

Contents of a Montana State Prison Offender Records File

Adjustment Side (Left Side of File)

- ❖ Notification of Offenders Sentenced to DOC or MSP/MWP
- ❖ Initial Screening and Placement Warrant
- ❖ DOC Admission/Discharge Reports (ADR)
- ❖ DNA Sheet
- ❖ Classification Reports/Separation Needs
- ❖ Job Assignment/Removal Forms
- ❖ Disciplinary Reports
- ❖ Parole Reports
- ❖ Board of Pardons and Paroles Dispositions
- ❖ SO/VO Registration Forms
- ❖ Offender to Staff Requests (OSR)
- ❖ Response to OSR
- ❖ Pre-Release Screenings
- ❖ General Correspondence
- ❖ Locked Housing Units Door Sheets
- ❖ Gate Passes on offenders leaving facility
- ❖ Report of Violation
- ❖ Religious Preference Forms
- ❖ Yellow Status Card (movement)

Legal Section (Right Side of the File)

- ❖ Personal Property
- ❖ Photographs
- ❖ Pre-Sentence Investigation (PSI)
- ❖ Information
- ❖ Judgment

- ❖ Sentence Review Notices, Decisions and Amended Judgments
- ❖ Detainers or Notifications
- ❖ Notification of Inmate Release
- ❖ Victim Notifications
- ❖ Sentence Calculation Roadmap
- ❖ Sentence Calculations Spreadsheets
- ❖ Computation Sheet
- ❖ Basic Information Sheet & Scars, Marks & Tattoos
- ❖ Blue Offense Card

Janet Cox, Records Manager

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