

Department Series Report

3: Corrections

Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
201#:							
Schedule #: 740	10#:Interstate Compact Files						
Contracts with other states for prisoner transfer between states and prisoner informational packets.	Paper	7/10/1989	Years	10	No Retention	0	Destroy Current
Schedule #: 740	11#:Committee Report Files (Joint Select Committee on Corrections)						
Sex Offender Treatment Plan Task Force Report: Select Committee on Corrections Report; Commissioner's Education Advisory Committee Reports.	Paper	7/10/1989	Years	3	No Retention	0	Destroy Current
Schedule #: 970	12#:Department of Corrections Population Data and Classification Data						
These are reports of population information of DOC facilities, including Maine State Prison, Maine Correctional Center and other DOC facilities. It also includes classification reports of DOC facilities. Classification data is information on the number of inmates at a facility along with their security classification such as minimum, medium or maximum security	Paper	2/24/1992	Years	2	Years	13	Archives Current
Schedule #: 970	13#:Holding Facility/Monthly Population Report from Police Departments						
These are reports sent to this Department on a monthly basis from Maine Police Departments who operate a short-term detention facility. It gives us their population on a daily basis and approximately how long they are held at this facility.	Paper	2/24/1992	Years	15	No Retention	0	Archives Current
Schedule #: 970	14#:Review of Construction Plans & Blueprints for County Jails						
If a county jail decides to build an addition, the Department of Corrections has to review the plans for standards compliance. This includes reviewing specifications and blueprints to ensure compliance with jail standards.	Paper	2/24/1992	Years	7	No Retention	0	Destroy Current
Schedule #: 970	15#:Investigative Files						
These files are created when the Department does investigative work such as suicides at county jails, employee wrong-doing etc. Records include: transcripts of interviews, Medical Examiner reports, other reports and related correspondence.	Paper	2/24/1992	Years	10	No Retention	0	Destroy Current
Schedule #: 970	16#:Inmate Complaints						

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Inmates in county jails have certain rights with regards to their treatment, access to programs and the like. They make complaints to this department regarding problems such as lack of medical treatment, access to recreation, religious freedom, etc. This includes complaint letter, a copy of grievance letter and related correspondence.	Paper	2/24/1992	Years 7	No Retention 0	Destroy	Current	
Schedule #: 970 17#:County Jail Inspection Files & Reports							
Each county jail has to be inspected every 2 years. This is the file where we have records of each county jail inspected, the response copy from the county jail stating what they will do to come in compliance, and the correspondence related to the inspection.	Paper	2/24/1992	Years 7	No Retention 0	Destroy	Current	
Schedule #: 970 18#:Requests for Resource Materials/Technical Assistance							
We get requests for resource materials from people who may be doing different kinds of projects, also requests for things like a staffing analysis from a county jail to help them when they staff their facility to know if they have enough people to operate the jail. We also get requests for technical assistance to assist jails with various problems they are having.	Paper	2/24/1992	Years 7	No Retention 0	Destroy	Current	
Schedule #: 971 19#:County Jail Monthly Population Report Form							
This is a form which is sent to this Department monthly from the county jails showing how many prisoners they have incarcerated at their jails. They are broken down into several categories for our information: adult males; adult females; juveniles; in-house population; population boarded out to other jails; new admissions; releases.	Paper	2/24/1992	Years 15	No Retention 0	Archives	Current	
Schedule #: 576 2#:Commissioners Institution Files							
Monthly Population Report Forms, Jail Inspection Reports & Correspondence, Correspondence between Commissioner Jail Inspector and County and City Police Departments & Correctional Facilities.	Paper	1/9/1987	Years 7	No Retention 0	Destroy	Current	
Schedule #: 971 20#:Director of Inspections Files							
These are files ranging from correspondence to and from the Director of Inspections to bond issues, goals and objectives for our department, jail administrator interviews at a county jail, requests for jail standards etc. The Director of Inspections uses these files to maintain all documents he receives in the course of business, plus copies of all documents he originates.	Paper	2/24/1992	Years 7	No Retention 0	Destroy	Current	

