

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE
PAROLE DIVISION**



**POLICY AND
OPERATING PROCEDURE**

NUMBER: PD/POP-3.2.22

DATE: 01/23/19

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SUPERSEDES: 07/08/05

SUBJECT: DISTRICT CASE FILE MANAGEMENT AND DOCUMENT DISPOSITION

PURPOSE: To establish standard times for final disposition of district case files and documents in District Parole Offices.

AUTHORITY: Texas Government Code § 441.185; Executive Directive BPP-ED 141.401, Attachment A

PROCEDURE:

All field case file material and documents shall be destroyed in accordance with the following schedule.

Case File Material	Document Disposition
Texas/Discharge	One year post discharge date
Texas/Revoked	One year post revocation date
To Texas/Discharge	One year post discharge date
To Texas/Returned, Closure	One year post departure date
Death	One year post death date
Annual Report/Early Release from Supervision	One year post discharge date

Each district parole office shall have a Records Management Coordinator who is designated by the Region Director or designee to oversee records management, retention, and final disposition of records. The Records Management Coordinator shall keep a record of the final disposition of district files on the Records Disposition Log. When targeted records are destroyed, the Records Disposition Log shall be forwarded to the Agency's Records Management Officer at:

TDCJ Records Management Officer
Executive Services
P. O. Box 99
Huntsville, TX 77342-0099

The Records Management Coordinator will ensure that no district case files or documents that are part of a pending litigation are destroyed.

Pamela Thielke
Director, Parole Division