

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

Schedule No. 2424 - 17

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Agency
Department of Public Safety and Correctional Services

Division/Unit
Division of Correction

Item No.

Description

Retention

This schedule supersedes Schedule No. 1406 - 17.

I.

SECURITY AREA:

- A. Use Of Force
- B. Post Orders Sign-Off Sheet
- C. Post Orders and Post Order Logbook
- D. Equipment Issue
- E. Sanitation Inspection
- F. Fire and Safety Inspection
- G. Incident Reports (Matter Of Record)
- H. Equipment Inspections
- I. Equipment Inventory
- J. Security Inspection Sheets
- K. Urinalysis Test Reports
- L. Contraband Reports
- M. Search Reports
- N. Key Inventory
- O. Key Inspection
- P. Weapon Inspection
- Q. Weapon Issue
- R. Meal Inspection and Count
- S. Vehicle Inspection
- T. Count Sheets

Retain seven (7) years,
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 3/2/09

Signature Edward A. Lopez

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

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| Item No. | Description | Retention |
|----------------|--|---|
| I. (cont'd) | U. Traffic Sheets V. Property Inventory W. Collapsible Post X. Shift Reports Y. Bi-Weekly Overtime Z. Duty Roster AA. Mobile Radio Inspection And Issue BB. Investigation Reports CC. Post Orders/Institutional Directive (Decisions) DD. Videotaped Force Cell Moves EE. Emergency Plan Drills FF. Entrance/Exit Log GG. Legal Mail Log HH. Maintenance Repair Orders II. Inmate Telephone Log JJ. Recreation And Shower Log KK. "E" Card Issuance Card LL. Armory Equipment And Inventory/Inspection MM. Quarterly Manpower Reports NN. Escort Logs OO. First Aid Kit Inspection Report PP. Serious Incident Reports QQ. Tool Control Accountability Forms RR. Uniform Inspection SS. Inmate Transfer List | Retain seven (7) years, then destroy. Exception: Item I.CC – Retain one (1) year, then destroy. |