

# ARKANSAS REGISTER

AR. REGISTER DIV.

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## Transmittal Sheet



W.J. McCUEN  
SECRETARY OF STATE  
LITTLE ROCK, ARKANSAS

W.J. "Bill" McCuen  
Secretary of State  
State Capitol  
Little Rock, Arkansas 72201-1094

For Office  
Use Only:

Effective Date 2-14-91 Code Number 004.00.91--007

Name of Agency Arkansas Department of Correction

Department of Correction

Contact Person Al. L. Lockhart, Director Telephone 501-247-1800 ext. 200

Statutory Authority for Promulgating Rules Act 50, Sixty-Sixth

General Assembly, First Extradordinary Session, 1968, Approved February 20, 1968.

Intended (New) Administrative Regulation 804 - Access to Inmate Records

Effective Date \_\_\_\_\_ Date \_\_\_\_\_

Legal Notice Published 1/21-27/91

Emergency Final Date for Public Comment 01/07/91

20 Days Filed With Legislative Council 01/10/91

After Filing Reviewed by Legislative Council 01/10/91

Other - Please use  
February 14, 1991, as the  
effective date Adopted by State Agency 01/22/91

### CERTIFICATION OF AUTHORIZED OFFICER

I Hereby Certify That The Attached Rules Were Adopted  
In Compliance With Act 434 of 1967 As Amended.

SIGNATURE

Director

TITLE

January 22, 1991

DATE

004.00.91--001



ADMINISTRATIVE REGULATIONS  
STATE OF ARKANSAS  
DEPARTMENT OF CORRECTION

Section Number 804	Page Number 1 of 2
Board of Correction Approval Date: 01/22/91	
Supersedes:	Dated:
Attorney General Review Date: 01/22/91	Date Filed Secy. of State: 01/24/91

SUBJECT: Access to Inmate Records

- I. AUTHORITY: The Board of Correction is vested with the authority to promulgate Administrative Regulations by Act 50 of 1968, as amended; Act 897 of 1989 Regular Session, an act to amend Arkansas Code 12-27-113(e) regarding records of the Arkansas Department of Correction.
- II. PURPOSE: This Administrative Regulation establishes the process by which the integrity of the inmate record is protected and ensures its proper use.
- III. APPLICABILITY: This Administrative Regulation applies to the Director, any staff the Director may charge with the responsibility as keeper of the inmate records, and any staff having access to the inmate record or for any reason must inspect the inmate record.
- IV. DEFINITIONS:
  - 1. Inmate Record: A statutorily required full and complete document of each and every person committed to the department which shall include but is not limited to the inmate's name, Department of Correction number, race, sex, and any aliases; prior history, trial conviction, institutional adjustment, assignments and programs; parole data; medical and educational data.
  - 2. Public Information: Information required by law to be kept on a person committed to the Department of Correction. This includes at least the following:
    - a. Photograph of convicted person
    - b. Trial conviction data (e.g., county, term of years, offense, judge)
    - c. Past criminal history
    - d. Felony Information Sheet



**ADMINISTRATIVE REGULATIONS**  
**STATE OF ARKANSAS**  
**DEPARTMENT OF CORRECTION**

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Board of Correction Approval Date: 01/22/91	
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**SUBJECT:** Access to Inmate Records

V. POLICY: It shall be unlawful to permit inspection of or to disclose information contained in inmate records or to copy or issue a copy of all or part of any record to any person so committed except as authorized by Administrative Regulation or by order of a court of competent jurisdiction.

VI. PROCEDURES:

1. No person shall have access to the inmate records except those approved by the Director, Assistant Directors, or Warden/Center Supervisor or designees.
2. Release of information from the inmate record is prohibited except when information is required by employees and law enforcement agencies in the normal conduct of business.
3. Pursuant to the Arkansas Freedom of Information Act, as amended, public information will be released upon appropriate requests for information.
4. At no time shall copies of the inmate record be given to the inmate unless authorized by a representative of the Attorney General's Office or as otherwise stated in this regulation.
5. Information contained in the inmate files is accessible to appropriate personnel for research and report purposes.

VII. ACA STANDARD: 2-4115

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