

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

Schedule No. 2628

Page 1 of 3

Agency
DEPARTMENT OF PUBLIC SAFETY
AND CORRECTIONAL SERVICES

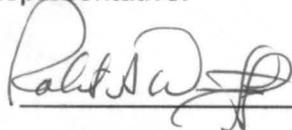
Division/Unit
PRETRIAL RELEASE SERVICES
PROGRAM - CENTRAL REGION

Item No.	Description	Retention
1.	<p><u>PRETRIAL RELEASE SERVICES "CASE MANAGEMENT/ ADMINISTRATIVE" (ONCE-A-WEEK SUPERVISED VIA TELEPHONE OR IN-PERSON; AND/OR DIVERSION)</u></p> <p>A case file is a pre-printed 8 ½ x 11 manila folder. The average case file contains the following records:</p> <ul style="list-style-type: none"> A. Statement of Charges B. Bail Recommendation Form C. Case record sheet (Case Agent notes) D. Recognizance Form E. Call-in Record Sheet F. Diversion Contract G. Assessment Forms H. Urinalysis test result printouts I. Supervision Agreement K. Risk Classification and Assessment Form 	<p>Retain at Hdqrs. for one (1) year and then send to State Records Center for 5 years, and then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date

Signature



Typed Name Robert S. Weisengoff

Title Executive Director

Schedule Authorized by State Archivist

Date

4/26/2013

Signature



**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. 2628

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Agency
DEPARTMENT OF PUBLIC SAFETY
AND CORRECTIONAL SERVICES

Division/Unit
PRETRIAL RELEASE SERVICES
PROGRAM – CENTRAL REGION

Item No.	Description	Retention
2.	<p><u>PRETRIAL RELEASE SERVICES “CONDITIONAL RELEASE” (INTENSIVE SUPERVISION, DRUG, ALCOHOL, ETC) CASE FILE</u></p> <p>A case file is pre-printed 8 1/2 x 11 manila folders. The average case file contains the following records:</p> <ul style="list-style-type: none"> A. Statement of Charges B. Bail Recommendation Form C. Case Record Sheet (Case Agent notes) D. Recognizance Form E. Call-in Record Sheet F. Assessment forms G. Treatment facility progress report H. Rescind Order/Supervision Report I. Urinalysis test result printouts K. Supervision Agreement L. Risk Assessment and Classification form 	<p>Retain at Hdqrs. for one (1) year and then send to State Records Center for 5 years, and then destroy.</p>
3.	<p><u>PRETRIAL RELEASE SERVICES “FAILURE TO APPEAR/ FAILURE TO REPORT ” (NOT UNDER PRETRIAL SUPERVISION) CASE FILES</u></p> <p>A case file is pre-printed 8 ½ x 11 manila folder. The average case file contains the following records:</p> <ul style="list-style-type: none"> A. Statement of Charges B. Bail Recommendation Form C. Case record sheet (Case Agent notes) D. Recognizance Form E. Call-in Record Sheet F. Assessment Forms G. Urinalysis test result printouts H. Supervision Agreement I. Risk Assessment and Classification Report J. Rescind Order/Supervision Report K. Notification Letter 	<p>Retain at Hdqrs. for six (6) months, and then destroy.</p>

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

Schedule No. 2628

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Agency DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES	Division/Unit PRETRIAL RELEASE SERVICES PROGRAM – CENTRAL REGION
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Item No.	Description	Retention
4.	<p><u>REPORT FILES</u></p> <p>Consisting of statistical data kept on a weekly, monthly, quarterly, semi-annually or annual basis by fiscal and calendar year</p>	<p>Retain for three (3) years, then destroy with the following exception: transfer to the Maryland State Archive all annual reports.</p>
5.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the Program.</p>	<p>Screen annually and destroy material no longer needed for current business, with the following exception: transfer to the Maryland State Archive directives, policies and other material related to the planning and policy that illustrate the development of the Program.</p>

<p><u>Instructions</u> -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 410-799-1990</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE 1 OF 1</p>	
<p>1. Department/Agency DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES</p>		<p>2. Division DPDS - CENTRAL REGION</p>		<p>3. Unit PRETRIAL RELEASE SERVICES PROGRAM CENTRAL REGION</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 PRETRIAL RELEASE SERVICES PROGRAM -CENTRAL REGION</p>			<p>5. Earliest Year/ Latest Year 1994 to 2012</p>		
<p>6. Record Series Description (Briefly describe the types of information documents/forms in the series. Include the purpose or function of the series) File folders, client information and supervision plan information</p>					
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>	
		<p>10. Annual Accumulation</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</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>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Mitchell Courthouse . Room 508</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</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</p>			<p>18. Recommended Retention</p> <p>5 years</p>		
<p>19. Name and Title of Preparer Marie B. Hisley, Administrative Officer II</p>		<p>20. Telephone Number 410-986-5914</p>		<p>21. Date November 7, 2012</p>	

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF PUBLIC SAFETY & CORRECTIONAL SERVICES - PRETRIAL RELEASE SERVICES DIVISION

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>Pretrial Release Services "Rejects" (not under Pretrial Supervision) Case Files</u></p> <p>A case file is a pre-printed 8 1/2 x 12) manilla folder.</p> <p>The average case file contains the following records:</p> <ul style="list-style-type: none"> -- Statement of Charges -- Bail Recommendation Form -- Record Checks (CJIS; traffic; criminal; Baltimore City Police Department; etc.) -- Case Record Sheet (Investigative Notes) 	<p>Retain at Headquarters for three (3) yrs. Thereafter, to be transferred to the State Records Center for disposal ten (10) years from the date the case was closed.</p>
2.	<p><u>Pretrial Release Services "Regular Release" (once-a-week supervised via telephone call) and/or "Diversion" (first time offender program) Case Files</u></p> <p>The average case file contains the following records:</p> <ul style="list-style-type: none"> -- Statement of Charges -- Bail Recommendation Form -- Record Checks (CJIS; traffic; criminal; Baltimore City Police Department; etc.) -- Case Record Sheet (Investigative Notes) -- Recognizance Order -- Call-In-Card (when case is closed) -- Diversion Contract <p><i>superseded by 1616 and 1622 KS 6/12/94</i></p>	<p>Retain in Headquarters for three (3) years. Thereafter, to be transferred to State Records Center for disposal ten (10) years from the date the case was closed.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

4/27/90 [Signature] [Title]

Date Signature Title

7/16/90 [Signature] [Title]

Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1222

PAGE
NO. 2 of 3

Item No.	Description	Retention
3.	<p><u>Pretrial Release Services "Conditional Release" (intense supervision; Drug; Alcohol; DWI; etc.) Case Files</u></p> <p>The average case file contains the following records:</p> <ul style="list-style-type: none"> -- Statement of Charges -- Bail Recommendation Form -- Record Checks (traffic; criminal; Baltimore City Police Department; etc.) -- Case Record Sheet (Investigative Notes) -- Recognizance Order -- Call-In-Card (when case is closed) -- Assessment Forms -- Treatment Facility Progress Reports -- Rescinding Order -- Performance Letter to Court on date of trial 	<p>Retain at Headquarters for three years three (3) years. Thereafter, to be transferred to the State Records Center for disposal ten (10) from the date the case was closed.</p>
4.	<p><u>Personnel Files</u></p> <p>Consisting of employee personnel files arranged in alphabetical order which contain but are not limited to the following: Applicant Investigation, Retirement Information, Withholding Statement/Address Card, Health Care Enrollment Information; Automobile Rules, Blood Assurance Program Application, Self-Identification of Disability Form, MS 310's, Annual Efficiency Ratings, Letters of Commendation, Reclass/Promotion materials, MS 340 - Employee Identification Form; MCTC Evaluation Form and Nomination Form, Personnel Transactions Forms, Accident Leave Information, Acting Capacity Requests, MS 100 - State Applications, Retirement forms, Medical Reports, MS 22.</p>	<p>Retain in Headquarters active status plus four years after termination. Thereafter, to be transferred to State Records Center for disposal six (6) years after employee's termination then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
5.	<p><u>Certification Files</u></p> <p>Consisting of list of eligibles, decline notices and letters to applicants who failed to respond to interview. Kept by classification on a Fiscal Year basis.</p>	<p>Retain in Headquarters for three (3) Fiscal years plus current year, then destroy. Keep longer where litigation is pending and until case is closed</p>
6.	<p><u>Report Files</u></p> <p>Consisting of statistical data kept on a weekly, monthly, quarterly, semi-annual or annual basis by Fiscal Years. May include but not limited to: Monthly Position Count, Payroll In-transits, E.E.O. Reports, Unemployment Insurance Questionnaire, Dept. of Human Resources Employment Statistics, Part-time Employment Reports, Turnover Report, Accident Leave Report, Personal Leave and Wage Report.</p>	<p>Retain in Headquarters for three (3) calendar years, then destroy.</p>
7.	<p><u>Leave Records</u></p> <p>Consisting of alphabetically arranged MS 920 leave cards which show annual accumulation of all leave earned and used by employees and corresponding form ADM-31 and/or time sheets.</p>	<p>Retain in Headquarters for three (3) calendar years plus current year and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain final leave card prior to termination of employment for four (4) calendar years and until audited, then destroy.</p>

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
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 7

1. DEPARTMENT/AGENCY

Public Safety & Corrections

2. DIVISION

Pre-Trial Release Services

3. UNIT

Case Processing

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

Rejects (not under PTRS supervision)

5. EARLIEST YEAR/LATEST YEAR

1982 TO present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

8 1/2 x 12" manilla folder. Statement of Charges; Bail REcommendation Form; REcord Checks (CJIS, traffic, criminal; Case Record sheet.

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)
384 MICROFILM REEL(S)
 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)
cubic ft. Office/storage

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
80 MICROFILM REEL(S)
NUMBER COMPUTER TAPE(S)
cu.ft. OTHER(SPECIFY)

11. FILE IS USED as required by court
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
10 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Room 508
100 N. Calvert St., Balto., MD 21202

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)
CJIS regulations

16. AUDIT REQUIREMENTS Inter-departmental
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
10 years

NAME AND TITLE OF PREPARER
Janet D. Yodris,
Adm. Officer, I

20. TELEPHONE NUMBER
333-3823

21. DATE
5-22-90

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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DEPARTMENT/AGENCY: Public Safety & Corrections
2. DIVISION: Pre-Trial Release Services
3. UNIT: Case Processing

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: Regular Release/Diversion Case files
5. EARLIEST YEAR/LATEST YEAR: 1982 TO present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
8 1/2 x 12" manilla folder. Statement of Charges; Bail REcommendation form; Record Checks (CJIS, District and Circuit Court Balto. City Police); Recognizance Order; Call-In-Card; Diversion Contract.

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)
300 NUMBER cubic ft. Office/Storage

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
50 NUMBER cu.ft.

