



**RECORDS RETENTION AND DISPOSITION SCHEDULE
 SPECIFIC SCHEDULE NO. 701-100
 DEPARTMENT OF CORRECTIONS
 ALL CORRECTIONAL INSTITUTIONS**

The schedule on the attached page(s) is approved with agreement to follow the records retention and disposition policies listed below:

AGENCY APPROVAL

STATE APPROVAL

AGENCY HEAD OR DEPUTY

Mr. George

STATE RECORDS ADMINISTRATOR

Sandra Y. Tralway

AGENCY RECORDS OFFICER

Camille Christian Palmer

COMPTROLLER OR DEPUTY

EFFECTIVE SCHEDULE DATE: *AUGUST 19, 2011*

SUPERSEDES SCHEDULE DATED: Jan. 28, 2009

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POLICIES FOR RECORDS RETENTION AND DISPOSITION

1. This schedule is continuing authority under the provisions of the Virginia Public Records Act, § 42.1-76, et seq. of the *Code of Virginia* for the retention and disposition of the records as stated on the attached page(s).
2. This schedule supersedes previously approved applicable schedules.
3. This schedule is used in conjunction with the Certificate of Records Destruction (RM-3 Form). A signed RM-3 Form must be approved by the designated records officer and on file in the agency or locality before records can be destroyed. After the records are destroyed, the original signed RM-3 Form must be sent to Library of Virginia (LVA).
4. Any records created prior to 1913 must be offered, in writing, to LVA before applying these disposition instructions. Offered records can be destroyed 60 days after date of the offer if no response is received from LVA. A copy of the offer must be attached to the RM-3 Form when it is submitted to LVA.
5. All known audits and audit discrepancies regarding the listed records must be settled before the records can be destroyed.
6. All known investigations or court cases involving the listed records must be resolved before the records can be destroyed. Knowledge of subpoenas, investigations, or litigation that reasonably may involve the listed records suspends any disposal or reformatting processes until all issues are resolved.
7. The retentions and dispositions listed on the attached page(s) apply regardless of physical format, i.e., paper, microfilm, electronic storage, optical imaging, etc. Unless prohibited by law, records may be reformatted at agency or locality discretion. Microfilming must be done in accordance with 17VAC15-20-10, et seq. of the *Virginia Administrative Code*, "Standards for the Microfilming of Public Records for Archival Retention." All records must be accessible throughout their retention period in analog or digital format. Whether the required preservation is through prolongation of appropriate hardware and/or software, reformatting, or migration, it is the obligation of the agency or locality to do so.
8. Custodians of records must ensure that information in confidential or privacy-protected records is protected from unauthorized disclosure through the ultimate destruction of the information. Ultimate destruction is accomplished through shredding, pulping, burning, and overwriting or physically destroying media. Deletion of confidential or privacy-protected information in computer files or other electronic storage media is not acceptable. Records containing Social Security numbers must be destroyed in compliance with 17VAC15-120-30.
9. Under the *Virginia Public Records Act*, § 42.1-79, LVA is the official custodian and trustee of all state agency records transferred to the Archives, Library of Virginia. LVA may purge select records in accordance with professional archival practices in order to ensure efficient access.
10. Unless otherwise directed, files are closed out at the end of each calendar or fiscal year as appropriate. Retention periods start at that time.

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<u>Administrative Visitors Log</u> This series documents the identities of official visitors to the unit. The log gives date, name, organization, time-in, time-out and initials of processing person.	101464	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<u>Attorney Conference Requests and Phone Call Requests</u> This series documents offender requests to meet with any attorneys, the institution's actions on requests, and tentative or actual meeting dates.	101465	Transfer to offender's institutional file.
<u>Bed Change Requests</u> This series documents an offender's request to change his bed assignment.	101466	Retain three years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<u>Bereavement Records</u> This series documents an offender's request for funeral or bereavement visitation to a dying relative on his/her bereavement or funeral. Includes approval from the warden and the regional office, specific information on the ill family member, contact information for family members, notification to local authorities, any objections to the visit, formal approval or rejection memorandum from the regional office, any recommendation from the warden with signature, and documentation of the actual bereavement visit or funeral.	101467	Transfer to Offender's Institutional File.
<u>Duty Rosters and "Call-In" Records</u> This series documents which security personnel are available for duty in the event the unit is short of manpower, and documents which security personnel are available.	101468	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.



