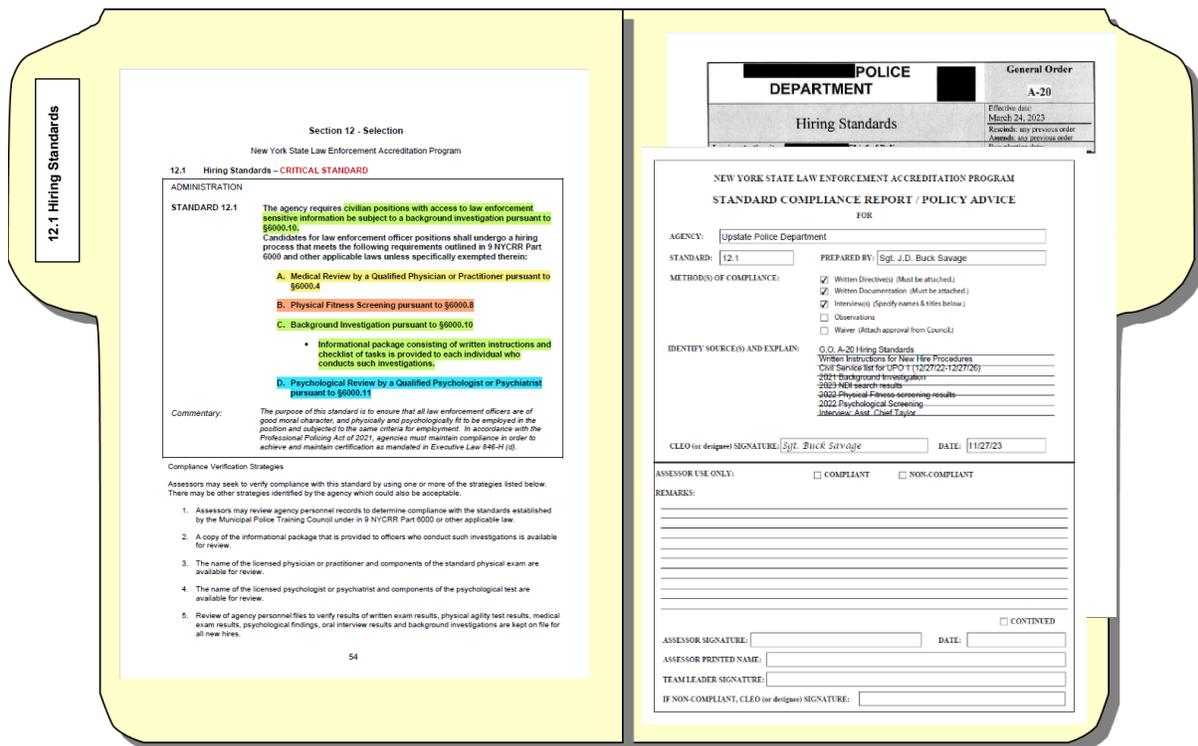


# Contents of a File Folder

## Paper Folders:

1. Standard
  - a. Stapled or otherwise affixed to inside left flap of folder
  - b. Indexing is required
    - i. Color coding is the recommended form of indexing
2. Standard Compliance Report (SCR)
  - a. Serves as a Table of Contents for the folder
  - b. Top half must be completed and must be signed by CLEO or designee
  - c. Should be first thing on right side of folder
  - d. Previous assessment's SCR should also be in folder (for reaccreditation)
3. Written Directive(s)
  - a. Should be underneath SCR
  - b. Color coding is recommended
  - c. Most recent version on top
    - i. All previous versions should be included if the directive was revised within the period of accreditation
4. Proofs
  - a. Suggested to be organized by year
  - b. May include, but not limited to:
    - i. Reports
    - ii. Files
    - iii. Logs
    - iv. Lesson Plans
    - v. Personnel Files
    - vi. Evaluations
    - vii. Memos