11. FILE IS USED as required by court
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
10 NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Room 508
100 N. Calvert St., Balto., MD 21202

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)
CJIS regulations

16. AUDIT REQUIREMENTS Inter-departmental
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
10 years

19. NAME AND TITLE OF PREPARER: Janet D. Yodris, Adm. Officer. I
20. TELEPHONE NUMBER: 333-3823
21. DATE: 5-22-90

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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1. DEPARTMENT/AGENCY

Public Safety & Corrections

2. DIVISION

Pre-Trial Release Services

3. UNIT

Conditional Release

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

Conditional Release Case Files

5. EARLIEST YEAR/LATEST YEAR

1984 TO present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

8 1/2 x 12" manilla folder. Statement of Charges; Bail REcommendation form; Record Checks (traffi; criminal; BCPD); Case Record sheet; REcognizance Order; Call-in-Card; Assessment Forms; Treatment Facility Progress Reports; REscinding Order; Performance Letter.

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

322 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)
cu.ft. office/storage

10. ANNUAL ACCUMULATION

35 FILE DRAWER(S)
 MICROFILM REEL(S)
NUMBER COMPUTER TAPE(S)
cu.ft. OTHER(SPECIFY)

11. FILE IS USED

DAILY WEEKLY MONTHLY

as required by court

12. FILE BECOMES INACTIVE AFTER

10 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 508
100 N. Calvert St., Balto., MD 21202

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)
CJIS regulations

16. AUDIT REQUIREMENTS

Interdepartmental
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES NO

18. RECOMMENDED RETENTION

10 years

NAME AND TITLE OF PREPARER

Janet D. Yodris,
Adm. Officer, I

20. TELEPHONE NUMBER

333-3823

21. DATE

5-22-90

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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1. DEPARTMENT/AGENCY

Public Safety & Corrections

2. DIVISION

Pre-Trial Release Services

3. UNIT

Administrative

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

Personnel Files

5. EARLIEST YEAR/LATEST YEAR

1968 TO present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Employee Personnel. Withholding Statements; Health Care Forms; Efficiency Ratings; Insurance forms; MS 340; MS22; Acting Capacity Requests; MS 100, Medical Reports.

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)
17 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)
cu ft. office/storage

10. ANNUAL ACCUMULATION

FILE DRAWER(S)
 MICROFILM REEL(S)
2 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)
cu ft.

11. FILE IS USED

As requested
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

6 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 508
100 N. Calvert St., Balto., MD 21202

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 Inter-departmental

NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES NO

18. RECOMMENDED RETENTION

6 years from
termination date.

NAME AND TITLE OF PREPARER

Janet D. Yodris,
Adm. Officer. I

20. TELEPHONE NUMBER

333-3823

21. DATE

5-22-90

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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1. DEPARTMENT/AGENCY

Public Safety & Corrections

2. DIVISION

Pre-Trial Release Services

3. UNIT

Administrative

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

Certification Files

5. EARLIEST YEAR/LATEST YEAR

1985 TO present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Eligible lists of employment hirings and decline notices and letters to applicants who failed to respond to interview.

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)
5
NUMBER cu.ft. office/storage

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
0
NUMBER cu.ft.

11. FILE IS USED upon request

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 508
100 N. Calvert St., Balto., MD 21202

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 Interdepartmental

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES NO

18. RECOMMENDED RETENTION

3 years or where litigation is pending.

NAME AND TITLE OF PREPARER

Janet D. Yodris,
Adm. Officer I

20. TELEPHONE NUMBER

333-3823

21. DATE

5-22-90

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 6 OF 7

1. DEPARTMENT/AGENCY

Public Safety & Corrections

2. DIVISION

Pre-Trial Release Services

3. UNIT

Administrative

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

Report Files

5. EARLIEST YEAR/LATEST YEAR

1968 TO present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Statistical data; Monthly Position Count, Payroll In-Transits; EEO Reports; Unemployment Insurance Questionnaire; Turnover Reports; Accident Leave Report; Personal Leave and Wage Reports

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)
24 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)
cu.ft. office/storage

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
4 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)
cu.ft.

11. FILE IS USED *as requested*
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Room 508
100 N. Calvert St., Balto., MD 21202

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 Inter-departmental
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION

3 years.

NAME AND TITLE OF PREPARER

Janet D. Yodris,
Adm. Officer, I

20. TELEPHONE NUMBER

333-3823

21. DATE

5-22-90

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 7 OF 7

1. DEPARTMENT/AGENCY

Public Safety & Corrections

2. DIVISION

Pre-Trial Release Services

3. UNIT

Administrative

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

Leave REcords

5. EARLIEST YEAR/LATEST YEAR

1985 TO prsent

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

MS 920 Leave cards; ADM-31 and SMF-16. Personnel Leave cards; time cards; and Request for leave ships.

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)

Calendar Year

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
8
NUMBER cu.ft. office/storage

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1
NUMBER cutft.

11. FILE IS USED upon request

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Room 508
100 N. Calvert St., Balto., MD 21202

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

- Inter-departmental
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES NO

18. RECOMMENDED RETENTION

4 years or until audited.

NAME AND TITLE OF PREPARER

Janet D. Yodris,
Adm. Officer, I

20. TELEPHONE NUMBER

333-3823

21. DATE

5-22-90

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

Schedule No. 1595
 Page 1 of 3

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
--	---

Item No.	Description	Retention
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1.	<p><u>CENTRAL RECORDS INMATE COMMITMENT RECORDS</u> (ORIGINAL DOCUMENTS)</p> <p>This series includes the original court, law enforcement and corrections documents containing inmate commitment information.</p> <ul style="list-style-type: none"> a. Added Charge Documents b. Bail Reductions c. Body Receipts d. Compassionate Leave Forms e. Court Commitments f. Court Releases g. Court Postponement Forms h. Detainers i. Face Sheets j. Federal Prisoner Remands k. Indictments l. Mental Health Commitments m. Parole Orders n. Parole Notification Forms o. Release Forms p. Retake Warrants for Escape q. Sentence Commitments r. Sentence Diminution Forms s. Summons t. Writs u. Subpeona v. Certification of Records 	<p>Retain for two (2) years after inmate's release, then send to State Records Center for five (5) years, then destroy.</p>
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Schedule Approved by Department, Agency, or Division Representative. Date February 24, 1994 Signature <i>[Signature]</i> Typed Name William H. Jones Title Director of Support Services	Schedule Authorized by State Archivist Date 3/24/94 Signature <i>[Signature]</i>
---	--

DGS 550-1 (Rev. 1/93)

Figure 3

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1595

Page 2 of 3

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
--	---

Item No.	Description	Retention
----------	-------------	-----------

2.	<p><u>INMATE COMMITMENT RECORDS</u> (MICROFICHE DOCUMENTS)</p> <p>This series consists of microfiche copies of the original documents comprising the inmate commitment records.</p>	<p>Retain for two (2) years after inmate's release, then send to State Records Center for five (5) years, then destroy</p>
3.	<p><u>COMPUTER PROCESSING SYSTEM</u></p> <p>This series includes the computerized database containing detailed personal, court and institutional data on inmates which has been retrieved from documents comprising the inmate commitment records, and is on microfilm.</p>	<p>Retain for two (2) years after inmate's release, then send to State Records Center for five (5) years, then destroy.</p>
4.	<p><u>MANUALS</u></p> <p>This series consists of administrative, operations and technical procedures governing work activities of persons assigned to the Central Records Office.</p> <p>a. Data Entry Procedures b. Standard Operating Procedures c. CJIS Reference Manual</p>	<p>Retain for two (2) years then destroy.</p>

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No.

1595

Page

3

of

3

Agency
 Department of Public Safety
 and Correctional Services

Division/Unit

Division of Pretrial
 Detention and Services

Item No.	Description	Retention
----------	-------------	-----------

5. FORMS

This series consists of forms which are completed in the course of processing inmate commitment records for various purposes, such as court, release and so forth.

- a. Court Receipts
- b. Court Form Letters
- c. DOC List
- d. Expedited Trial Lists
- e. Worksheets

Destroy one (1) month after they are no longer administratively useful.

6. GENERAL CORRESPONDENCE

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.

Screen annually and destroy that material no longer needed for current business.

Directives, policies, and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual transfer to the Maryland State Archives.

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 _____ Of _____

DEPARTMENT/AGENCY

Department of Public Safety
and Correctional Services

2. DIVISION

Division of Pretrial
Detention and Services

3. UNIT

DEFINITION - Records 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

CENTRAL RECORDS INMATE COMMITMENT RECORDS

5. EARLIEST YEAR / LATEST YEAR

1991 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 the original court, law enforcement and corrections documents containing inmate commitment information.

- a. Added Charge Documents
- b. Bail Reductions
- c. Body Receipts
- d. Compassionate Leave Forms
- e. Court Commitments
- f. Court Releases
- g. Court Postponement Forms
- h. Detainers
- i. Face Sheets
- j. Federal Prisoner Remands
- k. Indictments
- l. Mental Health Commitments
- m. Parole Orders
- n. Parole Notification Forms
- o. Release Forms
- p. Retake Warrants for Escape
- q. Sentence Commitments
- r. Sentence Diminution Forms
- s. Summons
- t. Writs
- u. Supeona

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) _____

23,600
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

23,600
Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

1
Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Jail Industries Building
Record Retention Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes Federal Privacy & Security Act

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 inmate's release then send to State Records Center for five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER

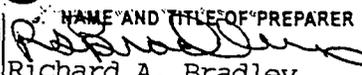
Richard A. Bradley
Richard A. Bradley

20. TELEPHONE NUMBER

410-637-1361

21. DATE

24 February 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 _____ Of _____	
DEPARTMENT/AGENCY Department of Public Safety Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT	
DEFINITION - Records 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 INMATE COMMITMENT RECORDS				5. EARLIEST YEAR / LATEST YEAR 1991 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 consists of microfiche copies of the original documents comprising the CENTRAL RECORDS INMATE COMMITMENT RECORDS.					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> Letter Size <input checked="" type="checkbox"/> Microfilm (MICROFICHE) <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 checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>23,600</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>23,600</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Jail Industries Building Record Retention Room		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>Federal Privacy & Security Act</u> <input type="checkbox"/> No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input 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 inmate's release, then send to State Records Center for five (5) years, then destroy.			
19. NAME AND TITLE OF PREPARER  Richard A. Bradley		20. TELEPHONE NUMBER 410-637-1361		21. DATE 24 February 1994	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 _____ Of _____

DEPARTMENT/AGENCY

Department of Public Safety
Correctional Services

2. DIVISION

Division of Pretrial
Detention and Services

3. UNIT

DEFINITION - Records 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

COMPUTER PROCESSING SYSTEM

5. EARLIEST YEAR / LATEST YEAR

1991 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 the computerized database containing detailed personal, court and institutional data on inmates which has been retrieved from documents comprising the inmate commitment records, and is on microfilm.

