

COMMONWEALTH OF MASSACHUSETTS
DEPARTMENT OF CORRECTION
CLASSIFICATION DIVISION

103 DOC 154
CENTRAL OFFICE RECORDS

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MASSACHUSETTS DEPARTMENT OF CORRECTION	DIVISION: Central Classification Division
TITLE: CENTRAL OFFICE RECORDS	NUMBER: 103 DOC 154

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").

REFERENCES: This policy is issued pursuant to M.G.L. C.124; C. 6, Sec. 167-178; 103 CMR 153, *CORI Regulations*

APPLICABILITY: Staff

PUBLIC ACCESS: Yes

LOCATION: Department Central Policy File
Classification Division Policy File
Each Institution's Policy File

RESPONSIBLE STAFF FOR IMPLEMENTATION AND MONITORING OF POLICY:

Assistant Deputy Commissioner of Classification

EFFECTIVE DATE: 11/24/2010

CANCELLATION: 103 DOC 154.00 cancels all previous Department policy statements, bulletins, directives, orders, notices, rules, and regulations regarding Central Office Records which are inconsistent with this policy.

SEVERABILITY CLAUSE: If any part of 103 DOC 154.00 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.

154.01 Scope of Responsibility and Administrative Overview

The Central Records Department shall maintain and manage the (historical) central record, as well as maintain and manage the institutional inmate six-part folder (see *103 CMR 155 Inmate Case Records*) of inmates no longer in the custody of the Department.

154.02 Administrative Regulations

1. The dissemination of information about criminal offenders shall be in accordance with section 154.02 and *103 CMR 153, CORI Regulations*.
2. To obtain an offender's folder from the records room, a request must be made in writing by either fax or by e-mail including the inmate name, commitment number, date of the request, name of the requestor and his/her division, department or work location. The folder will be logged out to the requester. The daily logbook shall be utilized to record the name of the folder being removed, the requester's name, division and date. The daily logbook shall be reviewed and maintained by the central records staff on an ongoing basis.
3. Ordinarily no person shall withdraw more than ten (10) folders at one time. In unusual circumstances, the Director of the Date Computation Unit or designee may authorize withdrawal of folders in excess of ten (10).
4. A folder in the possession of the applicant may not be given to another approved employee until the second party is listed on the application form. It is the responsibility of the applicant to ensure that the new holder's name is added to the application form.
5. The person whose name appears last on the application form shall be responsible for locating and returning a folder to the records room.
6. Ordinarily folders shall be returned to central records within two (2) months. If the folder is needed for a longer period of time, the requestor must resubmit a sign out slip for that folder. The

folder shall then be signed back out to that individual.

7. Under no circumstances shall a master card be removed from the central records room, or the contents of the folder removed from any folder.
8. Authorized Department personnel and staff of the Massachusetts Parole Board, and other authorized persons may review central record folders or Inmate Management System (IMS) records at the Central Records Division located at the Massachusetts Correctional Institution at Concord ("MCI Concord". Alternatively, in some circumstances the folder may be forwarded to Department staff via institutional mail.

In unusual cases, authorized personnel may retrieve a folder by contacting the MCI Concord, shift commander, who shall enter the central records area and retrieve the folder. The folder shall be placed at MCI Concord outer control where the authorized personnel may retrieve it. The shift commander shall be responsible for obtaining a signed, written request as outlined in 154.01(2).

Access to 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 policies, and the 103 DOC 756, Information Technology policy, IMS Profile Approval Procedures.

9. Each folder shall be returned to central records sealed in a manila envelope and clearly marked: MCI Concord, Central Records Department, 2nd floor, B-Building, West Concord, MA, and must include a return address.
10. Any non Department staff person authorized to access a folder may not further disseminate, copy, or release its contents except in the following cases:
 - a. When requested for court proceeding;
 - b. When members or authorized staff of the Parole Board are conducting parole hearings at state

or county facilities or other designated hearing locations;

- c. In emergencies when authorized by the Assistant Deputy Commissioner of Classification or his/her designee;
- d. When needed by the office of the Attorney General. In this instance, the person who releases the folder must obtain a receipt in accordance with 154.02(2), from the assistant attorney general requesting the folder.

When a folder in the possession of a requestor is further disseminated as above, information required by 154.02(2) shall be forwarded to Central Records. No folder shall be left in the custody of any outside agency/person (except the Office of the Attorney General) unless so ordered by the court or Commissioner of Correction.

- 11. No offender information shall be left unattended. Whenever anyone is to be absent from a workstation, he/she shall first arrange for the secure placement or responsible surveillance of such offender information.
- 12. The 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 the following format:
 - a. Six-part folders - in accordance with rules and regulations set forth in policy 103 CMR 155, Inmate Case Records.
 - b. Two-flap folders - in chronological sequence with the most recent in front and oldest items at the rear of the folder.

154.03 Dissemination of Offender Information to Outside Agencies or Persons

- 1. All dissemination of criminal offender record information to outside agencies and individuals shall be in accordance with 103 DOC 153, CORI Regulations and 103 CMR 157, Regulations

Governing Access To And Dissemination Of
Evaluative Information.

2. All outside inquiries seeking information about offenders on parole or offenders who have been revoked but not yet returned shall be referred to the Parole Board. All inquiries for information about confined offenders or offenders no longer subject to Parole Board authority shall be referred to the Department.
3. Evaluative information shall not be released prior to permission being granted by the originating agency.
4. Notwithstanding the general rule of paragraph two (2) above, employees of the Parole Board may share reports and information created by the Department with legal representatives preparing for parole revocation hearings. This exception is subject to any limitations established in advance by the Department's General Counsel.
5. The operating procedures described below are intended for the control of the dissemination of criminal offender information from Central Records in accordance with the regulations set forth by the Criminal History Systems Board (CHSB).
 - a. Applicants from agencies certified by CHSB must show some form of identification proving that he/she is an official representative of the certified agency. He/she must receive authorization/clearance from the Deputy Superintendent of Operations or Director of Security of MCI-Concord to enter the facility and must adhere to the rules and regulations of the institution. Inquirers must sign their name to the MCI Concord visitors log at outer control and in the central records CORI log, listing their agency, date of visit and name of file they are viewing. These appointments shall be scheduled with the central records supervisor at least forty-eight (48) hours in advance.

- b. The CORI being accessed shall be reviewed and prepared for dissemination in advance by the Central records Manager or designee. All preparations shall be made in accordance with 103 DOC 153, CORI Regulations and 103 CMR 157, Regulations Governing Access To and Dissemination Of Evaluative Information.
- c. Individuals seeking information about their prior incarceration(s) must complete the appropriate forms outlined in 103 DOC 153, CORI Regulations. The Central Records Manager or designee shall review the requested information before it is reviewed or disseminated to the individual, to ensure compliance with 103 DOC 153, CORI Regulations.
- d. Employees may, at the request of a member of the public, provide information limited to an offender's custody status and placement within the correctional system, provided that the individual about whom the information is sought is adequately identified. No information shall be disclosed that identifies family members, friends, medical or psychological history, or any other personal information