

## Open Record Requests on Retention of Chaplaincy and Volunteer Documents, Reports, Statistics

- A. 2000 Chaplaincy Reports Records Retention.....2
- B. 2015 Chaplaincy Reports Record Retention Schedule .....3
- C. 2010 Volunteer Reports Record Retention Schedule.....4
- D. 2014 Volunteer Reports Record Retention Schedule.....5

If you will notice that there is no database at all for chaplaincy and that records on monthly statistics have been destroyed after three years to date. If you will also notice, the victim services division keeps its statistics for five years and database *permanently* (D., p. 5).

I have been asking that the chaplaincy keep its data on chaplains and their volunteers for 15 years or more. Well, perhaps, after reading this book and case for permanent retention of chaplaincy data and its volunteers, as they co-labor together in that most exquisite mission of human transformation as they Care for the Soul in facilitating the greatest source for change in human history—*religion*.

Part of the Documentation for my book  
*How We Save Texas Prison Chaplaincy 2011*



[www.PreciousHeart.net](http://www.PreciousHeart.net)

by Michael G. Maness, [Maness3@att.net](mailto:Maness3@att.net)

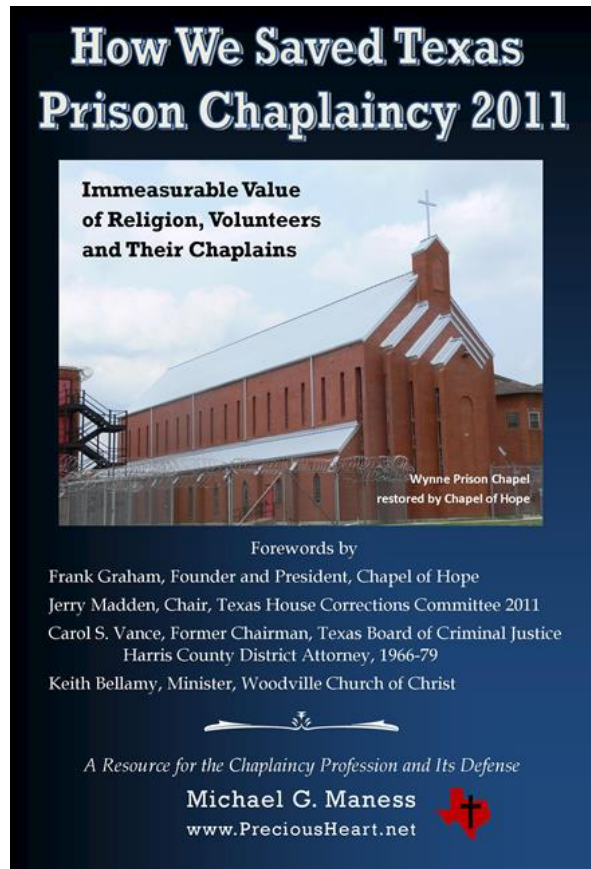
[Chaplaincy Docs ~ Chaplaincy Saved 2011](#)

[Etymology of "Chaplain"](#)


[Gib Lewis Chaplaincy, Woodville 2011](#)

[Secretary Handbook ~ Secretary Handbook File System](#)

[How We Saved Texas Prison Chaplaincy 2011 – the book](#)



**A. 2000 Chaplaincy Reports Records Retention**

<b>TEXAS DEPARTMENT OF CRIMINAL JUSTICE</b> <b>Programs and Services Division</b> Inter-Office Memorandum	
<b>DATE:</b>	August 18, 2000
<b>SENDING TO:</b>	<i>J. D. Reneau</i> <i>Open Records Coordinator</i> <i>Gib Lewis Unit</i> <i>Woodville</i>
<b>RE:</b>	Request from M. G. Maness, 8-7-00
<b># OF PAGES (Including Cover Sheet):</b>	3
<b>FROM:</b>	 <i>Don Keil, Assistant Director</i> <i>Chaplaincy Dept.</i>
<hr/> <b>COMMENTS:</b> Attached is requested information from this department that is currently available: <ol style="list-style-type: none"><li>1. 2000 Base Budget</li><li>2. Selected '98, '99, 2000 monthly reports</li><li>3. Excerpts from TDCJ Annual Reports and Statistical Summaries from 1996</li></ol> <p>The monthly Departmental Report provided to the Programs and Services Division was created in 1997. Therefore, 1998 and 1999 year-end reports are enclosed. Chaplaincy does not have a specific annual Chaplaincy report as a stand-alone document. <u>Chaplaincy statistical information is compiled monthly and at the end of each fiscal year and sent for inclusion in the TDCJ Annual Report. Information older than three years is not kept due to the department's records retention schedule.</u></p> <p>We spoke with Melinda Cobb, fiscal manager of the Programs and Services Division. Budget summaries are created each month in a given year; however, they are not requested and may not be what is desired. It seems that documents for 1995 to 1997 will require a manual review and probably costly computer run.</p> <p>For useful, historical budgetary information, the requestor may elect to direct his query to Mr. David McNutt, Director for Financial Services.</p>	