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) _____

12
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

12
Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

1
Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Jail Industries Building
Record Retention Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

Yes Federal Privacy & Security Act

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 inmate's release, then send to State Records Center for five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

24 February 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 _____ Of _____

DEPARTMENT/AGENCY

Department of Public Safety
and Correctional Services

2. DIVISION

Division of Pretrial
Detention and Services

3. UNIT

DEFINITION - Records 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

MANUALS

5. EARLIEST YEAR / LATEST YEAR

1991 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 consists of administrative, operations and technical procedures governing work activities of persons assigned to the Central Records Office.

- a. Data Entry Procedures
- b. Standard Operating Procedures
- c. CJIS Reference Manuals

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
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

10
Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

2
Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Jail Industries Bldg.
Record Retention Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

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, then destroy

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

24 February 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 _____ Of _____

DEPARTMENT/AGENCY

Department of Public Safety
and Correctional Services

2. DIVISION

Division of Pretrial
Detention and Services

3. UNIT

DEFINITION - Records 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

FORMS

5. EARLIEST YEAR / LATEST YEAR

1991 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 consists of forms which are completed in the course of processing inmate commitment records for various purposes, such as court, release and so forth.

- a. Court Receipts
- b. Court Form Letters
- c. DOC List
- d. Expedited Trial Lists
- e. Worksheets

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) _____

23,600

Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

23,600

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

1 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Jail Industries Building
Central Records Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes Federal Privacy & Security Act

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

Destroy one (1) month after they are no longer administratively useful.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

24 February 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 _____ Of _____

DEPARTMENT/AGENCY

Department of Public Safety
and Correctional Services

2. DIVISION

Division of Pretrial
Detention and Services

3. UNIT

DEFINITION - Records 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

GENERAL CORRESPONDENCE

5. EARLIEST YEAR / LATEST YEAR

1991 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)

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency,

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) _____
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

2,000
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

2,000
Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

1
Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Jail Industries Building
Record Retention Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

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

Screen annually and destroy that material no longer needed for current business. Periodically transfer to the Maryland State Archives.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

24 February 1994

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

Schedule No. 1596

Page 1 of 2

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
--	---

Item No.	Description	Retention
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1.	<p><u>CLASSIFICATIONS</u></p> <p>INMATE INTAKE NOTES FILE UNIT</p> <p>Contains all or some of the following:</p> <p>Baltimore City Police Record Ident-Index Report from CJIS Maryland Rap Sheet Parole and Probation Printouts NCIC printout Wanted NCIC information Out-of-State Criminal Records Risk Assessment for Bail Review Hearing Purpose Vera Point Scale Classification Instrument Medical/Mental Health Records for Inmate Assignment Face Sheet with Inmate's Picture Attached BCDC Record's Department automated Printout Reclassification Instruments Notice of Infractions Disciplinary Infraction Forms</p> <p>NOTE: The Inmate Intake Notes File Unit is a preprinted form completed by the Pretrial Investigator via information from the Inmate.</p>	<p>Six (6) months from the Release Date of the inmate from the Baltimore City Detention Center, the file is then burned.</p>
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Schedule Approved by Department, Agency, or Division Representative.
 Date March 21, 1994
 Signature [Signature]
 Typed Name William H. Jones
 Title Director of Support Services

Schedule Authorized by State Archivist
 Date 4/5/94
 Signature [Signature]

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1596

Page 2 of 2

Agency

Division/Unit

Department of Public Safety
 and Correctional Services

Division of Pretrial
 Detention and Services

Item No.	Description	Retention
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2.

GENERAL CORRESPONDENCE

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.

Screen annually and destroy that material no longer needed for current business.

Directives, policies, and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual periodic transfer to the State Archives.

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>1</u> Of <u>2</u>	
1. DEPARTMENT/AGENCY Department of Public Safety Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT	
DEFINITION - Records 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 CLASSIFICATIONS				5. EARLIEST YEAR / LATEST YEAR <u>1993</u> 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)					
INMATE INTAKE NOTES FILE UNIT Contains all or some of the following: Baltimore City Police Records Ident-Index Report from CJIS Maryland Rap Sheet Parole and Probation Printouts NCIC Printout Wanted NCIC Information Out-of-State Criminal Records Risk Assessment for Bail Review Hearing Purpose Vera Point Scale Classification Instruments					
Medical/Mental Health Records for Inmate Assignment Face Sheet with Inmate's Picture Attached BCDC Record's Department automated Printout Reclassification Instruments Notice of Infractions Disciplinary Infraction Forms NOTE: The Inmate Intake Notes File is a preprinted form completed by the Pretrial Investigator.					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>8</u> per month Number	
10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>92</u> Number					
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>6</u> <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Classification Room Jail Industries Building		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>Federal Privacy and Security Act</u> <input type="checkbox"/> No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input 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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Six (6) months from the Release Date of the inmate from the Baltimore City Detention Center, the file is then burned.			
19. NAME AND TITLE OF PREPARER <i>Richard Bradley</i> Richard A. Bradley		20. TELEPHONE NUMBER 410-637-1361		21. DATE 21 March 1994	

Figure 1

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>2</u> Of <u>2</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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 CLASSIFICATION- <i>GENERAL CORRESPONDENCE</i>				5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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)					
Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the department.					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1,000</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1,000</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Classification Room Jail Industries Building		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input 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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Screen annually and destroy that material no longer needed for current business.			
19. NAME AND TITLE OF PREPARER <i>Richard A. Bradley</i> Richard A. Bradley		20. TELEPHONE NUMBER 410-637-1361		21. DATE 21 March 1994	

Figure 1

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

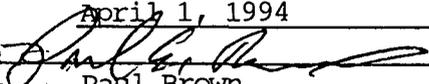
Schedule No. 1612

Page 1 of 7

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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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 Pretrial Detention and Services employee throughout his/her tenure of employment with the Division of Pretrial Detention and Services.</p> <p>A record on every Division of Pretrial Detention and Services employee, containing some or all of the following information, will be maintained and/or monitored by the Institutional Training Manager (ITM) position at the institution level and by the Director of Staff Development and Training position at Hdqs.</p> <p>These records are confidential in nature, and are considered as being an extension of the employee's personnel file.</p> <p>A. <u>TRAINING VERIFICATION LOG FORMS</u></p>	<p>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 Pretrial Detention and Services Employment.</p>
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Schedule Approved by Department, Agency, or Division Representative.
 Date April 1, 1994
 Signature 
 Typed Name Paul Brown
 Title Director of Support Services

Schedule Authorized by State Archivist
 Date 5/13/94
 Signature 

Figure 3

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1612

Page 2 of 7

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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B. PRE-SERVICE TRAINING RECORDS

(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 current employees.

(3) Pre-Service Firearms Pre-test, post-test and firearms score sheet information.

Forward to respective ITM upon employee transfer. Forward to Personnel Dept. for inclusion in employee's personnel file upon termination of Div. of Pretrial Detention and Services 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 depart. for inclusion in the employee's personnel records.

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1612

Page 3 of 7

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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	<p>(5) Personnel Transaction Forms</p>	<p>Information will be logged on training verification forms, then the transaction forms will be destroyed.</p>
	<p>C. <u>IN-SERVICE TRAINING RECORDS</u></p> <p>(1) Test Answer Sheets. (2) In-Service firearms pre-test, post-test and firearms score sheet information.</p>	<p>Retain for current employees. Forward to respective ITM upon employee transfer. Forward to Personnel Dept. for inclusion in employee's personnel file upon termination of DPDS employment.</p>
	<p>D. <u>EMPLOYEE APPRENTICESHIP INFORMATION</u></p> <p>Correctional Officers employed by the Division of Pretrial Detention and Services have an opportunity to participate in a recognized apprenticeship program. Documentation of program participation may include some or all of the following information.</p> <p>(1) Apprenticeship Application Form (2) Apprenticeship Form H</p>	<p>Do not Retain in the training record. Immediately forward for inclusion in the employee's personnel file.</p>

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1612

Page 4 of 7

Agency Department of Public Safety
 and Correctional Services

Division/Unit Division of Pretrial
 Detention and Services

Item No.	Description	Retention
2.	<p>(3) Apprenticeship Forms D, E, and F.</p> <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 Records F. Master Set of Sign-in Sheets 	<p>A copy will be retained in the ITM files for current employees. Forward to respective ITM upon employee transfer. The original forms will be forwarded immediately for inclusion in the employee's personnel file.</p> <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>	

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1612
 Page 5 of 7

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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- 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 Division of Pretrial Detention and Services 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 Dept. for inclusion in employee's personnel file upon termination of DPDS employment. The Hq's. Training Department maintains a master file on all current DPDS program participants. Retain each file for one (1) year after termination of DPDS employment, then destroy.

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1612
 Page 6 of 7

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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5.	<p>G. Tuition Reimbursement Quarterly Reports</p> <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>A copy of the quarterly report prepared by HQ will be forwarded to each ITM. Retain for three (3) years, then destroy.</p> <p>Retain for current employees. Forward to Personnel Dept. for inclusion in employee's personnel file upon termination of DPDS employment. 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.</p>
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>	<p>Retain for two (2) years and until all audit requirements have been fulfilled then destroy.</p>

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1612

Page 7 of 7

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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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>	<p>Retain for five (5) years at the institution, then send to State Records Center for fifteen (15) years, then destroy. The HQ's Training Depart. retains a set of records for three (3) years, then destroy.</p>
8.	<p><u>RESOURCE MATERIALS:</u></p> <p>These materials include magazines, catalogs, newsletters, etc.</p>	<p>Retain for three (3) years or until information becomes outdated, then destroy.</p>
9.	<p><u>MINUTES FROM TRAINING MEETINGS:</u></p> <p>These documents transcribe the activities at quarterly training meetings.</p>	<p>Retain for three (3) years, then destroy.</p>
10.	<p><u>GENERAL CORRESPONDENCE:</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.</p>	<p>Screen annually and destroy that material no longer needed for current business.</p> <p>Directives, policies, and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual periodic transfer to the State Archives.</p>

Figure 3A

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>1</u> Of <u>10</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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				5. EARLIEST YEAR / LATEST YEAR 1991 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) Individual Employee Training Records Training Verification Log Forms Pre-Service Training Records In-Service Training Records Employee Apprenticeship Information					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>14</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>14</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER _____ Number Termination of Employment <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Training Office Jail Industries Bldg.		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain for current employees. Forward to respective ITM upon employee transfer. Forward to Personnel Dept. for inclusion in employee's personnel file upon termination.			
19. NAME AND TITLE OF PREPARER Communication/Fleet Coordinator Richard A. Bradley		20. TELEPHONE NUMBER 410-637-1361		21. DATE April 4, 1994	