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<p>Schedule #: 971 21#:Contingency Reports from County Jails</p> <p>This is the Contingency Housing Plan Reporting Form which has to be completed by a county jail when their jail is filled to capacity. They must call other jails to make arrangements to send a prisoner to another facility. Then they must send the form to this department.</p>	Paper	2/24/1992	Years 10	No Retention 0	Destroy	Current	
<p>Schedule #: 971 22#:Detention/Holding Facilities Files and Correspondence</p> <p>This is correspondence and related information regarding inspections of detention and holding facilities of police departments.</p>	Paper	2/24/1992	Years 7	No Retention 0	Destroy	Current	
<p>Schedule #: 971 23#:Staff Training Files</p> <p>It contains all the resources and documents that pertain to staff training also lesson plans and correspondence that pertain to both county and state facilities.</p>	Paper	2/24/1992	Years 7	No Retention 0	Destroy	Current	
<p>Schedule #: 971 24#:Community Corrections Program Applications</p> <p>Pursuant to the Community Corrections Act, The Department of Corrections is required to hold 30% of the reimbursement to counties until they have submitted program applications for approval for Adult Community-based or juvenile secured detention into foster home care situations under adult supervision, called diversion: A diversion program. Pre-trial adults or adults not on secured detention may be placed in the community on work programs administered by private</p>	Paper	2/24/1992	Years 7	No Retention 0	Destroy	Current	
<p>Schedule #: 971 25#:Quarterly Reimbursement Vouchers</p> <p>Vouchers for reimbursement to counties for inmates sentenced to 9 months or less, for Class A, B, and C Crimes at a county jails.</p>	Paper	2/24/1992	Years 7	No Retention 0	Destroy	Current	
<p>Schedule #: 576 3#:Commissioners Legal Files</p> <p>Description not provided.</p>	Paper	1/9/1987	Years 7	No Retention 0	Destroy	Current	
<p>Schedule #: 576 4#:Commissioners Correspondence & Report Files</p> <p>Commissioners correspondence Department of Corrections. Originally scheduled as destroy has been superceded by General Schedule #13 Archives.</p>	Paper	1/9/1987	Years 7	No Retention 0	Archives	Current	

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Schedule #: 643 5#:Legislation Files - Corrections							
Legislative Documents, Testimony, Memorandums and Written Correspondence	Paper	12/16/1987	Years 2	No Retention 0	Destroy	Current	
Schedule #: 673 6#:Conference Files - Associate Commissioner, Corrections							
Informational documents (agenda, brochures, etc.) and correspondence concerning prevention, education, treatment and law enforcement of drug abuse and other crimes.	Paper	6/28/1988	Years 1	No Retention 0	Destroy	Current	
Schedule #: 673 7#:Administrative Files - Associate Commissioner, Corrections							
Correspondence and related documents generated by Associate Commissioner in dealings with institutions and programs assigned by Commissioner. May include informal meeting agenda, informational reports, and projections for assigned programs. Original schedule Destroy has been superseded by General Schedule #13	Paper	6/28/1988	Years 3	No Retention 0	Archives	Current	
Schedule #: 740 8#:Correspondence Files (Corrections)							
General correspondence, surveys, information, policies and procedures correspondence.	Paper	7/10/1989	Years 2	No Retention 0	Destroy	Current	
Schedule #: 740 9#:Forest City Resources File							
Memos of understanding between Forest City Resources and Department of Corrections and clients files involved in this project.	Paper	7/10/1989	Years 5	No Retention 0	Destroy	Current	
201J:Juvenile Justice Advisory Group							
Schedule #: 738 1#:Chemical Alternative Program							
Juveniles caught with alcohol while driving must take course before their license will be returned. Series contains worksheet, class attendance registers, correspondence, CAP Confidential report and general client information.	Paper	7/10/1989	Years 10	No Retention 0	Destroy	Current	
Schedule #: 766 9#:Program Review Data Documents-Juveniles at Risk							
Emergency Shelter Program Review and Group Home Program Review are currently all that is being done now, however, there may be more in the future. Completed interview and record review schedules used in program reviews.	Paper	9/27/1989	Years 3	Years 4	Destroy	Current	

