

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. 2424-22

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Agency
Department of Public Safety and Correctional Services

Division/Unit
Division of Correction

Item No.

Description

Retention

1.

Commitment Record Series
Forms, reports and other materials related to the commitment of inmates to the Division of Correction, maintained by the Commitment Unit.

COMMITMENT FILES:

- A. Commitment Record
- B. Sentencing and Detainer Status Change Report
- C. Order Resulting from Parole Violators/Revocation Hearing
- D. Maryland Parole Commission Warrant /Detainer
- E. Request for Retake Warrant
- F. DOC/Request for Deduction/Restoration of Inmate Earned Good Conduct Time
- G. Maryland Parole Commission/ Order for Revocation of Parole
- H. Memorandum Opinion and Order
- I. Notice of Intrastate Detainer
- J. Notice of Detainer
- K. Agreement of Detainers
- L. Agreement of Detainers (Form 4)
- M. Notice of Untried Indictment. Information or Complaint and of Right to request Disposition

Retain three (3) years after expiration of term of confinement, then destroy.

Schedule Approved by Department, Agency, or Division Representative. Date

Signature

J. Michael Stouffer

Typed Name

J. Michael Stouffer

Title

Commissioner, Division of Correction

Schedule Authorized by State Archivist

Date

6/24/11

Signature

Edward C. Openen

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY 2424 -22 PAGE 1 OF 1</p>
<p>1. Department/Agency PUBLIC SAFETY AND CORRECTIONAL SERVICES</p>	<p>2. Division DIVISION OF CORRECTION</p>	<p>3. Unit COMMITMENT</p>
<p>DEFINITION - RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title COMMITMENT RECORD SERIES</p>	<p>5. Earliest Year/Latest Year _____ to _____ NOT APPLICABLE</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Court and other legal documents applied to determine the period of confinement of persons sentenced to the Division of Correction, including sentencing documents, detainers, decisions of the Parole Commission, eligibility of diminution credits and calculations of eligibility for Mandatory Supervised Release, parole and/or expiration of term of confinement.</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) Bound Classification Folders (9 x 12)</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>NOT APPLICABLE</p> <p>10. Annual Accumulation</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>NOT APPLICABLE</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u> 3 </u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) AFTER EXPIRATION OF TERM OF CONFINEMENT</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) CENTRAL COMMITMENT RECORD CENTER 115 Sudbrook Lane, Suite F Pikesville, Maryland 21208</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Original source of document (Court, Parole Commission, etc.)</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No NOT APPLICABLE</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p> <p>Department of Public Safety and Correctional Services Office of the Inspector General</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No NOT APPLICABLE</p>	<p>18. Recommended Retention</p> <p>Retain 3 years after expiration of term of confinement, then destroy</p>	
<p>19. Name and Title of Preparer PATRICK L. BRADLEY ASSISTNT DIRECTOR FOR TRAINING DPSCS – DOC COMMITMENT UNIT</p>	<p>20. Telephone Number 410-585-3863</p>	<p>21. Date May 25, 2011</p>