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<p><u>Escape and Recapture Reports</u> This series documents the identity and status (recaptured or still at large) of offenders who have escaped from state facilities. Includes the Offender Record and Information Form, any official memorandums and detailed information on the escape and recapture.</p>	101472	Transfer original to the Central Criminal Record and retain a copy at the institution for five years after recapture or until audit, whichever is longer, then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Expenditure Analysis Reports</u> This series documents a detailed analysis of the unit's expenditures. The reports are used to project future budgets based on past expenditures.</p>	101473	Retain three years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Expungement Records</u> This series documents the authorization from the Central Office to remove all records and/or other written documentation concerning a charge brought against an offender during his/her incarceration. Includes requests to expunge files, written approval to remove or redact records, and photographs showing the data has been obliterated.</p>	101474	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Farm Reports</u> This series documents the total amount of crops and by-products produced on the unit's farm, to monitor farm production. Includes livestock inventories, farm production reports of crops, livestock and poultry slaughtered, eggs and dairy products produced, total value for each commodity and quantity and budget price value.</p>	101475	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Food Service: Control Logs</u> This series documents the continuous record of the quantity and location at any time of the day the potentially lethal and contraband items used in the kitchen.	101476	Retain for three years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<u>Food Service: Health Certificates / Medical Clearances</u> This series consists of documents proving that an individual allowed to handle food has been examined by medical personnel and is certified to be free from any communicable disease.	101477	Transfer to Offender's Medical Record or the Employee's Medical Record, whichever is applicable.
<u>Food Service: Inventory Records</u> This series documents the amount of individual items in the kitchen's storeroom.	101478	Retain for three years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<u>Food Service: Management Reports</u> This series documents a quarterly inventory of food stuffs on hand to be used in the prison cafeteria, and the corresponding dollar value of the food.	101479	Retain for three years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<u>Food Service: Production Worksheets</u> This series documents what meals are scheduled to be served at the facility each quarter, and determines what amount of food stuffs are to be ordered.	101480	Retain for three years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<u>Food Service: Monthly Census of Modified Diets</u> This series documents the number of modified diets (medical, religious, etc.) served per day at the facility.	101481	Retain for three years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.



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<u>Food Service: Requisition Records</u> This series documents the monthly requisition for additional food and other supplies and inventory of the same items they have in stock at the time the requisition is made.	101482	Retain for three years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<u>Food Service: United States Department of Agriculture (USDA) Donated Commodities</u> This series documents what items were received from the USDA's Donated Food Program.	101483	Retain for three years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<u>Food Service: USDA Monthly Reports</u> This series documents monthly reports sent to VADOC's Central Office requesting food under the USDA Donated Food Program.	101484	Retain for three years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<u>Food Service: Utensil/Lethal Item Control Records</u> This series documents the continuous record of the quantity and location, at any time of the day, of potentially lethal items used in the kitchen.	101485	Retain for three years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<u>Grievance Records (Offender)</u> This series documents grievances filed by offenders, and any actions in response to the grievance.	101486	Retain for three years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.

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Incident Reports

101487

Transfer original to Central Criminal Record and retain a copy in the Offender's Institutional File for five years.

This series documents disruptive incidents at the facility involving offenders, visitors and/or facility personnel. Includes date of incident, subjects name and number, witness names, description of the incident, where incident was reported, date and time reported, and results of investigation.

Interdepartmental Transfer Notices

101488

Transfer original to Central Criminal Record and retain a copy in the Offender's Institutional File for five years.

This series documents an authorization from the Central Criminal Services to transfer an offender. Includes authority and reason(s) for transfer.

Institutional Investigations

200027

Retain 5 years after final action on case then destroy in compliance with No. 8 on the schedule cover sheet.

This series documents assessments of violations or suspected violation of a law, regulation, rule, or policy, by offenders, and includes the protection of evidence and reporting of findings.

Inventory Reports

101489

Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.

This series documents an inventory of all materials and equipment at the unit costing over \$50. Includes computer printouts that list each item and their value. Does not include items in commissary, food service, tool control or keys.

Key Indicator Reports

101490

Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.

This series documents a variety of security and personnel related statistics, including: number of lockdowns, contraband searches, offender charged with street crimes, staff grievances, Workmen's Compensation claims, etc.