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>2</u> Of <u>10</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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			5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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)					
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 the following:					
A. Training Schedules B. Rosters C. Sign-in Sheets D. Red Cross Report Sheets E. Matter of Records F. Master Set of Sign-in Sheets					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>14</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>14</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>2</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Training Office Jail Industries Bldg.		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION <i>TYPE IN RETENTION (SEE PG 4 OF SCHED.)</i>			
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-627-1361		21. DATE April 4, 1994	

Figure 1

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>3</u> Of <u>10</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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			5. EARLIEST YEAR / LATEST YEAR 1991 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)					
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 manner, and may contain any or all of the following information: A. Letter requesting certification. B. MPCTC-18 Form C. MPCTC-29 Form D. MPCTC Instructor Evaluation Checklist E. Certifications reflecting instructor expertise in specialized areas. F. MPCTC-22 Form					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number	
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER Employee Transfer _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Training Office Jail Industries Bldg.		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>Woodstock Academy</u> <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain for current employees. Forward to respective ITM upon employee transfer. Forward to Personnel Dept. for inclusion in employee's personnel record upon termination.			
19. NAME AND TITLE OF PREPARER <u>Richard A. Bradley</u> Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE April 4, 1994	

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>4</u> Of <u>10</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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			5. EARLIEST YEAR / LATEST YEAR 1991 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) 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 G. Tuition Reimbursement Quarterly Report					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number	
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER Employee Transfer _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Training Office Jail Industries Bldg.		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>Hq's Training Dept.</u> <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain each file for one (1) year after termination of DPDS employment, then destroy.			
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE April 4, 1994	

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>5</u> Of <u>10</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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				5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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) 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					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number	
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Training Office Jail Industries Bldg.		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain for current employees. After employee leaves, retains for one (1) year. <i>THEN DESTROY.</i>			
19. NAME AND TITLE OF PREPARER <i>Richard A. Bradley</i> Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE April 4, 1994	

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>6</u> Of <u>10</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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				5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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) <p>Student Evaluation Forms COMAR requirements state that employees participating in approved training programs must complete a student evaluation form.</p>					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>2</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>2</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>2</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Training Office Jail Industries Bldg.		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		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 checked="" type="checkbox"/> 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 <i>Richard A. Bradley</i> Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE April 4, 1994	

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>7</u> Of <u>10</u>
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records 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	5. EARLIEST YEAR / LATEST YEAR 1991 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) <p>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.</p>		
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>5</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Training Office Jail Industries Bldg.	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>Woodstock Academy, MPCTC</u> <input type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	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 checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain for five (5) years at the institution, then send to State Records Center for fifteen (15) years, then destroy.	
19. NAME AND TITLE OF PREPARER <u>Richard A. Bradley</u> Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE April 4, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>8</u> Of <u>10</u>
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records 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	5. EARLIEST YEAR / LATEST YEAR 1991 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) Resource Materials These materials include magazines, catalogs, newsletters, etc.		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input checked="" 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 checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number
11. FILE IS USED <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Training Office Jail Industries Bldg.	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input 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 checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain for three (3) years or until information becomes outdated, then destroy.	
NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE April 4, 1994

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>9</u> Of <u>10</u>	
DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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			5. EARLIEST YEAR / LATEST YEAR 1991 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) Minutes From Training Meetings: These documents transcribe the activities at quarterly training meetings.					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number	
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number			
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Training Office Jail Industries Bldg.		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>Woodstock Academy MPCTC</u> <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input 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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain for three (3) years, then destroy.			
NAME AND TITLE OF PREPARER <u>Richard A. Bradley</u> Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE April 4, 1994	

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>10</u> Of <u>10</u>
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records 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	5. EARLIEST YEAR / LATEST YEAR 1991 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) <p>General Correspondence Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.</p>		
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number
11. FILE IS USED <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Training Office Jail Industries Bldg.	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> None <input 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 checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Screen annually and destroy that material no longer needed for current business. <i>DIRECTIVES, ETC. RETAIN PERMANENTLY FOR PERIODIC TRANSFER TO STATE ARCHIVES</i>	
19. NAME AND TITLE OF PREPARER <i>Richard A. Bradley</i> Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE April 4, 1994

Figure 1

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

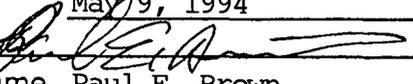
Schedule No. 1614

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Agency
 Department of Public Safety
 and Correctional Services

Division/Unit
 Division of Pretrial
 Detention and Services

Item No.	Description	Retention
<u>MEDICAL AND MENTAL HEALTH AREA</u>		
1.	<p><u>INMATE MEDICAL AND MENTAL HEALTH RECORDS</u> This series includes all the medical and mental health forms, reports and other materials containing inmate medical information, inmate grievance commission, emergency treatment (after regular hours), nurse treatment plan, physician assistant sick call.</p> <p>A. Completed medical intake forms. B. Specialty clinic referrals with documented follow-up. C. Progress notes. D. Physician order sheets. E. Sick call requests. F. Continuity of care forms. G. Laboratory findings. H. Radiology reports. I. Inpatient and outpatient documentation from off site hospitals. J. Infirmary reports. K. Diagnostic test reports. L. Psychiatric records. M. Dental records. N. Optometry records. O. Dietary physicals. P. Special diet requests. Q. Medical waivers or refusals. R. Excuses from work. S. Security requests. T. Legal correspondence. U. Miscellaneous correspondence. V. Receipts for medical equipment/prosthesis. W. Accident/injury reports. X. Medical alert forms. Y. Consent forms.</p>	<p>Retain for three (3) years after inmate is released, then send to State Records Center to retain for eleven (11) years, then destroy. For minors, retain for three (3) years after inmate is released then send to State Records Center to retain for seventeen (17) years, then destroy.</p>

Schedule Approved by Department,
 Agency,
 or Division Representative.
 Date May 9, 1994
 Signature 
 Typed Name Paul E. Brown
 Title Special Assistant to the Commissioner

Schedule Authorized by State Archivist
 Date 5/31/94
 Signature 

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1614

Page 2 of 2

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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2.	<p><u>MISCELLANEOUS DOCUMENTATION</u></p> <p>A. Quality assurance documentation B. Infectious disease reports. C. Contractual agreements. D. Statistical reports.</p>	<p>Retain for three (3) years, then send to State Records Center for eleven (11) years, then destroy.</p>
3.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.</p>	<p>Screen annually and destroy that material no longer needed for current business.</p> <p>Directives, policies, and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual periodic transfer to the State Archives.</p>

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 _____ Of _____
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records 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 MEDICAL AND MENTAL HEALTH AREA	5. EARLIEST YEAR / LATEST YEAR 1991 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) Inmate Medical and Mental Health Records		
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ 12 Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ 5 Number
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER 14 years 20 years (Minors) <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Medical Department Baltimore City Detention Center	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) <input checked="" type="checkbox"/> Yes <u>Federal Privacy & Security Act</u>	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 checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain for 3 years after inmate is released, then send to State Records Center for 11 years, then destroy. Minors retain at State Records Center for 17 years, then destroy,	
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 9, 1994

Figure 1

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 _____ Of _____

DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records 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
MEDICAL AND MENTAL HEALTH AREA

5. EARLIEST YEAR / LATEST YEAR
1991 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)

MISCELLANEOUS DOCUMENTATION

A. Quality Assurance Documentation
B. Infectious Disease Reports
C. Contractual Agreements
D. Statistical Reports

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) _____

12
Number

10. ANNUAL ACCUMULATION

File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

2
Number

11. FILE IS USED

Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

14
Number

Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
Medical Department
Baltimore City Detention Center

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes _____ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

Yes Federal Privacy & Security Act

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 3 years, then send to State Records Center for 11 years, then destroy.

NAME AND TITLE OF PREPARER
Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER
410-637-1361

21. DATE
May 9, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 _____ Of _____

DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records 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
MEDICAL AND MENTAL HEALTH AREA

5. EARLIEST YEAR / LATEST YEAR
1991 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)

General Correspondence

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) _____
12
Number

10. ANNUAL ACCUMULATION
 File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____
2
Number

11. FILE IS USED
 Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER
1 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
Medical Department
Baltimore City Detention Center

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)
 Yes No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))
 Yes Federal Privacy & Security Act

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
Screen annually and destroy that material no longer needed for current business.

NAME AND TITLE OF PREPARER
Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER
410-637-1361

21. DATE
May 9, 1994

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

Schedule No. 1615

Page 1 of 2

Agency

Division/Unit

Department of Public Safety
 and Correctional Services

Division of Pretrial
 Detention and Services

Item
 No.

Description

Retention

SOCIAL WORK AREA

1. PSYCHO-SOCIAL ASSESSMENT

This series includes social and diagnostic materials for inmates and is used in planning. Record copy maintained in inmate's basefile. A copy is maintained in the departmental office for purposes of reference.

Retain for three (3) years or as long as the inmate is in the institution, then destroy.

2. GROUP FILES

This series contains rosters, contracts, dropout notices, completion evaluations, certificate copies, worker notes, inmates evaluation of groups.

Retain for five (5) years from group termination date, then destroy.

3. RELEASE PLANNING FILES

This series contains worker notes and copies of correspondence, release of information forms and other miscellaneous data related to specialized inmate release plans.

Retain for two (2) years, then destroy.

4. STATISTICAL REPORTS

A. RAW DATA

This series contains reports from each staff person on psycho-social assessment group activity.

Retain for three (3) years, then destroy.

Schedule Approved by Department,
 Agency,
 or Division Representative.

Date May 10, 1994

Signature Paul E. Brown

Typed Name Paul E. Brown

Title Special Assistant to the Commissioner

Schedule Authorized by State Archivist

Date 5/31/94

Signature [Signature]

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1615
 Page 2 of 2

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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B. MONTHLY AND ANNUAL SUMMARIES

Reports generated by Regional Supervisors each month and for the fiscal year. Original is sent to the Director of Social Services, copy in Regional Supervisor's office files.

Retain for ten (10) years, then destroy

5. GENERAL CORRESPONDENCE

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.

Screen annually and destroy that material no longer needed for current business. Directives, policies, and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual periodic transfer to the State Archives.

