

**Georgia Department of Corrections
 Facilities Division
 Institutional File Review Form**

Offender Name	GDC Number	JDP	Birth Certificate	Social Security Card	Cert. of Prison Record	Refusal Form	Classification Approved Plan	Departure/Arrival to Institution	Admin-Seg. Form I	Comments
TOTALS (Concerns)										

Retention Schedule: Upon completion, Attachment 2 shall be maintained for two (2) years in the Chief Counselor's office and then destroyed.