DGS-550-1 REV. 7/86

DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE NO.1406 - 20

PAGE

RECORDS RETENTION AND DISPOSAL SCHEDULE

NO. 1 of 8

Donar		RECORDS RETENTION AND DISPOSAL SCHEDULE NO. 1 Of 8			
		on of Correction			
	Agency	Division			
Item No.	Description	Retention			
	TRAINING (EMPLOYEE) AREA				
1.	INDIVIDUAL EMPLOYEE TRAINING RECORDS:				
	These chronological records include all information related to the training received by any Division of Correction employee throughout his/her tenure of employment with the Division of Correction.				
	A record on every Division of Correction employee, containing some or all of the following information, will be maintained and/or monitored by the Institutional Training Manager position at the institution level and by the Director of Staff Development and Training position at Headquarters.				
	These records are confidential in nature, and are considered as being an extension of the employee's personnel file.	·			
	A. TRAINING VERIFICATION LOG FORMS	Retain and main- tain for current employees.			
		Forward to respective ITM upon employee transfer.			
		Forward to per- sonnel department for inclusion in the employee's personnel file			

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

Date Signature Title

ate State Archivist

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Item No.			Description	Retention
	в.	PRE	-SERVICE TRAINING RECORDS:	upon termination of Division of Correction employment.
		1.	Signed statements that employees have received a copy of handbook and prescribed orientation DCR's.	Do not retain in the training record.
				Immediately forward for inclusion in the employee's personnel file.
		2.	Orientation Program Test Answer Sheets	Retain for cur- rent employees.
		3.	Pre-service Firearms Pre-test, post-test and firearms score sheet information.	Forward to respective ITM upon employee transfer.
				Forward to personnel department for inclusion in employee's personnel file upon termination of DOC employment.
		4.	Academy Completion Verification Forms	Retain one (1) copy for current employees in the ITM's file. Forward the ITM file copy upon employee transfer.
				The original will be forwarded to the personnel department for inclusion in the employee's personnel record
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Item No.	Description	Retention
	5. Personnel Transaction Forms	Information will be logged on training verification forms, then the transaction forms will be destroyed.
	C. IN-SERVICE TRAINING RECORDS	
i	 Test Answer sheets In-service firearms pre-test, post-test and firearms score sheet 	Retain for cur- rent employees.
	information	Forward to res- pective ITM upon employee trans- fer.
		Forward to per- sonnel department for inclusion in employee's per- sonnel file upon termination of DOC employment.
	D. EMPLOYEE APPRENTICESHIP INFORMATION - Correctional Officers employed by the Division of Correction have an oppor- tunity to participate in a recognized apprenticeship program. Documentation of program participation may include some or all of the following infor- mation.	,
	l. Apprenticeship Application Form2. Apprenticeship Form H	Do not retain in the training record.
		Immediately forward for inclusion in the employee's personnel file.

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Item No.	Description	Retention
	3. Apprenticeship Forms D, E and F	A copy will be retained in the ITM files for current employees. Forward the ITM file copy upon employee transfer.
		The original forms will be forwarded immediately for inclusion in the employee's personnel file.
2.	PROGRAM FILES:	
	These files contain information related to a specific training program presented to employees. All information relative to a specific program will be grouped together in an orderly fashion. Program files may include some or all of the following:	
	A. Training Schedules B. Rosters C. Sign-in Sheets D. Red Cross report sheets E. Matter of record reports F. Master set of Sign-in Sheets	Retain for two (2) years and until all audit requirements have been fulfilled, then forward to State Records Management Center for an additional 13 years, then destroy.
3.	INSTRUCTOR CERTIFICATION RECORDS:	
	The records reflect the instructor certification information for those employees who provide training in the institutions. These records will be maintained in an orderly and chronological manner, and may contain any or all of the following information:	

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Item No.	Description	Retention
	 A. Letter requesting certification B. MPCTC-18 Form C. MPCTC-29 Form D. MPCTC Instructor Evaluation Checklist E. Certificates reflecting instructor expertise in specialized areas. F. MPCTC-22 Form 	Retain for current employees. Forward to respective ITM upon employee transfer. Forward to personnel department for inclusion in employee's personnel file upon termination of DOC employment.
4.	TUITION REIMBURSEMENT RECORDS:	
	The record for employees who participate in the tuition reimbursement program may include any or all of the following information:	
	A. Career Development Plan(s) B. MS-551 request forms C. OS-1-TG forms D. OS-2-TG forms E. OS-3-TG forms F. OS-4-TG forms	Retain for current employees. Forward to respective ITM upon employee transfer. Forward to personnel department
		for inclusion in employee's personnel file upon termination of DOC employment.
		The HQ's training department maintains a master file on all current DOC program participants.

