

## CENTRAL FILE COMPOSITION

An identification envelope will be maintained on top of section 1 containing items related to identification (e.g., social security card, flagger certification card, Apple Health card, Home Builders certification card)

### **Section 1 - Legal: All documents will be filed in the order specified, from top to bottom**

*\*\* Documents listed with a double asterisk will be placed on top of the section regardless of individual's status*

DD-214 Veterans form

\*\*Death Incident Report

\*\*Autopsy Report

\*\*Death Certificate

DOC 13-402 Medical Reporting of Patient Death

DOC 05-799 Release of Body

\*\*Capello Stewart Blue Flag

Sentence Information Screen: all versions will be maintained, always filed on top of section when incarcerated

Original Order of Release and/or Transfer to Community Custody

Order of Parole and Conditions

Order of Reinstatement of Parole

Standard Conditions, Requirements, and Instructions

Law Enforcement Notification Release Teletype

Registration of Sex Offenders

Court Special Closure

DOC 02-243 Notice of Continued Obligations/Restrictions

Earned Time Not Earned (ETNT)

Earned Early Release Credit

Record of Earned Early Release

Final Discharge

Certification and Order of Discharge

Conditional Release from Supervision

DOC 06-070 Mandatory Savings Account Exemption

Letters to the Indeterminate Sentencing Review Board (Board)

Official Board Documentation: Decisions and Reasons

Final Disposition Report

Place all Board and ETNE Action above this page

Fingerprint Card

Admission Photo

Special Sex Offender Sentencing Alternative (SSOSA) Disposition Hearing Report

Drug Offender Sentencing Alternative (DOSA) Disposition Hearing Report

Order of Reinstatement of Parole

Order of Parole Revocation and Return to State Custody

Order of Parole Suspension and Return to State Custody

Insanity Acquittal

Orders Terminating Sentence

Orders Modifying Sentence

Community Custody Prison (CCP) Return Modification Packet

DOSA Reclassification/Revoke Modification Packet

Appeal Notice

Mandates

Restitution Order

Problem Judgment and Sentence Letter: to be filed on top of specific Judgment and Sentence (J&S)

Warrant of Commitment

Judgment and Sentence

County Jail Certification

DOSA Agreement

Work Ethic Camp/Program (WEC/WEP) Agreement form

WEC/WEP Refusal form

Firearms Notice

Hazcom Quiz

## **Section 2 - Movement: Documents listed will be filed in chronological order with most recent on top**

Approved Furlough Orders  
Cancellation of Arrest, Suspension, Detention  
Cancellation of Detainer  
Central File Audit Checklist  
Court Orders for Transport  
Detainers/Warrants  
Escape Information  
Exemplification form and Cover Letter: pertaining to escapes  
Extraordinary Medical Placement  
Interstate Agreement on Detainers forms 1 through 10  
Letter of Acknowledgement for Detainer and/or Request for Notification  
Motion and Order to Transport  
Notice of Deportation  
Order for Arrest, Suspension, Detention  
Order of Classification Move  
Report of Alien Person Institutionalized  
Requests for Notification - Status  
Teletype Communications with other Law Enforcement Agencies  
Teletypes for Transfers, Escorted Leave, Trips, and Furloughs  
Transfer Orders - Original  
Transport Receipts  
Washington Crime Information Center/National Crime Information Center (WACIC/NCIC) checks  
Waiver of Extradition  
DOC 20-073 Standard Rules

## **Section 3 - Classification: Documents listed will be filed in chronological order with most recent on top**

*\*Documents listed with an asterisk will be scanned and tossed. Previous versions of these documents that are currently maintained in the central file **cannot** be removed.*

