

**State of Montana
SECRETARY OF STATE
RECORDS MANAGEMENT BUREAU
RECORDS RETENTION SCHEDULE**

Modification ^{Real Sched} ~~#300~~ 7/26/07 Creation

FOR CENTRAL OFFICE USE ONLY

Schedule Number 640121

Effective Date ~~7/26/07~~ 12/17/08

Total No. of Pages in this Schedule 1

APPROVED

Submitted By:

Corrections 6401
Agency Name Agency Number

Montana Women's Prison 640121
Program Code Program Name

[Signature] *[Signature]*
Authorized Signature Authorized Signature

Approved by the Legislative Auditor:
[Signature] 12/19/08
Authorized Signature Date

Approved by the Attorney General:
[Signature] 12/23/08
Authorized Signature Date

In accordance with Sections 2-6-203, 204, MCA, a schedule of retention and destruction for the following records is hereby established. No records shall be retained, transferred, destroyed, or otherwise disposed of in violation of this schedule. The records covered by this schedule, unless deemed to have permanent value, shall upon expiration of the retention period be deemed to have no continuing use to the State of Montana. Unless otherwise specified in this schedule or unless the agency is aware of a pending case, claim or action; all records shall be destroyed within sixty (60) days after the period of retention set forth. This schedule becomes effective on the date recorded by the Department of Administration in the above space. Prior to actual destruction of a Certificate of Records Disposal, RM-5 must be completed.

Approved by the Montana Historical Society:
[Signature] 1/8/08
Authorized Signature Date

Approved by the Department of Administration:
[Signature] 12/29/08
Authorized Signature Date

Approved by the Secretary of State:
[Signature] 12/18/08
Authorized Signature Date

Item Number	Form/Report Number	Records Title (A Full Description of Each Item on Form RM-1 Must Accompany This Schedule)	Distribution	Retention (In Years)			Disposition	Disapproval*						
				Office	Rec.	Total		LA	AG	HS	DA	SS		
01		Visitation Forms		1yr	0	1yr after release	Destroy/shred							
02		Inmate Records		Until released	5	5	Offer to Archives							
03		Inmate mail file - Log		Until released	1	1yr after release	Destroy/shred							
04		Security Logs including volunteer, hospital, car mileage, radio, visiting, strip search, tool count, inmate counts, shift report, movement, incident, UA forms		3	2	5	Destroy/shred							
05		Canteen/Hobby, receipt, property, Requisitions/Orders		3	2	5	Destroy/shred							
06		Food service		3	2	5	Destroy/shred							
07		Personnel including training - Employee File		3	7	Work + 10 yrs	Destroy/shred							
08		Inmate medical files		3	7	10 years after release	Offer to Archives*							
09		Education		Until released	3	3 after release	Destroy/shred							
10		Case manager files		Until released	5	5	Destroy/shred							
11		Inmate financial accounts		3	2	5 years after released	Destroy/shred							

* Denote modification.

* Line item approval indicated unless noted in this column. If disapproved, refer to attached "Exception Report."

~~Item 11 unapproved - Missing profile form (RM-1)~~