

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

Schedule No. 2424-03

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Agency
Department of Public Safety and Correctional Services

Division/Unit
Division of Correction

Item No.	Description	Retention
<p>I.</p>	<p>This schedule supersedes Schedule 1406-3.</p> <p><u>ADMINISTRATIVE OFFICES AREA:</u></p> <p>GENERAL CORRESPONDENCE:</p> <p>Subject arrangement of original incoming letters and outgoing letters and memoranda, reports, studies, surveys, investigations, press releases, legislative material and other miscellaneous documents related to the administration of the Division and its institutions.</p>	<p>Materials relating to planning and policy that illustrate development of the Division retain permanently for periodic transfer to the State Archives. Otherwise, retain three (3) years, then destroy.</p>
<p>II.</p>	<p>MANUALS AND PUBLICATIONS:</p> <p>A. Annual Report B. Grand Jury Report C. DOC Inmate Handbook</p>	<p>Screen annually. Destroy materials not needed for conduct of business. Retain one (1) copy of each publication or manual permanently. Transfer periodically to State Archives</p>

Schedule Approved by Department, Agency, or Division Representatives.
Date LjJj_C*
Signature J. Michael Stouffer
Typed Name J. Michael Stouffer
Title Commissioner

Schedule Authorized by State Archivist
Date 13 May 09
Signature Edward A. Lopez

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

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Item No.	Description	Retention
III.	<p>MINUTES:</p> <ul style="list-style-type: none"> A. Managing Officers Meetings B. Warden's Staff Meetings C. Inmate Advisory Committee Meetings D. Union Representative Advisory Meetings 	<p>Retain permanently. Transfer periodically to the State ARCHIVES</p>
IV.	<p>LEGAL MATERIALS:</p> <ul style="list-style-type: none"> A. Lawsuits B. Advice of Counsel C. Attorney General Opinions 	<p>Screen annually. Retain permanently in policy and procedure history file and transfer periodically to the State Archives.</p>
V.	<p>OFFICIAL PUBLICATIONS ACKNOWLEDGEMENT:</p> <p>Employee signatures indicating receipt of or having read official publications.</p>	<p>Retain five (5) years after policy and procedure are rescinded, then destroy.</p>