

POLICY AND PROCEDURES

NUMBER: 502

SUBJECT: Record Keeping /Destruction of
Non-record Materials

ACA STANDARDS: 4-ALDF-4D-22-8, 28; 7D-20, 22

DIRECTOR: Herbert Bernsen

EFFECTIVE DATE: 9/97 REVISION DATE: 12/99, 5/01, 7/07,
10/09, 11/13, 12/15



I. POLICY

The St. Louis County Department of Justice Services shall provide guidelines for the efficient and systematic recording, maintaining, storing and archiving of inmate records.

Justice Services' staff will also follow St. Louis County's guidelines set forth to properly destroy non-record materials containing sensitive or confidential information.

II. RESPONSIBILITIES

All St. Louis County Department of Justice Services ' staff are responsible for the following procedures. The Intake Service Center Manager, Bonding/Records Clerk and Bonding Supervisor have specific responsibilities regarding this procedure.

III. DEFINITIONS

Non-Records: Extra copies or duplicates of documents preserved only for convenience of reference or exhibition purposes, identical copies of documents maintained in the same file, and extra copies of the following: Printed or processed materials, work papers and drafts of reports or correspondence, transmittal messages with no business value after receipt, library and museum material made or acquired and preserved solely for reference purposes, blank forms, blueprints or schematics.

Confidential and Sensitive Information: Extra copies or duplicates of the following: Social security numbers, drivers' licenses, credit card/account number

information, cancelled checks, financial information, medical information, copies of job applications, unpublished telephone numbers, sensitive payroll/personnel information, legal documents, court records, contractor proprietary information, insurance forms, information covered by privacy laws.

IV. PROCEDURES

A. Inmate Booking Records

[1. The Intake/Bonding staff shall maintain an on-line record of all inmates which shall include, but is not limited to, the following:]

- a. Warrants
- b. Arrest Record
- c. Booking information
- d. Medical Assessment Form
- e. Detainers
- f. Judgment and Sentences
- g. Court memos
- h. Sentence orders
- i. Inmate Property Receipt.

[2. The original document *will be scanned* and maintained in the *Integrated Jail Management System (IJMS)*. The St. Louis County Records Center will send a request to destroy hard copy records, *previously stored*, to the Department of Justice Services staff member who generated the record. Upon agreement from the Department of Justice Services of the request and an order by the County Counsel the records will be destroyed. All online records will be permanently stored on the data base.]

B. Inmate Detention Records

1. Department staff shall maintain a detention record on all inmates. Inmate detention records shall be generated online and/or on hard copy and shall include, but not be limited to the following:

- a. **Financial transactions including Commissary:** Online generated by the Bonding/Records Clerk or Unit clerk.
 - b. **Incident Reports:** Online and hard copy generated by the Corrections staff.
 - c. **Disciplinary Hearing Report:** Hard copy generated by the Hearing Coordinator.
 - d. **Disciplinary Hearing Results:** Hard copy generated by the Hearing Coordinator.
 - e. **Visitor Log:** Online generated by the Lobby Clerk.
 - f. **Social Services Chronological Notes (including Initial Classification, Caseworker Initial Classification, Chronological Notes, etc.):** Online and generated by the Social Services staff.
 - g. **Victim Notification Information:** Online and generated by the Social Services staff, Bonding or Intake staff.
 - h. **Assisted Release Information:** Online and generated by the Intake Shift Supervisor II, Bonding staff or Social Services staff.
2. Inmate disciplinary records which are on hard copy shall be stored and maintained by the Hearing Coordinator in his/her office or other storage area for five (5) years and later deposited in the archives of the St. Louis County Records Center. The St. Louis County Records Center will send a request to destroy hard copy records to the Department of Justice Services staff member who generated the record. Upon agreement from the Department of Justice Services of the request and an order by the County Counsel the records will be destroyed. All online records will be permanently stored on the data base.
 3. Breathalyzer test results shall be maintained and stored in the Intake Service Center offices by a designated Intake staff person for a period of five (5) years. Thereafter, the records will be deposited in the archives of the St. Louis County Records Center. The St. Louis County Records Center will send a request to destroy hard copy records to the Department of Justice Services staff

member who generated the record. Upon agreement from the Department of Justice Services of the request and an order by the County Counsel the records will be destroyed. All online records will be permanently stored on the data base.

