

**Community Corrections
Schedule # 133**

Item Number	Record Title	Description	Retention	Source/Comments
CSP 133-001	Pretrial Release Participant Files	Records relating to a participant in the Pretrial Release Program. Criminal histories, booking forms, hold forms, EM paperwork and reports, docket entries, police reports, copies of emails, fee receipts, drug testing and level assignment, interview report and worksheet, court reports, copies of letters, treatment records/releases of information, proof of income/employment, reports of vacated/sanctioned hours etc.	1 Year (paper) - after scanned 15 years (electronic)	
CSP 133-002	Pretrial Release Screened Participant Files - not accepted into program	Records relating to participants that were NOT ACCEPTED into the Pretrial Release Program. Criminal histories, booking forms, interview reports and worksheets, denial forms, etc.	1 Year	
CSP 133-003	Community Service Client Files	Community Service Records relating to a participant in the Program. Court orders, criminal histories, referral/waiver/facilities management code of conduct, correspondence between client/officer/community service staff/agency, copies of agency timecards/hours verification, payment receipts, closed client files, forms filled out by parent/legal guardian, etc	1 Year (paper) - after scanned 5 Years (electronic)	
CSP 133-004	House Arrest Participant Files	Records relating to participants on house arrest.	1 Year (paper) - after scanned 5 Year (electronic)	