

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

**Schedule No. 2424 - 08**

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**Agency**  
Department of Public Safety and Correctional Services

**Division/Unit**  
Division of Correction

<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
	<p><b>This schedule supersedes Schedule No. 1406-8.</b></p> <p><b><u>EDUCATION (INMATE) AREA:</u></b></p> <p>Forms, reports, and other materials regarding inmate education NOT primarily for use of Department of Education.</p>	
I.	<p><b>PAYROLL MASTER SHEETS:</b> Student copies/receipts</p>	Retain one (1) year, then destroy.
II.	<p><b>ASSIGNMENT/REMOVAL REQUESTS:</b> Requests to assign or remove students from school program.</p>	Retain one (1) year, then destroy.
III.	<p><b>MANDATORY EDUCATION PROGRESS REPORTS:</b> Reviewed at parole hearings</p>	Retain three (3) years, then destroy.
IV.	<p><b>HOUSING LOCATION CARDS:</b> Documents showing inmates' locations</p>	Destroy when inmate leaves institution.
V.	<p><b>TOOL CONTROL RECORDS:</b> Documents indicating tools have been checked-out and returned.</p>	Retain one (1) year, then destroy.

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 A. Quenfen