

ALAMEDA COUNTY SHERIFF'S OFFICE DETENTION AND CORRECTIONS POLICY AND PROCEDURE	NUMBER: 18.15	PAGES: 1 of 2
	RELATED ORDERS: CALEA 82.1.2 Alameda County Manual of Accounting Policies and Procedures (MAPP)	
	ISSUED DATE: March 2, 2016	
	REVIEW DATE:	
	REVISION DATE:	
CHAPTER: Inmate Services	SUBJECT: Retention/Destruction of Records	

- I. **PURPOSE:** To establish criteria for the purge and destruction of records maintained by the Inmate Services unit.
- II. **POLICY:** Records will be maintained or destroyed in accordance with schedules for the retention and disposition of records.

III. **PROCEDURE:**

A. RETENTION AND PURGE CRITERIA:

Inmate Services personnel shall maintain the original copies of criminal history information, site clearances, accounting records for the Inmate Welfare Fund (IWF), reports, logs, memos, and other documentation until such time that they qualify for purging and destruction.

- 1. Volunteer participation sheets and Inmate legal research requests will be purged after data entry into the appropriate file in either the Inmate Services section of the Agency "O" Drive or WAITER database.
- 2. Inactive Volunteer Files, Memorandums authored by Inmate Services, and Volunteer Daily Sign-in Sheets will be purged after retention for three (3) years.
- 3. Consistent with the Alameda County Manual of Accounting Policies and Procedures (MAPP), the following are subject to purge according to the following schedules:
 - a. Five (5) years: IWF Accounts Payable, IWF Receipts, Commissary balancing sheets, Site Clearances.
 - b. Six (6) years: IWF employee timesheets.
 - c. Ten (10) years: IWF financial statements.

B. METHOD OF DESTRUCTION:

1. All records of a confidential or financial nature that meet the purge criteria shall be placed in the unit's shredder barrels for destruction.
2. Non-confidential and non-financial documentation shall be disposed of in a county recycling container upon meeting the purge criteria.