

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Item No.	Description	Retention
1	<p>This Amendment modifies the Basic Schedule</p> <p>So much of retention as now reads "Retain hard copy six (6) months, thereafter microfilm. Destroy *** Creation."</p> <p>IS HEREBY AMENDED TO READ</p> <p>Retain hard copy <u>two (2) years</u>, thereafter microfilm. Destroy *** Creation.</p> <p style="text-align: center;"><u>Inmate Base File</u></p> <p>A. Inmate Data Sheets - 8½" X 11" General description - Inmate's name, address, DOB, description, employment, previous incarceration, education, military, emergency information, date admitted, arresting agency, searched and admitted by, telephone calls given, detainers charges, dispositions and release information.</p> <p>B. Work Release, Community or Trustee Status documents. General description - 8½" X 11" General rules and regulations of the Detention Center's policy and procedures.</p> <p>C. Urine Test Results Description - Shows a positive or negative result to the use of drugs and alcohol.</p> <p>D. Inmate Progress Sheet - 8½" X 11" General description - Logs all information about the inmate, i.e., court date, disciplinary measures, etc.</p>	<p>Retain hard copy two (2) years, thereafter microfilm. Destroy hard copy after microfilm verified. Destroy microfilm 12 years following its creation.</p> <p>Same as Item 1A</p> <p>Same as Item 1A</p> <p>Same as Item 1A</p>

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

7-2-92

Date

*William J. ...*

Signature

Director

Title

AUG 17 1992

Date

*Edward C. ...*

Special Agent in Charge

**RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)**

Item No.	Description	Retention
E.	Commitment Papers - 8½" X 11" General description - states the inmate's charges, bond and conditions, date of trial or preliminary hearing.	Same as Item 1A
F.	Detainers - Various sizes General description - notifies WCDC of other charges or holds the inmate in other areas.	Same as Item 1A
G.	Initial Classification Sheet - 8½" X 11" General description - Inmate's name, bond, charges, description, comments, security rating, previous history on inmate.	Same as Item 1A
H.	Pre-Classification Inmate Placement - 8½" X 11" General description - Inmate's name, charges, race, ages, sex, remarks, special precautions, Booking Officers signature and dorm number.	Same as Item 1A
I.	Inmate Property Record - 8½" X 5½" General description - Inmate's name, date, list of items placed in property room, inmate's signature, receiving officers signature.	Same as Item 1A
J.	Inmate Issue - 8½" X 11" General description - A list of what items are issued to inmates when booked in and signature of inmate stating that they are held responsible for these items.	Same as Item 1A
K.	Inmate Rules & Regulations Receipt - 8½" X 11" General description - A receipt that the inmate has received a copy of the Inmate Rules and Regulations for WCDC.	Same as Item 1A
L.	Strip Search Form - 8½" X 11" General description - Inmate's name, charges, ID #, reason for search, officers signature and supervisors signature.	Same as Item 1A
	Various other documents that may be placed in the inmate's file includes the following:	Same as Item 1A

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

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Item No.	Description	Retention
	<p>M. Cell Transfers - 8½" X 11" Inmate's name, cell transfer numbers, reason for transfer, time transferred.</p> <p>N. Disciplinary Hearing Reports, Notice of Infraction or Incident, Administra- tive Segregation, Protective Custody and Classification Hearings - 8½" X 11". These forms tell inmates name, charges, reasons for the Hearing, Infraction, etc</p>	<p>Same as Item 1A</p> <p>Same as Item 1A</p>