DGS-550-1 REV. 7/86

DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE NO.1406 - 21

PAGE

RECORDS RETENTION AND DISPOSAL SCHEDULE

NO. 1 of 1

	tment of Public Safety Correctional Services Division	on of Correction
		ivision
Item No.	Description	Retention
	VOLUNTEER AREA: This series includes all the forms, reports, and other materials relating to	
1.	volunteer and inmate organizations. <u>Volunteer - File</u>	
2.	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 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 Administrative Records	Retain for two (2) years after volunteer is inactive, then send to the State Records Center three (3) years, then destroy.
	A. DCR and ID 170 Series B. Monthly Activity Report 170 Series C. Annual Report	Retain for three (3) years, then destroy.
3.	VOLUNTEER LOG BOOK Optional sign-in, sign-out log for an institution.	Retain for two (2) years after the last entry is made, then destroy.
4.	VOLUNTEER RECRUITMENT RESOURCES NEEDS ASSESSMENT 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

JAN. 20 1892

Edward C. Paperfus

Signature

Title

Date

State Archivist

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DG6 \$50-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTURY		
1. DEFARTMENT/AGENCY Public Safety and	2. DIVISION	· · · · · · · · · · · · · · · · · · ·	3. UNIT Voluntee		
Correctional Services	Division of Cor		<u> </u>		
	CE AS WELL AS RETI				
4. RECORD SERIES TITLE Volunteer File	•		5. EARLIES	T YEAR/LATEST YEAR	
	THE SERIES.			ENTS/FORMS FOUND NCYION OF THE SERTES	
This series includes all the reports, and other material volunteer and inmate organ: A. Volunteer Application: B. Acknowledge Orientation DC Form 17 C. Job Description: DC Form D. Identification Sheet:	ls relating to izations. DC 170-4dR n: 0 4eR rm 170-4bR	G. Exit Form: DC	the Volunteer Form 170-4g-R uation of Pla Correspondence	:DC 170-4kR cement: DC 170-4fR e	
7. RECORD SERIES FORMAT(S) 0. LETTER SIZE 0 MICROFILM 0. LEGAL SIZE 0 COMPUTER TAPE 0. BOUND BOOK 0 FLOPPY DISK 0. AUDIO TAPE 0 VIDEO TAPE 0. OTHER(SPECIFY)		FILE DRAWER MICROFILM RE COMPUTER TAF			
	OTHER(SPECIFY)		MICROFILM REEL(S) RUMBER COMPUTER TAPE(S) COMPUTER SPECIFY)		
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13. CURRENT LOCATION(S) (BLDG., FI	LOOR, ROOM)	1	ECIFY AGENC	CATED ELSEWHERE?	
15. ACCESS RESTRICTIONS TO YES		16. AUDIT REQUI		RAL DINDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IP BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	D RECTENTION	Retain for two (2) years after volunteer is inactive, then send to the Stat Records Center three (3) years, then destroy.	
Myles Carpeneto, Director of Procurement Services	20. TELEPHONE (301) 764-4113		21. DATE 5/1	141	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FOREARD WITH RECORDS RETENTION SCHEDULE (DGS \$50+1)	DEPARTMENT OF GENERAL SERVICES PECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 2 OF 4		
1. DEPARTMENT/AGENCY Public Safety and Commentional Services	2. DIVISION		3. UNIT Volunteer		
Correctional Services	Division of Cor				
	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 Reco	rde		3. EARLIEST YEAR/LATEST YEAR TO		
		E TYPES OF IMPO	ATION/DOCUMENTS/FORMS FOUND		
A. DCR and ID 170 S B. Monthly Activity C. Annual Report			RPOSE OR FUNCTION OF THE SERIES		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME		
LETTER SIZE O MICROFILM	- ALPHARETIC	CAL	□ File Drawer(s) □ Microfilm Reel(s)		
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D BOUND BOOK D FLOPPY DISK			OTHER (SPECIFY)		
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(IF YES, CITE LAW(S) & REGULATION(S)		□ NONE ST	O NOME STATE O PEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED! (IF		18. RECOMMENDE	DETENTION		
O YES D NO		(3	tain for three) years, then stroy.		
Myles Carpeneto, Director of Procurement Services	20. TELEPHONE :	NUMBER	21. DATE 5/1/9/		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVI RECORDS MANAGEMENT DIVISION	MENT DIVISION	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES, FOREARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 3 OF 4	
1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION Division of Cor	raction	3. UNIT Volunteer	
Correctional Services			AND USED AS A UNIT FOR	
	CE AS WELL AS RET			
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR	
Volunteer Log Book				
Optional sign-in, si institution.	THE SERIES.	INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES	
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	B SEQUENCE	9. VOLUME	
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(IF YES, CITE LAW(S) & REGULATION(S)		O NONE STATE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (19		18. RECOMENDE	D RETENTION	
TYES T NO		Retain for two (2) years after		
			last entry ade, then	
·		dest	•	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	VLIMORE R	21. DATE	
Myles Carpeneto, Director of			5/1/91	
Procurement Services	(301) 764-4113		3 [1] 1]	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)			PAGE 4 OF 4	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT Volunteer	
			AND USED AS A UNIT FOR	
	CE AS RELL AS RETI			
4. RECORD SERIES TITLE Volunteer Recruitment Resourc	es Needs Assessme	ent (Form 170-4c)	5. EARLIEST YEAR/LATEST YEAR TO	
	IEPLY DESCRIBE THE		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERTES	
			POSE ON PUNCTION OF THE SERVICE	
Record of informat which are a potent	ion about orga ial source of	anizations volunteers.		
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME	
LETTER SIZE " MICROFILM	- ALPHABETIC	CAL	FILE DRAWER(S)	
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DAILY D MEMOTA	MONTHLY	ĭ	MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
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17. IS AN INDEX SYSTEM USED? (1F		18. RECOMMENDE	D RETENTION	
□ YES □ NO		Retain for two (2) years, then destroy.		
Myles Carpeneto, Director of	20. TELEPHONE :	VUMBER	21. DATE	