



# Request for Inclusion or Revision to an Administrative Directive Connecticut Department of Correction

CN 1301  
REV 02/06/15

Administrative Directive Number: **4.1** Title: **Inmate Records**

I recommend the following inclusion or revision to the above referenced Administrative Directive (provide detailed explanation):

As the Visiting Application retention is now 30 days and all the information from the application is stored in the computer we will no longer maintain the application in the Inmate Master File.

Please remove "All visiting information shall be maintained in an envelope under the program log" from #6 Inmate Master File, C. Organization, 1. Six Part File Format, f. Section 6 – Program Documentation Information and Correspondence.

See attached documents

### ORIGINATOR

Name: Mary J Steele	Title: Records Specialist II	Date: 10/12/2015
Signature: <i>Mary J Steele</i>		Facility/Unit: Sentence Calculation and Interstate Management

### UNIT/DISTRICT/DIVISION RECOMMENDATIONS

Approved	Denied	Signature	Date
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Unit Administrator's signature: <i>J. Kelly</i>	Date: 11/12/15
<input type="checkbox"/>	<input type="checkbox"/>	District Administrator's signature: <small>(only needed if originating from facility)</small>	Date:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Division Administrator's signature: <i>[Signature]</i>	Date: 11/13/15

### COMMISSIONER'S DECISION

This request is:  **APPROVED**     **DENIED**    Effective date of request: 11/23/15

The language/provisions of this inclusion/revision shall be effective as of: \_\_\_\_\_ and subsequently added to the Administrative Directive at the next update.

This inclusion/revision shall be added to the Administrative Directive prior to: \_\_\_\_\_

This inclusion/revision shall be added immediately to the Administrative Directive.

Commissioner's signature: *[Signature]* Date: 11/16/15

**RECORDS RETENTION SCHEDULE**  
**DEPARTMENT OF CORRECTION**  
 Form RC-050 (Revised 08/2014)



STATE OF CONNECTICUT  
 Connecticut State Library  
 Office of the Public Records Administrator  
 231 Capitol Avenue, Hartford, CT 06106  
<http://www.ctstatelibrary.org/>

**RECORDS RETENTION**  
**SCHEDULE #**  
 15-5-1

Series #	Records Series Title	Description	Retention	Disposition	Notes
26.	Prison Rape Elimination Act (PREA) Investigative Reports and Review Records	This series documents the identification, reporting and review of incidents at DOC facilities and Community Residences in accordance with DOC Administrative Directive 6.12 Sexual Assault Prevention and Intervention. Including but not limited to: incident report package and all subsequent forms, attachments, evidence, investigation reports and all supporting documentation; audio/video recordings; and any other relevant evidence.	Duration of incarceration or employment of alleged abuser plus 5 years, or 10 years after all litigation is resolved, whichever is later	Destroy after receipt of signed Form RC-108	
27.	Victim Services Notifications	This series documents victim requests for notification services in accordance with DOC Administrative Directive 4.5, Victim Services. Including but not limited to: Attachment A (OVS Form JDVS-5); Letter of Acknowledgement (CN 4501); Victim Notification (CN 4502); Victim Notification (CN 4503); Victim Notification Update (CN 4504); and Victim Notification Audit Receipt (CN 4505).	5 years from date of discharge, or until all litigation is resolved, whichever is later	Destroy after receipt of signed Form RC-108	
28.	Visitor Records	This series documents visitors to correctional facilities. Including, but not limited to: Visiting Applications (CN 100601); Visiting Cards (CN 100602); and Visitor Search Consent Forms (CN 100603).	30 days	Destroy after receipt of signed Form RC-108	