

STATE OF NEW JERSEY



COUNTY DETENTION CENTER/JAIL

C280000-002

Records Retention and Disposition Schedule		Agency: C280000	Schedule: 002	Page #:1 of 9
Department:	COUNTY DETENTION CENTER/JAIL	Agency Representative:	DONNA LENZI	
Division:		Title:	RECORDS MANAGER, ATLANTIC COUNTY	
Bureau:		Phone #:		

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

Agency Representative Signature:	Date:	Secretary, State Records Committee Signature:	Date:
	4/13/2005		6/16/2005

Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0001-0000	Warden's Office Inmate Hearing Reports (Copy) --- Consists of Copy of Hearing Reports and results for the Warden's observation. (Originals maintained in Operations Unit.)						Periodic review		Destroy	
0002-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0003-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0004-0001	General Record Series Deleted - See County and Municipal General Schedule.									
0004-0002	General Record Series Deleted - See County and Municipal General Schedule.									
0004-0003	General Record Series Deleted - See County and Municipal General Schedule.									
0005-0000	Classifications (Copy) --- Consist of reports from Program Services on inmate transfers from one cell/floor to another cell/floor. Originals maintained by Lieutenant-in-Charge.						Periodic review		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0006-0000	Incident Reports (Copy) --- Reports on incidents for the Warden's observation. May also include "Close Watch Alert" Reports. Originals maintained in Inmate History Folder.						Periodic review		Destroy	
0007-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0009-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0010-0000	Work Registers --- Copy for the Warden's observation. Original maintained by the Lieutenant-in-Charge.						Periodic review		Destroy	
Lieutenant-in-Charge										
0050-0000	Head Count - Census Report/Population Sheet						2 Years		Destroy	
0051-0000	Employee Work Rosters - Shift Commander's Report --- File also includes Maintenance Work Orders.	X					6 Years		Destroy	
0052-0000	Master Control Log - Shift and Unit Log Sheet/Floor Sergeant's Report	X					6 Years		Destroy	
0053-0000	Daily Security Report --- May include: Equipment Inventory, Key Box Report, Sign Out Sheet for Tools, Key Log, Tool Inventory, Shakedown Log, and Broken Tool Disposal Log.	X					2 Years		Destroy	
0054-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0055-0000	Inmate Movement Report/ Wing Reports/ Daily Blotter/ Isolation Cell Report						3 Years		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0056-0000	General Record Series Deleted – See County and Municipal General Schedule.									
0057-0000	Incident Reports - Officers and Inmates									
0057-0001	Incident Reports - Criminal Offenses		X				30 Years		Destroy	
0057-0002	Incident Reports - General						2 Years		Destroy	
0058-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0059-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0060-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0061-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0062-0000	Daily Data Processing Reports --- Include: Population Report, Commitment Report, and Discharge Report.									
0062-0001	Daily Reports - Disk						3 Years		Destroy	
0062-0002	Daily Reports - Printouts						As updated		Destroy	
Identification Section										
0100-0000	Production Occupation File/Work Release File	X					3 Years After release or audit, whichever is later		Destroy	
0101-0000	Money Computation Record									

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0101-0001	Money Computation Record - No Balance --- A running balance of inmates' money from the time of admittance to the time of release.	X					3 Years After release or audit, whichever is later		Destroy	
0101-0002	Money Computation Record - Unclaimed	X					10 Years		Destroy	
0102-0000	Holdover Record --- Record of individuals placed in jail who are awaiting a decision from the court.	X					5 Years		Destroy	
0103-0000	Work Release Log	X					3 Years After final entry		Destroy	
Pharmacy Records										
0150-0000	Pharmacist/Intern Signature and/or Initial Identification Records.						5 Years After termination of employment		Destroy	(N.J.A.C. 13:39-6.8)
0151-0000	Patient Profile Record System --- Contains patient's address; name; age group; date medication is dispensed; prescription number or designation identifying the prescription; prescriber's name; name, strength, and quantity of drug dispensed; initial of the dispensing pharmacist; and date of refill.						5 Years From date of last entry in profile record		Destroy	(N.J.A.C. 13:39.13)
Medical Department										
0200-0000	Daily Doctor/Dentist Call List --- Contains a list of names of inmates requesting to see a physician or dentist and cell location. All diagnoses and all refusals are charted on medical records.						1 Months After notation in medical record		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0201-0000	Individual Inmate Request to See a Doctor --- Contains: name, medical complaint, symptoms, date, social security number and medication presently prescribed. All requests are charted on the medical record.						1 Months After notation in medical record		Destroy	
0202-0000	Medication Control Sheet --- Consists of a monthly record of medication dispensed to inmates. Also indicates nurses' signatures and initials, diagnosis, name of inmate, date, time, place of injection, physician's signature, location, and pharmacist's signature.						5 Years		Destroy	
0203-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0204-0000	Nurses Monthly Time Schedule --- Nurses also sign in on a Roster Sheet and Time Card.						1 Years After annual tally kept, if not, 5 years		Destroy	
0205-0000	Medical History Record --- Contains: Inmate's Medical Evaluation Sheet, commitment papers, nurse's notes, physician's orders, progress record, lab results, medical psychiatric report, correspondence, and psychological reports.		X				10 Years After most recent discharge or age 23, whichever is later		Destroy	
0206-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0207-0000	Dental Record - Index Card --- Contains dental history, list of medication taken as per physician orders, dental work done and date, doctor's notes and suggestions, and medication orders.		X				10 Years After most recent discharge or age 23, whichever is later		Destroy	

