

*Department* as feasible. From the information so assembled, each inmate shall be classified and assigned to such available treatment, training, or employment as may be deemed appropriate [ , and to this end, the Commissioner of Correction shall exercise liberally the powers of transfer conferred by Section 690 of this article, it being intended that each prisoner sentenced to any of the penal institutions subject to the control of the Department of Correction shall be assigned or transferred, as expeditiously as possible, to such treatment, training, and employment as in the judgment of said Commissioner will improve discipline or aid in the safekeeping, treatment, training, employment, and preparation of said offender for parole or release upon the expiration of his sentence]. It is the further duty of the warden or superintendent of the respective institutions, under regulations established by the Department of Correction, to keep and preserve adequate records of the conduct, effort, and progress of each inmate during confinement, and copies of the case and institutional records, or summaries thereof, shall be presented to the parole authority by the time each such inmate becomes eligible for parole and at other times when requested.

(b) For the purpose of obtaining accurate descriptions of inmates, the warden or other person in charge of any of said institutions, may adopt the Bertillon method of measurement and registration or such other method as may minutely describe inmates.

## 693.

For the purposes mentioned in Section 691 of this [section] *article*, the State's attorney of any county or city in which a person has been convicted of crime and sentenced to [imprisonment in one of said institutions] **THE JURISDICTION OF** *the Department*, shall forward to the [warden or other person in charge of the institution at the request of the warden or other person, and upon blanks furnished by him,] *Department* a criminal history of such criminal as fully as it is known or can be ascertained by such State's Attorney.

## 697.

The [warden or other person in charge of said institutions] *Department* shall furnish a copy of any such record kept [in said institution] *by it* to any police officer presenting an order for such copy signed by the superintendent or other officer in charge of police in [the] *any* city or county [where such institution is located]; also on or before the twenty-eighth day of each and every month, the [warden or other person in charge of any of said institutions] *Department* shall furnish to the superintendent or other officer in charge of police in the city or county [where the institution is located] *from which the prisoner was committed*, the name of every convict whose sentence expires the following month, together with the date when sentence commenced, the county or city from which committed, the crime for which committed, and the exact date when the convict will be discharged.

## 698.

Whenever it appears to the [officer in charge of any penal institution] *Department* that a prisoner in [such institution] *any institution under its control* is ill, and that the facilities of the institution