

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		<b>Schedule No. 2424 - 05</b>
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<b>Agency</b> Department of Public Safety and Correctional Services		<b>Division/Unit</b> Division of Correction
<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
	<b>This schedule supersedes Schedule No. 1406-5.</b>	
	<b><u>RELIGIOUS SERVICES AREA:</u></b>	
	Forms, reports, and other materials relating to religious activities.	
I.	<b>GENERAL CORRESPONDENCE:</b>	
	Subject arrangement of incoming and outgoing letters, memos, and other documents relating to religious services.	Retain three (3) years, then destroy.
II.	<b>FORMS:</b>	
	Completed quarterly by chaplain and submitted to Director of Religious Services.	Retain three (3) years, then destroy.
III.	<b>COMPASSIONATE LEAVE FORM:</b>	
		Retain three (3) years, then destroy.
IV.	<b>RECORDS OF BAPTISMS, CONFIRMATIONS AND MARRIAGES:</b>	
		Retain three (3) years, then destroy.
Schedule Approved by Department, Agency, or Division Representative. Date <u>6/5/08</u>		Schedule Authorized by State Archivist Date <u>13 May 09</u>
Signature <u>J. Michael Stouffer</u>		Signature <u>Edward C. [unclear]</u>
Typed Name <u>J. Michael Stouffer</u>		
Title <u>Commissioner</u>		

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(Continuation Sheet)**

**Schedule No. 2424 - 05**

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**Division/Unit**  
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<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
V.	<p><b>NEXT OF KIN NOTIFICATION:</b></p> <p>Documentation of when the chaplain informs the next-of-kin of an inmate's death and other related information, such as the name of the person to whom the chaplain spoke.</p>	<p>Retain two (2) years after last entry, then destroy.</p>
VI.	<p><b>RELIGIOUS PREFERENCE REGISTRATION:</b></p> <p>Record of inmate's religious preference.</p>	<p>Retain three (3) years, then destroy.</p>
VII.	<p><b>SCHEDULE OF SERVICES AND ACTIVITIES:</b></p> <p>Posted schedule of religious services and activities.</p>	<p>Retain three (3) years, then destroy.</p>
VIII.	<p><b>REQUESTS TO SEE THE CHAPLAIN:</b></p>	<p>Retain three (3) years, then destroy.</p>