

GRS #	Name	Description	Retention	Crosswalk	COLOR KEY:	
					CROSSWALK REFERENCES	
GRS 2390	Prison Commitment Registers	These logs are used to record information when an inmate is first admitted to a facility. Information includes inmate's name, physical description, religion, education, birthplace, occupation, crime committed, sentence information, discharge date, and prison record. Beginning in 1889, a photograph of the inmate was included.	Retain permanently. Records may be transferred to the archives.	GRS 16585 Offender Tracking Records Retention: Permanent GRS 16586 Offender transient tracking records. Retain until superseded)		
GRS 2381	Inmate Reference Cards	These cards contain basic information on each inmate and are used as a reference tool by the Department. The cards are separated into 3 categories: active inmates, inactive and by offense. Information includes the name of the inmate, inmate number, crime, sentence, nationality, place of birth, date of birth, religion, marital status, release date, personal description, social security number, etc.	Retain permanently. Transfer records to the archives.	GRS 16585 Offender Tracking Records Retention: Permanent GRS 16586 Offender transient tracking records		
GRS 2378	Inmate photos-positive	Positive prints of all photos of inmates housed at a facility. Photos are taken upon arrival at the prison, once every three years while incarcerated, when moved to a halfway house and upon release at which time photographs are transferred to the Inmate file.	Retain until final action, and then destroy records.	GRS 16585 Offender Tracking Records Retention: Permanent		
GRS 2377	Inmate photos-negative	Negative prints of all photographs taken of inmates housed at a facility. Includes the photograph, inmate name and number, the date the inmate was admitted, date the photograph was taken, and any requests for copies.	Retain permanently. Records may be transferred to the archives.	GRS 16585 Offender Tracking Records Retention: Permanent		
GRS 2375	Inmate Master File	Provides a cross reference for the name of the inmate and the inmate's number. Includes the name of the inmate, inmate number and date of birth.	Retain by agency until superseded and then destroy.	GRS 1720 Transitory Tracking. 1 year or administrative need, shortest.		
GRS 2365	Control Logs	Tracks the location of inmates or residents. Includes the name of the inmate, inmate number, inmate classification level, cell number and location of inmate.	Retain for 4 years, and then destroy records.	GRS 16585 Offender Tracking Records Retention: Permanent		
GRS 2364	Contrband Confiscation Logs	This log records the confiscation of contraband, by Department personnel, from inmates or residents. Includes the name of the inmate, inmate number, description of the contraband, date, and name of Department personnel.	Retain for 4 years after resolution of issue, and then destroy records.	Crosswalk to GRS 2380 Inmate Property Records. 4 years after release or death of inmate.		
GRS-2265	Certified mail receipts	Records of receipts and routing of incoming and outgoing mail handled by private delivery companies such as United Parcel Service. Information may include fees paid for private deliveries (special delivery, registered, certified), date mailed, address, etc.	Retain for 3 years, and then destroy records.	GRS 1720 Transitory Tracking	<p><b>State mail and delivery service receipts (GRS-1751) (DISCONTINUED) use GRS 1720</b></p> <p><b>Description:</b> Records of receipts for mail and packages received through the state mail system.</p> <p>Retain for 1 year, and then destroy records.</p>	<p><b>Mail control records (GRS-1749) (DISCONTINUED) use GRS 1720</b></p> <p><b>Description:</b> Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, including statistical reports of postage used on outgoing mail and fees paid for private deliveries (special delivery, foreign, registered, certified, and parcel post).</p> <p>Retain for 3 years, and then destroy records.</p>