

# POLICY CHAIR MASTER FILE & RETENTION GUIDE

## Minnesota Department of Corrections

October 1st, 2024

The following is a guide for documents that are to be placed in a Policy Chair Master File in the chair's P: drive.

Document (Electronic/Hard Copy)	What to do with it	Retention
Memos that govern this policy	Place any memos that govern the implementation of the policy in the Policy Chair Master File.	7 years
Commitments or Responses to Stakeholders	Retain any written, electronic, or otherwise communicated commitments, statements, or responses to the stakeholder(s) of the policy (such as responses to Ombuds for Corrections reports or communications with advocacy groups).	7 years
Court Orders, Consent Decrees or Settlements	Court Orders, Consent decrees, or settlements directing policy changes should be placed in the Policy Chair Master File.  A copy of these should also be e-mailed to the agency policy coordinator or the Policy e-mail inbox ( <a href="mailto:Policy.DOC@state.mn.us">Policy.DOC@state.mn.us</a> ) for archiving.	7 years
Commissioner Directive or Intent	Place any Commissioner Directives, Intents, or other communication relating to the policy in the Policy Chair Master File.  A copy of these should also be emailed to the agency policy coordinator or the Policy email inbox ( <a href="mailto:Policy.DOC@state.mn.us">Policy.DOC@state.mn.us</a> ) for archiving.	7 years
Legal Memos	Place any legal memos or legal point of action regarding the policy in the Policy Chair Master File. These should be saved in a separate folder marked as <u>Attorney-Client Privileged</u> .  A copy of these should also be emailed to the agency policy coordinator or the policy email inbox ( <a href="mailto:Policy.DOC@state.mn.us">Policy.DOC@state.mn.us</a> ) for archiving.	7 years

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Current Policy	Place the most current version of the policy in the Policy Chair Master File. When labeling this policy ensure that it is labeled as “current version.” Example: 104.040 Current Version effective yyyy-mm-dd	Until the effective date of the next version
Policy Draft(s)	Place any current or past drafts of the policy in the Policy Chair Master File. When labeling this policy, ensure that the last date in which the draft was edited is mentioned. Example: 104.040 (Last edited yyyy-mm-dd) Draft	Until the effective date of the next version
Current Supplemental Documents	Place any supplemental documents in the Policy Chair Master File. These are the documents that are mentioned in the policy you are chair of. Place current versions in the Policy Chair Master File with the label of “current version” and the effective date.  Example: Accommodation Plan Form (Current Version effective yyyy-mm-dd).	Until the effective date of the next version of the supplemental document.
Supplemental Document Draft(s)	Place any supplemental document draft(s) that are a part of the policy in the Policy Chair Master File with the last edited date in its label.  Example: Accommodation Plan Form (Last edited yyyy-mm-dd).	Until the effective date of the next version of the supplemental document.
Screening and Final Review Form Copies/Email Responses	Place the completed/filled out word versions of the Screening Form and Final Review forms in the Policy Chair Master File. Save a copy of the email indication submission of these forms in the Policy Chair Master File.	Until the effective date of the next version of the policy

## POLICY CHAIR MASTER FILES – FREQUENTLY ASKED QUESTIONS & ANSWERS

### Who should have a policy chair file?

Every policy chair must maintain a Master File.

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#### **Who has a right to see a policy chair master file?**

Documents maintained in the policy chair master file are subject to Data Practices and other controlling legal provisions. For instance, they may contain legal advice which is confidential and subject to attorney-client privilege. Or they may contain public documents that must be produced in response to an appropriately made data request.

Any documents that contain legal advice should be saved in a separate Attorney-Client Privileged folder in the master file. This will prevent improper disclosure of privileged materials.

#### **Where should policy chair files be kept?**

Chairs should maintain their policy chair master files in their P: drive.

#### **How long should information be kept in a policy chair file?**

Seven years, unless transferred wholly to a new policy chair. That new chair would also retain the file contents for seven years for each document.

#### **What should I do when I am no longer going to be a policy chair?**

Please notify the policy director and agency policy coordinator that you will no longer be a chair of a policy. Please state the number and name of the policy in your notice. If you know who is taking over the policy, please mention that to the policy director and agency policy coordinator.

#### **What do I do with the information if the policy chair changes?**

Policy chairs should share a copy of the master file with their supervisors if they are leaving employment with the DOC. If they are changing roles and no longer the policy chair, the file must also be shared with the subsequent policy chair.

#### **Can another policy's information be kept in a policy's file, or should they be separate?**

Policy chair master files must exist for each separate policy. If you are a chair of multiple policies, you must have multiple, separate master files.