

ORGANIZATION OF OFFENDER INSTITUTIONAL FILE

LEFT SIDE

PERFORMANCE RECORDING SHEET  
(ALWAYS KEEP ON TOP)

SECURITY RECLASSIFICATION FORMS

WORK ACTIVITY PERFORMANCE  
REPORT/SEMI-ANNUAL REPORT

CLASSIFICATION SUMMARY PACKAGE

PHYSICAL EXAMINATION AND  
DENTAL EXAMINATION (COMPLETED  
AT DIAGNOSTIC CENTERS)

OFFENDER/ACTIVITY/HEALTH  
SERVICES PROFILE (PHYSICAL  
PROFILE-COMPLETED AT DIAGNOSTIC  
CENTERS/PHYSICAL PROFILE  
UPDATE/MEDICAL REPORTS)

PSYCHIATRIC REPORTS

PICKUP ORDER/PRISONER'S PERSONAL  
HISTORY SHEET/  
INDICTMENT/SENTENCE

DETAINERS

FBI FINGERPRINT RECORD  
(ALWAYS KEEP ON TOP OF OCB)

OFFENDER CRIMINAL BIOGRAPHY  
(ALWAYS KEEP ON TOP OF  
FP CARD)

RIGHT SIDE

BOOKING REPORT  
(ALWAYS KEEP ON TOP)

INSTITUTIONAL JOB ASSIGNMENT

SECURITY OR JOB CHANGE

PERMANENT ASSIGNMENT FROM DOC  
WITH SECURITY CLASSIFICATION  
(FILED UNDER SECURITY/JOB  
CHANGES)

SENTENCE COMPUTATION  
FORM/UPDATE OF SENTENCE  
COMPUTATION FORM (FILED UNDER  
DOC PERMANENT ASSIGNMENT)

OFFENDER PERSONAL PROPERTY  
INVENTORY

VISITATION REQUEST SHEET/  
AUTHORIZATION FOR MAIL  
INSPECTION

INCIDENT REPORTS

DISCIPLINARY REPORTS

PAROLE REVIEW SUMMARY

PAROLE DECISION GUIDELINES/  
NOTICE OF TENTATIVE ACTION

INSTITUTIONAL PROGRAM  
INVOLVEMENT (AA, ETC.)

TRANSFER REQUESTS

TRANSFER ORDERS/CPO

OFFENDER/FAMILY  
CORRESPONDENCE

HAZARD COMMUNICATION TRAINING  
CERTIFICATE

OFFENDER PROPERTY DISPOSAL

OFFENDER CONTRABAND DISPOSAL

ORIENTATION FORMS FOR  
DIAGNOSTICS/PERMANENTS

OFFENDER CREDIT ENDORSEMENT  
FORM

ISOLATION/SEGREGATION RECORD  
SHEETS

ISOLATION/SEGREGATION CHECK  
LISTS

NOTE: ANY DOCUMENTS NOT LISTED ON THIS PAGE SHOULD BE KEPT ON THE  
RIGHT-HAND SIDE OF THE OFFENDER'S FILE.