

R.C.C.C. RIVER CITY CORRECTIONAL CENTER  POLICIES AND PROCEDURES	EFFECTIVE DATE: 6/26/06
	ANNUAL REVIEW: Yes
SECTION: Records	DATE REVIEWED: 3/3/08
SUBJECT: Case File Retention	
DRC CBCF STANDARD: General Specific #15	
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## I. POLICY

It is the policy of River City Correctional Center to retain case records in a central location for a minimum of five (5) years from the date of the offender's termination from the program.

## II. PROCEDURES

All case records are maintained on each resident for a period of at least five years after the resident is released from River City Correctional Center. These files are stored in boxes in locked fireproof stairwell storage units. Older records are stored off-site at the Hamilton County Clerk of Courts secured storage center.