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Item No.	Description	Retention
NO.	G. Tuition Reimbursement Quarterly Reports	Retain each file for one (1) year after termination of DOC employment, then destroy. A copy of the quarterly report prepared by HQ will be forwarded to each ITM.
		Retain for three (3) years then, destroy.
5.	OUT-SERVICE TRAINING VERIFICATION RECORDS: In general, out-service training can be defined as training programs received by employees off-site or offered by external agencies. Out-service training verification can include any or all of the following information: A. Program brochure B. MS-551 form C. Out-of-State Travel Request D. Schedule of Training E. Syllabus/agenda	Retain for current employees. Forward to personnel department for inclusion in employee's personnel file upon termination of DOC employment.

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Item		
No.	Description	Retention
		The HQ's training department retains a master set of MS-551 forms and Out-of-State Travel Requests for one (1) year after the conclusion of the fiscal year, then destroy.
6.	STUDENT EVALUATION FORMS:	
	COMAR requirements state that employees participating in approved training programs must complete a student evaluation form.	Retain for two (2) years and until all audit requirements have been fulfilled, then destroy.
7.	LESSON PLANS AND TRAINING COMMISSION APPROVAL SHEETS:	
	These documents record the actual training presented in the classroom as well as whether or not the materials were submitted to the Correctional Training Commission for approval.	Retain for five (5) years at the institution, then send to the State Records Center for fifteen (15) years, then destroy.
		The HQ's training department retains a set of records for three (3) years, then destroy.
8.	RESOURCE MATERIALS:	
	These materials include magazines, catologs, newsletter, etc.	Retain for three (3) years or un- til information becomes outdated, then destroy.

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Item	Description	Retention
9.	Description MEMORANDA PRESCRIBING POLICIES AND PRO-	Recention
	These letters may be written by the Commissioner, Assistant Commissioner, and chart a course of direction for training.	Permanent. Retain until replaced by updated policies, procedures/guidelines, then transfer to Md. St. Archives
10.	MINUTES FROM TRAINING MEETINGS:	
	These documents transcribe the activities at quarterly training meetings.	Retain for three (3) years and then destroy.
11.	GENERAL CORRESPONDENCE:	
	This is comprised of miscellaneous letters from various sources.	Retain for three (3) years or until information is outdated, the destroy.

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GI RECORDS MANAGED		AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	727% WATERLOO ROAD P.O. BOX 27% JESSUP, MARYLAND 20794		PAGEOF		
1. DEFARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT Training		
			AND USED AS A UNIT FOR		
	CE AS WELL AS RETI				
4. RECORD SERIES TITLE Individual Employee Tr	aining Records	·	5. EARLIEST YEAR/LATEST YEARTO		
6. RECORD SERIES DESCRIPTION (BR	SEFLY DESCRIBE THE	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND		
These chronological records include all employee throughout his/her tenure of e	THE SERIES. information related	to the training rec	eived by any Division of Correction		
A record on every Division of Correction maintained and/or monitored by the Inst Director of Staff Development and Train	titutional Training M	lanager position at t	e following information, will be he institution level and by the		
These records are confidential in natur	re, and are considere	ed as being an extens	ion of the employee's personnel file.		
A. Training Verification Log Forms B	. Pre-Service Traini	ng C. In-Service T	raining Records		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME		
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			U MICROFILM REEL(S)		
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DAILY WEEKLY	□ MONTHLY		MONTH(S) TYEAR(S)		
		NUMBER			
13. CURRENT LOCATION(S) (BLDG., FI	LOOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES D NO			
15. ACCESS RESTRICTIONS TO YES		16. AUDIT REQUIREMENTS			
(IF YES, CITE LAW(S) & REGULA	TION(S)	O NONE STATE O FEDERAL O INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) 18 YES D NO		Retain and maintai respective ITM upo sonnel department	D RETENTION n for current employees. Forward to n employee transfer. Forward to per- for inclusion in the employee's per- termination of Division of Correction		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NI IMESE ID	21. DATE		
Myles Carpeneto, Director of	I ELEPTIME	Table	5/1/91		
Procurement Services	(301) 764-4113		J 11191		

