

GEORGIA DEPARTMENT OF CORRECTIONS



**Standard Operating Procedures**

**Policy Name:** Access to Facility Offender Records

**Policy Number:** 219.03

**Effective Date:** 03/16/2023

**Page Number:** 1 of 2

**Authority:**  
Commissioner

**Originating Division:**  
Facilities Division

**Access Listing:**  
Level I: All Access

**I. Introduction and Summary:**

- A. All requests for offender related records (SCRIBE, Institutional File, and Central Office File) will be immediately forwarded to the GDC Office of Legal Services for review and processing. Under no circumstances will facilities make copies of an Offender's Institutional File or SCRIBE notes without the approval of Legal Services.
- B. Facility offender records are intended for the sole use of the Georgia Department of Corrections and are classified as confidential state secrets. Offender records are to be kept confidential.

**II. Authority:**

- A. Ga. Comp. R. & Regs. R. 125-1-1-.09 (3), 125-1-2-.02, and 125-2-4-.05;
- B. GDC Standard Operating Procedures (SOPs): 219.01 Case Management-Records Maintenance and 221.02 Count Procedures;
- C. ACA Standards: 5-ACI-1E-04, 2-CO-1E-07, and 2-CO-1E-08: and
- D. O.C.G.A. §42-5-36.

**III. Definitions: None.**

**IV. Statement of Policy and Applicable Procedures:**

This policy is applicable to all state, private, and county facilities and centers housing GDC offenders.

- A. Records designated as confidential by law or classified as containing information, the release of which constitute an invasion of privacy, shall be so protected as to prevent disclosure of information contained therein.

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- B. Requests for copies of documents shall be honored if ordered by an appropriate court or declassified by the Commissioner or his/her designee.
- C. Offenders shall not be permitted to have access to any offender records (Institutional File or SCRIBE).
- D. The offender facility records shall be available to staff of the Georgia Department of Corrections and authorized contractors on a need-to-know basis and only for job related duties.
- E. All facility offender records shall be maintained in a locked cabinet inside a locked file/records room. No file/record shall ever be held outside of the file/records room beyond the close of business of the facility unless the offender is away from the facility.
- F. The records room clerk and the count clerk, each day prior to the 3:00 p.m. - 4:30 p.m. official count, shall reconcile all records with the Master Count per SOP 221.02 Count Procedures. Records that are checked out of the records room shall be returned to the records room prior to this count.
- V. **Attachments:** None.
- VI. **Record Retention of Forms Relevant to this Policy:** None.