

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

Schedule No. 2424 - 07

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Agency
Department of Public Safety and Correctional Services

Division/Unit
Division of Correction

Item No.	Description	Retention
I.	<p>This schedule supersedes Schedule No. 1406-07.</p> <p><u>DATA MANAGEMENT AREA:</u></p> <p>OFFENDER BASED STATE CORRECTIONAL INFORMATION SYSTEM I (OBSCIS I) SYSTEM: Information about inmates under DOC jurisdiction and maintained by Data Management :</p> <p>A. Population Reports B. Correspondence Information: Data includes date received, name of correspondent, etc. C. Institutional Billing</p>	<p>Archive closed records in OBSCIS until no longer administratively useful, then delete.</p> <p>Maintain printed copies of records in DM office three (3) years, then destroy.</p>
II.	<p>OBSCIS I MANUALS:</p> <p>A. Operational B. Training C. Codes D. Software Package Documentations E. Agency Identifiers</p>	<p>Review annually and destroy obsolete materials.</p>

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. Topenfer

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III.	<p><u>TEST SCORES:</u></p> <p>Data Device Operator I, II, III</p>	<p>Forward original to employee's Human Resources Office for placement in personnel file. Maintain copy in DM Unit file for one (1) year, then destroy.</p>
IV.	<p><u>MICROFICHE:</u></p> <p>An old, one-time conversion of records to computer tape which is held in the Public Safety Data Center</p> <p>A. List of Inmate Records B. Conversion of records from Key punch to NCR Keytape System</p>	<p>Retain until no longer administratively useful, then destroy.</p>
V.	<p><u>INDEX CARD FILE:</u></p> <p>A. Conversion of Records from Card System to the OBSCIS I System B. Alphabetical Reporting of Inmates Missing through the Keytape System.</p>	<p>Retain five (5) years, then destroy.</p>

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VI.	<u>COMPUTER WEEKLY POPULATION LISTING:</u> Weekly listing of inmate records on the OBSCIS I System with selective data elements for each record.	Destroy upon receipt of updated listing.
VII.	<u>DAILY POPULATION REPORT SERIES:</u> Daily count of inmate population by institution.	Retain until no longer administratively useful, then destroy.
VIII.	<u>DATA PROCESSING CORRESPONDENCE SERIES:</u> A. Letters: Receipt of Notification B. Letters: Reply on Location	Retain one (1) year, then destroy.
IX.	<u>DAILY MOVEMENT REPORTS:</u> Information on daily movements for inmates housed in DOC. Verification made at DOC HQ Data Management Unit, and filed in Institutional Population Booklet.	Retain two (2) years, then destroy.
X.	<u>MILES MESSAGE SWITCHING:</u> Brief memos sent/received via Display Terminal or Printer.	Retain three (3) months, then destroy.