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211#:Charleston Correctional Facility							
Schedule #: 509	1#:Inmate File Case Records (Charleston Correctional Facility)						
Supervisor's recommendation for pre-release, discipline reports, prisoner furlough permission reports, inmate seat-belt rule, Classification Board reports, request for furlough investigation, Case History Outline, Weekly Inmate Evaluation.	Paper	8/15/1986	Years 7	Years 50	Destroy	Current	
Schedule #: 686	2#:Inmate Educational Records (CCF)						
Inmate evaluations, Inmate testing results, Inmate classroom recordsInmate grading results.	Paper	9/24/1988	Years 3	No Retention 0	Destroy	Current	
220#:Downeast Correctional Facility							
Schedule #: 607	1#:Inmate File Case Records - Downeast Correctional Facility						
Disciplinary Reports, Prisoners Furlough Permission Report, Inmate Seat-Belt Rule, Classification Board Reports, Request for Furlough Investigation, Case History Outline, Bi-weekly Inmate Evaluation, Money Transfer Receipts, Accident Report Forms, Request Slips, General Correspondence, Self-Administration of Medication Form.	Paper	4/24/1987	Years 7	Years 50	Destroy	Current	
217#:Juvenile Corrections							
Schedule #: 1442	1:Probation and Parole Case Folders (Juvenile)						
Records provide a chronological account of juvenile's criminal history to include police reports, agency actions and/or court dispositions, authorizations to release information and case notes. Keep in agency until client reaches age of majority plus 5 years.	Paper	4/18/2003	Years 5	Years 20	Destroy	Current	
204#:Long Creek Youth Development Center							
Schedule #: 452	1#:Client Case Files						
Psychological evaluations, medical evaluations, and client information. Documents included are social history sheet, proposal for recreation, clinical review recommendations, biographical sketches of psychologists, sign-out sheet, computerized data entry sheet, related correspondence.	Paper	6/30/2003	Years 7	No Retention 18	Archives	Current	
Schedule #: 1668	10#:Detained/Hold for Court Resident Records						

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Per 34A MRSA 1403 and 1216 and Long Creek Youth Development Center Policy Ch. 22, these are records of residents held per court order by the Dept of Corrections for historical data reporting, and historical proof of the care, movement and events having to do with each resident until age of 21. They support education programming and physical well being/health programming while at Long Creek, as well as clinical/ emotional treatment programming. These records are used by Long Creek Youth Development Center Classification Department, Dept. of Health and Human Services, Dept. of Corrections, and Dept. of Education as documentation that the residents received the proper care, education and treatment support as required by law and were kept safe. These records are also used by DHHS Disability Determination Board, former residents wanting their case history/education history/Dept. of Corrections history and court actions. The file contains the following: Admission Report, Risk Assessment, Personal Property Report, Chronological Record, Receipt of Custody Form, Visitor Call list, Visitor Card, Correspondence, Request for Urinalysis-Drug Screen, and Legal Documents.	Paper	9/18/2006	Contingent Upon Event - See Description	0	Years	18	Destroy	Current

Schedule #: 1947 11#:Log Books

It is the policy of the Department of Corrections that staff maintain accurate documentation of all scheduled and unscheduled activities occurring within the facility. Logbook documentation is essential to effective record keeping practices. Accurate logbook documentation is also used to provide evidence of staff actions and sound correctional practices during legal proceedings. A Post Logbook shall be used by staff assigned at each post to document scheduled and unscheduled activities and actions occurring at a post relating to routine operations, resident conduct, incidents and emergency and critical incident situations. Post Logbooks shall include the following information: personnel on duty at the post; date and shift; time of each event for which an entry is made; summarized entry of the event logged and rationale for staff action as appropriate; signature/initials of staff making the entry. All staff shall print their name and sign their first entry in the logbook and shall initial all additional entries; accountability for all post inventory; results of alarm and other equipment testing; resident population count information; vehicular and pedestrian traffic through perimeter security gates and doors as appropriate; supervisors and persons not assigned to the post shall sign the logbook upon entering and exiting the area. Results of the fire drills, inspections shakedown; all critical incidents, emergencies, and use of force; all other scheduled and unscheduled activities and actions; and as required by post orders or by supervisory staff.	Paper	1/14/2015	Years	5	Years	15	Destroy	Current
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Schedule #: 454 2#:Special Education Files