## B. 2015 Chaplaincy Reports Record Retention Schedule

Obtained on July 23, 2015, from Loren Shayne Roberts, Program Analyst, RPD

STATE OF TEXAS										SLR 105	
RECORDS RETENTION SCHEDULE										Form SLR 105C must accompany this form.	
2. Agency Code 696										1. Page 13 of 67	
3. Agency Name										Texas Department of Criminal Justice	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	9. Remarks	10. 106 No.	11. TSLAC ONLY Amend. No.		
			Agency	Storage	Total						
<b>Chaplaincy</b>											
3.3	06.01.01	Chaplaincy Personnel Data & Correspondence	AC		AC	AC-Employee's separation date. O					
1.1	06.01.02	Faith Code Changes Reports	FE	5	FE+5	P					
1.1	06.01.03	Ministry Organizations Data	AC		AC	AC-When organization no longer participates in Chaplaincy program. E					
1.1.008	06.01.04	Offender Faith Change Requests	FE	5	FE+5	P					
1.1	06.01.05	Offender Mail Data	CE	3	CE+3	E					
5.2	06.01.07	Office Supplies Inventory	AC		AC	AC-Items removed from inventory. E					
	06.01.08	Religious Practices & Doctrines Documentation	PM		PM	P					
1.1.063	06.01.09	Religious Practices Committee Meeting Minutes	PM		PM	E					
1.1	06.01.11	Unit Monthly Statistical Reports/Related Summaries	FE	3	FE+3	P					
	06.01.12	Formal Request to Donate Property/Equipment/Funds	LA	3	LA+3	O					
	06.01.13	Denominational Leave	AC	3	AC+3	AC-After event is complete. P					
	06.01.14	HQ150-Requests for Faith Accommodation	PM		PM	P					
	06.01.15	Request for Reassignment for Religious Services	PM		PM	P					
	06.01.16	Muslim Offender Coordinator	AC	3	AC+3	AC-Term expires. P					
	06.01.17	Offender Death Notification	CE	3	CE+3	P					
	06.01.18	Offender Family Member Death or Illness Worksheet	CE	3	CE+3	P					
	06.01.19	Shahada Declaration	AV		AV	P					
	06.01.20	Religious Devotional Item	CE	3	CE+3	P					
	06.01.21	Religious Medallion Approval	CE	3	CE+3	P					
	06.01.22	Witness Statement	CE	3	CE+3	P					

<b>RETENTION CODES</b>	AC - After Closed, Terminated Completed, Expired, Settled	CE - Calendar Year End	FE - Fiscal Year End	PM - Permanent	US - Until Superseded	AV - Administratively Valuable	LA - Life of Asset	<b>MEDIUM CODES</b>	P - Paper	E - Electronic	M - Microfilm	O - Other (Specify)	<b>ARCHIVAL CODES</b>	A - Transfer to State Archives	R - Review by State Archivist required before disposal
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SLR 105  
Rev. 04/12 May 2014

- 13 -

1.1.063	06.01.09	Religious Practices Committee Meeting Minutes	PM		PM	E
1.1	06.01.11	Unit Monthly Statistical Reports/Related Summaries	FE	3	FE+3	P
	06.01.12	Formal Request to Donate Property/Equipment/Funds	LA	3	LA+3	O



### C. 2010 Volunteer Reports Record Retention Schedule

Obtained on August 5, 2015, from Loren Shayne Roberts, Program Analyst, RPD

4. Records Series Item No.		5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. No.	11. TSLAC ONLY Amend. No.
				Agency	Storage	Total	9. Remarks		
STATE OF TEXAS <b>RECORDS RETENTION SCHEDULE</b>									
		2. Agency Code 696 3. Agency Name Texas Department of Criminal Justice							
		SLR 105 Form SLR 105C must accompany this form.							
		1. Page 67 of 67							
<b>Volunteer Program</b>									
1.1	61.01.01		Administrative Plan for Cap Imp by Citizen Groups	AC	3	AC+3	AC=Decision made to implement or not to implement results. O		
	61.01.02		Volunteer Fiscal Reports	AV		AV	O		
	61.01.03		Volunteer Report, Monthly	AV		AV	E		
	61.01.04		Volunteer Application	AC	3	AC+3	AC=After volunteer status has changed to delete. P		
	61.01.05		Volunteer Assignment Description	AC	3	AC+3	AC=After volunteer status has changed to delete. P		
	61.01.06		Special Volunteer Log	FE		FE	P		
	61.01.07		Offender Volunteer Services Agreement	CE	1	CE+1	P		
	61.01.08		Volunteer Suggestion Form	AV		AV	P		
	61.01.09		TDCJ Volunteer Exit Form	AC	3	AC+3	AC=After volunteer status has changed to delete. P		
	61.01.10		TDCJ Volunteer Services-Violation of Policy Form	AV		AV	P		
<b>Youthful Offender Program</b>									
1.1	62.01.02		Youthful Offender Automated Tracking Files		3	3	E		
1.1	62.01.03		Youthful Offender Program Administration	FE	6	FE+6	R P		
1.1	62.01.04		Youthful Offender Program Research Materials	FE	6	FE+6	P		
1.1	62.01.05		Youthful Offender Program Statistics	FE	6	FE+6	P		
1.1	62.01.06		Youthful Offender Program Treatment Files	AC	6	AC+6	AC=After completion of treatment. P		

