



# CENTRAL FILE ARCHIVE CHECKLIST

Eligible archive date: \_\_\_\_\_  
 Sentence information: Historical  Yes  No  
 Registerable:  Yes  No  
 General Status: Asbestos  Yes  No

## PLACE ON TOP OF SECTION 2 IN THE CENTRAL FILE

- Six months after Prison release or supervision ended. Pull the central and medical file and ensure both volumes are collected.
- Ensure current admission photo is at the bottom of Section 1 for the current incarceration (pre-OMNI causes only).
- Ensure release packet is in Section 1, to include Order of Release, LEN Teletype, and wants/warrants.
- Ensure Parole/Board/CCB have Order of Parole/Reinstatement and Certificate of Conditions in Section 1.
- Remove red/yellow dividers from central file.
- Remove the blue file from the central file, make a chronological entry, and send to the Central Repository at HQ MS: 41123 or mail to 7345 Linderson Wy SW, Tumwater WA 98501.
- Ensure medical record is sealed. Write name, DOC number, and bar code number (BC#) on each volume.
- If the medical file will fit inside the central file, it should face forward with the identifying file information.
- Large medical files are placed on the outside back of the central file, facing outward showing name, DOC number, and BC# and shrink wrap together.
- Ensure all documents are pegged down and secure in each section.

## PREPPING INSTRUCTIONS

Ensure each file has rubber bands going in both directions. (Up and down and around)  
 If file is larger than 3 inches, use shrink wrap in both directions. (**Do Not** cover the bar-code label area)  
 If more than one volume, shrink wrap all volumes together. (**Do Not** cover the bar-code label area)  
 If the medical file is on the outside of the central file, shrink wrap must be used, no less than three wraps in both directions.

\_\_\_\_\_  
 Name Signature Date

\_\_\_\_\_  
 Location

The contents of this document may be eligible for public disclosure. Social Security Numbers are considered confidential information and will be redacted in the event of such a request. This form is governed by Executive Order 16-01, RCW 42.56, and RCW 40.14.