

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE**

**Schedule No. 2424 - 01**

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**Agency**  
Department of Public Safety and Correctional Services

**Division/Unit**  
Division of Correction

Item No.	Description	Retention
	<p><b>This schedule supersedes Schedule No. 1406-1.</b></p> <p><b><u>ADDICTION SERVICES AREA:</u></b></p>	
I.	<p><b>CORRESPONDENCE:</b></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, and other materials relating to addictions. Maintained in inmate's record in the addiction office.</p>	Retain five (5) years, then destroy.
II.	<p><b>INMATE RECORD FILES:</b></p> <p>Individual and group progress notes, treatment plans, aftercare plans, releases of information, consent to treatment, and forms included in the DPSCS Substance Abuse Treatment Services Operations Manual.</p>	Retain five (5) years from group termination date, then destroy.
III.	<p><b>STATISTICAL REPORTS:</b></p> <p>A. Raw Data</p> <p>Reports from each staff person on individual inmates and group activities.</p>	Retain three (3) years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date 6/5/08

Signature J. Michael Stouffer

Typed Name J. Michael Stouffer

Title Commissioner

Schedule Authorized by State Archivist

Date 13 May 09

Signature Edward C. Topp

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
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(Continuation Sheet)**

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<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
<p>III. (cont'd)</p>	<p>STATISTICAL REPORTS (cont'd)</p> <p>B. Monthly and Annual Summaries</p> <p>Reports by addiction counselors, clinical supervisors and regional supervisors each month and for fiscal year. Original sent to Director of Substance Abuse Treatment Services, and copy maintained in both addiction clinical coordinator and regional supervisors' office files.</p>	<p>Retain three (3) years, then destroy.</p>
<p>IV.</p>	<p>ADDICTION ASSESSMENTS:</p> <p>Original and copy of inmate's addiction screening and assessments. Original maintained in addiction office, and the copy in the base file.</p>	<p>Retain five (5) years, then destroy.</p>