

DATE:	OCTOBER 2, 2019
NUMBER:	F.1
SUBJECT:	RECORDS MAINTAINED
RELATED SECTIONS:	<a href="#">F.7</a>

**PURPOSE**

To ensure inmates are properly committed; inmate property is correctly managed; there is a record of events while the inmate is in custody; and there is an established records retention schedule.

**POLICY**

Detention Support Services will maintain and update the following inmate records:

**PROCEDURE**

- I. Inmate records that will be maintained and kept in the inmate custody record (a folder/pouch used as a hard copy record file while the inmate is in custody) are:
  - A. Booking Intake/Personal Property Inventory (J-15 form)
  - B. Court documents
  - C. Court orders (including sealed)
  - D. Discipline reports (If not recorded in the Jail Information Management System JIMS)
  - E. Release orders
  - F. Classification records (If not recorded in JIMS)
  - G. Any document changing the inmate's legal, disciplinary, or special custody status (If not recorded in JIMS)
  
- II. The following records will be maintained and kept for the designated period of time:

RECORD TITLE	RETENTION RECORD
Bail/fine receipts	5 Years
Cash disbursement forms	7 Years
Check cashing requests	7 Years
Prison Manifest	5 Years
Receipts	2 Years
Bureau of State and Community Corrections (Inspections)	5 Years
Correspondence	3 Years
Death Reports – Inmates	5 Years

Fire incident reports	5 Years
Monthly bank statements (inmate welfare revolving fund, bail account, inmate trust fund)	5 Years
Deposit permits	5 Years
Inmate Worker General Funds (confidential file kept by the legal advisor)	5 Years
Credit Card Statement and Receipt (for inmate welfare budget)	6 Years
Inmate Population of Inmate Workers	2 Years
Inmate Monies	5 Years
Inmate Transfer List (New Hires)	2 Years
Inmate Worker bunk change and assignment list	2 Years
Weekly proof of cash reports	2 Years
Erroneous releases	2 Years
Escape reports	2 Years
Facility incident videos	2 Years
Facility master schedule	2 Years
Inventory	3 Years
Grand jury inspections	2 Years
Daily Population Report	5 Years
Dormitory Health and Hygiene Inspection results	2 Years
Ethnic Counts	2 Years
Captain's Response to Inmate Grievances	5 Years
Inmate Grievances (non-disciplinary)	2 Years
Inmate Night count sheets	2 Years
Inmate participation in jail program	2 Years
Inmate Services Division General Fund Purchase Requests	2 Years
Inmate Welfare Purchase Request	2 Years
Inmate property records	2 Years
Inmate jail jacket paper case file	1 Year
Inmate jail jacket case file	After Completion + 10 Years
Kitchen inspections	2 Years
Cash statements	2 Years
Peace Officer Subpoena to Appear	2 Years
Logs and logbooks	2 Years

Please refer to the Sheriff's Department Retention Schedule and the County Global Retention Schedule for additional series or time frames.

- III. After the above documents have exceeded their required retention period, they may be destroyed, if not needed for an ongoing investigation or pending court order.
- IV. Retention time frames for all other department specific documents can be found in the Sheriff's Departments Retention Schedule.