Administrative Segregation Minutes  
Appeal Responses  
Case Management Classification Assessment Instrument  
Classification Referrals  
Disciplinary Reports  
DOSAs - Notice of Violations  
Electronic Incident Reports  
Hearing Reports  
Incident Management System (IMS) Action Request  
Infractions  
Level of Service Inventory-Revised (LSI-R) Assessment form  
MI2 Capacity e-form  
Cessation Order  
Correspondence/Responses from the individual under Department jurisdiction: life-threatening  
Order Transferring to State Total/Partial Confinement  
Positive Urinalysis (UA) Result forms and attachments  
\*Prohibited Contact Review form: VS 5 Scan & Toss  
Risk Management Identification Notification  
Risk Management Identification Worksheet  
Stipulated Agreement form  
Violation Reports

#### Section 4 - Local Use/Miscellaneous: Chronological order with the most recent on top

*\*Documents listed with an asterisk will be scanned and tossed. Previous versions of these documents that are currently maintained in the central file **cannot** be removed.*

\*Authorization to Release Information: SD 14 Scan & Toss

\*Extended Family Visit forms: Scan & Toss

\*Firearms Crime Enforcement - Title 18 United States Code: SD 34 Scan & Toss

Local Use Documents Only: to be purged upon transfer/archiving

Marriage Certificate Copies: VS 8 Scan & Toss copy

Correspondence/Responses from the individual under Department jurisdiction: General

\*Kites (e.g., major sentencing questions, detainers, disclosure, jail time credits): CO 2 Scan & Toss Program and Education Certificates

Promissory Notes

Public Disclosure Documents

Spanish Translation form

#### Section 5 - Evaluations/Reports: Chronological order with most recent on top

**For four-sided files:** any documents listed in this section will be filed in chronological order in section 4 of the central file with the exception of the Release Plan, which will be filed in section 1 with the release packet.

*\*Documents listed with an asterisk will be scanned and tossed when received. If these documents are already maintained in the central file, they **cannot** be removed.*

*\*\*Documents listed with a double asterisk will not be added to the central file, but will be mailed to the Central Repository at Mail Stop #41123. If these documents are already maintained in the central file, they **cannot** be removed.*

Agreement to Return/Waiver of Extradition

Application for Compact Services

Community Protection Unit Review

\*\*Drug/Alcohol Assessments: historical documents only

End of Sentence Review (ESR)

ESR Bulletin

ESR/Community Protection Unit (CPU) Referral form

High-Needs B Assessment (e.g., DOC 13-409 High-Needs/Mental Health Assessment)

Learning Disability form

Mutual Agreement Plan

\*Notice of Information Practices: SD 8 Scan & Toss

Orange Psychological Sensitivity form

Out-of-State Investigation

PLHCP Information and Response

Pre-Parole Investigation

Psychological/Psychiatric Reports

Revises BETA Examination and Test

Rights Statement

Sexual deviancy Evaluations

Specials from Division of Community Corrections

Supervisor Work Evaluations

\*\*Treatment Program Correspondence: historical documents only

Victim Wrap-Around Decision form

Youthful Individual Health Care Consent

## Section 6 - Admission: Chronological order with most recent on top

**For four-sided files:** any documents listed in this section will be filed in chronological order in section 4 of the central file.

*\*Documents listed with an asterisk will be scanned and tossed when received. If these documents are already maintained in the central file, they cannot be removed.*

Criminal Conviction Record (CCR)

Criminal History Summary: always on top of section

Photographs, other than admission

Armed Forces Information

\*Defendant's Pleas of Guilty: LG 31 Scan & Toss, if stand-alone; if part of the J&S, don't toss)

\*Defense/Prosecuting Attorney Statements: LG 33 Scan & Toss

ESR Packet

Finding of Fact

\*Information: LG 34 Scan & Toss

Intake Questionnaires

Juvenile File Material

\*Pre-sentence Investigation Report: LG 30 Scan & Toss

\*Transfer Inquiry: SD 17 Scan & Toss

Veterans Administration Information

Victim Impact Statement

Vocational Questionnaires

Washington Administrative Code (WAC) Receipt