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(DGS 550-1)	JESSUP, MARYLAND 20794		PAGE 2 OF 11	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
Public Safety and Correctional Services	Division of Cor	rection	Training	
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		additional 13	years, then destroy.	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Myles Carpeneto, Director of			5/1/91	
Procurement Services	(301) 764-4113			

	INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEFARTMENT OF GE RECORDS MANAGEM 7278 WATER P.O. BO JESSUP, MARY	ENT DIVISION LOO ROAD X 278	AGENCY RECORDS INVENTURY PAGE 3 of 11	
	1. DEFARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT	
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	Myles Carpeneto, Director of Procurement Services	(301) 764-4113	TOMOLIT	5/1/91	
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	INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GE	NENT DIVISION	AGENCY RECORDS INVENTORY			
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	1. DEFARTMENT/AGENCY Public Safety and	2. DIVISION Division of Cor		3. UNIT			
1	Correctional Services	Training					
	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	•		5. EARLIEST YEAR/LATEST YEAR			
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	19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE			
	Myles Carpeneto, Director of Procurement Services	(301) 764-4113		5/1/91			

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD			F ii	
WITH RECORDS RETENTION SCHEDULE				
(DGS 580-1)	JESSUP, MARY	LAND 20794	PAGE <u>5</u> OF <u>11</u>	
1. DEPARTMENT / AGENCY	2 21/10/01			
Public Safety and	2. DIVISION		3. UNIT	
Correctional Services	Division of Cor	rection	Training	
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FO				
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4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR	
Out-Service Training V	erification Reco	rds	то	
6. RECORD SERIES DESCRIPTION (BRI	EFLY DESCRIBE THE	TYPES OF INFORM	ATION / DOCUMENTS / FORMS FOUND	
In general, out-service tr	THE SERIES.	INCLUDE THE PU	repose or function of the series; ram brochure	
employees off-site or offered by external agencies. Out-service training verification can include any or all of the follow-			51 form of-State Travel Request dule of Training abus/agenda	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
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13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE) D YES D NO		
15. ACCESS RESTRICTIONS TO YE	5 ^[] NO	16. AUDIT REQUIREMENTS		
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			·	
		of DOC employment. The HQ's training dept. retains a master set of MS-551 forms and Out-		
				of-State Travel Requests for one yr. after
•		the conclusion of the fiscal year, then		
·	destroy.			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Myles Carpeneto, Director of			5/1/91	
Procurement Services	(301) 764-4113		1 0/1/71	
- 7070		· · · · · · · · · · · · · · · · · · ·		
DGS 550-4 (REVISED 2/87)				

	INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$80-1)	DEFARTMENT OF GE RECORDS MANAGEM 7278 WATER P.O. BO JESSUP, MARY	ENT DIVISION 100 ROAD X 278	AGENCY RECORDS INVENTORY
	1. DEFARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	······································	3. UNIT Training
	DEFINITION-RECORD SERIES - A GROUP	OF RELATED RECORD	S NORMALLY FILED	AND USED AS A UNIT FOR
	4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR TO
	Training Student Evaluation For		TYPES OF INFORM	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES COMAR requirements state that employees participating in approved training programs must complete a student evaluation form.				RPOSE OR FUNCTION OF THE SERIES)
	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) 10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) NUMBER COMPUTER TAPE(S)
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	15. ACCESS RESTRICTIONS TO YES TO NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS O NOME STATE O FEDERAL O INDEPENDENT	
	17. IS AN INDEX SYSTEM USED? (IF YES.EDPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) UYES D NO		Retain for two (2) years and until all audit requirements have been fulfilled, then destroy.	
	Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	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 GE RECORDS MANAGEM 7273 WATER P.O. BO JESSUP, MARY	ENT DIVISION 1.00 ROAD X 278	AGENCY RECORDS INVENTORY PAGE 7 OF 11
1. DEFARTMENT/AGENCY Public Safety and Correctional Services DEFINITION-RECORD SERIES A GROUP	2. DIVISION Division of Corr OF RELATED RECORD		Training AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	E AS WELL AS RETE	NTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR
		TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND REPOSE OR FUNCTION OF THE SERIES
These documents presented in the whether or not mitted to the Commission for	he classroom a the materials Correctional T	s well as were sub-	ng
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME
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DAILY . WEEKLY	D MONTHLY		MONTH(S) TYEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FL	LOOR, ROOM)		ERIES DUPLICATED ELSEWHERE? PECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS TO YES	5 ¹ NO	16. AUDIT REQUI	REMENTS
(IF YES, CITE LAW(S) & REGULAT	TION(S)	NONE OF	ATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED! (IF BRIEFLY AND DESCRIBE ANY HA		then send to to yrs., then des The HQ's train	Retain for five yrs. TO RETENTION at the Institution he State Records Center for 15 troy. ing department retains a set three years, then destroy.
	•		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		5/1/91