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>1</u> of <u>5</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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 SOCIAL WORK AREA				5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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) Psycho-Social Assessment					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>5</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>3</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Social Work Office Baltimore City Detention Center		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain for three (3) years or as long as the inmate is in the institution, then destroy.			
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 10, 1994	

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>2</u> Of <u>5</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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 SOCIAL WORK AREA				5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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)					
Group Files					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>5</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>3</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>5</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Social Work Office Baltimore City Detention Center		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain for five (5) years from group termination date, then destroy.			
19. NAME AND TITLE OF PREPARER <i>Richard A. Bradley</i> Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 10, 1994	

DGS 550-4 (Revised 1/93)

Figure 1

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>3</u> of <u>5</u>
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records 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 SOCIAL WORK AREA	5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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) Release Planning Files		
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>5</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>3</u> Number
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>2</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Social Work Office Baltimore City Detention Center	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	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 checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain for two (2) years, then destroy.	
19. NAME AND TITLE OF PREPARER <i>Richard A. Bradley</i> Richard A. Bradley Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 10, 1994

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>4</u> Of <u>5</u>
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records 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 SOCIAL WORK AREA	5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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) Statistical Reports a. Raw Data b. Monthly and Annual Summaries		
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>5</u> Number
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Social Work Office Baltimore City Detention Center	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	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 checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain for three (3) years, then destroy.	
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 10, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>5</u> of <u>5</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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 SOCIAL WORK AREA				5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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)					
General Correspondence					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>5</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>3</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Social Work Office Baltimore City Detention Center		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Screen annually and destroy that material no longer needed for current business.			
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 10, 1994	

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

Schedule No. 1616

Page 1 of 6

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
----------	-------------	-----------

Supersedes 1222

PERSONNEL AREA

1. PERSONNEL FOLDERS:

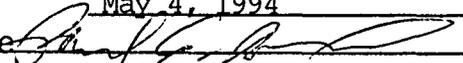
This folder may contain all or some of the following documents:

- A. Application
- B. Appointment Letters
- C. Correspondence Relating to New Appointment
- D. Personnel Payroll Form
- E. Personnel Transaction Form
- F. Health Insurance Form
- G. CPB Form
- H. Governor's Policy on Substance Abuse
- I. Handicap Employee Survey
- J. Investigation Form
- K. Retirement Form
- L. Change of Address Forms
- M. Charges for Removal
- N. Commendations
- O. Counseling Sessions
- P. Disciplinary Actions
- Q. Efficiency Ratings
- R. General Correspondence
- S. Grievance Actions
- T. Leave Forms
- U. Medical Documentation
- V. Probation
- W. Promotions
- X. Accident Leave
- Y. Reclassifications
- Z. Resumes
- AA. Suggestion File
- AB. Suspension Actions
- AC. Training
- AD. Letter of Resignation

Retain for ten (10) years after termination of employment, then send to State Record Center for ten (10) years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.

Date May 4, 1994

Signature 

Typed Name Paul E. Brown

Title Special Assistant to the Commissioner

Schedule Authorized by State Archivist

Date 5/24/94

Signature 

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1616

Page 2 of 6

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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2.	<p>AE. Retirement AF. Transfer AG. Dismissal</p> <p><u>POSITION CONTROL CARDS</u></p>	<p>Retain for five (5) years after position is abolished, then destroy.</p>
3.	<p><u>HISTORY CARDS:</u></p> <p>Upon being selected for employment within the Division of Pretrial Detention and Services, either as new hire, transfer, reinstatement or temporary employee, a personnel history card is prepared. This card contains the following data:</p> <ul style="list-style-type: none"> Name Social Security Number Telephone Number Race Sex Birthdate Increment Date EOD (Entry on Duty) Date Classification Effective Date of Classification Employment Status Salary Position Identification Number for Employee <p>Each reclassification, promotion, demotion, change in salary, extended probation, title change, change of address or telephone number is duly noted on the following:</p> <ul style="list-style-type: none"> Resignation Retirement 	<p>Field offices retain non-record copy for ten (10) years, then destroy; HQ retain for thirty (30) years, then destroy.</p>

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1616
 Page 3 of 6

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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4.	<p><u>BACKGROUND INVESTIGATIONS</u></p> <p>Criminal background investigation done on each employee of the Division of Pretrial Detention and Services.</p>	<p>Retain for (3) three years after termination of employment, then send to State Records Center for two (2) years, then destroy.</p>
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5.	<p><u>PART-TIME QUARTERLY REPORTS</u></p> <p>Statistics about the number of part-time employees currently employed.</p> <p><u>VACANCY REPORT - WEEKLY</u></p> <p>Statistics about the number and types of vacancy reports, including information about the length of the vacancy and recruitment efforts.</p> <p><u>EXAM SCHEDULE POSTING</u></p> <p>Records showing that notices about Department of Personnel employment tests had been posted on employee bulletin boards.</p>	<p>Keep for one (1) year then destroy.</p>
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6.	<p><u>OSHA ANNUAL REPORT (Form 200)</u></p> <p>Federal government statistical report about the nature and number of on-th-job injuries.</p> <p><u>EMPLOYEE LEAVE RECORDS</u></p> <p>Records about the days each employee worked, took leave, the type of leave and the accrued balances of the various types of leave.</p>	<p>Retain for three (3) years, then destroy.</p>
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DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1616

Page 4 of 6

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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7. EEO - DISCRIMINATION COMPLAINT FILE

Case Files of all employment discrimination complaints filed against the agency by employees.

A. Employee Not Terminated

Field offices retain non-record copy for three (3) years after resolution of the complaint, then destroy.

Headquarters retain the record copy for ten (10) years after resolution of the complaint, then destroy.

B. Employee Terminated

Field offices retain non-record copy for three (3) years after termination of employee, then destroy.

Headquarters retain for ten (10) years after termination of employee, then destroy.

8. EEO - QUARTERLY REPORT

- A. Termination and Rejection on Probation Data
- B. Statistical Report
- C. Written Reprimand Report
- D. Promotion Report

Field offices retain non-record copy for three (3) years, then destroy.

Headquarters retain record copy for ten (10) years, then destroy.

WORK FORCE CHARACTERISTICS - SEMIANNUAL

ANNUAL GRIEVANCE AND DISCIPLINARY REPORT

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1616

Page 5 of 6

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
--	---

Item No.	Description	Retention
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9.	<p><u>LEAVE REPORT - QUARTERLY</u></p> <p><u>TURNOVER REPORT - QUARTERLY</u></p>	<p>Field office retain non-record copy for three (3) years, then destroy.</p> <p>Headquarters retain record copy for five (5) years, then destroy.</p>
10.	<p><u>ELIGIBILITY LISTS - SELECTIONS MADE</u></p> <p>Information about the persons contacted and selected to fill various positions from the Department of Personnel's eligibility lists.</p>	<p>Field offices retain non-record copy for three (3) years, then destroy.</p> <p>Headquarters retain record copy for three (3) years, then send to State Records Center for two (2) (2) years, then destroy.</p>
11.	<p><u>BB 40 FILE</u></p> <p>Records about such personnel actions as reclassifications, inter and intra agency transfers and position abolition.</p> <p><u>CLASSIFICATION FILES</u></p> <p>Requests to reclassify positions and the disposition of those requests.</p>	<p>Headquarters retain for five (5) years after action which abolishes position, then destroy.</p> <p>Headquarters retain the only record for ten (10) years, then destroy.</p>
12.	<p><u>DISCIPLINARY CASE FILES</u></p> <p>Records about disciplinary suspensions, rejections on probation, charges for removal and grievances.</p>	<p>Headquarters retain the only record for four (4) years after final disposition of the case, then destroy.</p>

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1616

Page 6 of 6

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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- | | | |
|-----|--|--|
| 13. | <u>RESCINDED DISCIPLINARY ACTIONS</u>

Records about disciplinary actions which were rescinded by agreement of the parties, by court order or by order of a hearing officer. | Retain for three (3) years after termination of employment, then destroy. |
| 14. | <u>COMPUTERIZED DISCIPLINARY STATISTICAL DATA</u>

Statistical data about disciplinary actions which is kept on a computer hard disk. | Purge annually to delete records over ten (10) years old. |
| 15. | <u>EAP FILE</u>

Record of referrals made to the State's Employee Assistance Program. | Retain for three (3) years after termination of employment, then destroy. |
| 16. | <u>MITIGATING CIRCUMSTANCES FILE</u>

Records of Disciplinary cases in which the Commissioner of Division of Pretrial Detention and Services authorized a disciplinary action different from the usual action because of mitigating circumstances. | Retain for ten (10) years, then destroy. |
| 17. | <u>GENERAL CORRESPONDENCE:</u>

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency. | Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual periodic transfer to the State Archives. |

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 20754	AGENCY RECORDS INVENTORY Page <u>1</u> Of <u>17</u>																																							
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center																																							
DEFINITION - Records 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 PERSONNEL	5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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)																																									
<table style="width:100%; border: none;"> <tr> <td style="width:33%;">A. Application</td> <td style="width:33%;">K. Retirement Form</td> <td style="width:33%;">X. Accident Leave</td> </tr> <tr> <td>B. Appointment Letters</td> <td>L. Change of Address Form</td> <td>Y. Reclassifications</td> </tr> <tr> <td>C. Correspondence Relating to New Appointment</td> <td>M. Charges for Removal</td> <td>Z. Resumes</td> </tr> <tr> <td>D. Personnel Payroll Form</td> <td>N. Commendations</td> <td>AA. Suggestion File</td> </tr> <tr> <td>E. Personnel Transaction Form</td> <td>O. Counseling Sessions</td> <td>AB. Suspension Actions</td> </tr> <tr> <td>F. Health Insurance Form</td> <td>P. Disciplinary Actions</td> <td>AC. Training</td> </tr> <tr> <td>G. CPB Form</td> <td>Q. Efficiency Ratings</td> <td>AD. Letter of Resignation</td> </tr> <tr> <td>H. Governor's Policy on Substance Abuse</td> <td>R. General Correspondence</td> <td>AE. Retirement</td> </tr> <tr> <td>I. Handicap Employee Survey</td> <td>S. Grievance Actions</td> <td>AF. Transfer</td> </tr> <tr> <td>J. Investigation Form</td> <td>T. Leave Forms</td> <td>AG. Dismissal</td> </tr> <tr> <td></td> <td>U. Medical Documentation</td> <td></td> </tr> <tr> <td></td> <td>V. Probation</td> <td></td> </tr> <tr> <td></td> <td>W. Promotions</td> <td></td> </tr> </table>			A. Application	K. Retirement Form	X. Accident Leave	B. Appointment Letters	L. Change of Address Form	Y. Reclassifications	C. Correspondence Relating to New Appointment	M. Charges for Removal	Z. Resumes	D. Personnel Payroll Form	N. Commendations	AA. Suggestion File	E. Personnel Transaction Form	O. Counseling Sessions	AB. Suspension Actions	F. Health Insurance Form	P. Disciplinary Actions	AC. Training	G. CPB Form	Q. Efficiency Ratings	AD. Letter of Resignation	H. Governor's Policy on Substance Abuse	R. General Correspondence	AE. Retirement	I. Handicap Employee Survey	S. Grievance Actions	AF. Transfer	J. Investigation Form	T. Leave Forms	AG. Dismissal		U. Medical Documentation			V. Probation			W. Promotions	
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C. Correspondence Relating to New Appointment	M. Charges for Removal	Z. Resumes																																							
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	W. Promotions																																								
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>30</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>5</u> Number																																							
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>10</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number																																								
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Personnel Office Jail Industries Building	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																																								
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>Federal Privacy & Security Act</u>	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 checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain for ten (10) years after termination of employment, then send to State Record Center for ten (10) years, then destroy.																																								
19. NAME AND TITLE OF PREPARER  Richard A. Bradley Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 4, 1994																																							

