

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
PAROLE DIVISION**



**POLICY AND  
OPERATING PROCEDURE**

**NUMBER: PD/POP-2.1.9**

**DATE: 3/8/00**

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**SUPERSEDES: 5/29/97**

**SUBJECT:** FILE HOLDING

**AUTHORITY:** ACA 2-3086

**PURPOSE:** To establish procedures for managing files in the file holding locations in Central Office and for the filing of case materials.

**PROCEDURE:**

- I. File holding activity includes the procurement, transfer, delivery, and filing of offender case files.
  - A. Staff in the Central Office routinely request the immediate delivery of files located in the Review and Release Processing Section's Regular filing area.
    1. When a file is needed immediately, the Case File Processing Unit in Central Office shall be notified by telephone.
    2. The staff member in the Case File Processing Unit receiving the request shall record the following information:
      - a. Date and time the call was received;
      - b. Name and location of the person requesting the file;
      - c. Offender name and TDCJ-ID number on the file;
      - d. Phone number of the caller;
      - e. Whether the file should be delivered immediately or on the next run.
    3. This information is provided to the assigned staff member, who shall locate the file and tag it.

4. The assigned staff member at the File Hold Station shall scan the Bar Code on the file to the new location and deliver it to the courier if it is needed immediately or place the file in the file pick-up area if it can be delivered on the next run.
  5. The courier shall deliver the file to the appropriate location.
- B. Files that are required for routine processing are obtained by sending a list of the files to the Review and Release Processing File hold Station. From there, the list shall be faxed to the File Hold Station in the file maintenance area.
1. The assigned staff member in the file maintenance area shall log the following information:
    - a. Code number and date for each page of the list;
    - b. Number of files requested;
    - c. Clerk assigned to retrieve the files.
  2. The staff member assigned to pull files shall observe the following procedures:
    - a. If the file cannot be found, a notation (NF) shall be made on the pull list;
    - b. Files shall be packed in boxes for delivery;
    - c. The original completed list shall be provided to the supervisor;
    - d. A copy of the list shall be made and attached to the inside back of the packing box;
    - e. A delivery label shall be attached to the box and the box shall be delivered to the File Hold Station in the file maintenance area.
- C. Review and Release Processing staff are also responsible for returning files form other administrative sections to the Review and Release Processing Regular filing cabinets in Central Office.
1. A Review and Release Process courier shall pick up files from holding areas in other administrative sections and return them to the Review and Release Processing File Hold Station at Central.
  2. The staff member assigned to the File Hold Station in the file maintenance area shall receive the files, alphabetize them per box, rescan them to Regular, and give the total count to the supervisor.

3. The staff member assigned to the File Hold Station at Central sorts files by desired location. Files going anywhere other than the Regular File Annex are scanned and delivered by this staff member. Those files that are to be returned to the Regular File Annex are boxed by the first letter of the last name, scanned to Regular file cabinets, and placed where the driver will pick them up.
  4. The staff member shall deliver the boxes to the holding areas of the file cabinets as directed. The supervisor will then assign personnel to refile the files into the filing cabinets.
  5. Staff members assigned to filing shall replace the files in the cabinets using alphabetical filing methods.
- II. File holding activity also involves the filing of case materials. All file material received shall be filed as quickly as possible.
- A. All case material shall be date-stamped as it is received.
  - B. Case files shall be located using the “LOOK” screen on the mainframe computer.
  - C. File material shall be alphabetized and batched in batches of 25 by location.
  - D. A report shall be attached to each batch, identifying the location of the file, the number of pieces of material to be filed, and the date and initials of the person batching them.
  - E. The staff member responsible for filing shall stamp the report with the date and time the material was received. When the staff member has completed filing the batch, the staff member shall stamp the report with the ending date and time and return the form to the supervisor, noting the total number located, the total number not found, and the staff member’s initials.
  - F. The supervisor shall check the LOOK screen and determine whether the file has moved or whether information (name and number, etc.) is correct. These are then rebatched with any changes made and the procedure repeats itself from Step C.
  - G. Regular File Annex personnel are responsible for filing all file material in the following locations: Regular File Annex, PC Regular, PC Warrant Cabinets, PC Texas Compact Cabinets. Approved Tracking file material is filed by the Approved Tracking Clerks.

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