for five years.	Shred
MED-0007	Supporting Medical Documents	Forms used for supporting diagnosis and treatment of offenders including DRC Froms:2309; 2553; 4178; 5006; 5021; 5050; 5052: 5064; 5069; 5070; 5085; 5091; 5092; 5095; 5101; 5112; 5149; 5152; 5156; 5188; 5204; 5206; 5277; 5278; 5279; 5282; 5283; 5284; 5285; 5333; 5337; 5338; 5339; 5340; 5341; 5342; 5343; 5344; 5345; 5346; 5347; 5348; 1785; 5361; 5362; 5363; 5364; 5365; 5367; 5372; 5375; 5377; 5378; 5379; 5380; 5382; 5383; 5384; 5387; 5391; 5410; 5420; 5423; 5424; 5425; 5426; 5427; 5428; 5429; 5434; 5435; 5436; 5437; 5438; 5439; 5440; 5445; 5433; 5463. These forms are not maintained in the offender's individual medical file.	Paper – Retain three years, then destroy. Machine Readable – Retain three years, then destroy.	Shred Erase
MED-0008	Death Report File	Database of inmate death that includes date and time of death, cause of death, race, age, gender, location and brief description.	Paper – Permanent Machine Readable – Permanent	Permanent Permanent
MED-0009	Pharmacy Records – Controlled Substance	Names of substance, total quantity, finished form, and number of units/volume of each finished form, number of commercial containers of each finished form, if Scheduled I or II, the prescriber shall make exact count.	Paper – Retain three years, then destroy. Machine Readable – Retain three years, then destroy.	Shred Delete
MED-0010	Pharmacy Record – Repackaged Drugs	Labels of drugs repackaged by and stored within a pharmacy prior to being dispensed shall contain name of drug, identification of repackaged or by name or six digits of their terminal distributor of dangerous drugs.	Paper – Retain three years or one year past manufacturer's expiration date, whichever is greater. Machine Readable - Retain three years or one year past manufacturer's expiration date, whichever is greater.	Shred Delete

MED-0011	Transfusion Services Patient Results	Lab results for orders pertaining to blood grouping or cross match or antibody screens.	Retain 10 years on database.	Delete
MED-0012	Pharmacy – Records of Dangerous Drugs	Record of all dangerous drugs received, administered, dispensed, distributed, sold, destroyed or used. Records shall include type, quantity, received name, address of person who received drug, name of person who administered, dispensed and used drug.	Paper – Retain three years, then destroy. Machine Readable – Retain three years, then destroy.	Shred Delete
MED-0013	Pharmacy Practices	Records relating to practice of pharmacy and prescription and prescription records relating to practice of pharmacy.	Paper – Retain three years, then destroy. Machine Readable – Retain three years, then destroy.	Shred Delete
MED-0014	Institutional Pharmacy Records	All drugs purchased, quantity received, name address, distributor, registration or number; all drug orders, records of dispensed drugs – name, strength, quantity, date, patient name, positive identification of pharmacists, all records relating to practice of pharmacy, record of drugs dispensed to outpatients, record of drugs repackaged.	Paper – Retain three years, then destroy Machine Readable – Retain three years, then destroy.	Shred Delete
MED-0015	Cytology Slides – negative or satisfactory	Cytological slides.	Retain five years, then destroy.	Other
MED-0016	Patient Laboratory Test Records	Patient test results other than blood bank and cytology.	Retain three years, then destroy.	Delete
MED-0017	Laboratory Quality Control Records	Test systems QC records which help the lab to know if results are valid.	Paper – Retain in office two years, off-site storage one year, then destroy. Machine Readable – Retain three years, then destroy.	Shred Delete
MED-0018	Laboratory Instrument Maintenance	Scheduled instrument maintenance records required to keep in good working order.	Retain in office two years, off-site one year, then destroy.	Shred

MED-0019	Accession Log Record	Requisitions sent from Corrections Medical Center Lab customers.	Retain three years – one month in office, 2 years, eleven months off site, then destroy.	Shred
MED-0020	Mental Health Services Institution and Central Office Directives	Documentation of program management directives that go beyond policy and standard operating procedures.	Retain until replaced by revised directive.	Shred
MED-0021	Offender Correspondence and Response	File of offender letters and Bureau of Mental Health Services response. File also includes copy of response to mental health manager.	Retain ten years after death, final release or expiration of sentence, then destroy.	Shred
MED-0022	Residential Treatment Unit Offender Database	Electronic database tracks residential treatment unit admissions and changes, medication changes, Oakwood Correctional Facility admissions, diagnosis, discharges, treatment form schedules, clinic and labs, MHL's database for tracking of releases of information.	Retain three years after offender is no longer in the residential treatment unit, then destroy.	Delete
MED-0023	Monthly Nursing Report	Summary of medical somatic information in referrals, orders, tasks, etc., completed by mental health nursing staff and psychiatrists in an identified institution which is submitted to Central Office.	Paper - Retain five years, then destroy. Machine Readable – Retain five years, then destroy.	Shred Delete
MED-0024	Rules Infraction Board Mental Health Assessment Log	Log that identifies who have received a conduct report, the staff assigned and the outcome.	Paper – Retain three years past date of Rules Infraction Board hearing. Machine Readable – Retain three years past date of Rules Infraction Board hearing, then destroy.	Shred Delete
MED-0025	Directives of Clinical Services Approvals	Vitek procedure approvals, Ohio State Penitentiary admission referrals, uncontested transfers to Oakwood Correctional Facility and assessment for readmission to Oakwood Correctional Facility.	Retain three years (current audit cycle), then destroy.	Shred

