

GRS #	Name	Description	Retention	Discontinue Reason	COLOR KEY: DISCONTINUE: REFERENCES	
GRS 2367	Disciplinary Hearing Tapes	Provides documentation of offender disciplinary hearings and incident investigations.	Retain by agency for 4 years provided time periods for appeals have expired and no litigation is pending and then destroy.	We no longer do this and have not done in over 10 years. This was verified with several users including a user that has been involved with them for 20 years.		
GRS 2374	Inmate Housing Assignment Committee Files	This file consists of reports by the Inmate Housing Assignment Committee (IHAC). The Committee is responsible for housing decisions, changes in housing assignments, outside job assignments, and interstate transportation of inmates based on classification levels or changes in classification levels.	Retain for 2 years and then destroy.	This committee no longer exists and has not exist for many many years. The duties listed in the description are no delegated to other areas and there isn't a "file" generated with all these various tasks.		
GRS 2387	Parole Release Calendar	This record serves as a reference for parole release dates. The series is used to initiate inmate move orders and to remove the inmate from the prison count. Includes the name of the inmate, inmate number, type of release, and anticipated release date.	Retain by agency until updated and then destroy.	There isn't a calendar generated to initiate move orders or to remove the offender from count. The process to move them is completely different and there is not need to have this open.		
GRS 2388	Parole Release Photo Logs	This log is used to track the progress of photographing inmates who are scheduled for parole. Includes the name of the inmate, inmate number, section (unit), date photo was taken. The original photo is maintained as part of the inmate jacket or inmate file.	Retain by agency for 2 months and then destroy.	Inmates are not photographed when they are releasing. Photos are taken in the beginning of their incarceration. Based on the short retention this isn't something that needs to be open.		
GRS 2389	Pre-Sentence Parole Violation Log	This record provides an abstract of the information sent to the facilities by the Adult Probation and Parole Offices. Includes the name of the inmate, and the type of report (i.e. parole violation, pre-sentence investigation, diagnostic report, or provocation report).	Retain for 1 year and then destroy.	AP&P does not send reports to facilities and any information needed could be located elsewhere. No comprehensive list is generated or sent. Due to the volume of reports done this would not be feasible to do now.		
GRS-2361	Board of Pardons Results	This file provides a record of inmates appearing before the Board of Pardons. It is used as reference information by Department employees. Includes the inmate's name, date of appearance, and the results of the hearing.	Retain for 3 years, and then destroy records.	This is not our record and the Board has a more in depth retention that covers this.	Board of Pardons Series 26411 Final Hearing Results This series contains the weekly postings of hearing and review results (decisions) finalized by the board. It also contains the results calendars. The hearing and review results document the following types of hearings: original, parole violations, pardons, transfers, administrative, etc. Their purpose is to determine inmate parole, transfer, release and other actions. The calendars are a daily log which list inmate names and numbers, board participant names, hearing times, and most importantly, the tape count for each hearing. Tape counts serve as finding aids for the original hearing tapes. (Series 14829). Records created by an official committee or board, including advisory committees, relating to executive establishment, organization, membership, and policy. Includes agenda, meeting minutes, final reports, and related records documenting the accomplishments of official boards and committees. May include audio and video recording. Retention: Permanent	