



DEPARTMENT OF THE NAVY
BUREAU OF NAVAL PERSONNEL
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BUPERSINST 1640.32
BUPERS-00D
6 Jun 2025

BUPERS INSTRUCTION 1640.32

From: Chief of Naval Personnel

Subj: RETENTION AND DISPOSITION OF CONFINEMENT RECORD CASE FILES AND
MILITARY CORRECTIONAL FACILITY LOGS

Ref: (a) SECNAV M-1640.1
(b) BUPERSINST 5800.3B
(c) SECNAV M-5210.2
(d) NARA General Records Schedule Disposition Authority
(e) OMB memo M-19-21 of 28 June 2019
(f) OMB memo M-23-07 of 23 December 2022

Encl: (1) Template - Authentication Letter for Confinement Document Upload into CORMIS

1. Purpose. To provide Navy military confinement facilities (MCF) with retention and disposition instructions for MCF confinement record case files and logs consistent with references (a) through (f).

2. Scope and Applicability. This instruction applies to all Navy MCFs.

3. Background and Discussion

a. Confinement Record Case Files. Records are created and maintained to provide accurate, current, and readily available information on individual prisoners. An individual confinement record must be maintained for each prisoner in an MCF. Individual confinement records case files align under SECNAV M-5210.2 standard subject identification code 1640. Per reference (d), DAA-NU-2021-0001-0003, the National Archives and Records Administration (NARA) classifies confinement records case files as temporary with final disposition instructions for individual records to cutoff at the end of the calendar year 2 years after the maximum release date from confinement or expiration of parole or mandatory supervised release (as applicable). Retain the records for 25 years after the cutoff period and then destroy (e.g., a prisoner's expiration of parole is 15 June 2025, cut the prisoner's case file records off on 31 December 2027, then destroy them 25 years later (31 December 2052)).

b. Transition to Electronic Records. Reference (e) (Transition to Electronic Records) issued jointly by the Office of Management and Budget and the NARA, established several requirements to move Federal agencies to a fully electronic environment (where appropriate).

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This impacts current disposition of confinement record case files and MCF logs forwarded to the applicable Federal Records Center in a paperless format. Reference (f) (Update to Transition to Electronic Records) reinforces the requirements established in reference (e), reaffirms the underlying goal of the transition to electronic records, and updates the previous target dates.

c. Confinement Records Case Files - Paper Format. Content and composition of a prisoner's individual case file is identified in reference (a), article 8103. Content and composition of a prisoner victim and witness notification record is a separate and limited access component within the Corrections Management Information System (CORMIS) and is addressed in reference (b).

d. Confinement Records Case Files - Electronic Format. Policy on use of electronic records via an authorized electronic information system (EIS) is provided in reference (c), part I, paragraph 16.

(1) CORMIS. CORMIS is a Department of the Navy (DON) authorized defense business system. It is a government-owned (U.S. Navy) case management Web-application database with a robust statistical and analytical reporting tool that supports offender management programs (i.e., confinement, deserter processing, mandatory appellate leave, parole, and mandatory supervised release) and statutory public safety reporting requirements (i.e., sex offender notification, victim and witness notification, and deoxyribonucleic acid (DNA) collection).

(a) Access to CORMIS and its independent components are provided by the MCF CORMIS administrator.

(b) For the DON, the "Prisoner Admin" module of CORMIS is the electronic records repository for MCF confinement record case files per reference (d), DAA-NU-2024-0003-0001, and is to be fully utilized per reference (a), article 8108. CORMIS is also the central repository for confinement-related victim and witness data per reference (b). Within the CORMIS "Prisoner Admin" module there are two components, confinement and victim-witness.

(c) Per reference (d), DAA-NU-2024-0003-0001, the final disposition status of confinement record case files contained in CORMIS is classified by NARA as temporary and are cutoff at the end of the calendar year 2 years after maximum release date from confinement or expiration of parole or mandatory supervised release (as applicable). Destroy individually when 25 years old.

(2) Microsoft 365 Records Manager (M365 RM). M365 RM is a cloud-based records manager (RM) solution and is the DON's approved RM application and will be used to store all naval unstructured electronic records. Unstructured records are those records created

using office automation applications such as word processing or presentation software that are not contained in an approved EIS. Records that are not designated for upload into CORMIS should be scanned and uploaded into M365 RM (e.g, log books). Completion of the RM Skill Track is a mandatory requirement to gain access to M365 RM USN. This is separate and in addition to the annual DON Records Management training provided via the Total Workforce Management System (TWMS) for military personnel and Waypoints for civilian personnel. Information for gaining access to M365 RM USN may be accessed via: https://flank speed.sharepoint-mil.us/sites/RM_Home/SitePages/Getting-started.aspx.

e. Confinement-Related Logs. Content and composition of correctional logs required by MCFs are identified within reference (a), article 8104 and includes the brig log, medical log, visitors log, privileged correspondence log, disciplinary log, and the victim/witness log. Per reference (d), DAA-NU-2015-0001-0020, NARA has classified the final disposition of the brig log as a temporary record with a retention period of 25 years and then destroy.

