

<b>DATE:</b>	NOVEMBER 20, 2015
<b>NUMBER:</b>	A.12
<b>SUBJECT:</b>	HISTORICAL FILES: POLICY AND PROCEDURE MANUAL
<b>RELATED SECTIONS:</b>	<a href="#">A.11</a>

**PURPOSE**

To provide an organized repository for deleted, superseded or modified Detention Services Bureau Policies and Procedures (Detention P&P). Availability of this information is frequently critical in litigation.

**POLICY**

All deleted, superseded, or modified Detention P&P sections are to be retained for a period of ten years.

**PROCEDURE**

**I. DETENTION P&P SECTIONS (white sheets)**

- A. The P&P committee secretary, of the Detention Services Bureau, will be responsible for maintaining the “Historical File” of all Detention P&P sections.
- B. The P&P committee secretary will create an updated data file on compact disc each month containing all policies and procedures and facility green sheets.
- C. A hard copy of all approved policies with justifications will be retained for a period of ten years.

**II. FACILITY/DIVISION SECTIONS (green sheets)**

Each facility or division manager will designate one position to be responsible for maintaining the “Historical File” of all sections specific to that operation (green sheets).