
Schedule No. **14A**

**County Sheriff
Local Detention
Center/Jail Schedule**

**Prepared and Published by the
Montana Historical Society
Helena, Montana, 1985
Adopted by the Local Government
Records Committee, 1999**

MONTANA LOCAL GOVERNMENT RETENTION SCHEDULE

DEPARTMENT: COUNTY SHERIFF-LOCAL DETENTION CENTER/JAIL

Note: Not all Detention Center/Jails will have all of the record series listed in this schedule. The listing of a record series does not mean that the records must be created.

ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
1.	ACTIVITY REPORTS: Officer, shift, and other activity reports usually filed on a daily, weekly, monthly, or annual basis; documenting duties such as dispatch, confinement, investigations, and patrol. May include name, shift, date, activities, and other categories for tracking the number of arrests, phone calls, mileage and other statistical indicators.	Daily reports – 2 years Annual and monthly reports for years in which no other reports exists- Permanent	
2.	ATTORNEY INMATE REGISTER: Chronological index of attorney/prisoner visits. Includes names of the attorney and inmate, date, time of attorneys arrival and leaving. See: VISITATION LOGS	2 years	
3.	BAIL BOND RECORDS: Record of bail or recognizance bond. Shows the amount and payment of bail, and authorization for the release of the prisoner.	2 years	
4.	BILLS FOR CONTRACT CITIES: For renting cells to another jurisdiction	Audit + 3 years	
5.	BOOKING RECORDS: Records that document the confinement and release of individuals held in a correctional facility. Records include the initial intake form, individual booking card, any previous arrest records, term to be served, name and relevant information pertaining to the prisoner, reason for incarceration, offense, scheduled date of release and method of release. <ul style="list-style-type: none"> a. Homicides b. Felonies c. Deceased individual previously held 	<ul style="list-style-type: none"> a. 50 years past last activity b. 10 years c. 1 year after death 	
6.	CLERGY INMATE REGISTER: Contains name of the clergyman, name of prisoner visited, date and time of visit. See VISITATION LOGS	2 years	
7.	COMMISSARY RECORDS: Accounting records showing purchases, date orders received, inventory in stock and financial records for commissary.	Audit + 3 years	
8.	COMMITMENT AND RELEASE LIST: Lists of individuals booked in and released from the booking facility in a twenty-four (24) hour period; midnight to midnight. Includes date, booking number, name and other pertinent facts pertaining to the individual, charge, court, arresting officer, bond, and release information.	1 year after release	

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ITEM	RECORD TITLE AND DESCRIPTION	RETENTION TIME	COMMENTS
9.	COURT DOCKET LISTS: Shows the names and occasions for inmate or employee court docket entries	Until superseded or no longer needed	
10.	COURT ORDERS AND ABSTRACTS: Shows receipt of court orders or abstracts pertaining to inmates and action taken.	Until obsolete, superseded or no longer needed.	
11.	FISCAL RECORDS- see SCHEDULE #5 COUNTY ACCOUNTING/FINANCIAL RECORDS		
12.	INMATE ACCOUNTABILITY/HEADCOUNT RECORDS: Logs, lists, rosters, and other records documenting inmate counts, cell locations, and status, as well as related information. May include logs detailing status of individual inmates such as those awaiting action or on hold status, released on their own recognizance, or released on security. May also include rosters documenting the location of all inmates by head counts at regular intervals.	1 year unless housing federal inmates; then 5 years for those.	
13.	INMATE CASH RECORDS	Audit +3 years	
14.	INMATE CLASSIFICATION RECORDS: Documents the security, or medical classification of inmates prior to assignment within the detention facility.	Audit +3 years	
15.	INMATE COMMISSARY/CANTEEN RECORDS: Records that document purchasing transactions between each inmate and the detention facility commissary, and acceptance of money received from the public for inmates.	Audit + 3 years	
16.	INMATE FILE INDEXES: Indexes used to access inmate case files. Usually cross referenced by name, case number and other identifiers.	Until superseded, obsolete, or no longer needed	
17.	INMATE FILES: Records documenting non-medical information on inmates confined in a detention facility. May contain date of entry/release, incident reports, court commitment and release orders, behavioral information, incident and disciplinary reports, school attendance, work release records if applicable, contact sheets, release receipt for return of property, and other relevant information concerning the arrest and confinement of an individual.	a. Felony 50 years after last activity b. Other 10	
18.	INMATE GRIEVANCES: Records that document the receipt of, investigation of, and actions taken in grievances files by an inmate.	3 years after last action.	

