

## SCHEDULE 20 – JAIL RECORDS

Series	Series Title	Description	Retention
20.1	“TPA”	Accounting for inmate canteen funds, or similar mechanisms - money from candy machines, etc. used for such items as newspapers and recreational equipment.	6 years
20.2	<b>Administrative Lockups</b>	Record of prisoners separated from the general population.	10 years
20.3.a	<b>Administrator's Files - All Other Records</b>	Jail administrator's files that are record materials - that is, documents created or received in the course of business.	6 years
20.3.b	<b>Administrator's Files - Copies and Informational Materials</b>	Jail administrator's nonrecord materials, such as publications and duplicate copies of records officially maintained elsewhere.	Until no longer needed
20.4	<b>Admission/Release Documents</b>	Used to prepare monthly report to Department of Corrections.	2 years
20.5	<b>Audit Reports</b>	Report issued by auditor following each official audit.	10 years
20.6	<b>Board of Prisoners</b>	Bills and receipts.	6 years
20.7	<b>Contingency Reports</b>	Boarding of inmates for or at other jurisdictions.	2 years
20.8	<b>Correspondence from Sheriff's Office</b>	Communications between jail and Sheriff's Office.	2 years
20.9	<b>Cutlery Reports</b>	Before and after each meal, cutlery is counted to make sure none is missing.	2 years
20.10	<b>Daily Classification Log</b>	Record of how many prisoners in each classification are housed each day.	10 years
20.11	<b>Disciplinary Hearings</b>	Hearings conducted to determine whether or not discipline is required, and if so what it should be.	6 years
20.12	<b>Inmate Accounts</b>	Receipts and daily balance sheets for personal funds held on behalf of inmates.	6 years
20.13	<b>Inmate Cards</b>	Index to case files.	Destroy when case file is destroyed
20.14.a	<b>Inmate Case Files - Admission/Release Forms</b>	Forms completed to document admission and release of inmate.	10 years
20.14.b	<b>Inmate Case Files - Appearance Bonds</b>	Appearance bonds and other records used to establish date of release.	10 years
20.14.c	<b>Inmate Case Files - Booking Cards</b>	Records made when an inmate is booked.	10 years
20.14.d	<b>Inmate Case Files - Civil Papers</b>	Record of noncriminal papers served on this prisoner.	Retain for most recent incarceration only
20.14.e	<b>Inmate Case Files - Commitment Orders</b>	Court order committing prisoner to custody of jail.	Permanent

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20.14.f	<b>Inmate Case Files - Disciplinary Hearing Records</b>	Case file copy of record of disciplinary hearing involving inmate.	Destroy after inmate reaches age 80 and State Police Bureau of Identification confirms no contact with Criminal Justice System in last 5 years
20.14.g	<b>Inmate Case Files - District Attorney's Computation of Time Served</b>	The record of time served for the prisoner, as computer by the District Attorney.	Destroy after inmate reaches age 80 and State Police Bureau of Identification confirms no contact with Criminal Justice System in last 5 years
20.14.h	<b>Inmate Case Files - Fingerprint Cards</b>	Card containing prisoner's fingerprints, created each time prisoner is processed.	Retain clearest prints only (this may mean retaining more than one card). Destroy after inmate reaches age 80 and State Police Bureau of Identification confirms no contact with Criminal Justice System in last 5 years
20.14.i	<b>Inmate Case Files - Inmate Memos</b>	Incident file documenting all significant interactions of staff with prisoner.	6 years
20.14.j	<b>Inmate Case Files - Inmate Photographs</b>	Photographs taken at required points of incarceration.	Retain most recent photo only
20.14.k	<b>Inmate Case Files - Judgements and Other Records Used for Risk Classification</b>	Those records that must be used to judge the level of risk posed by the prisoner.	5 years or most recent incarceration
20.14.l	<b>Inmate Case Files - Money Records</b>	Case file copy of records documenting prisoner's personal funds.	Retain for most recent incarceration only
20.14.m	<b>Inmate Case Files - Printouts From Jail Database</b>	All printouts from the jail database concerning this inmate, including booking printouts.	2 years
20.14.n	<b>Inmate Case Files - Property Records</b>	Personal property of inmate and prison property issued to inmate.	Retain for most recent incarceration only
20.14.o	<b>Inmate Case Files - Request for Visitors</b>	Inmate's request to be visited by specific persons.	Retain for most recent incarceration only
20.14.p	<b>Inmate Case Files - Request/Grievance Forms</b>	Used by inmate to make requests or file grievances.	6 years

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20.14.q	<b>Inmate Case Files - Trustee/Work Release Records</b>	Inmate's record of service as a trustee, or of being granted work release.	6 years
20.15	<b>Intake Logs</b>	Record in log format of all admissions to the jail.	10 years
20.16	<b>Judgments and Commitments</b>	Administrator's copies of the documents that authorize the jail to hold the prisoner.	10 years
20.17	<b>Key Log</b>	Record of keys issued and returned.	6 years
20.18	<b>Laundry Checklist and Inventory</b>	List of prisoner clothing going to laundry and being returned; inventory of all clothing items owned by a prisoner.	1 year
20.19	<b>Medical Records</b>	Prisoner medical records for use when treatment is needed when in custody.	10 years Confidential, (4)
20.20	<b>Officer Memos (Incident)</b>	Corrections officer notes concerning incidents that require documentation.	6 years
20.21	<b>Program Files</b>	Inmate attendance at jail programs.	2 years
20.22	<b>Random Cell Search Logs</b>	Logs kept of random cell searches and their findings.	6 years
20.23	<b>Rules and Regulations (Policies and Procedures)</b>	The policies and procedures under which the facility operates (Required by Maine Jail Standards).	Permanent
20.24	<b>Shave/Shower Log</b>	Record of when prisoners have shaved and showered.	6 years
20.25	<b>Summonses</b>	Legal demands for court appearances.	6 years
20.26	<b>Visitor Sign-In Sheets</b>	Sheets on which all visitors are required to sign in.	6 years
20.27	<b>Work Schedules</b>	Work schedules for jail staff.	Current year