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<u>Key Issue Log</u> This series consists of a log which documents keys that are issued to employees.	101491	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<u>Legal Mail Logs</u> This series documents separate log books for incoming and outgoing mail to and received from attorneys, courts, etc., to and from offenders. Includes date, person sending mail, where from, whom addressed to, and any forwarding information if the offender has transferred.	101492	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<u>Local Operating Procedures (LOPs)</u> This series documents updated and new procedures established to increase the unit's operating efficiency. May include proposed and approved operating procedures.	101493	Retain one superseded copy permanently.
<u>Lost or Missing Tool Report</u> This series documents that a tool is either lost or missing. Includes unit, superintendent's name, date and time, name of person writing report, description of tool, whom assigned to, date tool last accounted for, circumstances of lost or missing tool, efforts made to recover it, and any action taken.	101494	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<u>Maintenance, Sanitation and Fire Safety Reports</u> This series documents any inspection of different areas in the facility for maintenance and sanitation problems, and to determine if any fire hazards exist.	101495	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.

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<p><u>Master List</u> This series consists of a continuously updated list of offenders at the unit and their housing and work assignments. Includes offender name, number, status, housing location and work crew assignment.</p>	101496	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Meals and Population Reports</u> This series documents the number of meals prepared and eaten during the month by staff and offenders in the prison cafeteria.</p>	101497	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Monthly Mileage Reports</u> This series documents monthly mileage counts for pool cars assigned to the unit. Includes license number, odometer readings for the beginning and end of each month, miles driven, agency cost code, total number of state owned vehicles, and unit director's signature.</p>	101498	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Monthly Report of Offenders in Isolation</u> This series documents a daily and monthly count of offenders placed in isolation at the unit. Includes list of cells and offenders, summary report, daily count of offenders in isolation, offender's weight in and out, and date in and out.</p>	101499	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Offender Adjustment/Disciplinary Hearing Records: Original</u> This series documents the decisions of the any Adjustment and/or Disciplinary Committee and the results of the actions taken.</p>	101462	Transfer original records to Section 2 (Offender Adjustment and Programs) at the Central Criminal Records Unit.

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<p><u>Offender Adjustment/Disciplinary Hearing Records: Reference Log</u> This series consists of a log of cases heard by the Adjustment and/or Disciplinary Committee. The log summarizes the pertinent facts concerning individual cases and is retained for reference only.</p>	101463	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Offender Custody Receipts</u> This series documents the release of an offender into the custody of a law enforcement officer for court appearances or other legal actions outside of the institution.</p>	101500	Maintain original in Offender's Institutional File, and transfer a copy to the Central Criminal Record.
<p><u>Offender Daily Work Schedule</u> This series documents offender work assignments. Includes offender names, numbers, dates, times and places of work assignment.</p>	101501	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Offender Discharge Notification Records</u> This series documents verification of an offender's discharge from the prison upon completion of his/her sentence, early release or parole. The original document is given to the offender, and another copy is attached to the Statement of Allowance. A copy is kept here for reference.</p>	101502	Transfer original to Central Criminal Record, and maintain copy in the Offender's Institutional File for three years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Offender Identification (ID) Records</u> This series consists of an abbreviated record of an offender's imprisonment status and history. Includes offender's name, felon number, identifying physical information (hair color, eye color, identifying marks, etc.).</p>	101503	Transfer original to Central Criminal Record, and maintain copy in the Offender's Institutional File for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.



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<u>Offender's Institutional File</u> This series consists of all documentation concerning offenders while incarcerated at Correctional Institutions.	101504	This file is maintained as long as the offender is located at an institution. If an offender transfers to another institution, the file is transferred with him/her. If the offender leaves the Department of Corrections, the file is transferred to Central Criminal Records, or otherwise destroyed per manifest from Central Criminal Records.
<u>Offender Interview Authorizations</u> This series documents an offender's written permission or refusal to be interviewed and/or photographed by a reporter. Includes a release form with signature.	101505	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<u>Offender Law Library Requests</u> This series documents any requests by offenders for law library material, including library acquisition and interlibrary loan.	101506	Retain five years then destroy in compliance with No. 8 on the schedule cover page.
<u>Offender Monthly Activity Report</u> This series documents a compilation report of each offender's monthly activities with regard to where an offender spent his time and what work was involved. This series has no audit value.	101507	Retain for five years then destroy in compliance with No. 8 on the schedule cover page.

