



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Records

**TITLE:** Criminal History Checks - negative results

**CUTOFF:** Completion of check

**DESCRIPTION:** MULES (Missouri Uniform Law Enforcement System)/NCIC (National Crime Information Center)/NLETS (National Law Enforcement Telecommunications System) -Criminal History checks, returned with no prior criminal history, conducted on staff, volunteers, and visitors as denoted in policy. Criminal history checks are conducted on staff and volunteers annually. Checks on visitors to the facility are conducted as needed before access is granted.

**RETENTION:** Years: 0 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 22992

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Criminal History Checks - positive results

**CUTOFF:** EOCY

**DESCRIPTION:** MULES (Missouri Uniform Law Enforcement System)/NCIC (National Crime Information Center)/NLETS (National Law Enforcement Telecommunications System) -Criminal History checks with positive results of prior criminal history conducted on staff, volunteers, and visitors as denoted in policy. Criminal history checks are conducted on staff and volunteers annually. Checks on visitors to the facility are conducted as needed before access is granted.

**RETENTION:** Years: 1 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 9199

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008



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**TITLE:** Criminal History Dissemination Log

**CUTOFF:** Completion of audit by Missouri State Highway Patrol

**DESCRIPTION:** Log kept by all MULES (Missouri Uniform Law Enforcement System) operators of dissemination of information gathered from MULES (Missouri Uniform Law Enforcement System) and NCIC (National Crime Information Center) checks of offenders and/or visitors, and disseminated to outside agencies.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 9200

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

**TITLE:** General Equivalency Development Certificates

**CUTOFF:** Offender release

**DESCRIPTION:** Certificate indicating all requirements have been completed and exam passed to obtain a certificate in lieu of a high school diploma.

**RETENTION:** Years: 0 Months: 0 Days: 0

**NOTES:** Certificate is given to offender upon release.

**DISPOSITION ACTION:** Transfer to appropriate file

**SERIES:** 9201

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008

**TITLE:** Inmate Fingerprint Records

**CUTOFF:** Offender Release

**DESCRIPTION:** Diagnostic centers only. Fingerprint card using livescan system.

**RETENTION:** Years: 75 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 9204

**SERIES STATUS:** Approved

**APPROVAL DATE:** 12/17/2008



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**TITLE:** MULES (Missouri Uniform Law Enforcement System) Documentation

**CUTOFF:** Completion of audit by Missouri State Highway Patrol

**DESCRIPTION:** Any incoming or outgoing documentation regarding the operation and maintenance of MULES (Missouri Uniform Law Enforcement System) printers, etc.

**RETENTION:** Years: 1 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 9202

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Offender Discharge File - Historical

**CUTOFF:** Offender Discharge

**DESCRIPTION:** Offender files determined by the Missouri State Archives to be of historical value. To include persons of state and national interest and all death row inmates. Original files include information relating to classification, sentence & judgment, education, property and medical.

**RETENTION:** Years: 50 Months: Days:

**NOTES:** This file is purged of all closed information by the Department of Corrections before transfer to Missouri State Archives.

**DISPOSITION ACTION:** Permanent - Transfer to Missouri State Archives

**SERIES:** 23019

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Offender Discharge Files

**CUTOFF:** Offender release

**DESCRIPTION:** File of every offender released which includes information relating to classification, sentence & judgment, education, property and medical. This file is sent to Diagnostic Center three months after release.

**RETENTION:** Years: 75 Months: Days:

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 9203

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008



**Agency Records Disposition Schedule**

Department: Department of Corrections

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**TITLE:** Offender Sentence/Judgment Files

**CUTOFF:** Offender Release

**DESCRIPTION:** Files kept on every offender in the Department of Corrections that includes all offender legal paperwork prepared by the Courts, offender personal property and certificates received, Department of Corrections face sheet, etc.

**RETENTION:** Years: Months: 3 Days:

**NOTES:** Transfer to Offender Discharge File

**DISPOSITION ACTION:** Transfer to appropriate file

**SERIES:** 9205

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Penpac (Penitentiary Pack) Requests

**CUTOFF:** Offender Release

**DESCRIPTION:** Request for information on a previously incarcerated offender to include fingerprints, picture, and copy of sentence and judgement.

**RETENTION:** Years: 0 Months: 3 Days: 0

**NOTES:** Transfer to Offender Discharge file

**DISPOSITION ACTION:** Transfer to appropriate file

**SERIES:** 9206

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Personnel Information File (Reference copies)

**CUTOFF:**

**DESCRIPTION:** Originals kept in Personnel Department at Division Headquarters

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 9209

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008



**Agency Records Disposition Schedule**

Department: Department of Corrections

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**TITLE:** Record Transmittal And Receipt

**CUTOFF:**EOCY

**DESCRIPTION:** A form tracking classification, Sentence and Judgment, education, property and medical file movement.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:** Form #MO931-1242

**DISPOSITION ACTION:** Destroy

**SERIES:** 9207

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Records Reports

**CUTOFF:**EOCY

**DESCRIPTION:** Reports pertinent to the operations of the Records section and submitted on a specific timeline. Reports include but are not limited to transfer lists, movement/count reports, time credit reports, racial balance reports, etc.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 9208

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

**TITLE:** Technical Reference Materials

**CUTOFF:**

**DESCRIPTION:** Books, catalogs, brochures, etc.

**RETENTION:** Years: 3 Months: 0 Days: 0

**NOTES:**

**DISPOSITION ACTION:** Destroy

**SERIES:** 9210

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008