

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 2424 - 02 Page 1 of 1
Agency Department of Public Safety and Correctional Services		Division/Unit Division of Correction
Item No.	Description	Retention
	<p>This schedule supersedes Schedule No. 1406-2.</p> <p><u>INMATE DISCIPLINARY PROCESS AREA:</u></p> <p>All tapes, forms, log sheets and other materials pertaining to the inmate disciplinary process.</p> <p>I. TAPES AND LOG SHEETS:</p> <p>A. Tapes logged numerically B. Name and DOC Number of Inmate C. Weekly Data Summary</p> <p>II. FORMS:</p> <p>A Notice of Inmate Rule Violation and Disciplinary Hearing B. Pages one and two (disciplinary report)</p> <p>* CROSS REFERENCE: Retention period congruent with Case Management schedule (2424-06)</p>	<p>Retain tape five (5) years, then erase. Retain log sheets five (5) years, then destroy.</p> <p>Retain in base file two (2) years after inmate's release, then to the State Records Center thirteen (13) years, then destroy.</p>
Schedule Approved by Department, Agency, or Division Representative. Date <u>6/5/08</u> Signature <u>J. Michael Stouffer</u> Typed Name <u>J. Michael Stouffer</u> Title <u>Commissioner</u>		Schedule Authorized by State Archivist Date <u>13 May 09</u> Signature <u>Edward C. Igenfuss</u>