

<b>DATE:</b>	SEPTEMBER 15, 2020
<b>NUMBER:</b>	A.12
<b>SUBJECT:</b>	HISTORICAL FILES: POLICIES AND PROCEDURES 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To provide an organized repository for deleted, superseded or modified Detention Services Bureau Policies and Procedures (DSB P&P). Availability of this information is frequently critical in litigation.

**POLICY**

All deleted, superseded, or modified DSB P&P sections are to be retained for a period of ten years.

**PROCEDURE**

- I. DSB P&P SECTIONS (white sheets)
  - A. The DSB P&P committee secretary will be responsible for maintaining the “Historical File” of all DSB P&P sections.
  - B. The DSB 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).