C. Inmate Medical/Mental Health Records

1. The Corrections Medicine/Mental Health staff shall maintain a medical/mental health record hard copy of all inmates which shall include, but not be limited to the following information:
 - a. Fit for Confinement form
 - b. Intake Medical Assessment form
 - c. Medical Record/chart
 - d. Sick Call forms
 - e. Doctor's Call forms
 - f. Dental Call forms
 - g. Receipts of payment for facility medical treatment
 - h. Laboratory results
 - i. Requests for inmate records.
 - j. Any specialty medical form from the inmate's medical or mental health condition may require.
2. The St. Louis County Department of Health maintains the inmate's medical/mental health records on Electronic Health Records (EHR) system. All files are maintained/backed up regularly by the provider of the EHR system. This system is updated periodically to maintain appropriate working space and technology upgrades.
3. All paper records were deposited in the archives of the St. Louis County Records Center. The St. Louis County Records Center will send a request to destroy hard copy records to the Department of Health's staff member in charge of the record. Upon agreement from the Department of Health of the request and an order by the County Counsel the records will be destroyed. All online records will be permanently stored on the data base. **502:Page 4 of 7**

D. Security of Inmate Records

1. All inmate records are considered confidential and the security of these records shall be strictly maintained.
2. Inmate records will be stored in a secure area to ensure protection from theft, loss, tampering or destruction.

E. Computer Security

1. Inmates shall not be allowed in any area containing a computer terminal unless accompanied by staff.
2. Facility staff shall not teach any inmate or unauthorized person the operations of the facility computer system.
3. Security codes or passwords will be required to perform any function, including updating or altering of inmate information.

F. Non-Record Disposal Policy

1. The secure shredding of non-record paper material will be undertaken by the County's contracted provider for the service using a cross-cut method of shredding, or pulverized in compliance with the National Association for Information destruction (NAID) guidelines and is the County approved method for destroying non-record material containing confidential information. The contract name is "Shredding and Disposal of Confidential Records" and is available for review under the Paradocs system.
2. County employees shall place all confidential/sensitive non-record paper documents no longer needed for reference purposes inside locked containers provided by the contract provider. The contents of the containers will be shredded.

NOTE: No county employee may place confidential non-record paper material in trash or recycling bins.

3. Secure destruction for non-records will be available to all County Departments.
4. Each Division should assign a representative to serve as a contact for ordering secure office containers and serve as liaison between

their Department staff and the contracted provider. This representative will also set up the collection schedule for the containers or utilize an on-call service with the contract provider.

5. The contract provider will provide locked containers which are placed inside offices for ease of employee access.
6. Departments should coordinate within their Division the required number and sizes of containers, keeping in mind facility management issues and consolidation of containers where possible.

NOTE: Divisions with small volumes of non-record confidential material may share a container with another Division or Section.

7. The Department will receive a Certificate of Destruction from the contract provider after the documents are shredded.
8. Questions concerning the identification of confidential non-record materials, or to discuss destruction services should be directed to St. Louis County Records Management Office, 427-7360.
9. Special Instructions for Destroying Non-Record Materials

- a. Division of Community Corrections will utilize a cross cut shredder to destroy non-record materials.
- b. After completion of shredding, the materials will be placed in the office container for further disposal.
- c. The department's maintenance officer will be responsible for transporting the secured containers to the outside shredding location.

d. Location of Secured Containers

- (1) Intake Service Center
- (2) Intake Property Room
- (3) Intake Bonding Area
- (4) Transportation
- (5) Community Corrections
- (6) Clinic Area

- (7) Safety Officer Area
- (8) Sallyport Unit Support Area Unit 7
- (9) Outside of Support Areas of Level 0