



# Illinois Department of Corrections

## Administrative Directive

Number: <b>01.07.110</b>	Title: <b>Record Maintenance – Master File Organization</b>	Effective: <b>2/1/2022</b>
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<b>Authorized by:</b>	<i>[Original Authorized Copy on File]</i> <b>Rob Jeffreys</b> Director
<b>Supersedes:</b>	01.07.110 effective 5/1/2021

<b>Authority:</b> 730 ILCS 5/3-5-1 20 IAC 107	<b>Related ACA Standards:</b> 5-ACI-1E-01
<b>Referenced Policies:</b> 04.01.260	<b>Referenced Forms:</b>

### **I. POLICY**

The Department shall organize individual in custody master files consistently in accordance with this directive.

### **II. PROCEDURE**

#### **A. Purpose**

The purpose of this directive is to establish written guidelines governing the organization of documents in an individual in custody's master file.

#### **B. Applicability**

This directive is applicable to all correctional facilities within the Department except Transitional Security facilities.

#### **C. Facility Reviews**

A facility review of this directive shall be conducted at least annually.

#### **D. General Provisions**

1. Each master file folder shall:
  - a. Measure approximately nine and one-half inches by fourteen and one-half inches;
  - b. Have a file pocket or envelope at the back;
  - c. Be divided into five sections, each with a metal clip for fastening material in the file; and
  - d. Have a label affixed to the main tab that shall bear the individual in custody's name and identification number.

**NOTE:** The section, volume number and dates may be documented on the master file folder.

2. All master files established on or after January 1, 2005 shall be organized in accordance with Attachment A.
3. Material shall be filed in reverse chronological (most recent in front) order as it is received in the Record Office, unless otherwise noted.

	Illinois Department of Corrections <b>Administrative Directive</b>	Page <b>2</b> of <b>3</b>
Number: 01.07.110	Title: Record Maintenance – Master File Organization	Effective: 2/1/2022

- a. The face sheets shall always be on the top of Section 1.
  - b. Sentencing material, such as Statements of Facts, indictments, mittimi, petitions, disposition orders and mandates, shall be grouped by court case number and then filed in reverse chronological order.
  - c. Documentation for genetic marker indexing specimens collected in accordance with Administrative Directive 04.01.260 shall be included in Section 1. Collection shall be substantiated by documentation, such as collection receipts, kit receipt stubs or confirmation from the Illinois State Police. If documentation is not available, staff shall verify in Offender 360 that a DNA sample has been collected.
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Illinois Department of Corrections Administrative Directive		Page 3 of 3
Number: 01.07.110	Title: Record Maintenance – Master File Organization	Effective: 2/1/2022

### Attachment A – Master File Organization

Section 1	Section 2	Section 3
<ul style="list-style-type: none"> <li>• Face Sheet (<i>always on top</i>)</li> <li>• Option Form</li> <li>• Grade Status Card</li> <li>• Good Time/Sentence Credit Revocation/Restoration Card</li> <li>• All Sentence Calculation Sheets</li> <li>• Director's Approvals Revocation/Restoration of Good Time/Sentence Credit/Meritorious Good Time/Earned Good Conduct Credit/Program Sentence Credit/Supplemental Credit</li> <li>• Sentencing material such as Statement of Facts, indictment, mittimus, petition, disposition order, sentence orders, mandates (<i>reverse chronological order grouped by case number</i>)</li> <li>• All Other Sentence Structure Material</li> <li>• Master File Folder Organization Chart</li> <li>• Violent Offender Against Youth Case Facts form</li> <li>• Genetic Marker Indexing Collection Documentation</li> </ul>	<ul style="list-style-type: none"> <li>• Parole Agreements - Other Parole Information</li> <li>• Parole Violation Reports</li> <li>• Parole Packets</li> <li>• Admission Data Forms</li> <li>• FBI &amp; IBI Sheets</li> <li>• Police Reports</li> <li>• Letters Concerning Transfer</li> <li>• Writ Papers</li> <li>• Warrants</li> <li>• Institutional Credits</li> <li>• Executive Clemency</li> <li>• Status Change Form</li> <li>• Face Sheet Leaflet</li> <li>• Access &amp; Review Forms</li> <li>• Detainers</li> <li>• Certification of Records</li> <li>• Extradition Papers</li> <li>• Civil Action Suits &amp; Summons</li> <li>• Affidavits</li> <li>• All Drop Slips</li> </ul>	<ul style="list-style-type: none"> <li>• Notification to Register for Selective Service</li> <li>• Release Checklist Forms</li> <li>• Notification of Release Date Forms</li> <li>• Notification of 17th Birthday for Juvenile Felons</li> <li>• All Other Identification Related Material</li> <li>• Correspondence Pertaining to Sections 1 &amp; 2</li> <li>• Transfer Checklist</li> <li>• Subpoenas</li> <li>• MSR Prep Data Summary</li> <li>• PRB Hearing Notices</li> <li>• Death Certificate</li> <li>• Notice of Charges PV Form</li> <li>• Home Detention Rules</li> </ul>

