

2945.2100 MAINTENANCE OF RECORDS AND REPORTS.

Subpart 1. **Mandatory records.** The following records, reports, and statistics must be maintained (mandatory):

- A. admission and release records;
- B. special occurrence records; and
- C. registers.

Subp. 2. **Directory records.** The following records, reports, and statistics must be maintained:

- A. prisoner personal property records;
- B. clothing, linen, and laundry records (not applicable to Class III and IV municipal holding facilities);
- C. records of budget requests and work orders (not applicable to Class III and IV municipal holding facilities);
- D. records of policies and procedures;
- E. employee personnel records;
- F. records of staff training;
- G. accounting records (not applicable to Class III and IV municipal holding facilities);
- H. food service records;
- I. daily logs;
- J. medical and dental records; and
- K. disciplinary records.

The department shall make available on request sample approved forms of items A to K.

Statutory Authority: *MS s 241.021*

History: *17 SR 711*

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