Figure 1

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>2</u> of <u>17</u>
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records 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 PERSONNEL	5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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) Position Control Cards		
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/2</u> Number
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>5</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Personnel Office Jail Industries Building	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>Federal Privacy & Security Act</u>	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 checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain for five (5) years after position is abolished, then destroy.	
NAME AND TITLE OF PREPARER <u>Richard A. Bradley</u> <u>Communication/Fleet Coordinator</u>	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 4, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 20754

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records 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

PERSONNEL

5. EARLIEST YEAR / LATEST YEAR

1991 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)

History Cards

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) _____

1
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

1/2
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

10 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Personnel Office
Jail Industries Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes Hdq. Personnel Dept. No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

Yes Federal Privacy & Security Act

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 non-record copy for ten (10) years, then destroy.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 4, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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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DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records 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

PERSONNEL

5. EARLIEST YEAR / LATEST YEAR

1991 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)

Background Investigations

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) _____

1/2

Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

1/4

Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Personnel Office
Jail Industries Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes Federal Privacy & Security Act

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 after termination of employment, then send to State Records Center for two (2) years, then destroy.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 4, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>5</u> Of <u>17</u>
DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records 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 PERSONNEL	5. EARLIEST YEAR / LATEST YEAR 1991 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) Part-time Quarterly Reports Vacancy Reports - Weekly Exam Schedule Posting		
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/4</u> Number
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Personnel Office Jail Industries Building	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>Federal Privacy & Security Act</u>	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 checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Keep for one (1) year, then destroy.	
NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 4, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 20754

AGENCY RECORDS INVENTORY

Page 6 Of 17

1. DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records 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

PERSONNEL

5. EARLIEST YEAR / LATEST YEAR

1991 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)

OSHA Annual Report (Form 200)
Employee Leave Records

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
 Legal Size Computer Tape
 Sound 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) _____

1
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

1/2
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Personnel Office
Jail Industries Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes Federal Privacy & Security Act

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.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 4, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW
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 20754

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records 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

PERSONNEL

5. EARLIEST YEAR / LATEST YEAR

1991 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)

EEO - Discrimination Complaint Files

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) _____

1/2
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

1/4
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Personnel Office
Jail Industries Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes Hdq. Personnel Dept No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

Yes Federal Privacy & Security Act

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 non-record copy for three (3) years after resolution of the complaint.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 4, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 20754		AGENCY RECORDS INVENTORY Page <u>8</u> Of <u>17</u>	
DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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 PERSONNEL				5. EARLIEST YEAR / LATEST YEAR 1991 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) EEO Quarterly Report Work Force Characteristics - Semi Annual Annual Grievance and Disciplinary Report					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1/4</u> Number	
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Personnel Office Jail Industries Building		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>Hdq. Personnel Dept.</u> <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>Federal Privacy & Security Act</u>		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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain non-record copy for three (3) years, then destroy.			
NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 4, 1994	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 20754	AGENCY RECORDS INVENTORY Page <u>9</u> Of <u>17</u>
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records 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 PERSONNEL	5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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) Leave Report - Quarterly Turnover Report - Quarterly		
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1/8</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/16</u> Number
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Personnel Office Jail Industries Building	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>Hdq. Personnel Dept.</u> <input type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>Federal Privacy & Security Act</u>	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 checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain non-record copy for three (3) years, then destroy.	
19. NAME AND TITLE OF PREPARER <u>Richard A. Bradley</u> Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 4, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 20754

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records 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

PERSONNEL

5. EARLIEST YEAR / LATEST YEAR

1991 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)

Eligibility Lists - Selections Made

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) _____

1
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

1/2
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Personnel Office
Jail Industries Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes Hdq. Personnel Dept. No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

Yes Federal Privacy & Security Act

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 non-record copy for three (3) years, then destroy.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 4, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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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DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records 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

PERSONNEL

5. EARLIEST YEAR / LATEST YEAR

1991 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)

BB 40 File
Classification File

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
 Legal Size Computer Tape
 Sound 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) _____

4
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

1
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

5 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Personnel Office
Jail Industries Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes Hdq. Personnel Dept. No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

Yes Federal Privacy & Security Act

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 five (5) years after action which abolished position, then destroy.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 4, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>122</u> Of <u>17</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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 PERSONNEL				5. EARLIEST YEAR / LATEST YEAR 1991 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) Disciplinary Case Files					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1/4</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/16</u> Number	
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>4</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Personnel Office Jail Industries Building		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) <input checked="" type="checkbox"/> Yes <u>Federal Privacy & Security Act</u>		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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain the only record for four (4) years after final final disposition, then destroy.			
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 4, 1994	

Figure 1

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 20754	AGENCY RECORDS INVENTORY Page <u>13</u> Of <u>17</u>
DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records 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 PERSONNEL	5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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) Rescinded Disciplinary Actions		
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1/8</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/16</u> Number
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Personnel Office Jail Industries Building	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>Federal Privacy & Security Act</u>	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 checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain for three (3) years after termination of employment, then destroy.	
NAME AND TITLE OF PREPARER <u>Richard A. Bradley</u> <u>Communication/Fleet Coordinator</u>	20. TELEPHONE NUMBER <u>410-637-1361</u>	21. DATE <u>May 4, 1994</u>

Figure 1

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISION OF THIS FORM. 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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DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records 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

PERSONNEL

5. EARLIEST YEAR / LATEST YEAR

1991 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)

Computerized Disciplinary Statistical Data

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Sound Book
- Audio Tape
- Other (Specify) Hard Disk
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) Hard Disk

Number _____

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) Hard Disk

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

10
Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Personnel Office
Jail Industries Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes Federal Privacy & Security Act

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

Purge annually to delete records over ten (10) years old.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 4, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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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1. DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records 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

PERSONNEL

5. EARLIEST YEAR / LATEST YEAR

1991 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)

EAP File

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Sound Book
- Audio Tape
- Other (Specify) _____
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

1
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

1/4
Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

3
Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Personnel Office
Jail Industries Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

Yes Federal Privacy & Security Act

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 after termination of employment then destroy.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 4, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>16</u> Of <u>17</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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 PERSONNEL				5. EARLIEST YEAR / LATEST YEAR 1991 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) Mitigating Circumstances File					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>2</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/4</u> Number	
11. FILE IS USED <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Personnel Office Jail Industries Building		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>Federal Privacy & Security Act</u>		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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain for ten (10) years, then destroy.			
19. NAME AND TITLE OF PREPARER <u>Richard A. Bradley</u> Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 4, 1994	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>17</u> Of <u>17</u>
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records 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 PERSONNEL	5. EARLIEST YEAR / LATEST YEAR 1991 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) General Correspondence		
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>4</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Personnel Office Jail Industries Building	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes Federal Privacy & Security Act	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 checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Screen annually and destroy that material no longer needed for current business.	
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 4, 1994

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

Schedule No. 1619

Page 1 of 4

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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FACILITIES MAINTENANCE

1. POWER HOUSE LOGS

This series includes all the forms, reports and other material containing general correspondence information.

Retain for two (2) years at institution, then destroy.

- A. Institutional Logs
- B. Correspondence

- (1). Letters and Memos
- (2). Material Requests

2. MAINTENANCE PERSONNEL FILE SERIES

This series includes all the forms, reports and other material containing individual personal information.

Retain for one (1) year after the employee leaves the institution then destroy.

- A. Time Sheets
- B. Leave Requests
- C. Evaluations
- D. Disciplinary Letters
- E. Receipt for DCR's & I.D.'s
- F. Commendations
- G. Any "Material of Record" Forms

Schedule Approved by Department, Agency, or Division Representative.
 Date May 17, 1994
 Signature *Paul E. Brown*
 Typed Name Paul E. Brown
 Title Special Assistant to the Commissioner

Schedule Authorized by State Archivist
 Date APR 19 1995
 Signature *Edward C. Pappas*

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1619
 Page 2 of 4

Agency
 Department of Public Safety
 and Correctional Services

Division/Unit
 Division of Pretrial
 Detention and Services

Item No.	Description	Retention
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3.

SPECIFICATIONS

This series contains projects specifications and solicitation logs.

Review annually and destroy obsolete material.

A. Specifications

- (1) Detailed specifications-critical Maintenance Projects
- (2) Alternates
- (3) Drawings

B. Specification Log

- (1) Institutional Projects
- (2) Transmittal Letters

C. Solicitation Log, including Contractor Bids.

4.

ASBESTOS RECORDS

This series includes building survey reports, medical and training records.

Retain at institution for two (2) years, then send to State Archives for permanent retention.

A. Building Survey

- (1) Traco Reports
- (2) Inmate Health Hazard Reports
- (3) Priority Listing
- (4) Asbestos Facility Management Plan

B. Training

- (1) Level II Listing
- (2) Training Schedules

C. Medical

- (1) Medical Monitoring Schedules
- (2) Medical Monitoring Results

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No.
 1619
 Page 3 of 4

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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5. FIRE SAFETY

This series includes all the forms, reports and other materials containing fire safety information.

- A. Fire Procedures
- B. Fire Drill Schedules
- C. Monthly Reports

Retain for three (3) years, then send to State Records Center for seven (7) years, then destroy.

6. MOSH CITATIONS

This series includes all the forms, reports and other materials containing MOSH citation information.

- A. Notification of Posting
- B. Notification of Compliance

Retain for three (3) years, then destroy.

ELEVATOR INSPECTIONS

This series includes all the forms, reports and other material containing elevator information.

7. TOXICS

This series includes all the forms, reports and other documents containing information about toxic materials.

- A. PCB's
 - 1. Location
 - 2. Transformer Testing Results
 - 3. Specifications
 - 4. Replacement Schedule
- B. TOXIC List
 - 1. Type of Toxic
 - 2. Location
 - 3. Material Specifications

Retain for two (2) years, then send to State Archives for permanent retention.

