**CENTRAL FILE ARCHIVE CHECKLIST**

Eligible archive date:

Sentence information: Historical  Yes  No

Registerable:  Yes  No

General Status: Asbestos  Yes  No

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| **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.

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| **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