

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-3.2.22

DATE: 7/08/05

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SUPERSEDES: 3.2.22 dated 09/01/99

SUBJECT: DISTRICT CASE FILE MANAGEMENT AND DOCUMENT DISPOSITION

PURPOSE: To establish standard times for final disposition of district case files and documents in Parole Division field offices.

AUTHORITY: Texas Government Code § 441.185

PROCEDURE:

All field case file material and documents (i.e., chronological records, exit reports, violation reports, board transmittals, warrant withdrawal requests, and special condition impositions) shall be destroyed in accordance with the following schedule.

- Field Offender Files – Texas/Discharge One year
- Field Offender Files – Texas/Revoked One year
- Field Offender Files – Other State One year
- Field Offender Files – Death One year
- Field Offender Files – Annual Report One year

Each District Office shall have a Records Management Coordinator who is designated by the Region Director or designee to oversee records management, retention, and final disposition of records. The Records Management Coordinator shall keep a record of the final disposition of district files on the Records Disposition Log. The Records Disposition Log shall be forwarded to the Agency's Records Management Officer, TDCJ Records Management Officer, Executive Services, P. O. Box 99, Huntsville, TX 77343-0099, whenever targeted records are destroyed. The Records Management Coordinator will ensure that no district case files or documents that are part of a pending litigation are destroyed.

Bryan Collier
Director, Parole Division