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No.
 1619

Page 4 of 4

Agency
 Department of Public Safety
 and Correctional Services

Division/Unit
 Division of Pretrial
 Detention and Services

Item No.	Description	Retention
8.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.</p>	<p>Screen annually and destroy that material no longer needed for current business. Directives, policies, and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual periodic transfer to the State Archives.</p>

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>1</u> Of <u>8</u>
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records 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 FACILITIES MAINTENANCE	5. EARLIEST YEAR / LATEST YEAR 1991 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) <p>Maintenance Personnel File Series</p> <p>This series includes all the forms, reports and other material containing individual personal information.</p> <p>A. Time Sheets B. Leave Requests C. Evaluations D. Disciplinary Letters E. Receipt for DCR's & I.D.'s F. Commendations G. Any "Material of Record" Forms.</p>		
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/8</u> Number
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Maintenance Department Baltimore City Detention Center	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	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 checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain for one (1) year after the employee leaves the institution. <i>THEN DESTROY</i>	
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 17, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>2</u> Of <u>8</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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 FACILITIES MAINTENANCE				5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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) Specifications This series contains projects specifications and solicitation logs. A. Specifications B. Specification Log C. Solicitation Log, including Contractor Bids.					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tapet(s) <input type="checkbox"/> Other (Specify) _____ <u>1/8</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Maintenance Department Baltimore City Detention Center		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Review annually and destroy obsolete material.			
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 17, 1994	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>3</u> Of <u>8</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
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 FACILITIES MAINTENANCE				5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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) Asbestos Records This series includes building survey reports, medical and training records. A. Building Surveys B. Training C. Medical					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/4</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>12</u> <input type="checkbox"/> Months <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Maintenance Department Baltimore City Detention Center		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (if yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain at institution for two (2) years, then send to State Records Center for ten (10) years, then destroy.			
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 17, 1994	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>4</u> Of <u>8</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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 FACILITIES MAINTENANCE			5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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)					
Fire Safety This series includes all the forms, reports and other materials containing fire safety information. A. Fire Procedures B. Fire Drill Schedules C. Monthly Reports					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/2</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>10</u> <input type="checkbox"/> Months) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Maintenance Department Baltimore City Detention Center		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain for three (3) years, then send to State Records Center for seven (7) years, then destroy.			
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 17, 1994	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>5</u> Of <u>8</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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 FACILITIES MAINTENANCE				5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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)					
General Correspondence Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>2</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Maintenance Department Baltimore City Detention Center		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independence			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Screen annually and destroy that material no longer needed for current business, ETC.			
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 17, 1994	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>6</u> of <u>8</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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 FACILITIES MAINTENANCE			5. EARLIEST YEAR / LATEST YEAR 1991 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)					
TOXICS This series includes all the forms, reports and other documents containing information about toxic materials. A. PCB's B. TOXIC List					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number	
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/2</u> Number			
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>7</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Maintenance Department Baltimore City Detention Center		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain for two (2) years, then send to State Records Center for five (5) years, then destroy.			
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 17, 1994	

Figure 1

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 7 Of 8

1. DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records 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

FACILITIES MAINTENANCE

5. EARLIEST YEAR / LATEST YEAR

1991 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)

MOSH Citations

This series includes all the forms, reports and other material containing MOSH citation information.

- A. Notification of Posting
- B. Notification of Compliance

Elevator Inspections

This series includes all the forms, reports and other material containing elevator information.

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) _____
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

1
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

1/4
Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

3 _____
Number

Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Maintenance Department
Baltimore City Detention Center

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

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

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 17, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>8</u> Of <u>8</u>
DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records 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 FACILITIES MAINTENANCE	5. EARLIEST YEAR / LATEST YEAR 1991 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) <p>Power House Logs</p> <p>This series includes all the forms, reports and other material containing general correspondence information.</p> <p>A. Institutional Logs B. Correspondence (1) Letters and Memos (2) Material Requests</p>		
7. RECORD SERIES FORMAT(S) <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (Specify) _____</p>	8. RECORD SERIES SEQUENCE <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (Specify) _____</p>	9. VOLUME <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____</p> <p><u>1</u> Number</p> <hr/> 10. ANNUAL ACCUMULATION <p><input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____</p> <p><u>1/2</u> Number</p>
11. FILE IS USED <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>	12. FILE BECOMES INACTIVE AFTER <p><u>2</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number</p>	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Maintenance Department Baltimore City Detention Center	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	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 checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain for two (2) years at institution, then destroy.	
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 17, 1994

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

Schedule No. 1620

Page 1 of 3

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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FOOD SERVICE/DIETARY AREA

1. This series includes all standard State Food Service forms as well as supporting documents necessary for special and general operating procedures of the Food Service Department.

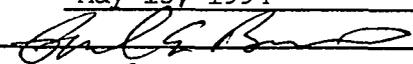
Changes in record format may not necessarily require change in the retention schedule. However, should the scope and content of the record be altered or modified, the schedule may be amended to reflect such changes.

Each agency will use all or some of the following records governed by the record retention schedule as indicated:

A. ADEQUACY OF DIET SERIES

- a. RD Certification.
- b. Master copy of 5-Week menus for each fiscal year.
- c. Master copy of 5-Week diet menus for each fiscal year.
- d. Medical diet orders.
- e. Memos of religious diets and religious diet requests.
- f. Food Production Worksheets.

Retain for three (3) years and until all audit requirements have been fulfilled then destroy.

Schedule Approved by Department,
 Agency,
 or Division Representative.
 Date May 13, 1994
 Signature 
 Typed Name Paul E. Brown
 Title Special Assistant to the Commissioner

Schedule Authorized by State Archivist
 Date 7/11/94
 Signature 

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1620

Page 2 of 3

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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B. GENERAL RECORDS FOR MONITORING FOOD SERVICE SERIES:

- a. Annual Health Inspection Records.
- b. Medical Screening Records - Dietary Staff and Inmate Workers.
- c. Weekly Sanitation Inspection Reports.
- d. Daily Meals Temperature Sheets.
- e. Dietary Pick-up Sheets for Satellite Institutions.
- f. Memos on Satellite Food Service.
- g. Segregation & Protective Custody Issuing Sheets.
- h. Hospital Cart Sheets.
- i. Utensil Control Sheets - Class A and B Tools
- j. Work Order Request For Repair of Food Service Equipment.

Same as above

C. SPECIAL DIETARY RECORDS:

Reports of audits conducted by person(s) or agencies other than Legislative Audits.

Same as above

D. DIETARY PERSONNEL RECORDS

- a. Monthly Dietary Work Schedule.
- b. Request for leave forms.
- c. Secondary copies of infraction and disciplinary measures on correctional officers.

Same as above

E. DIETARY PURCHASING RECORDS AND FINANCE

- a. Monthly Dietary Food Cost Report
- b. Memos to Managing Officers regarding food cost, enhancement, expenditures, etc.
- c. Donable Records and Allocations.
- d. Overtime Sheets (secondary copies)
- e. Verification for self-help group purchases.
- f. Request For Purchase Form.

Same as above

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1620

Page 3 of 3

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
--	---

Item No.	Description	Retention
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2.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.</p>	<p>Screen annually and destroy that material no longer needed for current business. Directives, policies, and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual periodic transfer to the State Archives.</p>
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<p>INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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</p>	<p>AGENCY RECORDS INVENTORY</p> <p>Page <u>1</u> Of <u>2</u></p>
<p>DEPARTMENT/AGENCY Department of Public Safety and Correctional Services</p>	<p>2. DIVISION Division of Pretrial Detention and Services</p>	<p>3. UNIT Baltimore City Detention Center</p>
<p>DEFINITION - Records 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 Food Service/Dietary Area</p>	<p>5. EARLIEST YEAR / LATEST YEAR <u>1991</u> TO _____</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)</p> <p>This series includes all standard State Food Service forms as well as supporting documents necessary for special and general operating procedures of the Food Service Department.</p> <p>a. Adequacy of Diet Series b. General Records for Monitoring Food Service Series. c. Special Dietary Records d. Dietary Personnel Records e. Dietary Purchasing Records and Finance</p>		
<p>7. RECORD SERIES FORMAT(S)</p> <p><input checked="" 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) _____</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 checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____</p> <p><u>12</u> Number</p> <hr/> <p>10. ANNUAL ACCUMULATION</p> <p><input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____</p> <p><u>4</u> Number</p>
<p>11. FILE IS USED</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>	<p>12. FILE BECOMES INACTIVE AFTER</p> <p><u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number</p>	
<p>13. CURRENT LOCATION(S) (Bldg., Floor, Room) Dietary Department Baltimore City Detention Center</p>	<p>14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)</p> <p><input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No</p>	
<p>15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))</p> <p><input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No</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>17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)</p> <p><input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No</p>	<p>18. RECOMMENDED RETENTION</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy</p>	
<p>19. NAME AND TITLE OF PREPARER  Richard A. Bradley Communication/Fleet Coordinator</p>	<p>20. TELEPHONE NUMBER 410-637-1361</p>	<p>21. DATE May 12, 1994</p>

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>2</u> Of <u>2</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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 Food Service/Dietary Area				5. EARLIEST YEAR / LATEST YEAR 1991 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)					
General Correspondence Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>5</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Dietary Department Baltimore City Detention Center		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Screen annually and destroy that material no longer needed for current business, ETC.			
19. NAME AND TITLE OF PREPARER  Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 12, 1994	

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

Schedule No. 1621

Page 1 of 3

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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1.	<p style="text-align: center;"><u>INTERNAL INVESTIGATION UNIT AREA</u></p> <p><u>CIR (CRIMINAL INVESTIGATION REPORTS)</u></p> <p>This series contains all Criminal Investigation Reports with applicable supplementary reports attached. Each file may include some or all of the following:</p> <ul style="list-style-type: none"> A. Waiver of Prompt Presentment (MSP Form 46) B. Line-up Identification Record (MSP Form 61) C. Request for Laboratory Examination (MSP Form 67) D. Examination/Analysis Results (MSP Forms 67B and 67C) E. Handwriting Specimen Form (MSP Form 70) F. Criminal Intelligence Report (MSP Form 72) G. Witness Statement-Criminal Investigation (MSP Form 73) H. Latent Fingerprint Lift Card-3x5 (MSP Form 74) I. Authorization to Search and Seize Property (MSP Form 78) 	<p>Retain open reports until they are suspended or closed.</p> <p>Retain suspended reports for five (5) years from the date of last entry and, then, forward them to the State Records Center for twenty (20) years, then destroy.</p> <p>Retain closed reports for three (3) years after final adjudication and, then, forward them to the State Records Center for twenty-two (22) years, then destroy.</p>
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Schedule Approved by Department, Agency, or Division Representative. Date <u>May 17, 1994</u>	Schedule Authorized by State Archivist Date <u>7/1/94</u>
Signature <u>Paul E. Brown</u> Typed Name <u>Paul E. Brown</u>	Signature <u>[Signature]</u>
Title <u>Special Assistant to the Commissioner</u>	

DGS 550-1 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1621

Page 2 of 3

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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- J. Criminal Investigation Report (MSP Form 89)
- K. Handgun Search Report (MSP Form 97)
- L. Firearms/Handgun Disposition Report (MSP Form 203)
- M. Crime Scene Negatives

Record Copies maintained by the originating source.

