

ORGANIZATION OF OFFENDER ADMINISTRATIVE FILE

LEFT SIDE

PERFORMANCE RECORDING SHEET
(ALWAYS KEEP ON TOP)

SECURITY RECLASSIFICATION FORMS

WORK ACTIVITY PERFORMANCE
REPORT/SEMI-ANNUAL REPORT

CLASSIFICATION SUMMARY PACKAGE

PHYSICAL EXAMINATION AND
DENTAL EXAMINATION (COMPLETED
AT DIAGNOSTIC CENTERS)

OFFENDER/ACTIVITY/HEALTH
SERVICES PROFILE (PHYSICAL
PROFILE-COMPLETED AT DIAGNOSTIC
CENTERS/PHYSICAL PROFILE
UPDATE/MEDICAL REPORTS)

PSYCHIATRIC REPORTS

PICKUP ORDER/PRISONER'S PERSONAL
HISTORY SHEET/
INDICTMENT/SENTENCE

DETAINERS

FBI FINGERPRINT RECORD
(ALWAYS KEEP ON TOP OF OCB)

OFFENDER CRIMINAL BIOGRAPHY
(ALWAYS KEEP ON TOP OF
FP CARD)

RIGHT SIDE

BOOKING REPORT
(ALWAYS KEEP ON TOP)

INSTITUTIONAL JOB ASSIGNMENT

SECURITY OR JOB CHANGE

PERMANENT ASSIGNMENT FROM DOC
WITH SECURITY CLASSIFICATION
(FILED UNDER SECURITY/JOB
CHANGES)

SENTENCE COMPUTATION
FORM/UPDATE OF SENTENCE
COMPUTATION FORM (FILED UNDER
DOC PERMANENT ASSIGNMENT)

OFFENDER PERSONAL PROPERTY
INVENTORY

VISITATION REQUEST SHEET/
AUTHORIZATION FOR MAIL
INSPECTION

INCIDENT REPORTS

DISCIPLINARY REPORTS

PAROLE REVIEW SUMMARY

PAROLE DECISION GUIDELINES/
NOTICE OF TENTATIVE ACTION

INSTITUTIONAL PROGRAM
INVOLVEMENT (AA, ETC.)

TRANSFER REQUESTS

TRANSFER ORDERS/CPO

OFFENDER/FAMILY

CORRESPONDENCE

HAZARD COMMUNICATION TRAINING
CERTIFICATE

OFFENDER PROPERTY DISPOSAL

OFFENDER CONTRABAND DISPOSAL

ORIENTATION FORMS FOR
DIAGNOSTICS/PERMANENTS

OFFENDER CREDIT ENDORSEMENT
FORM

ISOLATION/SEGREGATION RECORD
SHEETS

ISOLATION/SEGREGATION CHECK
LISTS

NOTE: ANY DOCUMENTS NOT LISTED ON THIS PAGE SHOULD BE KEPT ON THE
RIGHT-HAND SIDE OF THE INMATE'S FILE.