

 <p style="text-align: center;">Massachusetts Department of Correction <b>POLICY</b></p>	Effective Date	Responsible Division  Deputy Commissioner, Clinical Services and Reentry
	8/13/2024	
	Annual Review Date	
	8/13/2024	
Policy Name  103 DOC 154 DOC CENTRAL OFFICE RECORDS	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 checked="" type="checkbox"/> No <input type="checkbox"/>	Inmate 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 Classification Division Policy File Each Institution's Policy File	
<p><b>PURPOSE:</b> 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><b>RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:</b> Assistant Deputy Commissioner of Reentry Director of the Central Date Computation Division Central Records Manager</p> <p><b>CANCELLATION:</b> 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><b>SEVERABILITY CLAUSE:</b> 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 maintain on-site and manage the (historical) Central Record. The Central Records Department shall also maintain and manage the institutional Inmate Six-Part Folder of inmates no longer in the custody of the Department, however, the institutional Inmate Six-Part Folders of inmates no longer in custody may be maintained at another location pursuant to 103 DOC 156, *Destruction of Inmate Records*.

## **154.02**

### **DEFINITIONS**

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

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

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

Inmate Six-Part Folder: The standard folder for new commitments to the Department which has six (6) separate sections, known as positions, for filing of materials.

Inmate Management System (IMS): The Department's automated information system that provides processing, storage and retrieval of inmate-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 inmate 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 Inmate 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 inmate's custody status, inmate 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.