

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Public Safety
and Correctional Services

Division of Correction

Agency

Division

Item No.	Description	Retention
1.	<p><u>TRAINING (EMPLOYEE) AREA</u></p> <p><u>INDIVIDUAL EMPLOYEE TRAINING RECORDS:</u></p> <p>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.</p> <p>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.</p> <p>These records are confidential in nature, and are considered as being an extension of the employee's personnel file.</p> <p>A. TRAINING VERIFICATION LOG FORMS</p>	<p>Retain and maintain for current employees.</p> <p>Forward to respective ITM upon employee transfer.</p> <p>Forward to personnel department for inclusion in the employee's personnel file</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

11/1/91 Basil B. Day Asst. Comm. Date Signature Title

2/13/92 [Signature] Date State Archivist

Item No.	Description	Retention
	<p data-bbox="360 470 987 497">B. PRE-SERVICE TRAINING RECORDS:</p> <ol style="list-style-type: none"> <li data-bbox="439 534 1141 625">1. Signed statements that employees have received a copy of handbook and prescribed orientation DCR's. <li data-bbox="439 853 1108 910">2. Orientation Program Test Answer Sheets <li data-bbox="439 949 1087 1040">3. Pre-service Firearms Pre-test, post-test and firearms score sheet information. <li data-bbox="439 1391 1113 1449">4. Academy Completion Verification Forms 	<p data-bbox="1224 336 1533 466">upon termination of Division of Correction employment.</p> <p data-bbox="1224 534 1533 625">Do not retain in the training record.</p> <p data-bbox="1224 661 1533 817">Immediately forward for inclusion in the employee's personnel file.</p> <p data-bbox="1224 853 1513 910">Retain for current employees.</p> <p data-bbox="1224 949 1500 1070">Forward to respective ITM upon employee transfer.</p> <p data-bbox="1224 1108 1554 1357">Forward to personnel department for inclusion in employee's personnel file upon termination of DOC employment.</p> <p data-bbox="1224 1391 1538 1640">Retain one (1) copy for current employees in the ITM's file. Forward the ITM file copy upon employee transfer.</p> <p data-bbox="1224 1678 1554 1906">The original will be forwarded to the personnel department for inclusion in the employee's personnel record.</p>

Item No.	Description	Retention
	<p>5. Personnel Transaction Forms</p> <p>C. IN-SERVICE TRAINING RECORDS</p> <ol style="list-style-type: none"> 1. Test Answer sheets 2. In-service firearms pre-test, post-test and firearms score sheet information <p>D. EMPLOYEE APPRENTICESHIP INFORMATION - Correctional Officers employed by the Division of Correction have an opportunity to participate in a recognized apprenticeship program. Documentation of program participation may include some or all of the following information.</p> <ol style="list-style-type: none"> 1. Apprenticeship Application Form 2. Apprenticeship Form H 	<p>Information will be logged on training verification forms, then the transaction forms will be destroyed.</p> <p>Retain for current employees.</p> <p>Forward to respective ITM upon employee transfer.</p> <p>Forward to personnel department for inclusion in employee's personnel file upon termination of DOC employment.</p> <p>Do not retain in the training record.</p> <p>Immediately forward for inclusion in the employee's personnel file.</p>

Item No.	Description	Retention
	<p>3. Apprenticeship Forms D, E and F</p>	<p>A copy will be retained in the ITM files for current employees. Forward the ITM file copy upon employee transfer.</p> <p>The original forms will be forwarded immediately for inclusion in the employee's personnel file.</p>
2.	<p><u>PROGRAM FILES:</u></p> <p>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:</p> <ul style="list-style-type: none"> 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 	<p>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.</p>
3.	<p><u>INSTRUCTOR CERTIFICATION RECORDS:</u></p> <p>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:</p>	

Item No.	Description	Retention
	<ul style="list-style-type: none"> 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 	<p>Retain for current employees.</p> <p>Forward to respective ITM upon employee transfer.</p> <p>Forward to personnel department for inclusion in employee's personnel file upon termination of DOC employment.</p>
4.	<p><u>TUITION REIMBURSEMENT RECORDS:</u></p> <p>The record for employees who participate in the tuition reimbursement program may include any or all of the following information:</p> <ul style="list-style-type: none"> 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 	<p>Retain for current employees.</p> <p>Forward to respective ITM upon employee transfer.</p> <p>Forward to personnel department for inclusion in employee's personnel file upon termination of DOC employment.</p> <p>The HQ's training department maintains a master file on all current DOC program participants.</p>

Item No.	Description	Retention
	<p>G. Tuition Reimbursement Quarterly Reports</p>	<p>Retain each file for one (1) year after termination of DOC employment, then destroy.</p> <p>A copy of the quarterly report prepared by HQ will be forwarded to each ITM.</p> <p>Retain for three (3) years then, destroy.</p>
5.	<p><u>OUT-SERVICE TRAINING VERIFICATION RECORDS:</u></p> <p>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:</p> <ul style="list-style-type: none"> A. Program brochure B. MS-551 form C. Out-of-State Travel Request D. Schedule of Training E. Syllabus/agenda 	<p>Retain for current employees.</p> <p>Forward to personnel department for inclusion in employee's personnel file upon termination of DOC employment.</p>