MED-0026	Mental Health/Sugarcreek Programs	Database that contains Sugarcreek Development Unit census, referrals, caseload, and discharge tracking.	99 years.	Erase
MED-0027	Bureau of Mental Health Communication Documents	Includes bimonthly mental health leadership meetings notes, clinical notes newsletter, monthly central office meeting notes and social security reports.	Machine Readable – 15 years. Paper – 15 years.	Erase Shred
MED-0028	Med Somatic Psychiatric Records	Includes non-formulary medication approvals and involuntary medication hearings.	3 year audit cycle.	Shred
MED-0029	Segregation Rounds and Screening Logs	Documentation of segregation admission screenings and determination of mental health risk assessments. File also includes documentation of segregation rounds.	Paper – Retain five years, then destroy. Machine Readable – Retain five years, then destroy.	Shred Delete
MED-0030	Medication Compliance Database	Documentation of medication dosages prescribed and received. Electronic database calculates percentage of medication compliance. Results are printed from program and placed in offender's file.	Paper – Retain three years, then destroy. Machine Readable – Retain three years, then destroy.	Shred Delete
MED-0031	Request for Mental Health Services from the Adult Parole Authority	Form used to request clinical risk assessments, treatment summaries, and capacity assessments.	5 years	Shred
MED-0032	Mental Health Services Treatment Planner	Access based computerized treatment planner used in all institutions.	Machine Readable – Retain three years after offender is released from prison, then destroy.	Delete
MED-0033	Suicide Watch Database and Follow-up	Records track individual and group information from admission to suicide watch status and monitors suicide watch follow-up for five years.	Retain fifteen years.	Delete
MED-0034	Mental Health Staff Supervisor Files	Managers and clinical supervisors maintain records of ongoing supervision plans. Information includes supervision documentation for licensure supervision and extension of license to supervise staff.	Retain five years beyond staff's employment in institution and then destroy.	Shred

MED-0035	Contractor Monitoring Files	Mental Health managers are required to complete and submit to Central Office contract monitoring forms.	Retain three years beyond use of contractor services, then destroy.	Shred
MED-0036	Treatment Summary/Discharge Log	Log documents staff's assignment and completion of transfers and discharge summaries.	Retain five years, then destroy.	Delete
MED-0037	Mental Health Referral Log	Log used to record all verbal or written requests for mental health services from offenders, staff or the community. Log contains assignments, completion and outcome notations.	Machine Readable – 5 years Paper – 5 years	Delete Shred
MED-0038	Release and Reentry Program Referral Log	Log contains Release Preparation, Community Linkage, Halfway House summaries, Path and ACT information.	Retain three years after offender leaves institution, then destroy.	Shred
MED-0039	Mental Retardation Services and Testing	Database that documents all admission mental health files were reviewed and flagged for mental retardation testing, completion, and follow-up tracking.	3 years following the release of the offender	Erase
MED-0040	Institutional Program Assessments	Includes mental health external review reports, technical assistance reports, institution consultation and teleconference notes.	Retain 10 years.	Delete
MED-0041	Quality Assurance Records (Medical/Mental Health/Recovery Services)	Proceedings, records, findings, recommendations, evaluations, minutes, reports, opinions and other documents that emanate from quality assurance committees, quality assurance programs, or quality assurance program activities.	Retain 5 years.	Shred
Nursery Back to top				
NUR-0001	Prison Nursery Program/Infants Born During Confinement	All files pertaining to children born during mother's incarceration. This could include children who reside with their mother for any period of mother's incarceration.	Retain 21 years after child's birth, then destroy	Shred
Ohio Penal Industries Back to top				
OPI-0002	Inmate Job Description	Description of inmate job while working in the Ohio Penal Industries.	Retain in office three years following reclass act of OPI, then destroy.	Wastepaper

OPI-0003	Modular Drawings & Orders	Modular furniture and drawings for layout installation. Drawing used to determine quality of parts necessary to install modular furniture.	Retain three years following completion of installation, then destroy.	Wastepaper
OPI-0004	Marketing Files	Marketing information used to create sales brochures and product catalogues.	Retain five years, then destroy.	Wastepaper
OPI-0005	Shipping Report	Documents produced either by Syteline or manually that show what products have been shipped form the shop to the central distribution center or directly to customer.	Retain three years (current audit cycle), then destroy.	Shred
OPI-0007	Ohio Penal Industries Business Plan	Documentation identifies goals and objectives for correctional industries.	Maintain 10 years, then destroy.	Shred
OPI-0008	Monthly Contribution Statement	Report provides monthly fiscal overview including profit and loss of each shop within Ohio Penal Industries.	Retain three years, (current audit cycle), then destroy	Wastepaper
OPI-0014	Audit Files	Records provide documentation for institution and correctional industries American Correctional Association audits.	Retain three years (current audit cycle), then destroy.	Shred
OPI-0015	Prescription of Eyeglasses	Prescription for glasses produced for other inmates and patients of some state run institutions,	Retain for 7 years in office then destroy.	Shred or burn.
OPI-0016	The Broken Tool Report	Records indicating the disposal of quantity and type of broken tools.	Retain three years (current audit cycle), then destroy	Wastepaper
OPI-0017	Annual Computer Operational Review	An audit of computer hardware and software. The audit is performed by IT staff.	Retain for three years (current audit cycle), then destroy.	Shred
OPI-0018	OPI Customer Survey	This documentation is given to OPI customers for their input on product quality, delivery, customer satisfaction and overall customer service.	Retain for three years (current audit cycle), then destroy.	Shred
OPI-0019	OPI Executive Staff Minutes	Record of topics and issues discussed during staff meeting.	Retain three years (current audit cycle), then destroy.	Shred
OPI-0020	OPI FAMS Report	This report provides a list of fixed assets for each specific OPI location.	Retain for three years (current audit cycle), then destroy.	Shred
OPI-0021	OPI Fiscal Year-End Inventory	Records used to perform annual inventory including count sheets, re-adjustment report, physical inventory report and total inventory value by account report.	Retain for three years (current audit cycle), then destroy.	Shred

