

**Georgia Department of Corrections  
 Facility Division  
 Institutional File Review**

<b>Offender Name</b>	<b>GDC Number</b>	<b>JDP</b>	<b>Birth Certificate</b>	<b>Social Security Card</b>	<b>Cert. of Prison Record</b>	<b>Refusal Form</b>	<b>Classification Approved Plan</b>	<b>Departure/Arrival to Institution</b>	<b>Admin-Seg. Form I</b>	<b>Comments</b>
<b>TOTALS (Concerns)</b>										

Retention Schedule: Upon completion, Attachment 2 shall be maintained for two (2) years in the Chief Counselor's office and then destroyed.