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
0208-0000	Temperature Control Logs - Cafeteria/Kitchen						2 Years		Destroy	
0209-0000	Menus						2 Years		Destroy	
0210-0000	Hospital Transport Sheet						2 Years		Destroy	
Records Administration										
0250-0000	Records Retention Schedule						As updated		Destroy	
0251-0000	Request and Authorization for Records Disposal Form						Permanent		Retain at Agency	
Operations										
0300-0000	Hearing Results --- May include Inmate Disciplinary Forms, Hearing Appeal Form, Waiver of Hearing, and results						3 Years After release		Destroy	
0301-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0302-0000	Living Unit Log Books/Daily Work Log --- Consists of a Daily Activity Report of a prisoner living unit.						3 Years		Destroy	
0303-0000	Visitation Request Slip --- Indicates persons authorized for visitation by the inmate.						3 Years After release		Destroy	
0304-0000	Preventive Maintenance Log						6 Years		Destroy	
0305-0000	Wanted Persons Forms						As updated		Destroy	
Training										
0350-0000	General Record Series Deleted - See County and Municipal General Schedule.									

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Record Series #	Record Title and Description	Audit	Alternate Media	Archival Review	Vital Record	Confidential	Retention Policy		Disposition	Citation
							Total Retention Period	Minimum Period in Agency		
	Training									
0358-0000	General Record Series Deleted - See County and Municipal General Schedule.									
	Records									
0400-0000	Jail Commitment Registers						Permanent		Retain at Agency	
0401-0000	Inmate History File		X	X						
0401-0001	Inmate History File - Identification File --- Includes Incident Reports - Criminal Offenses, Fingerprint Card File, Criminal History County Rap Sheet, General Information/Identification Sheet, Correspondence, Jail Commitment.		X				10 Years After disposition or release		Destroy	
0401-0002	Inmate History File - Daily Working File --- Includes: Court Slips, Custody Receipts, Bail Orders (Copy), Bail Deposit Report, Recognizance, Indictments (originals maintained by the County Clerk), Incident Reports - non-criminal, Court Complaint (copy), Transportation Receipt, Parole Board correspondence, Inmate Personal Property Receipt, Information Correction Sheet, correspondence, and Rap Sheets.	X					3 Years After release		Destroy	
0402-0000	Photo Card File/Index - Alphabetical and Numerical						10 Years After disposition or release		Destroy	
0403-0000	County Detention Center Admission Form									
0403-0001	County Detention Center Admission Form - Data Processing Input						1 Months After input and verification		Destroy	

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							Total Retention Period	Minimum Period in Agency		
0403-0002	County Detention Center Admission Form - Records Section (Copy)						2 Years After discharge or completion of sentence		Destroy	
0403-0003	County Detention Center Admission Form - Medical Records (Copy)		X				10 Years After most recent discharge or age 23, whichever is later		Destroy	
0403-0004	County Detention Center Admission Form - Detention Center (Copy)						2 Years After discharge or transfer		Destroy	
0403-0005	County Detention Center Admission Form - Data Processing Closeout (Copy)						1 Months After input and verification		Destroy	
Accounts										
0450-0000	Inmate Account Card / Incoming Processing Sheets	X					3 Years After release or audit, whichever is later		Destroy	
0451-0000	General Record Series Deleted -- See County and Municipal General Schedule.									
0464-0000	General Record Series Deleted - See County and Municipal General Schedule.									
Social Programs										
0500-0000	General Record Series Deleted - See County and Municipal General Schedule.									

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0505-0000	General Record Series Deleted - See County and Municipal General Schedule.									
Social Progerams										
0506-0000	Budget Reports --- Consist of proposed county budget, accepted budget, live accounts and quarterly budget balances.	X					6 Years		Destroy	
Social Programs										
0507-0000	Program Services File --- Contains: Alcohol and Drug Information, Chaplain Services, Community Services Agencies, Education Program, Work Release Services, Mental Health Services, Psychological Services, Statistical Studies, and Veteran Services.						3 Years After release		Destroy	
0508-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0509-0000	Classification File --- Contains classification processes of inmates, memos to inmates regarding classification, and committee decisions.						7 Years		Destroy	
0510-0000	General Record Series Deleted - See County and Municipal General Schedule.									
0511-0000	General Record Series Deleted - See County and Municipal General Schedule									
0512-0000	Legal Aid Form (5A) - Application for Public Defender.	X					7 Years		Destroy	