Section 4	Section 5	Pocket
<ul style="list-style-type: none"> <li>• Institutional Assignment Reports</li> <li>• Disciplinary Reports</li> <li>• Adjustment Committee/Program Summaries</li> <li>• Day Release Papers</li> <li>• All Furlough Papers</li> <li>• All Work Release Papers</li> <li>• Grievance Materials Original Grievances From Individual in Custody Institutional Inquiry Board Decisions CAO's Recommendations ARB's Decisions</li> <li>• Compensatory Good Time/Good Conduct/Sentence Credit Denials</li> <li>• Screening Form</li> <li>• Program Agreements</li> </ul>	<ul style="list-style-type: none"> <li>• Educational Material</li> <li>• Certificates</li> <li>• Protective Custody Material</li> <li>• Career Achievement Report</li> <li>• Counselor's Referrals</li> <li>• Certificates - Group Meetings</li> <li>• Cumulative Counseling Summaries</li> <li>• Program Planning Summaries</li> <li>• Good Time/Sentence Credit Recommendations - MGT/Revocation/Restoration</li> <li>• Correspondence Pertaining to Above Areas</li> <li>• Hearing of ARB Video Conference</li> <li>• Housing Issues</li> <li>• Review of Restrictive Housing Status</li> <li>• Protective Custody Review</li> <li>• Shakedown Reports</li> <li>• Grievance Information</li> </ul>	<ul style="list-style-type: none"> <li>• Facility Orientation Checklist</li> <li>• Personal Property Lists</li> <li>• Visiting Information and Letters</li> <li>• Trust Fund Card</li> <li>• Emergency Information</li> <li>• Releases of Information</li> <li>• Notifications to Parents and Receipt for Certified Mail</li> <li>• Miscellaneous Correspondence and Individual in Custody Request Slips</li> <li>• Alternate Placement Referrals</li> <li>• Telephone List</li> <li>• Attorney of Record Letter/Documentation</li> <li>• Allocation of Trust Fund</li> <li>• Child Support Documentation</li> <li>• Correspondence Between Individuals in Custody</li> <li>• Individual in Custody Questionnaire</li> </ul>

<ul style="list-style-type: none"> <li>• Transfer Orders/Reports</li> <li>• Clemency - WR</li> <li>• Classification Reports - Computer Printout</li> <li>• Reclassification Reports - Computer Printout</li> <li>• Program Considerations Reports</li> <li>• Parole Reports or Executive Clemency Report</li> <li>• Supplemental Program Considerations Reports</li> <li>• Special Progress Reports</li> <li>• Food Handler's Questionnaires</li> <li>• Military Data</li> <li>• Correspondence Pertaining to Above Areas</li> <li>• Gang Free Interview Sheet</li> <li>• IDOC Internal Classification Form</li> </ul>	<ul style="list-style-type: none"> <li>• Cook County Classification</li> <li>• Impact Incarceration Consent to Participate form</li> <li>• Internal Classification Form</li> <li>• KSF Declared Form</li> <li>• Security Reclass/Escape Risk (OTS form)</li> <li>• Sex Offender Data Collection Instrument</li> <li>• SVP Commitment Checklist</li> <li>• Substance Abuse Intervention</li> <li>• Security Threat Group (STG) Information</li> <li>• Individual in Custody Overview</li> </ul>
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<ul style="list-style-type: none"> <li>• Photos</li> <li>• Visit and Mail Folders</li> <li>• Release Packets</li> <li>• I.Q. Testing - Booklets</li> <li>• Miscellaneous</li> <li>• Parole File</li> <li>• ATC File</li> <li>• Boot Camp File</li> </ul>
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