OPI-0022	Inmate Accident Report	Provides specific information related to any inmate accident that occurred in an OPI operation that required medical attention.	Retain for three years (current audit cycle), then destroy.	Shred
OPI-0023	OPI Inmate Orientation Packet	This packet provides inmates assigned to an OPI operation specific shop rules including work schedule, evacuation plans, OPI pay scales, earned credit policy, health and safety checklist, and training checklist.	Maintain while inmate is assigned to operation, Retain three years following reclassification out of operation, then destroy.	Shred
OPI-0024	OPI Inmate Training Acknowledgement	Document provides a list of all training the inmate received in the specific operation.	Maintain while inmate is assigned to operation, Retain three years following reclassification out of operation, then destroy.	Shred
OPI-0025	OPI Central Office Table of Organization	Table of organization of OPI Executive staff.	Retain for three years (current audit cycle), then destroy.	Shred
OPI-0026	OPI Chart of Account	A list of fiscal accounts where OPI purchases are recorded.	Retain for three years (current audit cycle), then destroy.	Shred
OPI-0027	OPI Inmate Table of Organization	Record provides each OPI operation the approved number of inmates that can be assigned to the operation and identifies the approved job titles and pay scale.	Retain for three years (current audit cycle), then destroy.	Shred
OPI-0028	OPI Marketing Plan	Identifies the direction and method that OPI is planning to market their products and services.	Retain three years (current audit cycle), then destroy.	Shred
OPI-0029	OPI Monthly Earned Credit Report	A payroll report that tracks hours worked and calculates if hours are met to be eligible for earned credit for that month.	Retain for three years (current audit cycle), then destroy.	Shred
OPI-0030	OPI Monthly Payroll Cashiers Report	Report given to institution cashier that provides total hours and total payroll amount for OPI operations.	Retain for three years (current audit cycle), then destroy.	Shred
OPI-0031	OPI Monthly Payroll Summary Report	Record identifies each inmate assigned to an operation during the month and shows the amount of money the inmate was paid.	Retain three years (current audit cycle), then destroy.	Shred
OPI-0032	OPI Quality Assurance Assessment Report	An annual quality assurance assessment of each operation to ensure quality procedures are in place and followed.	Retain for three years (current audit cycle), then destroy.	Shred
OPI-0033	Prison Labor Advisory Committee Minutes	Minutes of the Prison Labor Advisory Committee meetings.	Retain 3 years, then review by State Archives prior to disposal.	Shred

OPI-0034	OPI Year-End Financial Statement	Document provides a collective overview of all OPI operations and services. This report reflects total sales and total profit for OPI.	Retain five years, then destroy.	Shred
OPI-0035	OPI Status Report	This report provides information on prison year status of operation, fiscal year-end amounts, and critical issues.	Retain ten years, review with State Archives before destroying.	Shred
OPI-0036	Hazardous Material Training	Record identifies and records specific training inmate received to handle hazardous materials.	Maintain while inmate is assigned to operation. Retain three years following reclassification out of operation, then destroy.	Shred
		Property Back to top		
PR0-0001	Laundry Count Log Area	Record number of items received in the laundry and number sent back. This log lists the number of items in bags received by central laundry from each area and the number of items returned to insure that the correct number of items was returned to areas.	Retain 3 months, then destroy.	Throw away, wastepaper.
PR0-0002	Laundry Count Log - Inmate	Records items and number received in laundry and number sent back. This log lists the inmates submitted to the area laundry bag by each inmate. Kept to verify that each inmate received all items they submitted to the laundry.	Retain 6 months, then destroy.	Throw away - waste paper
		Records – Offender Back to top		
REC-0002	Kite Log	A log used to document the communication (kites) between inmate and staff.	Retain in office 3 years, then destroy.	Shred
REC-0003	Kite File	File excluding master files or satellite files as defined in DRC Policy 07-ORD-13 that contains copies of communication (kites) between inmates and staff.	Retain until inmate is transferred or released from institution then merge with inmate master file.	Shred
REC-0005	Property File	A record on each offender of all state issued items and property inventory as defined in DRC Policy 61-PRP-01.	Retain for 10 years following the offender's maximum expiration of sentence, final release, or death.	Shred

