

Idaho Department of Correction 	Policy	Control Number: 120	Version: 2.0	Page Number: 1 of 1
		Title: Control, Maintenance, and Disposition of Case Management and Medical Files		Adopted: 4-1-1987 Reviewed: 6-6-2008 Next Review: 6-6-2010

This document was approved by Brent Reinke, director of the Idaho Department of Correction, on 6/6/08 (signature on file).

BOARD OF CORRECTION IDAPA RULE NUMBER

[None](#)

POLICY STATEMENT

It is the policy of the Idaho Board of Correction that the Idaho Department of Correction (IDOC) and its contractors ensure that inmate, probationer, and parolee case management files are consistently maintained in a manner which ensures appropriate confidentiality, accurate availability of file material for individual case analysis, proper maintenance and retirement, protection against unauthorized access or removal, and provides access and procedure for request for public record.

PURPOSE

The purpose of this policy is to communicate the Board's management philosophy regarding measures the IDOC shall take to safeguard an offender's case management and medical files.

SCOPE

This policy applies to all procedures created under the authority of this policy and all IDOC correctional facilities.

RESPONSIBILITY

The director of the IDOC and division chiefs are responsible for overseeing the development, implementation, and monitoring of standard operating procedures (SOPs) that provide guidance on or establishes the following:

- Access and availability;
- Confidentiality and protection against unauthorized use; and
- Maintenance and retirement of case management and medical files.

REFERENCES

None