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The on-site evaluation by the Department of Education & Cultural Services - Special Education - found the Maine Youth Center deficient in special education needs. Funds, therefore, were provided to supplement this program to meet minimum requirements.	Paper	5/14/1986	Years 7	Years 50	Destroy	Current	
Schedule #: 532 3#:Client Case Files - Medical (Maine Youth Center)							
Medical Record, Form 146, Continuation of Medical Record, Examinations and Recommendations, Clinic Sheet, Physician's Order Sheet, Request for Psychological and/or Psychiatric Examination, Form#4, Daily Medical Log, Copies of testing done for diseases, Medication Record, Inf. Form#1, Human Services Caseworker Reports, related correspondence, Infirmary Record, Inf Form #5 (when required) Infirmary Log, Inf. Form #7, Records of Immunizations and hearing and eye tests, Request for Laboratory Examination, Requisition for Drug Supplies, Request for Blood and Urine Examination.	Paper	10/24/1986	Years 100	No Retention 0	Destroy	Current	
Schedule #: 685 9#:Staff Training Records - MYC							
In-service Training records, Lesson Plan, Bulletins, Materials relative to training opportunities.	Paper	9/24/1988	Years 7	Years 3	Destroy	Current	
205#:Maine Correctional Center							
Schedule #: 238 1#:Inmate Case Records - Maine Correctional Center							
Commitment papers, photo, fingerprints, SBI and FBI records, case history and institutional progress.	Paper	4/28/2003	Years 7	Years 50	Destroy	Current	
Schedule #: 463 2#:Unwarranted Disciplinary Incident Report							
Consists of a single report of a disciplinary incident that was unwarranted and therefore shredded rather than added to the inmate case file. Either the Director, or the Disciplinary Board, makes the determination as to whether or the incident report is valid. Destroy after decision has been made.	Paper	5/14/1986	Contingent Upon Event - See Description	0	No Retention	0	Destroy Current
Schedule #: 463 3#:Expended Inmate Canteen Cards							
Canteen Cards, are the equivalent of money for the inmate. They are issued out their accounts and are used to make purchases from the canteen. Destroy when expended.	Paper	5/14/1986	Contingent Upon Event - See Description	0	No Retention	0	Destroy Current

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Schedule #: 1000 4#:Investigative Files (Maine Correctional Center) Alligations of wrong doing either by staff or prisoners must be investigated by the Security Officer. Review form, letter of complaint, investigative note and what ever evidence developes, disciplinary hearing and related correspondence. Keep in agency until case closed plus 7 years.	Paper	2/23/1993	Years 7	No Retention 0	Destroy	Current	
Schedule #: 1164 5#:Maine Correctional Center Log Books Chronological documentation of events, activities, behavior for each unit in the institution. Logs must be kept of prisoner activity. Unusual activity such as potential suicide must be monitored every 15 minutes and logged that this check was made.	Paper	7/21/1995	Years 5	Years 10	Destroy	Current	
Schedule #: 1072 6#:File Cards on Inactive Inmates of the Maine Correctional Center Index card records of incarceration - Date of Commitment,. Furloughs, transfers, date of release.	Paper		Years 50	Years 0	Destroy	Current	
Index card records of incarceration - Date of Commitment,. Furloughs, transfers, date of release.	Roll Microfilm		Years 100	Years 0	Destroy	Current	
206#:Maine State Prison							
Schedule #: 251 1#:Canteen Funds Canteen Wood Account, Minimum Security Unit, Canteen and Inmates Benefit Fund. Cancelled Checks, deposit tickets, cash receipts, check stubs, bank statements. Paid invoices, monthly inventory reports, monthly operating statements.	PP	5/26/1998	Years 3	No Retention 0	Destroy	Current	
Schedule #: 727 10#:Inmate Property Records Property Inventory Sheet; Out-going property receipt; In-coming property receipt; Non-allowable property disposition; Daily log of incoming papackages. Keep in agency until release of prisoner plus 7 year	Paper	4/19/1989	Years 7	No Retention 0	Destroy	Current	
Schedule #: 684 11#:Inmate Medical and Dental Records (MSP)							