REC-0008	Interstate Agreement on Detainers	Documents necessary for transferring an inmate incarcerated in one state to the temporary custody of another state for untried criminal charges.	Retain in the Inmate Master File for ten years after death, final release or definite sentence expiration, then destroy.	Shred
REC-0009	Inmate Grievance Case Files	Documents entire grievance process from grievance initiation to final administrative distribution and all related correspondence.	Paper – Maintain paper records 180 days after conversion to electronic format and verification that electronic images are clear and accurate. Maintain six years after case is decided.	Shred Delete
REC-0010	Electronic Tracking Files	These files contain massive data on every presentence/post sentence investigation completed by an Officer employed by the State of Ohio.	In office five years, then programmed to be moved to a computer/historical file for an additional 5 years, then erase.	Erase
REC-0014	Security Control Log	Logs date the inmates RIB must be heard by, date actually heard, disposition received, date to be released by, and disciplinary act.	Retain for three years or until end of current ACA Accreditation period.	Shed
REC-0016	Receipt of Inmate Records	DRC Form #2014 that is utilized to document the transfer of offender records.	Retain in office for three years.	Waste paper
REC-0017	Receipt of Inmates	Record that is utilized to document the physical transfer of offenders.	Retain in office for three years.	Wastepaper
REC-0021	File Count Sheets	Documents the total count and list of all inmate records maintained in the specific department/unit/bureau.	Retain in office one year, then destroy.	Wastepaper
REC-0023	Cell and/or Bed Assignment Changes	Documents any cell or bed changes within a Unit.	Retain in office one month, then destroy.	Throw away - waste paper
REC-0024	Call Sheets/Work Sheets (Parole Board)	Notification to APA of inmates to appear before the Parole Board.	Retain in office six months, then destroy.	Throw away - waste paper
REC-0026	Register of Prisoners	Written ledger of inmates admitted to ODRC before electronic data was captured. This register may contain date, county of commitment, crime and sentence.	Retain permanently	Permanent

REC-0028	Inmate Master File	Files maintained by the institutions including the record office, medical, mental health, recovery service, dental, unit, visiting, disciplinary, protective custody and SORRC file.	Retain ten years after death, final release, maximum expiration or definite sentence expiration. Retain twenty years after suspended sentence or judicial release.	Shred
REC-0030	Inmate Mail Records	Includes all mail related records including mail cards which contain names and addresses of all correspondence and authorization for special letters.	This file will be merged with inmate Master File upon inmates release from custody. Retain for 10 years after final release, maximum expiration, death, etc., then destroy.	Shred or burn
REC-0031	Inmate Visit Records	A file that contains documentation regarding an inmate's visitors and visiting record.	This file will be merged with inmate master file upon inmates release from custody. Retain for 10 years after final release, maximum expiration, death, definite sentence, etc., then destroy.	Shred
REC-0032	Disciplinary Records	All records of an institutional disciplinary nature including records that show rules infractions by inmates and institution and departmental decisions regarding discipline.	This file will be merged with inmate Master File upon inmates release from custody. Retain for 10 years after final release, maximum expiration, death, definite expiration, etc., then destroy.	Shred or burn
REC-0034	Inmate Microfiche	Microfiche that contains documentation regarding an offender's incarceration and supervision.	Retain 75 years.	Shred
REC-0035	Central Office Master Card	Alphabetical reference. Contains name of inmate, age, date entered institution, county sentenced; date paroled or otherwise released from the institution; date of release from parole supervision.	Microform -Retain for 75 years, then destroy Paper - Cards will be microfilmed 10 years after final release, maximum expiration, death, etc. Paper copy to be destroyed after microfilm checked for quality and completeness	Shred Shred

REC-0036	Inmate Unit File	All records pertaining to the inmate that are kept in the unit where the inmate resides.	The file will be merged with inmate mater file upon inmate's release from custody. Retain 10 years after final release, maximum expiration, expiration of sentence, death, etc., then destroy	Shred
REC-0037	Inmate Moves Report	Notification of all inmates moved within the institution.	Retain six months in office, then destroy.	Shred
REC-0038	Bed Transfer Authorization	Authorization for inmate bed transfer.	Paper – Retain for one week after entered into the computer. Machine Readable – Retain during offender's incarceration.	Shred Delete
REC-0039	Bureau of Sentence Computation Legal File	An accurate and complete record pertaining to the calculation of an inmate's sentence which includes copies of official court documents and any other relate papers created to document the time an inmate is required to serve with the Department of Rehabilitation and Correction.	Retain for 10 years after death, final release, maximum expiration of definite sentence expiration, then destroy	Shred
REC-0044	Photo ID Images	Contains images of inmates and offenders including profiles of identifying scars, marks, and tattoos.	99 years.	Erase
REC-0045	Department Offender Tracking System	The primary application platform for the department and is the offender tracking system during incarceration, parole and/or probation. This application manages offender information from admission to final release from supervision.	99 years.	Erase
REC-0046	Release Preparation Documents	Documents maintained in preparation for an offender's release, which may include monthly release preparation reports, workshop attendance sheets, exemption forms, and release preparation program agendas.	Maintain for one audit cycle (one year).	Shred

REC-0047	Package File	A file documenting all packages received by offenders.	Retain 10 years following final release, expiration of sentence, or death.	Shred
REC-0048	Recreation File	Information on inmate's programs. Monitors participation of each inmate in program.	Retain 4 years.	Wastepaper
REC-0049	Rules Infraction Board Recordings	Audio recordings of Rules Infraction Board (R.I.B.) hearings	Retain 3 years.	Erase
Safety Back to top				
SS-0001	Asbestos Abatement Projects	Surveys and final reports on asbestos removal projects.	In office 5 years. In Record Center 10 Years, then destroy.	Throw away - waste paper
SS-0002	Work Orders	Records work requested to be done, i.e.. repairs, plugged toilets, electrical outlets, etc.	Retained until work is completed and logged, then destroy.	Throw away - waste paper
SS-0005	Safety Meeting	Record of Safety Meeting minutes. Not to document training of staff or inmates. DRC Form: Safety Meeting Record 6080.	Paper - Retain three years (current audit cycle), then destroy. Machine Readable - Retain three years (current audit cycle), then destroy.	Shred Delete
SS-0006	Safety & Sanitation Inspection	Report of safety and sanitation inspection of DRC facility locations. DRC Form(s):#1256 Monthly Food Service Sanitation Report,#1257 Fire/Safety/Sanitation Monthly Inspection Report, #1396 Fire/Safety/Sanitation - Weekly Inspection Report, #1495 Weekly Food Service Sanitation Report.	Paper – Retain three years (current audit cycle), then destroy. Machine Readable - Retain three years (current audit cycle), then destroy.	Shred Delete
SS-0007	Renovation specifications	General specifications on renovation projects.	Retain in office until facility/building is destroyed.	Wastepaper
SS-0008	Power Plant Water Analysis	Documents boiler reading of chemicals added, safety reading, test results, meter reading, and water usage.	Retain 2 years then destroy.	Throw away - waste paper
SS-0009	Power House Readings Report	Reports gage readings, steam flow, gas readings, etc. Records are kept to monitor conditions of the power house.	Retain 2 years then destroy.	Throw away - waste paper
SS-0010	Maintenance Log	Log of all work completed, date requested and date completed.	Retain 3 years then destroy.	Shred

