

NOTICE

Pursuant to Section 4 of Act 53 of 2023, the Secretary of the Department of Corrections is developing a record retention policy for all communications lawfully intercepted by employees of the Department of Corrections.

For all communications lawfully intercepted by an agent, as defined in 61 Pa. C.S.A. § 6101, retention shall be as follows:

All recordings will be automatically deleted from recording equipment and any associated servers 90 days from the date the recording is created, unless a particular recording falls into a designated category of significance as determined by the Department and set forth in policy. The retention period for recordings falling into a particular category shall be that which is set for the applicable category.

For all communications lawfully intercepted by an individual employed in the Department of Corrections, Bureau of Investigations and Intelligence holding a police officer commission under the act of May 21, 1943 (P.L. 469, No. 210), the retention period for any audio or video recording shall be three (3) years.

The retention period for all other lawfully intercepted communications by employees of the Department of Corrections will follow previously established record retention policies for voice mail, phone messages, audio recordings of public meetings and security and surveillance tapes listed under the General Record Retention section created by the Commonwealth of Pennsylvania Office of Administration.