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# CHAIRMAN'S MEMORANDUM

## NO. 15-2005      October 5, 2005

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**TO: SHERIFFS, CHIEF ADMINISTRATIVE OFFICERS, COMMISSIONERS OF CORRECTION,  
TRAINING COORDINATORS**

**RE: INMATE CRIMINAL HISTORY RETENTION**

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It has recently come to my attention that printing and storing criminal histories of inmates has become problematic for some facilities. The cost of printing the rap sheets, and filing them, has created a financial burden as well as creating severe overcrowding in file rooms due to the amount of time that the rap sheets must be kept and the length of some of the records. I have asked my staff to work with the Division of Criminal Justice Services' staff to try to alleviate this problem. As a reminder, the following section of 9 NYCRR 7013.12 requires you to maintain the inmate's criminal history:

**7013.12 Inmate screening and classification records.**

(a) All initial screening, risk assessment and any subsequent determinations of an inmate's classification status shall be made in writing and kept in the inmate's file.

(b) With the exception of detailed summaries of inmate medical and psychiatric records, which shall be kept in a confidential file pursuant to section 7013.10 of this Part, the information to be retained in the inmate's file shall include, but is not limited to:

(c) The inmate's criminal history

With the advent of E-justiceNY and access to electronic rap sheets, it appears that the need to maintain a hard copy of a rap sheet to verify that one was accessed and utilized, may be an outdated concept. As such, the Commission will authorize facilities that utilize E-justiceNY to access rap sheets to use the function that allows a rap sheet to be saved to a .pdf file to do so instead of printing and filing hard copies of the criminal history. Maintaining a .pdf file that properly identifies the inmate's name and booking date to a hard drive or other storage media so that it can be easily searched for, and reproduced as a printed version if needed, will be deemed as compliance with Minimum Standard 7013.12.

The Commission has been advised by DCJS that in order to utilize this function, the facility must have VLA Acrobat 7 Win Pro installed. While it is their belief that most counties will already have it, for those that don't it can be purchased using the state contract license. The license fee is \$126.00 on state contract plus a modest support fee. Considering the cost of printing and filing this information, the facility may find it worth the time and cost to obtain VLA Acrobat 7 Win Pro. You can call 1-800-262-3257 (DCJS Customer Contact Center) and they can guide you through the process in about five minutes.

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(518) 485-2346**

**Alan J. Croce, Chairman/Commissioner**

**Frederick C. Lamy, Commissioner  
Frances T. Sullivan, Commissioner**

Commission staff members, when reviewing compliance with 7013.12 will request that you show them how your systems works, and request a small number of rap sheets on current inmates be searched for and brought up on screen to verify that the system is working as needed. Any technical questions about rap sheets thru E-justiceNY or Adobe VLA Win Pro should be addressed to the Customer Contact Center number given above.

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Alan J. Croce, Chairman/Commissioner