SS-0011	Institution Electrical Projects	Surveys, Pay request information, specifications, drawings, and purchase order information on Electrical Projects (active & completed).	In office 5 years, then destroy.	Throw away - waste paper
SS-0012	Fire Extinguisher Inspection Record	Record of Fire Extinguisher Inspection, DRC Form #1209-Fire Extinguisher Inspection Report.	Paper - Retain three years (current audit cycle), then destroy.	Shred
			Machine Readable - Retain three years (current audit cycle), then destroy.	Delete
SS-0013	Equipment Record	Repair history on each piece of equipment in the institution.	Retain until equipment replaced or salvaged.	Throw away - waste paper
SS-0014	Coal Analysis	Records analysis of coal purchased by institution. Test conducted to insure that coal meets EPA Specifications.	Retain for 10 years, then destroy	Throw away - waste paper
SS-0015	Building/Facility Blueprints	Blueprints of all institution buildings.	Retained until building or facility destroyed.	Throw away - waste paper
SS-0016	Boiler/Log	Records readings being taken by scheduled operators. Records retained to monitor performance of boilers.	Retain in office two years, then destroy.	Throw away - waste paper
SS-0017	Abatement of OSHA Violations	Records action taken to abate OSHA violations resulting from OSHA audit.	Maintained until violations are taken care of and a clear OSHA audit is obtained, then destroy.	Throw away - waste paper
SS-0019	Chemical Inventories	Hazardous and non-hazardous chemical lists and logs including DRC 1896 - Non-Hazardous Chemical Inventory Log, DRC 1886-Hazardous Chemical Log, DRC 1895-Chemical List, and the Facility List of Hazardous Chemicals.	Retain three years (current audit cycle), then destroy.	Shred
SS-0020	Emergency Drills	Record documents emergency drill requirements per DRC Fire Safety Policy 10-SAF-05. DRC Form Emergency Drill #1718.	Retain three years (current audit cycle), then destroy.	Shred

SS-0021	Exposure Assessment Report and Medical Evaluation	Record documents assessment of planned respirator use for DRC employee and inmates. This form also documents training of employees and inmates of the use of the selected respirator. Exposure Assessment Report # 1701, Respirator Medical Evaluation #6325 and Respirator Training and Fit Testing Questionnaire #6060.	Retain for 3 years.	Shred
SS-0022	General Safety Forms	These forms are utilized to immediate safety issues only. DRC Forms included: Hot Work Permit #1517, Bicycle Inspection #1643, Confined Space Entry Permit/Lockout Tag Out #1682, Powered Industrial Truck Pre-Operation Log #6319, Confined Space Permit #6328, and Respirator Inspection Record #6329.	Retain one month from date of issue.	Shred
SS-0024	Injury Reports	Description and/or investigation of staff and inmate injury. DRC Forms: #1796 Occupation Injury Report, #4198 Inmate Accident Report, #6311 Inmate Accident Log, and other related documentation.	Paper – Retain five years, then destroy. Machine Readable – Retain five years, then destroy	Shred Delete
SS-0025	Job Hazard Analysis	Record to document analysis of employee and inmate job duties to assure proper safety process is in place. DRC Form: #1943 Job Hazard Analyses.	Retain ten years.	Shred.
SS-0026	Safety Practice Acknowledgement	Documents inmates training for safety related and equipment training items. DRC #1177-Safety Practice Acknowledgement Form and DRC #1953 - Inmate Training Form.	Retain for 10 (ten) years after expiration of sentence, final release, or death.	Shred
SS-0027	Hazardous and Infectious Waste Documentation	Hazardous and Infectious Waste records that document the disposal of hazardous waste materials and other documentation provided by contracted waste hauling companies that serve as shipping papers or hazardous waste manifest.	Retain for three years from the date waste was shipped for disposal.	Shred

SS-0028	Institution Hazard Communication Program	Hazard Communication Program that describes how the institution plans to ensure that the hazardous materials used at the worksite are properly evaluated, appropriately labeled, the location of the MSDS, and how the institution will provide hazard information training.	Retain until superseded	Shred
SS-0029	Fire Prevention & Safety Plan	A written plan which provides for preventative measures for the storage of combustible materials, good housekeeping measures, maintenance of fire protection, detection and extinguishing equipment, and provides for the prevention of fire hazards.	Retain until superseded Maintain until new plan is written and approved.	Shred
SS-0030	Fire Prevention Inspection & Testing Grid	A log used to document the testing and inspection of fire extinguishing equipment.	Paper – Retain three years, then destroy. Machine Readable – Retain three years, then destroy	Shred Delete
SS-0031	Annual Fire Inspections	Records of the facility annual fire inspections and documented corrective action.	Retain three years.	Shred
SS-0032	Hazard Exposure Assessment	DRC Form 1701 used to document the respiratory hazard identification and analysis.	Retain three years.	Shred
SS-0033	DRC Housekeeping Plan	A written plan that provides guidance on basic facility housekeeping tasks including the frequency of the task, materials needed for the task and general instructions.	Retain until superseded	Shred
SS-0034	OSHA Work-Related Injuries and Illness Log, Illness and Injury Report, and Summary	OSHA Forms 300, 300A and 301 used to document, classify and summarize work-related injuries and illnesses.	Retain five years.	Shred
SS-0035	Institution Safety Manual	Safety Manual that documents the health and safety programs and procedures specific to the facility that promotes a safe and healthful workplace.	Retain until superseded	Shred

