



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Custody

TITLE: Armory Access Log

CUTOFF:EOCY

DESCRIPTION: Monthly institutional armory access log showing entrance/exit of persons entering the armory.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22911

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Armory Inventory

CUTOFF:EOCY

DESCRIPTION: Monthly institutional armory inventory that shows what armor, munitions, weapons, radios, restraints, pepper spray, etc. are on hand or need to be purchased.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22912

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Armory Log

CUTOFF:EOCY

DESCRIPTION: Monthly institutional armory log recording issuance/return of munitions/weapons.

RETENTION: Years: 5 Months: Days:

NOTES: Form #MO931-2924

DISPOSITION ACTION: Destroy

SERIES: 22913

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: Custody

TITLE: Control Center Count Sheet

CUTOFF: WSO

DESCRIPTION: Form used to record number of offenders present in all areas of the institution at any time count is called. Each area of housing unit will count all offenders present and call that number to Control Center. When all numbers are added together for this area, the count will be total number of offenders assigned to the institution.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22914

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Control Center Sign In

CUTOFF: EOCY

DESCRIPTION: Log for sign in for non-employees entering the control center.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22915

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Count Sheet

CUTOFF: WSO

DESCRIPTION: Form used to record number of offenders present in specific area of institution. Used to account for all offenders at any time count is called.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22916

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: Custody

TITLE: Custody Job Postings and Awards

CUTOFF: EOCY

DESCRIPTION: Documentation showing job postings for vacant corrections officer posts and the subsequent awarding of the posted job to a specific officer.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22917

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Custody Office Records

CUTOFF: EOCY

DESCRIPTION: Files containing information relative to custody operations, including but not limited to DelNorte Report, Hospital logs, housing unit reports, incident reports, mobile patrol logs, shift supervisor logs, special security orders, tower reports, etc.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22918

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Custody Staff Rosters

CUTOFF: EOCY

DESCRIPTION: The staff rosters include the shifts, custody posts, persons filling the posts and regular days off.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22919

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: Custody

TITLE: Daily Sign In/Out Sheets

CUTOFF:EOCY

DESCRIPTION: The daily sign in/out sheets are for staff members entering/exiting the institution. The sheets contain the employee's ID number, name, position and time entering/exiting the institution.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22920

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Drug Test Sample List/Offender

CUTOFF:EOCY

DESCRIPTION: Monthly random drug test sample list of offenders provided by Planning and Research Unit.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22921

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Entry Restriction Notifications - Do Not Admit

CUTOFF:EOCY

DESCRIPTION: Notifications sent to Control Center denoting those individuals not allowed to enter the secured perimeter of the institution.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22922

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: Custody

TITLE: Entry/Exit Log

CUTOFF:EOCY

DESCRIPTION: All persons not assigned to a specified facility sign in/out of institution on entry/exit log.

RETENTION: Years: 3 Months: Days:

NOTES: Form #MO931-2112

DISPOSITION ACTION: Destroy

SERIES: 22923

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Outcount Order

CUTOFF:EOCY

DESCRIPTION: Form completed for any offender departure from institutional grounds under the supervision of staff or a law enforcement agency or for work/education release programs.

RETENTION: Years: 5 Months: Days:

NOTES: Form #MO931-1182

DISPOSITION ACTION: Destroy

SERIES: 22924

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Post Orders Acknowledgement Form

CUTOFF:End of Month

DESCRIPTION: Form used to verify that officers have read post orders for the post they are assigned.

RETENTION: Years: 3 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22925

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: Custody

TITLE: Security Dog Files

CUTOFF: EOCY

DESCRIPTION: Guidelines for acquisition, training, care and use of narcotic detection dogs and tracking dogs.

RETENTION: Years: 5 Months: Days:

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22926

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008