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Medical and Dental records for all inmates who are or have been here at any time. May include: Medication Administration Record; Medical Classification Data; Inmate Medical Record; Physical Examination; Medical History; Analytical Record.	Paper	7/17/1995	Years 5	Years 15	Destroy	Current	
Schedule #: 888 12#:Administrative Segregation Records							
Administrative segregation hearings determine if a prisoner needs to be placed in isolation either for his protection, the protection of other prisoners or the protection of the institution. Files include administrative segregation hearing minutes, decision sheet, and some investigative information & notes.	Paper	3/11/1991	Years 6	Years 15	Destroy	Current	
Schedule #: 897 13#:Inmate Furlough Records							
Furlough applications, community sentiment reports, furlough log and correspondence.	Paper	3/11/1991	Years 3	Years 3	Destroy	Current	
Schedule #: 1163 14#:Maine State Prison Log Books							
Activities of prisoners, officers and staff within the daily routines of the housing/working units of the facility. All prisoners must be monitored within their daily routines. Some prisoners because of special circumstances (ex. suicide) must be monitored every 15 minutes and a log must be kept of this monitoring.	Paper	7/21/1995	Years 4	Years 11	Destroy	Current	
Schedule #: 1163 15#:Staff and Business Sign In Sheets							
Anyone visiting inmates or doing business with the prison must sign in a log book.	Paper	7/21/1995	Years 6	No Retention 0	Destroy	Current	
Schedule #: 251 2#:Inmates Special Accounts							
Checks, Check Stubs, Receipts, Transfers, Bank statements, Novelty sales slips, posted record cards, inmates sales slips, inmates sales summary sheets, deposit slips, monthly composite of showroom sales, daily trial balance tapes, inmates savings control sheet, cash book, inmate quarterly reports.	Paper	5/26/1998	Years 3	No Retention 0	Destroy	Current	
Schedule #: 251 3#:Inmates Benefit Fund							
Checks, Bank Statements, Deposit slips, cash receipts, paid invoices, financial statements, request for purchase, receiving reports.	Paper	5/26/1998	Years 3	No Retention 0	Destroy	Current	

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Description	Media	Approval Date	In Agency Retention	Rec Center Retention	Disposition	Status	Fiscal Year Type
Schedule #: 251 4#:Prison Industry Account Producton orders, internal requisitions, cash receipts, deposit slips, billing forms, control travelers, Kardex inventory cards, showroom sales receipts.	Paper	5/26/1998	Years 3	No Retention 0	Destroy	Current	
Schedule #: 369 6#:Inmate Case Files Commitment papers, indictments, prison filing, writs, photo, fingerprints, SBI & FBI records, case history, classification material and institutional progress.	Paper	12/18/2001	Years 7	Years 63	Archives	Current	
Schedule #: 531 7#:Case History & Confidential Files for Inmates (Maine State Prison) Inmate Intake Evaluation Sheet (Diagnostic Profile), Annual Progress Reports, information regarding contracts between the social worker and individual inmates. Retention counted from release of inmate.	Paper	9/26/1991	Years 5	No Retention 0	Destroy	Current	
Schedule #: 610 8#:Weekly Library Records - Maine State Prison Weekly Resident Contract Summary - A complete record of all inmates who participate in one or more of those programs listed on the form.Library Log for Unassigned Inmates - A complete record of all inmates who have been given Library privileges during the week and returned to lock-up. Hourly Check Sheet - Accurate record of Inmate Workers is maintained by Library Officer.	Paper	4/24/1987	Years 5	No Retention 0	Destroy	Current	
225#:Mountain View Youth Development Center							
Schedule #: 1728 #8:Destination Sheet This document is used to manage the location and time of movement, including count sheets of Residents housed at the facility. Typical movements are; Residents going to classrooms, booking, medical, visits, furlough / pass, counseling, kitchen/dining hall, court, library, Special Management Unit, off-grounds activity, classification, hospital, haircuts, gym, indoor / outdoor recreation and activity room. The form is maintained and used by security staff in each unit.	Paper	11/25/2013	Years 3	0	Destroy	Current	
Schedule #: 1293 1#:Resident Medical Records Mountain View Youth Development Center To record medical problems and schedule appointments for the medical department. Files includes: Injury reports, sick call requests, physicans orders,etc. Keep in agency until age of majority.	Paper	1/27/1999	Variable - See Description	0	Years 25	Archives	Current