SS-0036	Material Safety Data Sheets	A document containing information and instructions on hazardous materials present in the workplace. Material Safety Data Sheets (MSDS) contain details about hazards, requirements for its safe handling, and actions to be taken in the event of fire, spill or over-exposure.	Machine Readable – Retain 30 years, then destroy Paper – Retain 30 years, then destroy.	Delete Wastepaper
SS-0038	Public Employees Risk Reduction Program Inspection Reports	Documentation of Public Employees Risk Reduction Program (PERRP) inspections, reports, and abatements.	Machine Readable – Retain 5 years. Paper – Retain 5 years.	Delete Shred
SS-0039	Annual Food Service Inspections	Records the annual food service inspection conducted by the Department of Health and documented corrective action.	Paper – Retain 3 years.	Shred
SS-0040	Respiratory Protection Program	Written respiratory protection program with work-site specific procedures with standard operating procedures governing the selection and use of respirators.	Paper – Retain until superseded	Shred
SS-0041	OSHA Respirator Medical Evaluation Questionnaire	A medical questionnaire completed by anyone performing duties requiring the use of a respirator.	Paper – Retain until next evaluation	Shred
SS-0042	Respiratory Qualitative Fit Test	Documents the testing required to ensure an approved respirator is properly fitted.	Paper – Retain until next fit test	Shred
Security Back to top				
SEC-0002	Shift Reports	Documents officer call-ins from their post at required times.	Retain in office 1 year, then destroy.	Throw away - waste paper
SEC-0003	Shift Minutes	Documents daily happenings on each shift. Lists all abnormal occurrences or observations made during shifts.	Retain 3 years.	Shred
SEC-0004	Report of Visitor Search	Documents circumstances of a visitor search conducted. Indicates type of search conducted and the results of that search.	Retain in office for 10 years.	Shred

SEC-0005	Publication Screening Process File	Documents publications coming into the institution that are challenged as to being a safety or security risk. Indicates the date that the publication was received, the grounds on which it was challenged and the ruling made.	Retain in office 4 years, then destroy.	Throw away - waste paper
SEC-0006	Perimeter/Outside Patrol/Area inspection Report	Documents security inspections made of listed areas.	Retain in office one year, then destroy.	Throw away - waste paper
SEC-0010	Lock Checks	Documents institution locks inspected daily by each shift.	Retain in office one month, then destroy.	Throw away - waste paper
SEC-0011	Fog Alert Log	Documents extra officers assigned to posts during fog alert. (Heavy fog surrounding the institution.) Used to insure equal distribution of fog alert duty.	Retain in office 1 year, then destroy.	Throw away - waste paper
SEC-0012	Fence Intrusion Reports	Documents each alert of electronic fence and who checked it out and disposition of alert.	Retain in office 6 months, then destroy.	Throw away - waste paper
SEC-0013	Department Head Entrance and Exit Log/Tower.	Documents department heads entrance and exit times recorded by Tower. (Tower observations and logs). This lists observances by the tower guards as to the arrival and departure times of exempt employees who are not required to use a time clock.	Retain in office one year, then destroy	Throw away - waste paper
SEC-0016	Visit Logs	Documents every person entering institution.	Retain 3 years, then destroy	Wastepaper
SEC-0017	Theft Report	Documents theft of inmate property and disposition of investigation.	Retain 3 years.	Shred
SEC-0018	Shift Security Report	Documents security rounds made and what areas were checked.	Retain one year after date of inspection, then destroy.	Throw away - waste paper
SEC-0019	Search Authorizations	Authorization to search a visitor or employee. Warden issues authorization when he believes there is probable cause.	Retain until 10 years after date of authorization then destroy	Shred or burn
SEC-0021	Pass Recap Sheet	Records passes issued to inmates. Used to check validity of pass.	Retain 1 year, then destroy.	Throw away - waste paper

