

DGS-550-1  
REV. 7/86

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 1406 - 18

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE  
NO. 1 of 2

Department of Public Safety  
and Correctional Services

Division of Correction

Agency

Division

Item No.	Description	Retention
1.	<p><b><u>SOCIAL WORK AREA:</u></b></p> <p><b>CORRESPONDENCE</b></p> <p>Subject arrangement of original incoming letters, memoranda, and other material relating to the functions of Social Work Department.</p>	Screen annually, retain for three (3) years, then destroy.
2.	<p><b>PSYCHO-SOCIAL ASSESSMENT</b></p> <p>This series includes social and diagnostic materials for inmates and is used in planning. Record copy maintained in inmate's basefile. A copy is maintained in the departmental office for purposes of reference.</p>	Retain for minimum of three (3) years or as long as the inmate is in the institution, then destroy.
3.	<p><b>GROUP FILES:</b></p> <p>This series contains rosters, contracts, drop out notices, completion evaluations, certificate copies, worker notes, inmates' evaluation of groups.</p>	Retain for five (5) years from group termination date, then destroy.
4.	<p><b>RELEASE PLANNING FILES:</b></p> <p>This series contains worker notes and copies of correspondence, release of information forms and other miscellaneous data related to specialized inmate release plans.</p>	Retain for two (2) years, then destroy.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

11/1/91 *Basil D. ...*  
Date Signature Title

JAN 20 1992

*Edward C. ...*

Date State Archivist

Item No.	Description	Retention
5.	<p data-bbox="363 346 751 378"><b>STATISTICAL REPORTS:</b></p> <p data-bbox="363 409 602 441">A. Raw Data</p> <p data-bbox="437 472 1181 567">This series contains reports from each staff person on psycho-social assessment and group activity.</p> <p data-bbox="363 598 982 630">B. Monthly and Annual Summaries</p> <p data-bbox="437 661 1181 819">This series contains reports generated by Regional Supervisors each month and for the fiscal year. Original is sent to Director of Social Services, copy in Regional Supervisor's office files.</p>	<p data-bbox="1214 472 1528 567">Retain for three (3) years, then destroy.</p> <p data-bbox="1214 661 1528 756">Retain for ten (10) years, then destroy.</p>

**INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)**

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 2 OF 7

1. DEPARTMENT/AGENCY  
Public Safety and  
Correctional Services

2. DIVISION  
Division of Correction

3. UNIT  
Social Work

**DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES**

4. RECORD SERIES TITLE  
Social Work Correspondence

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Subject arrangement of original incoming letters, memoranda, and other material relating to the functions of Social Work Department.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER \_\_\_\_\_

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER \_\_\_\_\_

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
NUMBER \_\_\_\_\_  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
Screen annually,  
retain for three  
(3) years, then  
destroy.

19. NAME AND TITLE OF PREPARER  
Myles Carpeneto, Director of  
Procurement Services

20. TELEPHONE NUMBER  
(301) 764-4113

21. DATE  
5/1/91

**INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)**

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
Public Safety and  
Correctional Services

2. DIVISION  
Division of Correction

3. UNIT  
Social Work

**DEFINITION-RECORD SERIES-** A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
Social Work Psycho-Social Assessment

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

This series includes social and diagnostic materials for inmates and is used in planning. Record copy maintained in inmate's basefile. A copy is maintained in the departmental office for purposes of reference.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY) \_\_\_\_\_

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY) \_\_\_\_\_

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION Retain for minimum of three (3) years or as long as the inmate is in the institution, then destroy.

19. NAME AND TITLE OF PREPARER  
Myles Carpeneto, Director of  
Procurement Services

20. TELEPHONE NUMBER  
(301) 764-4113

21. DATE  
5/1/91

**INSTRUCTIONS** - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1.)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
Public Safety and  
Correctional Services

2. DIVISION  
Division of Correction

3. UNIT  
Social Work

**DEFINITION-RECORD SERIES.** A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
Social Work Group Files

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

This series contains rosters, contracts, drop out notices, completion evaluations, certificate copies, worker notes, inmates' evaluation of groups.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER \_\_\_\_\_

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER \_\_\_\_\_

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
NUMBER \_\_\_\_\_  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
Retain for five  
(5) years from  
group termination  
date, then des-  
troy.

19. NAME AND TITLE OF PREPARER  
Myles Carpeneto, Director of  
Procurement Services

20. TELEPHONE NUMBER  
(301) 764-4113

21. DATE  
5/1/91

**INSTRUCTIONS** - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
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Social Work

**DEFINITION-RECORD SERIES.** A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
Social Work Release Planning Files

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

This series contains worker notes and copies of correspondence, release of information forms and other miscellaneous data related to specialized inmate release plans.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
Retain for two  
(2) years, then  
destroy.

19. NAME AND TITLE OF PREPARER  
Myles Carpeneto, Director of  
Procurement Services

20. TELEPHONE NUMBER  
(301) 764-4113

21. DATE  
5/1/91

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1. DEPARTMENT/AGENCY  
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Social Work

**DEFINITION-RECORD SERIES** - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
Social Work Statistical Reports Raw Data

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Raw Data

This series contains reports from each staff person on psycho-social assessment and group activity.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER \_\_\_\_\_

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER \_\_\_\_\_

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
NUMBER \_\_\_\_\_  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION

Retain for three  
(3) years, then  
destroy.

19. NAME AND TITLE OF PREPARER  
Myles Carpeneto, Director of  
Procurement Services

20. TELEPHONE NUMBER  
(301) 764-4113

21. DATE  
5/1/91

**INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)**

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
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1. DEPARTMENT/AGENCY  
Public Safety and  
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Social Work

**DEFINITION-RECORD SERIES-** A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE  
Social Work Statistical Reports Monthly & Annual Summaries

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

This series contains reports generated by Regional Supervisors each month and for the fiscal year. Original is sent to Director of Social Services, copy in Regional Supervisor's office files.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER \_\_\_\_\_

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER \_\_\_\_\_

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
NUMBER \_\_\_\_\_  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
Retain for ten (10) years, then destroy.

19. NAME AND TITLE OF PREPARER  
Myles Carpeneto, Director of  
Procurement Services

20. TELEPHONE NUMBER  
(301) 764-4113

21. DATE  
5/1/91