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.	<p><u>STUDENT EVALUATION FORMS:</u></p> <p>COMAR requirements state that employees participating in approved training programs must complete a student evaluation form.</p>	Retain for two (2) years and until all audit requirements have been fulfilled, then destroy.
7.	<p><u>LESSON PLANS AND TRAINING COMMISSION APPROVAL SHEETS:</u></p> <p>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.</p>	Retain for five (5) years at the institution, then send to the State Records Center for fifteen (15) years, then destroy.
8.	<p><u>RESOURCE MATERIALS:</u></p> <p>These materials include magazines, catalogs, newsletter, etc.</p>	<p>The HQ's training department retains a set of records for three (3) years, then destroy.</p> <p>Retain for three (3) years or until information becomes outdated, then destroy.</p>

Item No.	Description	Retention
9.	<p><u>MEMORANDA PRESCRIBING POLICIES AND PROCEDURES OR OTHER GUIDELINES TO FOLLOW:</u></p> <p>These letters may be written by the Commissioner, Assistant Commissioner, and chart a course of direction for training.</p>	Permanent. Retain until replaced by updated policies/procedures/guidelines, then transfer to Md. St. Archives
10.	<p><u>MINUTES FROM TRAINING MEETINGS:</u></p> <p>These documents transcribe the activities at quarterly training meetings.</p>	Retain for three (3) years and then destroy.
11.	<p><u>GENERAL CORRESPONDENCE:</u></p> <p>This is comprised of miscellaneous letters from various sources.</p>	Retain for three (3) years or until information is outdated, then destroy.

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 1 OF 11

1. DEPARTMENT/AGENCY
Public Safety and
Correctional Services

2. DIVISION
Division of Correction

3. UNIT
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
Individual Employee Training Records

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)
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 B. Pre-Service Training C. In-Service Training Records

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 and maintain for current employees. Forward to respective ITM upon employee transfer. Forward to personnel department for inclusion in the employee's personnel file upon termination of Division of Correction employment.

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
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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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
Training Program 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)

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

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 two years and until all audit requirements have been fulfilled, then forward to State Records Management Center for an additional 13 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 350-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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1. DEPARTMENT/AGENCY
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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
Training Instructor Certification Records

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)

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:

Letter requesting certification
MPCTC-18 Form
MPCTC-29 Form
MPCTC Instructor Evaluation

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 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.

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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JESSUP, MARYLAND 20794

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1. DEPARTMENT/AGENCY
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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
Training Tuition Reimbursement Records

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)

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

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 Retain for current
 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 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 of all current DOC program participants.

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
P.O. BOX 275
JESSUP, MARYLAND 20794

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1. DEPARTMENT/AGENCY
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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
Out-Service Training Verification Records

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)

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

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 current employees.
Forward to personnel department for inclusion in employee's personnel file upon termination 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
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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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
Training Student Evaluation Forms

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)

COMAR requirements state that employees participating in approved training programs must complete a student evaluation form.

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 two (2) years and until all audit requirements have been fulfilled, 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
7273 WATERLOO ROAD
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JESSUP, MARYLAND 20794

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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
Training Lesson Plans and Training Commission Approval Sheets

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.)

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.

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

Retain for five yrs.
18. RECOMMENDED RETENTION at the Institution then send to the State Records Center for 15 yrs., then destroy.
The HQ's training department retains a set of records for three 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
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 8 OF 11

1. DEPARTMENT/AGENCY
Public Safety and
Correctional Services

2. DIVISION
Division of Correction

3. UNIT
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
Training Resource Materials

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)

These materials include magazines, catalogs, newsletter, etc.

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 or until information becomes outdated, then destroy.

19. NAME AND TITLE OF PREPARER
Myles Carpenetó, 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
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 9 OF 11

1. DEPARTMENT/AGENCY
Public Safety and
Correctional Services

2. DIVISION
Division of Correction

3. UNIT
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 Training Memoranda Prescribing Policies and Procedures or Other Guidelines to Follow

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)

These letters may be written by the Commissioner, Assistant Commissioner, and chart a course of direction for training.

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
Permanent. Retain until replaced by updated policies/procedures/guidelines, then transfer to Md. State Archives

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

20. TELEPHONE NUMBER
(301) 764-4113

21. DATE
5/1/91

1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Correction	3. UNIT Training
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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 Training Minutes from Training Meetings	5. EARLIEST YEAR/LATEST YEAR _____ TO _____
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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 training meetings.

7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____	9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____ 10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____
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11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) NUMBER _____
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13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input type="checkbox"/> NO
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15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
--	--

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input type="checkbox"/> NO	18. RECOMMENDED RETENTION Retain for three (3) years and then destroy.
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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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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
7278 WATERLOO ROAD
P.O. BOX 278
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 11 OF 14

1. DEPARTMENT/AGENCY
Public Safety and
Correctional Services

2. DIVISION
Division of Correction

3. UNIT
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
Training General 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)

This is comprised of miscellaneous letters from various sources.

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 or until information is outdated, 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