

GRS #	Name	Description	Retention	Crosswalk or Close	COLOR KEY: CLOSE CROSSWALK NO CHANGE	RMC NOTES
GRS-2266	Forwarded and returned to sender mail logs	These logs are created by the mail unit to document the "forwarded" and the "return to sender" mail for inmates who can not be located at the prison. The logs also include a list from Inmate Funds Accounting Office showing money sent through the mail that was denied and returned. Information includes the inmates name, date received, date returned or forwarded and name of sender.	Retain for 3 years, and then destroy records.	-Crosswalk to GRS 1720 if it's used		Based on our current rules, this needs RMC approval.
GRS-2272	Postage logs	These records are created by the mail unit and are used to document the amount of staff postage used for each department. It also reflects the usage of postage for the mail unit to process inmate money transfers, indigent postage, returned to sender mail, forwarding mail and denials. Information includes the date, department, postal meter beginning and ending numbers, and authorization.	Retain for 3 years, and then destroy records.	-Crosswalk to GRS 1720 if it's used		Based on our current rules, this needs RMC approval.
GRS-2273	Privileged mail log	These files are used to document the delivery of an inmate's incoming and outgoing legal correspondence. The files are also used to acknowledge that an inmate's right to correspondence is properly fulfilled. Information includes the date received, officer on duty, name of sender, name of addressee, condition of mail when received (whether sealed or unsealed), and notations for in/out processing.	Retain for 3 years, and then destroy records.	-Crosswalk to 2269 bottom retention on list		Based on our current rules, this needs RMC approval.
GRS-2271	Inmate-to-inmate correspondence request log	These logs are used to track the requests received for one inmate to correspond with another inmate. Includes both approved and denied requests. Inmate-to-inmate correspondence is not permitted unless there is a compelling interest. The files include Inmate-to-Inmate Correspondence Request, Approved Inmate-to-Inmate Correspondence Log, Denied Inmate-to-Inmate Correspondence Log, and Notification of Inmate-to-Inmate Correspondence Requests. The approved request forms are placed in the inmate mail file after approval. The denied request forms are retained for 6 months and then placed into the inmate mail file. The inmate mail file is retained for 3 years after the release of the inmate.	Retain for 2 years, and then destroy records.	-Crosswalk to 2269 bottom retention on list		Based on our current rules, this needs RMC approval.
GRS-2268	Inmate forwarding address file	These files document an inmate's request for forwarding their mail after their release. The files also document an inmate's denial of authorization to have his mail forwarded. Information includes inmate name and number, date, new address and signature.	Retain for 3 months after separation, and then destroy records.	-Crosswalk to GRS 1720 if it's used		Based on our current rules, this needs RMC approval.

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GRS-2270	Inmate mail money receipts	These records are used to manage the delivery and receipt of business checks, government pensions and refund checks. Includes copies of money instruments (which help verify correct amount, inmate name or detect any errors), and a log showing Inmate Fund officer's receipt of Inmate Accounting envelopes. The original money instruments and log are sent to the Inmate Accounting Office.	Retain for 3 months, and then destroy records.	-Crosswalk to GRS 1720		Based on our current rules, this needs RMC approval.
GRS-2269	Inmate mail records	These documents are used to track the mail unit's dealings with inmates. Records may include inmate-to-inmate request forms, denied mail forms, memos between the mailroom and inmates, problem mail forms that may contain information on items such as excess mail weight, incomplete return address, or contraband found, inmate correspondence, and privileged mail forms.	Retain for 7 years, and then destroy records.	Approved by committee June 2022		