4. Policy and Procedures

a. Confinement Record Case Files

(1) Records of Confined Prisoners. For all prisoners in confinement on the date of this directive, MCFs must fully populate each prisoner case file within the “Corrections” module of CORMIS per the provisions of reference (a) in a timely manner to ensure accurate accounting, reports generation, and readily available information to support correctional administration and operations. During the active prisoner confinement period, paper records are concurrently maintained, in part or full, by MCFs to provide staff with accurate, current, and readily available information on individual prisoners.

(2) Records of Released Prisoners. Following a prisoner’s release or transfer from confinement, the MCF must ensure all applicable data entries and all, except for redundant and duplicate paper records, within an individual confinement record case files, to include victim and witness notification records, sex offender registration notification, and DNA collection, are fully input or uploaded into CORMIS.

(3) Retention and Disposition

(a) Release From Confinement. When a prisoner is released from confinement, the individual confinement paper record may be locally destroyed after MCF authentication attesting that all data and records have been entered into CORMIS (within approximately 30 days). The individual prisoner confinement authentication letter format will follow enclosure (1) and be signed by the MCF commanding officer (CO), officer-in-charge (OIC), or delegated authority appointed in writing by the CO or OIC and uploaded into CORMIS, section 6, within the “Prisoner Admin” module for the respective prisoner.

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(b) Transfer for Continued Confinement. Transfer of a prisoner's paper confinement record case file will follow procedures outlined in reference (a), article 7401.3. A 2-year retention period of the partial paper record is not necessary once all information has been uploaded into CORMIS. Such paper records may be locally destroyed after the MCF authenticates that all data and records have been input or uploaded into CORMIS following the transfer. The CORMIS record authentication process will follow procedures outlined in subparagraph 4a(3)(a) above.

b. Legacy Confinement Record Case Files. Following the 2-year retention period outlined in subparagraph 4a(3)(a) above, for all prisoner records of prisoners released from confinement prior to the date of this instruction, MCFs have the option of maintaining those prisoner paper records on station for 25 years after the maximum release date prior to destruction or uploading the records into CORMIS, as stated in subparagraph 4a(3)(a) above, as time and staff workload allows. Prisoner records not fully uploaded into CORMIS must not be destroyed prior to timelines in reference (d), DAA-NU-2021-0001-0003.

(1) For legacy confinement record case files, MCFs must, at a minimum, upload the following individual critical documents into the appropriate modules of CORMIS:

- (a) DD 2707 Confinement Order
- (b) DD 458 Charge Sheet
- (c) Statement of trial results
- (d) Initial review officer hearing documents
- (e) DD 2708 Receipt for Pretrial/Post-Trial Prisoner or Detained Person when associated with a prisoner transfer (if applicable)
- (f) Pretrial Agreement (if applicable)
- (g) Convening authority (CA) action
- (h) Entry of judgement (if applicable)
- (i) Appellate review results (if applicable)
- (j) Scars and marks sheet(s)
- (k) Face photos (front/sides)

(l) DD 2704 Victim/Witness Certification and Election Concerning Prisoner Status (only upload in the “Victim/Witness” module)

(m) Completed DD 2705 Notification to Victim/Witness of Prisoner Status (only upload in the “Victim/Witness” module)

(n) Victim/Witness correspondence to include initial letters and e-mail correspondence (if applicable)

(o) Completed and signed DD 2791 Notice of Released/Acknowledgement of Convicted Sex Offender Registration Requirements (if applicable)

(p) Copies of correspondence and certified mail receipts (return receipt) concerning sex offender registration (if applicable)

(q) DD 2718 Prisoner Release Order

(r) DD 2710-1 Prisoner Sentence Computation (last sentence computation prior to release)

(2) All remaining prisoner file documents may be bulk-scanned by section into a single file (pdf) not to exceed 10 megabytes and uploaded to the prisoner record in the corresponding section of CORMIS. Such records may be locally destroyed after MCF authenticates all data and records have been entered into CORMIS. The CORMIS record authentication will follow procedures outlined in subparagraph 4a(3)(a) above.

c. MCF Logs

(1) For this instruction, the retention period of all correctional logs required by MCFs identified within reference (a), article 8104 is for 25 years and then destroyed. Scanning required logbooks to electronic documents or transitioning to electronic logs will be necessary for upload and transfer to the M365 RM. The alternative is local retention and management per reference (d), DAA-NU-2015-0001-0020.

