

DATE: May 2, 2022
NUMBER: F.1
SUBJECT: RECORDS MAINTAINED
RELATED SECTIONS: [F.7](#)

PURPOSE

To ensure incarcerated person(s) are properly committed, incarcerated person property is correctly managed, there is a record of events while the individual is in custody, and there is an established records retention schedule.

POLICY

The Detention Services Bureau will maintain and update incarcerated person records.

PROCEDURE

- I. Incarcerated person records that will be maintained and kept in the incarcerated persons custody record (a folder/pouch used as a hard copy record file while the individual 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 incarcerated person'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 (incarcerated person welfare revolving fund, bail account, incarcerated person trust fund)	5 Years
Deposit permits	5 Years
Incarcerated worker general funds (confidential file kept by the legal advisor)	5 Years
Credit card statements and receipts (for incarcerated person welfare budget)	6 Years
Incarcerated population (incarcerated workers)	2 Years
Incarcerated person monies	5 Years
Incarcerated person transfer list (incarcerated workers - new hires)	2 Years
Incarcerated 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
Housing area health and hygiene inspection results	2 Years
Ethnic counts	2 Years
Captain's response to incarcerated person grievances	5 Years
Incarcerated person grievances (non-disciplinary)	2 Years
Incarcerated person hard count sheets	2 Years
Incarcerated person participation in jail program	2 Years
Incarcerated Person Services Division general fund purchase requests	2 Years
Incarcerated person welfare purchase request	2 Years
Incarcerated person property records	2 Years
Incarcerated person custody record paper case file	1 Year
Incarcerated person custody record 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 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 Department Retention Schedule.