SEC-0022	Medication Log	Log of medication being brought into the institution for inmate personal needs during the time spent confined in the institution.	6 months	Shred or burn
SEC-0023	Key Ring Reports	Records each key on each Institution key ring and is the tracking system for institution keys. (Monthly, Alpha, Numerical, Content, Crosskey).	Retain 1 year, then destroy.	Throw away - waste paper
SEC-0024	Key Change Authorization	Documents authorization to change a key on a key ring within the institution.	Retain five years after change, then destroy.	Throw away - waste paper
SEC-0025	Inmate Driver Authorization	Authorization to drive to destinations listed. Documents arrival and departure times.	Retain for one year from date of authorization, then destroy.	Throw away - waste paper
SEC-0026	Evidence Log	Documents major contraband (where and when found).	Retain one year after case settled, then destroy	Shred or burn
SEC-0028	Daily Key Inventory	Documents inventory of institution keys, camera, VCR and monitor keys required to operate. (Completed on each shift) Form DRC 2250.	Retain three years, then destroy.	Shred
SEC-0029	Daily Count Sheets	Documents utilized to conduct daily institutional count.	Retain five years, then destroy.	Shred
SEC-0030	Count Slips	Daily count of inmates. Out-counts are used when inmate is out of area.	Retain three years, then destroy.	Shred
SEC-0031	Contractor's Signed Certification of Security Guidelines	Documents contractor's notification of institution security guidelines. Any contractor doing business in an institution is required to sign a statement indicating that he understands the institution's security guidelines.	Maintained until project completed, then destroy.	Throw away - waste paper
SEC-0032	Cell Search Report	Documents searches made and lists of contraband found during search.	Retain one year from date of search.	Throw away - waste paper
SEC-0033	Assault File (Inmate Assaults Staff)	Documents specifics on assaults on staff by inmates and includes yearly statistical report on assaults.	Retain in office three years, then destroy.	Throw away - waste paper
SEC-0034	Transports to Departmental Medical Facility	Documents inmates being transported to departmental medical facility and the reason.	Retain in office one year, then destroy.	Shred or burn
SEC-0035	Transportation to Non-Departmental Medical Facility.	Documents inmate's name and number to be seen by a doctor including reason and time of appointment.	Retain 5 years, then destroy.	Shred or burn

SEC-0036	Transportation Schedule	Documents inmates to be transported to medical facility. Used to protect officers needed on transportation duty.	Retain 1 year, then destroy.	Throw away - waste paper
SEC-0037	Investigation Log	A chronological list of all pending and closed investigations.	Retain at facility six years, then destroy. Retain at facility six, years, then destroy.	Shred Delete
SEC-0042	Inmate Visitor Register	Log of each visitor and who visits on each day. Lists inmate name and institution number.	Retain for 10 years after final release, maximum expiration, death, definite expiration, etc., then destroy	Shred or burn
SEC-0043	Law Enforcement Automated Data System	Record checks received from the LEADS computerized communication network.	Inmate record checks should be maintained in the inmate master file. All other record checks should be retained until review is complete	Shred
SEC-0044	Investigatory Notes	Notes resulting from investigations, interviews and/or correspondence.	Retain until investigation/interview is complete, then destroy.	Shred
SEC-0045	Transfer Authorizations	DRC Form #2003 that authorizes transfer of inmates from one institution to another.	Paper – Retain in office until transfer is complete then scan into OnBase and retain for ten years following the offender's final release or maximum expiration of sentence. Machine Readable – Retain in office until transfer is complete then scan into OnBase and retain for ten years following the offender's final release or maximum expiration of sentence.	Shred Delete
SEC-0046	Post Order	A document that describes the duties associate with a particular post. DRC Form #1326-Post Orders Template (page 1), #1795 Post Orders Template (page 2)	Retain five years, then destroy.	Shred

SEC-0047	Custody Log Books	A bound log recording daily activities of employee and inmates that provides continuity of information from shift change to shift change.	Retain three years, then destroy.	Shred
SEC-0048	Vehicle Key Log	Documents the issue and return of DRC vehicle keys. DRC Form #1455.	Retain three years, then destroy.	Shred
SEC-0049	Man Down Alarm Log	Records the issuance and testing of personal body alarms. DRC Form #2252.	Retain three years, then destroy.	Shred
SEC-0050	Tool Control Documents	Documents involving the use of tools within the institution to include: DRC #2328, Missing, Stolen or Broken Tool Report, #2329 Report of Contractor's Tools, #2330 Tool Inventory Revision Report, #2331 Tool Inventory, #2332 Daily/Weekly Tool Report, #2552 Daily Tool Sign In/Out Log, #2671 Perpetual Inventory Log, and #5095 Syringe and Needle Count Sheet.	Retain three years, then destroy.	Shred
SEC-0051	Amory Records	Records relating to the maintenance, storage and use of firearms and other security devices stored in the institution armory.	Retain three years, then destroy.	Shred
SEC-0052	Shift Rosters	Rosters that records which officer is assigned to each post.	Retain three years, then destroy.	Shred
SEC-0053	Legal Mail Log	Log showing the date of receipt and delivery of legal mail to an inmate.	Retain three years, then destroy.	Shred
SEC-0054	Fence Alarm System Log	Computer generated record that records when fence alarms are triggered and the cleared.	Retain one year, then destroy.	Delete
SEC-0056	Post Assignment	Documentation that records an officer's acknowledgement that the post orders have been read.	Retain three years, then destroy.	Shred
SEC-0057	Vehicle Sallyport Log	Records that indicate entrance and exit information for all vehicles and persons entering a vehicle sallyport. DRC Form #2477	Retain three years, then destroy.	Shred
SEC-0058	Control Center Equipment Inventory Log	Records inventories of equipment stored in the Control Center.	Retain three years, then destroy.	Shred