(2) Per references (a) and (b), MCFs must retain paper logs locally for 2 years. After the 2-year period, the paper logs may be uploaded in M365 RM or held locally per the NARA’s disposition instructions. Logbooks that are unable to be scanned due to size or complexity must be retained for a period of 25 years from the log closure date and then destroyed per reference (d), DAA-NU-2015-0001-0020.

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5. Responsibilities

a. Bureau of Naval Personnel (BUPERS) Director, Corrections and Programs Office (BUPERS-00D)

(1) Ensures policy contained within this instruction is inclusive within oversight and audit programs,

(2) Reviews this instruction annually for applicability and revision as needed, and

(3) Manages retention and disposition of confinement record case files contained within CORMIS per reference (d), DAA-NU-2024-0003-0001.

b. MCF CO, OIC, and Chief Petty Officers in Charge. Ensures the proper management of records and implements the provisions of this instruction.

6. Records Management

a. Records created as a result of this instruction, regardless of format or media, must be maintained and dispositioned for the SSIC 1000 through 13000 series per the records disposition schedules located on the Department of the Navy/Assistant for Administration (DON/AA), Directives and Records Management Division (DRMD) portal page at:

<https://portal.secnnav.navy.mil/orgs/DUSNM/DONAA/DRM/Records-and-Information-Management/Approved%20Record%20Schedules/Forms/AllItems.aspx>.

b. For questions concerning the management of records related to this policy or the records disposition schedules, please contact your local records manager or the DON/AA DRMD program office.

7. Review and Effective Date. Per OPNAVINST 5215.17A, BUPERS-00D will review this instruction annually around the anniversary of its issuance date to ensure applicability, currency, and consistency with Federal, Department of Defense (DoD), Secretary of the Navy, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will be in effect for 10 years, unless revised or cancelled in the interim, and will be reissued by the 10-year anniversary date if it is still required, unless it meets one of the exceptions in OPNAVINST 5215.17A, paragraph 9. Otherwise, if the instruction is no longer required, it will be processed for cancellation as soon as the need for cancellation is known following the guidance in OPNAV Manual 5215.1 of May 2016.

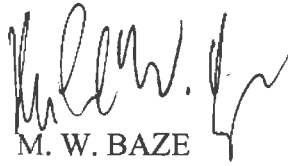
8. Forms. DoD forms are available at: <https://www.esd/whs.mil/Directivess/forms/>

a. DD 458 Charge Sheet

b. DD 2704 Victim/Witness Certification and Election Concerning Prisoner Status

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- c. DD 2705 Notification to Victim/Witness of Prisoner Status
- d. DD 2707 Confinement Order
- e. DD 2708 Receipt for Pretrial/Post-Trial Prisoner or Detained Person
- f. DD 2710-1 Prisoner Sentence Computation
- g. DD 2718 Prisoner Release Order
- h. DD 2791 Notice of Released/Acknowledgement of Convicted Sex Offender Registration Requirements



M. W. BAZE
Deputy Chief of Naval Personnel

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via BUPERS

Web site: <https://www.mynavyhr.navy.mil/References/BUPERS-Instructions/>.

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TEMPLATE - AUTHENTICATION LETTER FOR CONFINEMENT DOCUMENT
UPLOAD INTO CORMIS

COMMAND LETTERHEAD

IN REPLY REFER TO

1640
Ser 00/
(date)

MEMORANDUM FOR THE RECORD

From: Commanding Officer, Executive Officer, Chief Petty Officer in Charge, or Delegated Authority, (Military Confinement Facility)

Subj: AUTHENTICATION OF CONFINEMENT RECORD CASE FILES UPLOAD INTO THE CORRECTIONS MANAGEMENT INFORMATION SYSTEM

Ref: (a) BUPERSINST 1640.32

1. Per reference (a), all available documentary materials that comprise the Department of the Navy prisoner confinement record case file per applicable Department of Defense, Secretary of the Navy, and Bureau of Naval Personnel corrections policy in the case of the following prisoner(s), have been uploaded into the Corrections Management Information System (CORMIS) and are verified for viewing:

- a. Prisoner's Full Name: GRADE FIRST NAME MIDDLE INITIAL LAST NAME
- b. Branch of Service:
- c. Resident control number:
- d. Legal status (pretrial or post-trial):
- e. Date of release or transfer:
- f. Maximum release date (if applicable):

2. If there are any questions or concerns regarding this matter, please contact the CORMIS administrative staff at COMM: (xxx) xxx-xxxx or E-mail at: (e-mail address).

Signature

Enclosure (1)