



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Classification

TITLE: Adjustment Board Dockets

CUTOFF:EOCY

DESCRIPTION: Dockets listing offenders that are heard by the Adjustment Board Team on violations considered as major. This list shows the offender's name, number, housing unit, and the violation committed. The Board then notes their action on the docket at the hearing.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22877

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Administrative Segregation Dockets

CUTOFF:EOCY

DESCRIPTION: A list of offenders scheduled for appearance/review with the Administrative Segregation Committee, to include the recommendations of the committee and future review dates for each offender.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22878

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Assignment Change

CUTOFF:Completion of job change

DESCRIPTION: Form used for processing job changes by offenders. Form #MO931-3528

RETENTION: Years: 0 Months: 1 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22879

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Classification

TITLE: Classification & Assignment File Transfer

CUTOFF: WSO

DESCRIPTION: Docket-transmittal sheet which receiving institutional staff review and sign for file release.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22880

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Criminal History Checks - negative results

CUTOFF: Completion of check

DESCRIPTION: MULES (Missouri Uniform Law Enforcement System)/NCIC (National Crime Information Center)/NLETS (National Law Enforcement Telecommunications System) -Criminal History checks, returned with no prior criminal history, conducted on staff, volunteers, and visitors as denoted in policy. Criminal history checks are conducted on staff and volunteers annually. Checks on visitors to the facility are conducted as needed before access is granted.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22990

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Criminal History Checks - positive results

CUTOFF: EOY

DESCRIPTION: MULES (Missouri Uniform Law Enforcement System)/NCIC (National Crime Information Center)/NLETS (National Law Enforcement Telecommunications System) -Criminal History checks with positive results of prior criminal history conducted on staff, volunteers, and visitors as denoted in policy. Criminal history checks are conducted on staff and volunteers annually. Checks on visitors to the facility are conducted as needed before access is granted.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22882

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Classification

TITLE: Criminal History Dissemination Log

CUTOFF: Completion of audit by Missouri State Highway Patrol

DESCRIPTION: Log kept by all MULES (Missouri Uniform Law Enforcement System) operators of dissemination of information gathered from MULES (Missouri Uniform Law Enforcement System)/NCIC (National Crime Information Center) checks of offenders and/or visitors, and disseminated to other staff.

RETENTION: Years: 1 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22883

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008

TITLE: Individual Confinement Records

CUTOFF: Offender Discharge

DESCRIPTION: Documentation of offenders time while in the segregation unit. Records include, but are not limited to: daily logs, correction officer observations, and supporting documentation.

RETENTION: Years: 35 Months: 0 Days: 0

NOTES: For historically significant offender discharge files, see series 23019.

DISPOSITION ACTION: Destroy

SERIES: 22885

SERIES STATUS: Approved

APPROVAL DATE:

6/28/2023

TITLE: Record Transmittal/Receipt

CUTOFF: WSO upon return of file to appropriate facility

DESCRIPTION: Forms filled out to accompany offender files sent to other institutions, Central Transfer Authority, Attorney General and Diagnostic Center. The form tracks the location of the file and is no longer needed when the file is returned to the originating institution.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22886

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008



Agency Records Disposition Schedule

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Classification

TITLE: Transmittal Log

CUTOFF: WSO upon return of file to appropriate facility

DESCRIPTION: A receipt for records received from institutions indicating the type of records received for each offender, to include classification file, sentence and judgement, medical, education and personal property file.

RETENTION: Years: 0 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 22887

SERIES STATUS: Approved

APPROVAL DATE:

12/17/2008