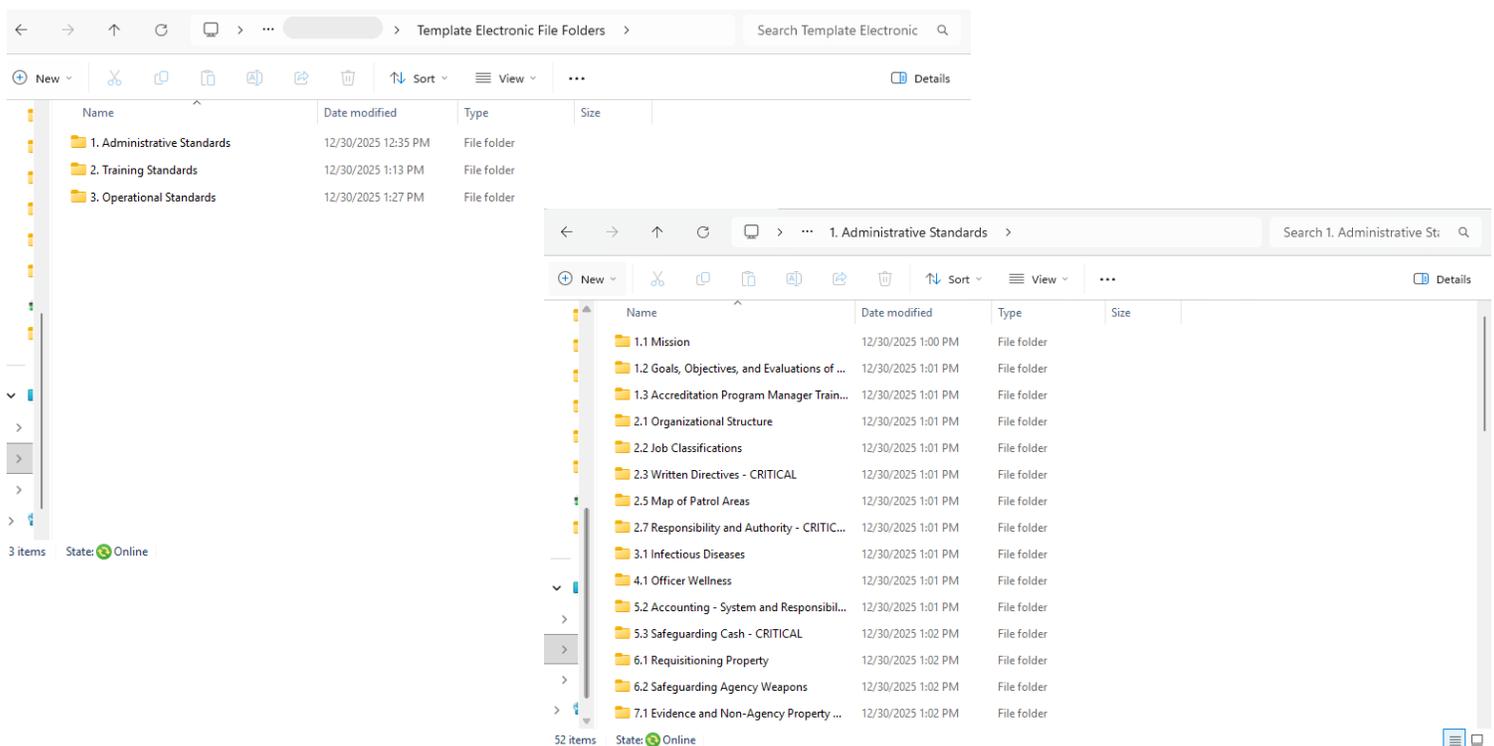


## Electronic Folders:

*\*Template electronic folders are available on DCJS website*

*\*Folders can be set up in a way that works for the agency, below is the suggested set up*

1. Standard
  - a. In main standard folder
2. Standard Compliance Report (SCR)
  - a. In main standard folder
  - b. Serves as a Table of Contents for the folder
  - c. Top half must be completed and must be signed by the CLEO or designee
  - d. Previous assessment's SCR should also be in folder (for reaccreditation)
3. Written Directive(s)
  - a. In separate folder within main standard folder
  - b. All previous versions should be included if the directive was revised within the period of accreditation
4. Proofs
  - a. Should be in separate folder within main standard folder
  - b. Suggested to be organized by year
  - c. May include, but not limited to:
    - i. Reports
    - ii. Files
    - iii. Logs
    - iv. Lesson Plans
    - v. Personnel Files
    - vi. Evaluations
    - vii. Memos



| Name                    | Date modified       | Type          | Size |
|-------------------------|---------------------|---------------|------|
| 1. Written Directive(s) | 12/30/2025 12:59 PM | File folder   |      |
| 2. Proofs of Compliance | 12/30/2025 1:01 PM  | File folder   |      |
| SCR                     | 12/9/2025 10:02 AM  | Adobe Acrobat |      |
| Standard 4.1            | 12/30/2025 12:40 PM | Adobe Acrobat |      |

4 items State: Online

| Name   | Date modified      | Type        | Size |
|--------|--------------------|-------------|------|
| Year 1 | 12/30/2025 1:00 PM | File folder |      |
| Year 2 | 12/30/2025 1:00 PM | File folder |      |
| Year 3 | 12/30/2025 1:00 PM | File folder |      |
| Year 4 | 12/30/2025 1:00 PM | File folder |      |
| Year 5 | 12/30/2025 1:00 PM | File folder |      |

5 items State: Online