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<p>Schedule #: 1293 2:Resident Accounts</p> <p>To keep accurate records of balances for residents. Keep in agency until 6 months after release.</p>	Paper	1/27/1999	Variable - See Description	1	Years	0	Destroy Current
<p>Schedule #: 1293 2#:Resident Accounts Mountain View Youth Development Center</p> <p>To record accurate account balances and canteen inventory. Keep in agency 6 months after resident is released.</p>	Paper	1/27/1999	Variable - See Description	1	Years	0	Destroy Current
<p>Schedule #: 1293 3#:Resident Records Mountain View Youth Development Center</p> <p>This is a record of residents held at the facility as is used to maintain a record of resident activity while incarcerated. Files include: Admissions report, release form, daily review/observations, treatment programming, assessments, pass/furlough forms, classification summaries and related correspondence. Keep in Agency until client is discharged (resident reaches age of majority) plus 3 years.</p>	Paper		Years	3	Years	25	Destroy Current
<p>Schedule #: 1293 4#:Security-Resident</p> <p>The Special Management Unit is where troubled teens are checked upon every 5-15 minutes because of suicide watch or other reasons. There are internal inspections and daily logs of living activities of the residents. Files include: SMU record, cell inventory, job assignment, incident/discipline reports, etc.</p>	Paper	11/25/2013	Years	3		0	Destroy Current
<p>Schedule #: 1293 5#:Security Records-Staff</p> <p>Daily security operational forms for equipment issued and tracking. A typical file includes: Radio Communication Log, Staff Sign-off Sheets, Key issue log, Coverage Report, Transport equipment, radio issue and post assignments.</p>	Paper	1/27/1999	Years	3	Years	0	Destroy Current
<p>Schedule #: 1640 6#:Activity Log Books</p> <p>Log books are kept to have accurate documentation of all scheduled and unscheduled activities occurring within the facility. All shifts make entries. Each unit, booking, intake, control, and operations supervisors keep log books for various accounts of the day to day</p>	Paper	11/25/2013	Years	5	Years	18	Destroy Current
<p>Schedule #: 1640 7#:Visitors Log</p>							

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These records are kept to provide information on the dates of visits, name of visitor and who they visit, time in and time out. A log of visit appointments is also kept. These logs are used by correctional staff, and they support the visitation	Paper	11/25/2013	Years 3	Years 5	Destroy	Current	
237#:Probation and Parole							
Schedule #: 118 1#:Pardon Books - Extra Copy							
Bound books containing copies of case histories of all defendants applying for pardons at one council meeting. Books formerly sent to all district offices along with a copy of the individual case history that applied to that office. Presently districts receive only the case history that applies to them. one copy for the district office. Case folders are in Central Office of Probation and Parole and district offices and sub-offices folders.	Paper	6/25/1975	Years 5	No Retention 0	Destroy	Current	
Schedule #: 118 2#:Case Folders - Duplicate Copies							
Duplicate copies of case folders are retained in Central Office of Probation and Parole and also district offices and sub-offices.	Paper	6/25/1975	Years 5	No Retention 0	Destroy	Current	
Schedule #: 247 3A:Pardon Books							
Contains copies of case histories of all defendants applying for a pardon or commutation at one council meeting.	Paper	12/16/1977	Years 5	Years 25	Destroy	Current	
Schedule #: 247 3B:Pardon Books							
Original of Series 1.	Paper	12/16/1977	Years 5	Years 25	Destroy	Current	
Schedule #: 247 4#:Probation and Parole Individual Case Files							
Individual case folders contain material on either probationers or parolees.	Paper	12/16/1977	Years 5	Years 25	Destroy	Current	
Schedule #: 557 5#:Master Cards for Probation & Parole Clients							
Contains names of probationers, home addresses, date of birth, parents of juveniles, spouses of adults, date of commitment and similar pertinent information. The cards are also used as index files to locate case folders, as well as for quick reference.	Paper	10/24/1986	Years 100	No Retention 0	Destroy	Current	