



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Safety Manager

**TITLE:** Department Accident/Incident Cause Evaluation (ACE)

**CUTOFF:** EOSFY

**DESCRIPTION:** A form used for reporting any staff or offender injuries occurring either in a work setting, or in the case of offenders, while participating in recreational activities.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22889

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Drug Test Sample List/Employee

**CUTOFF:** EOSFY

**DESCRIPTION:** A random list of employees provided by the Employee Health and Safety Unit out of Central Office listing employees on which to perform urinalysis collections for drug screening.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22890

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Health and Safety Inspection Report

**CUTOFF:** EOSFY

**DESCRIPTION:** A report that is completed when an area of the institution is inspected for compliance to health and safety issues and procedures in compliance with Department of Corrections Procedures, Institutional Services Procedures, OSHA (Occupational Safety and Health Administration) Standards, NFPA (National Fire Protection Association) Standards, involving safety related items or concerns.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22891

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008



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Department: Department of Corrections

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**TITLE:** Institutional Pest Control Records

**CUTOFF:** EOSFY

**DESCRIPTION:** List of rooms and areas treated for pests.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22892

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Material Safety Data Sheets

**CUTOFF:** WSO

**DESCRIPTION:** Material Safety Data Sheets for all chemicals used within the institution.

**RETENTION:** Years: Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22893

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Offender Safety Rules - Machine/Equipment

**CUTOFF:** Offender release/change of job

**DESCRIPTION:** Form used to demonstrate that offenders have been informed of safety and operating procedures for actions and equipment in order to protect staff and the department from legal action in case of offender injury. This form is filled out during reception and orientation by each offender, and is filled out again if the offender takes a job in which he handles equipment.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22888

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008



## Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Safety Manager

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**TITLE:** Staff Safety Rules

**CUTOFF:** EOSFY

**DESCRIPTION:** A Safety Rules report that is completed annually for all employees who will be operating any equipment or machinery for any work detail or assigned task.

**RETENTION:** Years: 5 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22894

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

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