

Sixth District Department of Correctional Services POLICY	Issue Date 05/10/91	Effective Date 10/15/19	Policy Number 119-19
Subject <b>SECURITY AND DESTRUCTION OF CASE RECORDS</b>		Review Month September	Author 0578 (ABR)
Rescinds 119-16	References		

**POLICY:**

In accordance with appropriate sections of the Administrative Code of Iowa, proper security of confidential information and records are maintained. Destruction of records is handled in accordance with the procedures outlined in this policy.

**PROCEDURE:**

1. All Department staff are responsible for maintenance and confidentiality of case records.
2. All case records are maintained in locking file cabinets and/or rooms.
3. Records pertaining to individual offenders are available to authorized staff. Releases to others are in strict accordance with provisions of the Confidential Offender Information (102).
4. Records are retained as follows from the time of case closure:
  - Federal WR – 1 year (searches, etc. - 3 years)
  - State WR/Residential/OWI – 3 years
  - IDAP – 3 years
  - Pretrial Interviews - 1 year
  - Presentence Investigation –
    - Sentenced to Prison/WR/OWI/Jail – information with release scanned into ICON; file destroyed
    - Sentenced to Probation – information placed in Probation file
  - Release With Supervision - 3 years
  - No Correctional Supervision (Jail Diversion program) – 3 years
  - Probation - 3 years
  - MMP - dispose of immediately after fee documentation scanned in if still owing

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**PROCEDURE:** (continued)

Self-Supervised Probation - dispose of immediately after fee documentation scanned in if still owing

Parole - 3 years

Substance Abuse Evaluation Program (SAEP) - 7 years at ANCHOR Center or offsite (date ended January 2015)

Treatment Alternatives to Street Crime (TASC) - 7 years at ANCHOR Center or offsite

Sex Offenders – 3 years

5. Management staff ensures that all case records are effectively destroyed after meeting the retention requirement.

BY ORDER OF:

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Bruce Vander Sanden, District Director