<b>RETENTION CODES</b> AC - After Closed, Terminated Completed, Expired, Settled CE - Calendar Year End FE - Fiscal Year End	PM - Permanent US - Until Superseded	AV - Administratively Valuable LA - Life of Asset	<b>MEDIUM CODES</b> P - Paper M - Microfilm	E - Electronic O - Other (Specify)	<b>ARCHIVAL CODES</b> A - Transfer to State Archives R - Review by State Archivist required before disposal
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SLR 105  
Rev. 03/04 June 2010

- 67 -

<b>Volunteer Program</b>					
61.01.01	Administrative Plan for Cap Imp by Citizen Groups	AC	3	AC+3	AC=Des
61.01.02	Volunteer Fiscal Reports	AV		AV	O
61.01.03	Volunteer Report, Monthly	AV		AV	E
61.01.04	Volunteer Application	AC	3	AC+3	AC=Aft
61.01.05	Volunteer Assignment Description	AC	3	AC+3	AC=Aft
61.01.06	Special Volunteer Log	FE		FE	P
61.01.07	Offender Volunteer Services Agreement	CE	1	CE+1	P
61.01.08	Volunteer Suggestion Form	AV		AV	P
61.01.09	TDCJ Volunteer Exit Form	AC	3	AC+3	AC=Aft
61.01.10	TDCJ Volunteer Services-Violation of Policy Form	AV		AV	P
<b>Youthful Offender Program</b>					



### D. 2014 Volunteer Reports Record Retention Schedule

Obtained on August 5, 2015, from Shayne Roberts, Program Analyst, RPD

STATE OF TEXAS							SLR 105	
RECORDS RETENTION SCHEDULE							Form SLR 105C must accompany this form.	
2. Agency Code 696		3. Agency Name Texas Department of Criminal Justice					1. Page 66 of 67	
4. Records Series Item No.	5. Agency Item No.	6. Record Series Title	7. Retention Period			8. Archival	10. TSLAC ONLY No.	11. Amend. No.
			Agency	Storage	Total			
			9. Remarks					
<b>Victim Services</b>								
1.1	60.01.01	Program Statistics	FE	5	FE+5	O		
1.1.003	60.02.01	Meeting Agendas and Minutes	FE	2	FE+2	P		
	60.03.01	Crime Victim Clearinghouse Conference Files	AC	20	AC+20	AC=Date conference ends. P		
5.1.004	60.03.02	Statewide Resource Directory	US		US	O		
	60.04.02	Victim Preparation Files	PM		PM	P		
	60.05.01	Tour Files	FE	1	FE+1	P		
3.3	60.06.01	Continuing Education Certifications	AC	3	AC+3	AC=Date certification expires. P		
3.3.030	60.06.02	Training Sites Files	AC	3	AC+3	AC=Date training is completed. P		
	60.07.01	Panelists Files	AC	5	AC+5	AC=Date of separation. P		
	60.08.01	General Volunteer Data	PM		PM	E		
	60.08.02	VNS Database	PM		PM	E		
	60.09.01	Books, Videos, Resources Lists	US		US	O		
	60.09.02	Mediation Files	AC	5	AC+5	AC=Date mediation is completed. P		
	60.09.05	Volunteer Mediator Files	AC	2	AC+2	AC=Date of separation. P		
3.3	60.09.06	Volunteer Mediator Training Rosters	FE	2	FE+2	P		
	60.09.07	Victim File Material	AV		AV	P		
<b>Volunteer Program</b>								
1.1	61.01.01	Administrative Plan for Cap Imp by Citizen Groups	AC	3	AC+3	AC=Decision made to implement or not to implement results. O		
	61.01.02	Volunteer Fiscal Reports	AV		AV	O		


  

