

Making a Second Case Record

A second or subsequent case record is to be compiled when old records are received for assimilation or when any section of the record reaches capacity, i.e., when the prongs in the section will no longer close. Prongs are not to be added.

Old case records are to be placed in a second volume and labeled Old Case Records. If the old case record is small in size, this information may be filed in section VI of the current case record by divider and labeled accordingly.

If a section in the case record reaches capacity, all records over two years old are to be pulled from the section and placed in the second volume. The second record is to be labeled with the section of the base file from which the materials were taken. In the original record page 2 of this appendix is to be placed in the appropriate section to indicate that the older material is in the second file.

To make a second case record:

- A. Use the same inmate name and number (DOC/CL/SID) as on the original file;
- B. Label one tab "Folder 1 of 2" (to be placed on the original file) and another tab "Folder 2 of 2" (to be placed on the second file); this numerical labeling shall be completed for any subsequent files; and
- C. Label the additional folder to indicate the contents, e.g.; "Old Case Materials," Section IV, etc.

Examples:

DOE, John	DOC/SID#000000	DOE, John	DOC/SID#000000
Folder 1 of 2	Record	Folder 2 of 2	Old Case#
DOE, John	DOC/SID#000000	DOE, John	DOC/SID#000000
Folder 1 of 2	Record	Folder 2 of 2	Filing

SEE FOLDER # _____

FOR

SECTION # _____