SEPARATE FOR	TYPE OR PRINT A M FOR EACH NEW OR RD SERIES, FORWARD RETENTION SCHEDULE	DEPARTMENT OF GE RECORDS MANAGEM 7278 WATER P.O. BO JESSUP, MARY	ENT DIVISION ELOO ROAD EX 275	AGENCY RECORDS INVENTORY PAGE 8 OF 11	
1. DEFARTMEN Public Safet		2. DIVISION		3. UNIT	
Correctional	Services	Division of Cor		Training	
DEFINITION-R		OF RELATED RECORD CE AS WELL AS RETE		AND USED AS A UNIT FOR	
4. RECORD SE			,	5. EARLIEST YEAR/LATEST YEAR	
Training Re	source Materials	<u> </u>		то	
6. RECORD SE	6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) These materials include magazines, catologs, newsletter, etc.				
	outogo, news	sietter, etc.		· :	
7. RECORD SE	RIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
D LETTER SI	ZE D MICROFILM	□ ALPHABETICAL □ NUMERICAL □ CHRONOLOGICAL		FILE DRAWER(S)	
D LEGAL SIZ	E COMPUTER TAPE			D MICROFILM REEL(S) COMPUTER TAPE(S)	
D BOUND BOO	K - FLOPPY DISK			NUMBER OTHER (SPECIFY)	
	E UVIDEO TAPE	GEOGRAPHIC	•		
OTHER (SPE		OTHER(SPEC		10. ANNUAL ACCUMULATION I FILE DRAWER(S)	
		~	·	MICROFILM REEL(S) RUMBER COMPUTER TAPE(S) COTHER(SPECIFY)	
11. FILE IS	USED		12. FILE BECOMES INACTIVE AFTER		
•	ILY - D WEEKLY	MONTHLY	1	MONTH(S) YEAR(S)	
13. CURRENT	13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) 15. ACCESS RESTRICTIONS - YES NO (IF YES, CITE LAW(S) & REGULATION(S) 17. IS AN INDEX SYSTEM USED? (IF YES,EDPLAIN BETEFLY AND DESCRIBE ANY HARDBARE/SOFTBARE) C YES O NO		14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YEE, EPECIFY AGENCY OR OFFICE) O YES O NO 16. AUDIT REQUIREMENTS O NOME STATE O FEDERAL O INDEPENDENT		
BRIEFI			Retain for three (3) years or un- til information becomes outdated, then destroy.		
	D TITLE OF PREPARER eneto, Director of Services	20. TELEPHONE (301) 764-4113		21. DATE 5/1/9/	

	INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEFARTMENT OF GE RECORDS MANAGEN 7278 WATER P.O. BC JESSUP, MARY	LENT DIVISION LOO ROAD X 278	AGENCY RECORDS INVENTORY PAGE 9 OF 11
	1. DEFARMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	J. UNIT Training
	DEFINITION-RECORD SERIES - A GROUP	OF RELATED RECORD	S NORMALLY FILED	AND USED AS A UNIT FOR
[4. RECORD SERIES TITLE Training and Procedures or Ot	Memoranda Prescr ther Guidelines t	ibing Policies	5. EARLIEST YEAR/LATEST YEAR TO
	T C a	THE SERIES. These letters moders a country a country a country a coursioner.	nay be writter	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES; I by the Rissioner, Lion for
	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 ALPHAEETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER(SPECIFY)		9. VOLUME OFILE DRAWER(S) OMICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY) 10. ANNUAL ACCUMULATION OFILE DRAWER(S) OMICROFILM REEL(S) RUNNER OCOMPUTER TAPE(S)
	11. FILE IS USED DAILY WEEKLY MONTHLY 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 15. ACCESS RESTRICTIONS TO YES TO NO (IF YES, CITE LAW(S) & REGULATION(S) 17. IS AN INDEX SYSTEM USED? (IF YES.EDPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) TYES TO NO		NUMBER 14. IS RECORD S	ES INACTIVE AFTER MONTH(S)
			16. AUDIT REQUIREMENTS O NONE STATE O FEDERAL O INDEPENDENT 18. RECOMMENDED RETENTION Permanent. Retain until replaced by updated policies/ procedures/guide- lines, then transfer to to Md. State Archives	
	19. NAME AND TITLE OF PREPARER Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	21. DATE 5///9/

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$80-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 727% WATERLOO ROAD P.O. BOX 27% JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY		
1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT Training		
Correctional Services DEFINITION-RECORD SERIES-A GROUP	Division of Cor				
DEFINITION-RECORD SERIES -	E AS WELL AS RETE	NTION AND DISPOS	ITION PURPORES		
4. RECORD SERIES TITLE	•		S. EARLIEST YEAR/LATEST YEAR		
Training Minutes from Training	Meetings		то		
These document	6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) These documents transcribe the activities				
at quarterly t	raining meetir	igs.			
	T		T		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES		9. VOLUME		
LETTER SIZE MICROFILM	□ ALPHABETICAL □ NUMERICAL □ CHRONOLOGICAL		O FILE DRAWER(S) O MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY)		
□ LEGAL SIZE □ COMPUTER TAPE					
□ BOUND BOOK □ FLOPPY DISK					
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION		
OTHER(SPECIFY)	OTHER(SPE	IFY)	G FILE DRAWER(S)		
			U MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) COTHER(SPECIFY)		
11. FILE IS USED	0	12. FILE BECOM	ES INACTIVE AFTER		
DAILY WEEKLY	MONTHLY	NUMBER D MONTH(S) D YEAR(S)			
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) PYES D NO			
15. ACCESS RESTRICTIONS TO YE	s 0 NO	16. AUDIT REQUIREMENTS			
(IF YES, CITE LAW(S) & REGULATION(S)		□ NONE \$ 51	O NONE STATE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDE	ED RETENTION		
TYES T NO			Retain for three (3) years and then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE		
Myles Carpeneto, Director of	- Image Provide	,	5/1/91		
Procurement Services (301) 764-4113			0 /////		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEFARTMENT OF GE RECORDS MANAGEN 7278 WATER P.O. BC JESSUP, MARY	UENT DIVISION ELOO ROAD EX 275	AGENCY RECORDS INVENTORY PAGE 11 or 11	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	Training AND USED AS A UNIT FOR	
	E AS WELL AS RETS			
4. RECORD SERIES TITLE Training General Correspondence			5. EARLIEST YEAR/LATEST YEARTO	
6. RECORD SERIES DESCRIPTION (PRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES This is comprised of miscellaneous letters from various sources.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	
C LETTER SIZE C MICROFILM	- ALPHABETICAL		G FILE DRAWER(S)	
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMERICAL		☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S)	
□ BOUND BOOK □ FLOPPY DISK	CHRONOLOGICAL		NUMBER OTHER(SPECIFY)	
□ AUDIO TAPE □ VIDEO TAPE	GEOGRAPHICAL			
OTHER(SPECIFY)	OTHER(SPECIFY)		o. ANNUAL ACCUMULATION File DRAWER(S)	
			MICROFILM REEL(S)	
11. FILE IS USED	J	12. FILE BECOME	S INACTIVE AFTER	
B DAILY D WEEKLY	□ MONTHLY		MONTH(S) TYEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FI	LOOR, ROOM)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE?	
15. ACCESS RESTRICTIONS TO YES	• • • • • • • • • • • • • • • • • • • •	16. AUDIT REQUI	REMENTS ATE O FEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	Retain for three (3) years or un- til information is outdated, then destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	·	5/1/91	