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<p><u>Offender Property Records</u> This series consists of documentation of what items an offender has in their possession and the disposition of unauthorized articles. Includes Personal Property Waiver Form, Personal Property Request Form, Property Disposition Form, Offender Personal Property Add/Drop Sheet, Unauthorized Personal Property Inventory, and Property Inventory Form.</p>	101508	Retain in Offender's Institutional File for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Offender Request Records</u> This series documents requests submitted by offenders for unscheduled meetings, assistance, etc., other than grievances. Includes offender name, number, date, nature of request and offender's signature.</p>	101509	Retain for one year or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Offender Religious Services</u> This series documents any requests by offenders for special accommodation for religious services and any action taken.</p>	101510	Retain three years then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Offender Segregation, Isolation and Detention Checklist</u> This series documents when an offender is separated from the rest of the prison population and housed in an isolation cell. Includes records that document the cell was maintained at prescribed levels, meals were served, and any medication administered.</p>	101511	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.



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<p><i>Defunct Series</i> <u>Offender Trust Fund Records</u> This series consists of bank account records maintained for the offenders who are required to use it to deposit their wages and/or any funds received from an outside source. Includes withdraws and deposits, check stubs, bank statements, cancelled checks and monthly reports.</p>	101512	Retain three years or until audit, whichever is longer, then destroy in accordance with No. 8 on the schedule cover page. <u>Refer to General Schedule 102: Series Number 012122 (Trust Fund Records).</u>
<p><u>Out-to-Court Logs</u> This series consists of listings of offenders scheduled for court appearances. Includes offender names, court dates, dates returned, follow-up dates and locality of court.</p>	101513	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Population Changes Log</u> This series consists of a log documenting incoming and outgoing transfers of offenders, and is used as a running record of the change in the unit's population.</p>	101515	Retain permanently at the unit.
<p><u>Program Attendance Sheets</u> This series documents offender enrollment and attendance at various programs within the institution. Used to control offender movement and as a basis for assessing offender attitude and motivation.</p>	101516	Retain three years after last action then destroy in compliance with No. 8 on the schedule cover sheet.

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<p><u>Quarterly Monitoring Reports</u> This series documents the unit's compliance with department initiatives and objectives. Includes state initiative, objective, region, institution, date, action, percentage completed, primary responsibility and secondary responsibility.</p>	101517	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Quarterly Security Reports</u> This series documents a self-administered security and management practices examination to determine if the unit is complying with practices mandated by the Regional Director and the Central Office. Includes the facility name, name of person preparing report, date and score.</p>	101518	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Radio Logs</u> This series consists of a radio log documenting that a radio call was made from the unit, the identity of the caller, and what frequency was used. May include a recording of the transmission.</p>	101519	Retain for three years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Rapid Eye Recordings</u> This series documents the monitoring of correctional facilities using rapid-eye surveillance equipment.</p>	200029	Retain 1 month then destroy; if related to an incident transfer to Series 000338: "Video Recording of Incidents".
<p><u>Releases of Information</u> This series documents an offender's authorization to release information to other DOC offices or to other public and private agencies. Release required to allow legal access to offender information.</p>	101520	Transfer to Offender's Institutional File.

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<p><u>Security Daily Log Books</u> This series consists of a running log maintained twenty-four hours a day that documents every operation performed at the unit, including shift changes, security checks and any disruptive events or activities.</p>	101521	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Security Post Audit Records</u> This series documents how many security posts are in an institution, if they are manned and for how long, and who is to man the post.</p>	200030	Retain 5 years or until audit, whichever is longer, then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Shake-Down Records</u> This series documents that a shakedown was performed on an individual and/or are of the unit. Includes what, if any, contraband was found. Includes summary shakedown report, area shakedown report and individual shakedown report.</p>	101523	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Defunct Series</u> <u>Statement of Allowance</u> This series documents the closure of an offender's account upon his release, discharge or transfer from the facility. Includes offender's name, number, account balance and the \$25 initially deducted from his wages upon release or parole in accordance with <i>Code of Virginia 53.1-190</i>.</p>	101525	Retain for three years or until audit then destroy in compliance with No. 8 on the schedule cover sheet. <i>Refer to General Schedule 102: Records Series 012094 (Cash Records and Reports).</i>
<p><u>Tool and Key Inventory</u> This series documents separate, comprehensive inventories of tools and keys maintained at the unit.</p>	101526	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.