<b>RETENTION CODES</b>	<b>MEDIUM CODES</b>	<b>ARCHIVAL CODES</b>
AC - After Closed, Terminated Completed, Expired, Settled	P - Paper M - Microfilm	A - Transfer to State Archives R - Review by State Archivist required before disposal
CE - Calendar Year End	E - Electronic	
FE - Fiscal Year End	O - Other (Specify)	
PM - Permanent		
US - Until Superseded		
AV - Administratively Valuable		
LA - Life of Asset		

SLR 105  
Rev. 04/12 May 2014

Agency Item No.	Record Series Title	Agency	Storage	Total	Remark
<b>Victim Services</b>					
60.01.01	Program Statistics	FE	5	FE+5	O
60.02.01	Meeting Agendas and Minutes	FE	2	FE+2	P
60.03.01	Crime Victim Clearinghouse Conference Files	AC	20	AC+20	AC=Date conf
60.03.02	Statewide Resource Directory	US		US	O
60.04.02	Victim Preparation Files	PM		PM	P
60.05.01	Tour Files	FE	1	FE+1	P
60.06.01	Continuing Education Certifications	AC	3	AC+3	AC=Date certifi
60.06.02	Training Sites Files	AC	3	AC+3	AC=Date train
60.07.01	Panelists Files	AC	5	AC+5	AC=Date of se
60.08.01	General Volunteer Data	PM		PM	E
60.08.02	VNS Database	PM		PM	E
60.09.01	Books, Videos, Resources Lists	US		US	O



		<b>STATE OF TEXAS</b> <b>RECORDS RETENTION SCHEDULE</b>				<b>SLR 105</b> <i>Form SLR 105C must accompany this form.</i>		
2. Agency Code 696		3. Agency Name Texas Department of Criminal Justice				1. Page 67 of 67		
4. Records Series Item No.	5. Agency	6. Record Series Title	7. Retention Period			8. Archival	10. TSLAC ONLY Amend. No.	11. No.
			Agency	Storage	Total			
61.01.03		Volunteer Report, Monthly	AV		AV	E		
61.01.04		Volunteer Application (Active)	AC	3	AC+3	AC=After volunteer status has changed to delete. P		
61.01.05		Unit/Facility Volunteer Records	AC	3	AC+3	AC=After volunteer status has changed to delete. P		
61.01.06		Special Volunteer Log	FE		FE	P		
61.01.07		Offender Volunteer Services Agreement	CE	1	CE+1	P		
61.01.08		Volunteer Suggestion Form	AV		AV	P		
61.01.09		TDCJ Volunteer Exit Form	AC	3	AC+3	Do not delete. Number will be deleted 12/31/2016. Use 61.01.10.		
61.01.10		TDCJ Volunteer Services-Violation of Policy Form	AV		AV	P		
61.01.11		Volunteer Tracking Logs	AC	2	AC+2	AC= After background check is completed		
61.01.12		Volunteer Application, (Inactive)	AV		AV	P		
<b>Youthful Offender Program</b>								
1.1	62.01.03	Youthful Offender Automated Tracking Files		3	3	E		
1.1	62.01.03	Youthful Offender Program Administration	FE	6	FE+6	R <sup>P</sup>		
1.1	62.01.04	Youthful Offender Program Research Materials	FE	6	FE+6	P		
1.1	62.01.05	Youthful Offender Program Statistics	FE	6	FE+6	P		
1.1	62.01.06	Youthful Offender Program Treatment Files	AC	6	AC+6	AC=After completion of treatment. P		
		Class Attendance Records and Sign In Rosters		3	3			
<b>Serious/Violent Offender Reentry Initiative Prog</b>								
	63.01.01	Serious/Violent Offender Reentry Initiative Offend Files		2	2	After final program disposition		

<b>RETENTION CODES</b>			<b>MEDIUM CODES</b>			<b>ARCHIVAL CODES</b>		
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	FE - Fiscal Year End	US - Until Superseded	LA - Life of Asset	M - Microfilm	O - Other (Specify)			

SLR 105  
Rev. 04/12 May 2014

- 67 -

Agency Item No.	Record Series Title	Agency	Storage	Total	Ret
61.01.03	Volunteer Report, Monthly	AV		AV	E
61.01.04	Volunteer Application (Active)	AC	3	AC+3	AC=After
61.01.05	Unit/Facility Volunteer Records	AC	3	AC+3	AC=After
61.01.06	Special Volunteer Log	FE		FE	P
61.01.07	Offender Volunteer Services Agreement	CE	1	CE+1	P
61.01.08	Volunteer Suggestion Form	AV		AV	P
61.01.09	TDCJ Volunteer Exit Form	AC	3	AC+3	Do not delete
61.01.10	TDCJ Volunteer Services-Violation of Policy Form	AV		AV	P
61.01.11	Volunteer Tracking Logs	AC	2	AC+2	AC= After
61.01.12	Volunteer Application, (Inactive)	AV		AV	P
<b>Youthful Offender Program</b>					

