000 1605
001 000
002 015
003
004
005 Department of Corrections
006 Morris Correctional Facility
140 Shift Commander Reports
200 1980
210 1996
220
2401 8.0 cubic feet
241
261 Daily reports by each shift commander on activities occurring in the prison during his shift. Morris Correctional Facility was previously named Kent Correctional Center.
270 Reports show time of shift; date; names of shift commander, assistant, and other staff; number of spoons, forks, cups, glasses, bowls, milk, and fuel; time shift began; events occurring during the shift such as meals, prisoners treated by nurse, and parts of the prison checked.
290
310
329 WORK STATUS
___needs sorting
___needs unfolding
_X_needs refoldering
___other: _____

CONDITION:
___totally disorganized
___order not apparent
___origin questionable
___other:_____

ARCHIVIST:
___review for identification/ further determination
___processing
___determine origin/purpose
___other:

FILM:
___for security
___destroy original
___other:

330 Arranged chronologically by date of report.
331 No index.
332 Form printed w/writing; form printed w/typing.
350
360 Good.
390
420
430 9909.
990 1/15/1999
995 January 21, 1999; November 13, 2018
rlg