

 <p style="text-align: center;">Massachusetts Department of Correction</p> <h1 style="text-align: center;">POLICY</h1>	Effective Date <p style="text-align: center;">7/2/2025</p>	Responsible Division <p style="text-align: center;">Deputy Commissioner, Clinical Services and Reentry</p>	
	Annual Review Date <p style="text-align: center;">7/2/2025</p>		
Policy Name <p style="text-align: center;">103 DOC 154 DOC CENTRAL OFFICE RECORDS</p>	M.G.L. Reference: M.G.L. C.124; C. 6, Sec. 167-178;		
	DOC Policy Reference: 103 DOC 153; 103 CMR 155; 103 DOC 156; 103 CMR 157; 103 DOC 756		
	ACA/PREA Standards:		
Attachments Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Library Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Applicability: Staff	
Public Access Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		Location: Department Central Policy File Each Institution's Policy File	
<p>PURPOSE: To establish a procedure which governs the maintenance, organization, and access to the central office and inactive institutional records of the Department of Correction (Department).</p> <p>RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY: Assistant Deputy Commissioner of Reentry Director of the Central Date Computation Division Central Records Manager</p> <p>CANCELLATION: 103 DOC 154 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules, and regulations regarding Central Office Records which are inconsistent with this policy.</p> <p>SEVERABILITY CLAUSE: If any part of 103 DOC 154 is for any reason held to be in excess of the authority of the Commissioner, such decision shall not affect any other part of this policy.</p>			

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154.01

SCOPE OF RESPONSIBILITY AND ADMINISTRATIVE OVERVIEW

The Central Records Department is located at 50 Maple Street, 1st Floor, Milford, MA 01757. The Central Records Department shall manage the (historical) Central Record and shall also maintain and manage the institutional Six-Part Folders of incarcerated individuals no longer in the custody of the Department. The institutional Six-Part Folders of those individuals no longer in custody may be maintained at another location pursuant to 103 DOC 156, *Destruction of Inmate Records*.

154.02

DEFINITIONS

Central Record: Prior to 2008, the folder(s) of information about an incarcerated individual, which is similar in content to the institutional Six-Part Folder. These records are stored with a contracted vendor.

Central Records Department: Office responsible for managing the (historical) Central Record, as well as maintaining and managing the institutional Six-Part Folders of incarcerated individuals no longer in the custody of the Department.

Incarcerated Individual Records: Any or all of the following types of records about an incarcerated individual: Central Records, institutional folders, institutional Six-Part Folders, institutional Two-Flap folders, Mittimus papers and electronic IMS files.

Six-Part Folder: For the purpose of this policy, an incarcerated individual's record that is divided into six (6) categories and the individual's computerized record used by the Department of Correction for the recording and/or filing of documents in accordance with 103 CMR 155.

Inmate Management System (IMS): The Department's automated information system that provides processing, storage and retrieval of incarcerated individual related information needed by Department personnel and other authorized users within the criminal justice system.

Records Conservation Board: The state agency having authority over the retention and destruction of official documents.

State Archive: The state agency responsible for monitoring and storing various state records.

154.03

ADMINISTRATIVE REGULATIONS

- A. The dissemination of information about criminal offenders shall be in accordance with 103 DOC 153, *CORI Regulations*, and 103 CMR 157, *Regulations Governing Access to and Dissemination of Evaluative*

Information.

- B. The Sex Offender Registry Board (SORB) and the Parole Board may request to view any folder at the Central Records Department. Documents shall not be removed from any folder at any time. Copies shall be made with the approval of the Central Records Manager. Upon arrival, the requester must show some form of identification proving that the requester is an official representative of the certified agency.
- C. Any agency approved by the Department of Criminal Justice Information System (DCJIS) may make a formal request for documents, in writing, and the request shall be reviewed and fulfilled by Central Records staff in accordance with 103 DOC 153, *CORI Regulations* and 103 CMR 157, *Regulations Governing Access to and Dissemination of Evaluative Information*.
- D. Access to Inmate Management System (IMS) screens shall be given in accordance with the 103 DOC 153, *CORI Regulations*, 103 CMR 157, *Regulations Governing Access to and Dissemination of Evaluative Information*, and 103 DOC 756, *Information Technology Systems*, Attachment #4, IMS Profile Approval Procedures.
- E. Any request to remove a folder from Central Records shall be reviewed and approved by Central Records staff and shall be logged, listing the date it was sent and the staff to which it was sent to. Any folder that is removed from Central Records shall be returned to Central Records sealed in a manila envelope or box and clearly marked: Central Records 50 Maple Street, 1st Floor Milford, MA 01757, and must include a return address.
- F. No incarcerated individual information shall be left unattended. Whenever anyone is to be absent from a workstation, they shall first arrange for the secure placement or responsible surveillance of such inmate information.
- G. The institutional Six-Part Folders shall be in good order when released and shall be returned in the same condition. Material in the folders shall be filed according to 103 CMR 155, *Inmate Six Part Folder*.
- H. Individuals seeking information about their prior incarceration(s) must complete the appropriate forms outlined in 103 DOC 153, *CORI Regulations* and 103 CMR 157, *Regulations Governing Access to and Dissemination of Evaluative Information*. The Central Records Manager or designee shall review the requested information before it is disseminated to the individual, to ensure compliance with 103 DOC 153, *CORI Regulations*, and 103 CMR 157, *Regulations Governing Access to and Dissemination of Evaluative Information*.

- I. Employees may, at the request of a member of the public, provide information limited to an incarcerated individual's custody status, commitment number and placement within the correctional system, provided that the individual about whom the information is sought is adequately identified. No further information shall be disclosed.