

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Public Safety
and Correctional Services

Division of Correction

Agency

Division

Item No.	Description	Retention
	<u>VOLUNTEER AREA:</u>	
	This series includes all the forms, reports, and other materials relating to volunteer and inmate organizations.	
1.	<u>Volunteer - File</u>	
	A. Volunteer Application: DC 170-4dR	Retain for two (2) years after volunteer is inactive, then send to the State Records Center three (3) years, then destroy.
	B. Acknowledge Orientation: DC Form 170 4eR	
	C. Job Description: DC Form 170-4bR	
	D. Identification Sheet: DC 170-415-R	
	E. Messages to Religious Volunteer	
	F. Evaluation of the Volunteer: DC 170-4kR	
	G. Exit Form: DC Form 170-4g-R	
	H. Volunteer Evaluation of Placement: DC 170-4fR	
	I. Miscellaneous correspondence	
	J. Background computer check - OBSCIS	
2.	<u>Administrative Records</u>	
	A. DCR and ID 170 Series	Retain for three (3) years, then destroy.
	B. Monthly Activity Report 170 Series	
	C. Annual Report	
3.	<u>VOLUNTEER LOG BOOK</u>	
	Optional sign-in, sign-out log for an institution.	Retain for two (2) years after the last entry is made, then destroy.
4.	<u>VOLUNTEER RECRUITMENT RESOURCES NEEDS ASSESSMENT</u> Form 170-4cR	
	Record of information about organizations which are a potential source of volunteers.	Retain for two (2) years, then destroy.

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

11/1/91 *Basil D. Dog* Ass. Comm.
Date Signature Title

JAN 20 1992
Date

Edward C. Papenjan
State Archivist

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 4

1. DEPARTMENT/AGENCY
Public Safety and
Correctional Services

2. DIVISION
Division of Correction

3. UNIT
Volunteer

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
Volunteer File

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 all the forms, reports, and other materials relating to volunteer and inmate organizations.

- E. Messages to Religious Volunteer
- F. Evaluation of the Volunteer: DC 170-4kR
- G. Exit Form: DC Form 170-4g-R
- H. Volunteer Evaluation of Placement: DC 170-4fR
- I. Miscellaneous Correspondence
- J. Background Computer Check - OBSCIS

- A. Volunteer Application: DC 170-4dR
- B. Acknowledge Orientation:
DC Form 170 4eR
- C. Job Description: DC Form 170-4bR
- D. Identification Sheet: DC 170-415-R

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 after volunteer is inactive, then send to the State Records Center 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
P.O. BOX 275
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AGENCY RECORDS INVENTORY

PAGE 2 OF 4

1. DEPARTMENT/AGENCY
Public Safety and
Correctional Services

2. DIVISION
Division of Correction

3. UNIT
Volunteer

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
Volunteer Administrative 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)

- A. DCR and ID 170 Series
- B. Monthly Activity Report 170 Series
- C. Annual Report

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 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 P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>4</u>	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services		2. DIVISION Division of Correction		3. UNIT Volunteer	
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 Volunteer Log Book				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) Optional sign-in, sign-out log for an institution.					
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"/> SOUND 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) NUMBER <input type="checkbox"/> OTHER(SPECIFY) _____	
		10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) NUMBER <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) _____			
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER NUMBER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)		
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		
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 two (2) years after the last entry is made, 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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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

Volunteer Recruitment Resources Needs Assessment (Form 170-4cR)

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)

Record of information about organizations which are a potential source of volunteers.

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)
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18. RECOMMENDED RETENTION

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19. NAME AND TITLE OF PREPARER

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Procurement Services

20. TELEPHONE NUMBER

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21. DATE