SEC-0059	Equipment Log Sheet	Documents the issue and return of equipment from the Control Center. DRC Form #1310.	Retain three years, then destroy.	Shred
SEC-0060	After Hours Call-in Log	Records telephone checks initiated by staff working after normal business hours.	Retain three years, then destroy.	Shred
SEC-0061	Contraband Log	Documents and tracks all contraband confiscated from inmate. DRC From #6031.	Retain three years, then destroy.	Shred
SEC-0062	Daily Security Check	Documents the daily security checks on the physical structure of the post area. DRC Form #2557.	Retain three years, then destroy.	Shred
SEC-0063	Weapons Inspection Report	Records the inspection of weapons. DRC Form #2448	Retain three years, then destroy.	Shred
SEC-0064	Temporary Chit Log	Records the issue and return of temporary key chits. DRC From #2538	Retain three years, then destroy.	Shred
SEC-0065	Overtime Control Sheet	Records the circumstances around which correction officer overtime is used. DRC Form #1096.	Retain three years, then destroy.	Shred
SEC-0067	SC/DC/LC Placement Documentation	Records placement of inmates in Security, Discipline and Local Control.	Retain three years (current ACA audit cycle), then destroy.	Shred
SEC-0068	Level 4/5 Placements	Records placement of inmates in Level 4 and 5 security levels.	Retain three years (current ACA audit cycle), then destroy.	Shred
SEC-0069	Identification/Intelligence Profile	This form documents inmate's Security Threat Group affiliation.	Paper – Retain five years after release from prison, then destroy. Machine Readable – Retain five years after release from prison, then destroy.	Shred Delete
SEC-0070	Authorization to Screen Inmate's Mail	Records that provide institutional staff the authority to screen inmate's mail.	Retain 10 years.	Shred
SEC-0071	Visitors Badge Log	A log that documents the badges issues to persons entering the institution.	Retain 2 years.	Shred
SEC-0072	UPS Logs	Documents the packages sent out by inmates. Used to verify amount charged to inmate's account and to verify the package was sent.	Retain 5 years.	Shred
SEC-0073	Cell Extraction Video Tape	Video tape of events leading up to and following a cell extraction.	Retain 3 years unless the event is involved in litigation, then retain until litigation is resolved.	Erase

SEC-0074	Entrance Authorizations	DRC Form 2161 that lists persons authorized to enter the institutions with photo identification.	Retain 3 years.	Shred
		Social Services Back to top		
SOC-0001	Inmate Marriage Files	Documents process of offender's marriage during incarceration. Paper files with court documentation to include: Kites, letters of request to get married, reply of approval or denial scheduling notice, copy of marriage license, change of name memos, etc.	Retain in office three years after maximum expiration, final release or death, then destroy.	Shred.
SOC-0002	Earned Credit Report Documentation	Documents inmates who receive credit toward their release date through productive program participation including attendance records.	Paper – Retain until release of all inmates on the list. Machine Readable – Retain until release of all inmates on the list.	Shred Delete
SOC-0003	Urine Test Results that Indicate Illegal Drug Usage	Documents results of inmate's urine test that indicate illegal drug use.	Retain in office 5 years.	Shred
SOC-0004	Alcohol/Narcotics Anonymous Attendance Record	Documents inmate's attendance to program meetings.	Retain one year, then destroy.	Shred
SOC-0005	Urine Testing Log	Log of all inmates having a urine test done.	Retain in office three years, then destroy.	Shred
SOC-0017	Parenting Program Reports	Statistical data on program, program goals any goals met, racial breakdown and overall assessment of program. Reference source for future grants. Used to monitor effectiveness of program.	Retain in office 10 years, then destroy.	Throw away - waste paper
SOC-0018	Institution Volunteer File	Complete information (background investigation, questionnaire, signed release of information, signed notification of rules & regulations) on volunteers.	Retain in Training Office at facility of original volunteer site. When volunteer services have ended/terminated, retain for three years, and then destroy.	Shred

SOC-0020	Social Services Records	Includes all social service records prepared as needed including social summaries and evaluations for routine operations, admissions and special requests.	This file will be merged with inmate Master File upon inmates release from custody. Retain for 10 years after final release, maximum expiration, death, definite expiration, etc., then destroy.	Shred or burn
SOC-0021	Urine Test Results That Indicate No Illegal Drug Use	Document results of inmate's urine test that indicates no illegal drug use (negative results).	Destroy upon receipt.	Shred
SOC-0022	Religious Service File	Record contains information of inmate's faith background, religious preference and a minister of record.	Retain three years (current audit cycle), then destroy.	Shred
SOC-0023	Offender Job Linkage Historical Reports and Program Summaries	Program information summaries and statistics compiled for presentations and reports as requested.	Maintain 5 years.	Delete
SOC-0024	Grant Awards Related to Offender Workforce Development	Request to Purchase documentation, invoices, participant information, curricula.	Maintain 5 years.	Delete
SOC-0025	Offender Workforce Development Correspondence	E-mail and letter requests for Federal Bonding Program information and employment assistance.	Paper - Maintain paper copies 1 year. Machine Readable - Maintain subsequent copies electronically 1 year.	Shred Delete
SOC-0026	Offender Workforce Development Videoconference Schedules and Resumes	Packet information regarding each scheduled Offender Workforce Development Videoconference. Includes institutional schedule, submitted resumes and detail sheets (electronic form).	Paper - Maintain 2 years. Machine Readable - Maintain electronic records 2 years.	Shred Delete
SOC-0027	Offender Workforce Development Videoconference Participation Database	Database by annual institutional participation of inmates submitted and participating in Offender Workforce Development Videoconferences.	Machine Readable – Maintain 3 years.	Delete

SOC-0028	Employer Database	Electronic resources of employers known to hire ex-offenders. This database is an internal document not meant for public dissemination. It is no longer used by Offender Workforce Development Administrators and has not been updated in approximately 18 months.	Machine Readable – Maintain 1 year.	Delete
SOC-0029	Federal Bonding: Bonds Processed Database	Electronic database of bonds issued: Includes employer information, employee information including SSN and address, bond issued and date. Federal Bonding applications: includes telephone application, copy of bonding certificate, and employer notification letter. Not processed for reasons of failure to complete application process, non-conformation of hire. Federal Bonding applications: includes telephone application, copy of bonding certificate, and employer notification letter. Completed packets are maintained electronically.	Maintain 2 years.	Delete