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<p><u>Tool Issue Log</u> This series documents which tools the Yard Officer issues to offenders so they can work. The log accounts for the location of the tools and who is responsible for each one issued, and an officer's verification that tools have been returned with a signature.</p>	101527	Retain five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Tool or Yard Equipment Add/Drop Form</u> This series documents which items have been added and/or dropped from the master inventory of tools and equipment due to a tool being broken and/or a new one purchased. Includes date, item added or replaced and reason.</p>	101528	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<p><u>Transfer of Institutional Records</u> This series documents a receipt from the Central Office that they have received a transfer of an offender's institutional file and medical records from the unit.</p>	101529	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<p><i>Defunct Series</i> <u>Transportation Authorization</u> This series documents an offender's request for a bus ticket, the purchase of the ticket and the bus company's request for payment, per <i>Code of Virginia 53.1-190</i>.</p>	101530	Retain for three years or until audit then destroy in compliance with No. 8 on the schedule cover sheet. <i>Refer to General Schedule 102: Records Series 012094 (Cash Records and Reports).</i>
<p><u>Treatment Records: Class Level Changes and/or Security Level Status</u> This series documents custody status and privileges allowed to offenders based on conduct and/or Earned Sentence Credits at the institution.</p>	101532	Transfer to Offender's Institutional File and send a copy to the Central Criminal Record.



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<u>Treatment Records: Counselor Records</u> This series documents an offender's treatment, progress, discipline and adjustment at the institution. Includes counselor correspondence, counselor's log of offender contacts and case management logs.	101533	Retain five years after offender discharge then destroy.
<u>Treatment Records: Offender Evaluations</u> This series documents receipt and collection of any evaluations prepared by treatment staff. Includes dorm evaluations, personal evaluations and work evaluations.	101535	Retain three years then destroy in compliance with No. 8 on the schedule cover page.
<u>Treatment Records: Offender Progress Reports</u> This series documents a treatment counselor's required assessment of offender's rehabilitation progress while at the institution.	101536	Transfer to Offender's Institutional File and send a copy to the Central Criminal Record.
<u>Trip Pass Log (Offender Check-In/Check-Out Log)</u> This series documents a log of the offender's movements while they are outside of the compound.	101537	Retain for one year then destroy in compliance with No. 8 on the schedule cover page.
<u>Unit Count Sheets</u> This series documents the total number of offenders incarcerated at the unit, their physical location and/or work station.	101538	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>VDOT Work Crew Records and Reports</u> This series documents the number of hours of manual labor offenders spent working on projects sponsored by the Virginia Department of Transportation (VDOT). Includes all forms or reports from VDOT pertaining to the program, and detailed information on offenders used, hours invoiced, and work performed.	101549	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<u>Vehicle Accident Reports</u> This series documents the reports made whenever a state vehicle is involved in an accident. Includes the Accident Information Form, the Other Liability Accident Notice and any correspondence related to the accident.	101539	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<u>Vehicle Inspections</u> This series documents work orders for vehicle inspections. Includes request date, type and make of vehicle, work requested and date completed.	101540	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<u>Video Recording of Incidents</u> This series documents actual or threatened events outside the ordinary routine that involves the life, health and safety of employees, volunteers, guests, or damage to state property, or disrupts/threatens security, good order and discipline of an institution.	200028	Retain 5 years after incident then destroy in compliance with No. 8 on the schedule cover sheet.



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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Visitation Records</u> This series documents a list of approved or disapproved names of people an offender is allowed to have visitation.	101541	Retain permanently.
<u>Volunteer Service Records</u> This series consists of all documents related to individuals and groups who volunteer their services to correctional institutions. Includes, but is not limited to, applications, background checks and work assignments.	101542	Retain three years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<u>Warden's/Superintendent's Log Book of Offender Contacts</u> This series documents any log books of daily correspondence received from and meetings with offenders, kept at the discretion of the Warden or Superintendent. Includes offender's name and number, nature of contact and summary of what was discussed in the meeting.	101543	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<u>Water Reports</u> This series documents a number of reports concerning the amount of and quality of water pumped from wells that supply the unit with water. Examples includes the Virginia Health Department's Operating Report and Ground Water Supply Report, Quarterly Ground Water Pumpage and Use Report and Water Chlorination Report.	101544	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<u>Weapon and Security Issue/Inspection Log</u> This series documents what weapons and/or other security equipment was checked out.	101545	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.

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RECORDS SERIES AND DESCRIPTION	SERIES NUMBER	SCHEDULED RETENTION AND DISPOSITION
<u>Weekly Generator Check List Reports</u> This series documents a preventive check of the unit's emergency generator. Separated into items checked before starting the engine and items checked while engine is running.	101546	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.
<u>Work Crew Investigations</u> This series consists of required investigations made by corrections officers while supervising offenders working on a highway road crew.	101548	Retain for five years or until audit then destroy in compliance with No. 8 on the schedule cover sheet.