

2945.2100 MAINTENANCE OF RECORDS AND REPORTS.

The following records, reports, and statistics must be maintained:

- A. admission and release records;
- B. special occurrence records;
- C. facility logs;
- D. detainee personal property records;
- E. clothing, linen, and laundry records except that this item does not apply to Class III municipal lockup facilities;
- F. employee personnel records;
- G. records of staff training;
- H. food service records;
- I. medical and dental information identified at intake and treatment provided during detention; and
- J. detainee disciplinary records.

Records shall be retained according to city policy. Space must be provided for the safe storage of records.

Statutory Authority: *MS s 241.021*

History: *17 SR 711; 39 SR 1203*

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