

## Summary of Revision

### Access to Information / Inmate Records

Chapter : D

Section : .0600

Issue Date : 09/01/06

Supersedes : 05/22/01

The following changes are effective:

- (1) .0601 (a) Except for the information and documents identified in Section .0601 (b) below, inmate records are confidential by law and, therefore, must be maintained in a secure and confidential manner. Inmate records include all information and documents contained in the Unit Record Jacket, the Combined Records Offender Jacket, and records of the automated Offender Population Unified System (OPUS). These records exist in several formats; *i.e.*, as paper records with forms, memos, letters, etc., as well as automated computer screen presentations, screen-prints, and batch printed reports. Other administrative and operational files on inmates maintained by Division authorities are also confidential. **It should be noted that confidentiality of inmate grievances is specifically addressed in Chapter G. 0300, Administrative Remedy Procedure, Section .0312, Record Maintenance and Confidentiality.** Without authorization from Division of Prisons Administration, inmate records may not be released. They will be maintained in a secure and confidential manner. Under no circumstances are inmates to have access to their records, whether as forms, screens, or printed formats. Staff will divulge record details only as authorized herein and only to the extent necessary to meet correctional and rehabilitation objectives.
- (2) .0601 (c)(1)(F) now reads Specify a date, event, or condition on which the authorization will expire unless revoked earlier **(authorizations over 1 year are considered expired unless otherwise specified on the authorization),**
- (3) .0601 (c)(1) **(J) Contain a promise or representation that medical records may be discussed with but will not be given directly to, the inmate/client.**
- (4) Bottom of Page 2 examples of authority to consent “Situation” column has been changed to **“Inmate Status”**.
- (5) .0602 (a) (2) The benefits of the proposed research **has the potential to promote better or more efficient operation of** the Department of Correction.