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19.	INMATE MEAL RECORDS: Records that document menus used to plan and schedule inmate meals. May include date served, names of inmates served, and related data. Notations of special meals given for dietary or religious reasons.	6 months	
20.	INMATE MEDICAL/DENTAL APPOINTMENT LOG: Records that document scheduling of inmate medical/dental appointment, includes in-house and external.	3 years after last entry	
21.	INMATE MEDICAL/DENTAL RECORDS: Records kept on each inmate examined or treated by detention facility medical personnel and outpatient treatment for inmates. May contain medical history information, medical treatment, dates of treatment, prescriptions/medication provided, laboratory reports, x-rays and other treatment reports; family doctor name, address, and phone number, authorization release signed by inmate to release medical records to the medical staff; name, address of doctor, medical person, or hospital requesting medical records for inmate, medical information from other facilities and other related records.	7 years after last entry	
22.	INMATE MEDICATION/PHARMACY RECORDS: Records documenting medications kept by the jail and dispensed to inmates. Includes logs and related records that includes names of medication, date and time issued, name and number of inmate dispensed to, doctors name, medical screening information, name of person dispensing medication, amount dispensed, amount remaining in stock, and related data.	7 years	
23.	INMATE PERSONAL PROPERTY RECORDS: Records that track the receipt of, custody, and location of an inmates personal property.	1 year after inmate leaves facility	
24.	INMATE PROGRAM RECORDS: Documents the education, recreation, and miscellaneous programs that the inmate participated in while at the facility.	3 years	
25.	INMATE TELEPHONE AND MAIL LOGS: Logs and other records documenting telephone calls and mail sent and received by inmates. May include name of inmate, date and time of call or mail, and related data.	1 year	

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26.	INMATE TRANSPORTATION LIST: Daily, weekly, or monthly lists of inmates scheduled for arraignment, court appearances, work release, transport to correctional facility, medically related incidents, or other site. Method of transportation and agency may be noted.	Until obsolete, superseded, or has no administrative value.	
27.	INMATE WORK PROGRAM RECORDS: Records that document the control of, and participation in inmate work programs.	3 years	
28.	INMATES RELEASED ON BOND BEFORE CLASSIFICATION: Documents the release of inmates prior to completion of the classification process.	3 years	
29.	INSPECTION RECORDS DETENTION FACILITIES: Records that document the routine inspection of the facilities, programs and inmates, including findings and actions taken.	Audit + 3 years	
30.	INVENTORY REPORT FOR MISSING ITEMS: A report of items found missing based on a review of the supply checklist and the existing inventory of items. The report will include a description of the missing item, time it was discovered missing, normal location of the item, and names of inmates who visited the location during that time frame.	Until the item is accounted for or declared lost.	
31.	JAIL ACTIVITY LOGS: Records of inmate activity that that may include: in or out of the housing unit work schedules, disturbances, disciplinary action taken, medical or commissary passes, etc.	6 years	
32.	KEY ASSIGNMENT LOGS: Logs that document the date, name of person, and which keys are assigned to them.	Until obsolete, superseded, or has no administrative value.	
33.	PAROLE NOTICES: Records that document the receipt of parole notices and actions taken pertaining to the notice.	3 years	
34.	PRE-TRIAL RELEASE PROGRAM: Records documenting the pre-trial release of inmates without bond pending next appearance.	3 years	
35.	PRISONER REGISTERS. Record of prisoners confined to the county detention center/jail. Shows name, number date of birth, offense, commitment date, by what authority committed, term of confinement, and date of discharge.	Permanent	

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36.	PSYCHIATRIC REFERRAL RECORDS: Kept in inmates medical record. see: INMATE MEDICAL RECORDS		
37.	SECURITY LOGS/RECORDS: Record that document routine security requirements for the facility.	3 years after last entry	
38.	STATUTORY WARNING TAPES: Tapes of appearances of arrested persons before judges via two-way closed circuit television for the purpose of statutory warnings.	Date pre-trial hearing ends; 90 days after date of recording if a misdemeanor charge, or 120 days after date of recording if a felony charge. Which ever is soonest.	
39.	SUICIDE WATCH RECORDS: Records documenting what action was taken pertaining to a potentially suicidal inmate. May show who was on watch, shift changes, emotional state of inmate, and precautions taken.	4 years	
40.	SUPPLY INVENTORY LIST: Inventory of all supplies which may be stolen by an inmate. This may include, but is not limited to: kitchen, industrial, medical supplies, library, laundry, and commissary goods which may be transported into the cellblock.	Until obsolete, superseded, or has no administrative value.	
41.	VEHICLE RECORDS: For vehicles purchased by department or assigned to the department. a. Vehicle Registration certificates b. Fuel records, documenting mileage, fuel and oil used, maintenance records, gas sales tickets or credit card slips for each vehicle. c. Approved driver list name for each vehicle. d. Vehicle disposition records documenting sale or transfer. e. Warranties for vehicles	a. Until vehicle is sold or transferred, registration is transferred with vehicle. b. Audit + 2 years c. Until superseded or vehicle is disposed. d. Audit + 7 years e. Expiration of warranty +1 year or until vehicle is sold or transferred	
42.	VIDEO TAPES –SURVEILLANCE: Tapes that document the routine monitoring of courts, jails and other facilities.	60 days	
43.	VIDEO TAPES-ARREST/BOOKING PROCESS EVIDENCE: Tapes made of arrest/booking proceeding when litigation and/or criminal proceedings have commenced.	1 year after final court disposition.	Potentially important incidents may warrant longer retention for legal reasons. Carefully review before destroying or re-using.

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44.	VISITATION LOGS: Records that document information about visitors to inmates. May include logs, request slips, and related records. Information may include date, time in, visitor's signature, and address, object of visit, time out and related information.	2 years	