

	<b>STANDARD OPERATING PROCEDURE</b> State Form 39870(R/S-06)	Reference Number <b>CIS-015</b>
	Subject <b>Reports, Forms, and Record Keeping Procedures</b>	
	Special Instructions <b>Replaces REC-003 dated April 1, 2008</b>	Effective Date <b>March 1, 2015</b>

## **I. PURPOSE**

Establish guidelines for the creation, revision, or deletion of Department forms.

## **II. POLICY**

In order to maintain uniform reporting and records keeping throughout the Department, all official report forms shall be subject to the provisions of this procedure.

## **III. PROCEDURE**

A. The Superintendent shall appoint a member of the Criminal Justice Data Division as the Records and Forms Coordinator; who shall serve as the Department's liaison to the Indiana Commission on Public Records (ICPR).

B. All inquiries regarding the creation, revision, or deletion of Department forms and their retention schedules shall be forwarded to the Records and Forms Coordinator, who shall ensure:

1. The appropriate division or section has approved the requested action;
2. The action meets the minimum ICPR standards;
3. The action is presented to and discussed with the ICPR to meet applicable standards; and
4. Upon approval, the requestor and the applicable division or section shall be notified that the requested action has been approved.

C. It shall be the responsibility of the applicable division or section to notify all Department personnel so the proper form can be utilized and the Criminal Justice Data Division (if necessary) so proper templates can be created and posted.

D. The purchase/order of Department forms shall be originated through normal purchasing channels with the Fiscal Section, unless the forms are printed by the Department.

E. All stock numbers shall be obtained from Field Support Services, who shall maintain a stock number catalog.

F. This procedure is to be used in conjunction with all relevant Department regulations, rules, policies, and procedures.