2. IR (INCIDENT REPORTS)

This series contains all Incident Reports, MSP Form 88, with applicable supplementary reports attached. Each file may include some or all of the following:

- A. Request for Laboratory Examination (MSP Form 67)
- B. Examination/Analysis Results (MSP Forms 67B and 67C)
- C. Witness Statement-Criminal Investigation (MSP Form 73)

Record copies maintained by the originating source.

Retain open reports until they are suspended or closed

Retain suspended reports for five (5) years from the date of last entry and, then, forward them to the State Records Center for ten (10) years, then destroy.

Retain closed reports for three (3) years after final adjudication and, then, forward them to the State Records Center for ten (10) years, then destroy.

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1621
 Page 3 of 3

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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3.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.</p>	<p>Screen annually and destroy that material no longer needed for current business. Directives, policies, and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual periodic transfer to the State Archives.</p>
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INSTRUCTIONS --TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>1</u> of <u>3</u>
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records 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 INTERNAL INVESTIGATION UNIT AREA	5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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) CIR (Criminal Investigation Reports)		
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>5</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>2</u> Number
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>25</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Maintenance Department Baltimore City Detention Center	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	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 checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain suspended reports for five (5) years from the date of last entry and, then forward them to the State Records Center for twenty (20) years, then destroy.	
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 17, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>2</u> Of <u>3</u>
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records 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 INTERNAL INVESTIGATION UNIT AREA	5. EARLIEST YEAR / LATEST YEAR 1991 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)		
IR (Incident Reports)		
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>3</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>2</u> Number
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>15</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Maintenance Department Baltimore City Detention Center	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	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 checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain suspended reports for five (5) years from the date of the last entry and, then forward them to the State Records Center for ten (10) years, then destroy.	
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 17, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>3</u> of <u>3</u>
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
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 INTERNAL INVESTIGATION UNIT AREA	5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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) <p>General Correspondence</p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.</p>		
7. RECORD SERIES FORMAT(S) <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (Specify) _____</p>	8. RECORD SERIES SEQUENCE <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (Specify) _____</p>	9. VOLUME <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape (s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p><u>3</u> Number</p> <hr/> 10. ANNUAL ACCUMULATION <p><input checked="" type="checkbox"/> File Drawer (s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p><u>1</u> Number</p>
11. FILE IS USED <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>	12. FILE BECOMES INACTIVE AFTER <p><u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>Number</p>	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Maintenance Department Baltimore City Detention Center	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	16. AUDIT REQUIREMENTS <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	18. RECOMMENDED RETENTION Screen annually and destroy that material no longer needed for current business, etc.	
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 17, 1994

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

Schedule No. 1622

Page 1 of 2

Agency

Division/Unit

Department of Public Safety
 and Correctional Services

Division of Pretrial
 Detention and Services

Item
 No.

Description

Retention

Supersedes 1222

PRETRIAL RELEASE SERVICES

1.

PRETRIAL RELEASE SERVICES "BAILED OUT"
 (NOT UNDER PRETRIAL SUPERVISION) CASE FILES

A case file is a pre-printed 8 1/2 X 11 manilla folder. The average case file contains the following records:

- A. Baltimore City Detention Center Face Sheet
- B. Assessment Forms (When necessary)
- C. Data Checklist
- D. Statement of Charges
- E. Records Checks (CJIS, Traffic, Criminal, Baltimore City Police Department, etc.)
- F. Bail Recommendation Form
- G. Case Record Sheet (Investigative Notes)

PRETRIAL RELEASE SERVICES "MONITORING UNIT"
 (ONCE-A-WEEK SUPERVISED VIA TELEPHONE CALL
 OR IN PERSON; AND/OR DIVERSION (FIRST TIME))

A case file is a pre-printed 8 1/2 X 11 manilla folder. The average case file contains the following records:

- A. Statement of Charges
- B. Bail Recommendation Form
- C. Records Checks (CJIS, Traffic, Criminal, Baltimore City Police Department, etc.)
- D. Case record sheet (Investigative Notes)
- E. Recognizance Form
- F. Call-in Record Sheet
- G. Diversion Contract
- H. Assessment Form
- I. Urinalysis Test Result Printouts

Retain at Hdqrs. for six (6) months, then send to State Records Center for five (5) years, then destroy.

Schedule Approved by Department,
 Agency,
 or Division Representative.

Date May 31, 1994

Signature *Paul E. Brown*

Typed Name Paul E. Brown

Title Special Assistant to the Commissioner

Schedule Authorized by State Archivist

Date 7/14/94

Signature *Edward J. ...*

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1622

Page 2 of 2

Agency
 Department of Public Safety
 and Correctional Services

Division/Unit
 Division of Pretrial
 Detention and Services

Item No.	Description	Retention
	<p><u>PRETRIAL RELEASE SERVICES "CONDITIONAL RELEASE" (INTENSIVE SUPERVISION; DRUG; ALCOHOL; DWI, ETC.) CASE FILES</u></p> <p>A case file is a pre-printed 8 1/2 X 11 manilla folder. The average case file contains the following records:</p> <ul style="list-style-type: none"> A. Statement of charges B. Bail Recommendation form C. Record Checks (CJIS, Traffic, Criminal, Baltimore City Police Department, etc.) D. Case record sheet (Investigative Notes) E. Recognizance Order F. Call-in Record Sheet G. Assessment forms H. Treatment Facility Progress Report I. Rescinding Order J. Performance letter to court on date of trial K. Urinalysis test result printouts 	
2.	<p><u>REPORT FILES</u></p> <p>Consisting of statistical data kept on a weekly, monthly, quarterly, semi-annually or annual basis by fiscal and calendar years.</p>	<p>Retain in Hdqrs. for three (3) calendar years, then destroy.</p>
3.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.</p>	<p>Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual periodic transfer to the State Archives.</p>

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>1</u> Of <u>3</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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 PRETRIAL RELEASE SERVICES				5. EARLIEST YEAR / LATEST YEAR 1991 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)					
Pretrial Release Services "Bailed Out" (Not Under Pretrial Supervision) Case Files Pretrial Release Services "Monitoring Unit" (Once-a-week Supervised Via Telephone Call or in Person; and/or Diversion) (First Time) Pretrial Release Services "Conditional Release" (Intensive Supervision; Drugs; Alcohol; DWI, etc.) Case Files					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>10</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>5</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>5 1/2</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Pretrial Release Services Baltimore City Detention Center		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>Federal Privacy & Security Act</u>		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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain at Hdqtrs. for six (6) months, then send to State Records Center for five (5) years, then destroy.			
19. NAME AND TITLE OF PREPARER <i>Richard A. Bradley</i> Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 31, 1994	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>2</u> Of <u>3</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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 PRETRIAL RELEASE SERVICES				5. EARLIEST YEAR / LATEST YEAR 1991 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)					
REPORT FILES Consisting of Statistical Data kept on a weekly, monthly, quarterly, semi-annually or annual basis by fiscal year and calendar years.					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>5</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>3</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Pretrial Release Services Baltimore City Detention Center		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain in Hdqtrs. for three (3) calendar years, then destroy.			
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 31, 1994	

DGS 550-4 (Revised 1/93)

Figure 1

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>3</u> Of <u>3</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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 PRETRIAL RELEASE SERVICES				5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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)					
GENERAL CORRESPONDENCE Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency..					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>5</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>3</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Pretrial Release Services Baltimore City Detention Center		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Screen annually and destroy that material no longer needed for current business. <i>ETC.</i>			
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 31, 1994	

Figure 1

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

Schedule No. 1623
 Page 1 of 6

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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1.	<p><u>FINANCE AREA</u></p> <p><u>FINANCIAL RECORD:</u></p> <p><u>A. GENERAL ACCOUNTING RECORD:</u></p> <p>(1) Certificate of Deposit and Bank Deposit Slips (2) Memorandum of Adjustments (3) STARS Reports</p> <p>The reports in this series include, but are not limited to, some or all of the following:</p> <p>(1) A30401 Detail of Transactions Posted (2) A30402 Trial Balance of General Ledger Accounts (3) A30406 Monthly Statement of Agency Revenue (4) A30451 Statement of Budget, Expenditures, and Encumbrance by Sub-object</p> <p><u>B. BUDGET AND FISCAL PLANNING RECORDS:</u></p> <p>(1) Budget Estimates (2) Budget Schedule Amendment (3) Request for Position Action (4) Food Reports (5) Laundry Reports (6) Motor Vehicle Mileage Reports (MFOM) (7) Personal Mileage Reports (8) Overtime Reports</p> <p>(9) Projections of Expenditures</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled then destroy.</p> <p>Same as above.</p> <p>Retain for one (1) year, then destroy.</p>
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Schedule Approved by Department, Agency, or Division Representative. Date <u>May 25, 1994</u> Signature <u>Paul E. Brown</u> Typed Name <u>Paul E. Brown</u> Title <u>Special Assistant to the Commissioner</u>	Schedule Authorized by State Archivist Date <u>11/4/94</u> Signature <u>[Signature]</u>
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DGS 550-1 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1623
 Page 2 of 6

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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C. PAYROLL ACCOUNTING RECORDS:

- (1) Employee Roster Card File
- (2) Payroll and Check Register
- (3) Payroll Exception Time Report
- (4) Employee Time Cards and Time Sheets
- (5) Positive Time Reports
(Contractual Employees)
- (6) Wage Garnishments

Same as above.

D. MISCELLANEOUS ACCOUNTING RECORDS:

- (1) Bank Books, Statements, and Deposit
- (2) Receipts
- (3) Cancelled Checks, Check Copies, and
Check Stubs
- (4) Delivery Orders and Receipts
- (5) Gas Withdrawal Tickets
- (6) Paid Bills and Invoices
- (7) Receipt Copies and Stubs
- (8) Requisitions and Purchase Orders
- (9) Accounts Payable Files
- (10) Federal Grants Files
- (11) Special Project Files
- (12) Welfare Fund Reports
- (13) Board of Public Works Agenda
- (14) Accounts Receivable Records
- (15) Central Collection Lists
- (16) Abatement Lists
- (17) Petty Cash Reconciliation Schedules

Same as above.

E. MISCELLANEOUS CORRESPONDENCE:

The records in this series include, but are not limited to, some or all of the following:

- (1) Letters to and from Countries
- (2) Letters about inmates accounts
- (3) Letters about inmate and employee
property claims

Same as above.

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1623

Page 3 of 6

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
2.	<u>SPECIAL ACCOUNTING RECORDS</u> A. Reports of audits conducted by the Legislative Auditors B. Reports of audits conducted by persons or agencies other than Legislative Auditors. C. Internal Audit Reports D. DCR Audit Series (1) DCR's (2) Institutional Directive Approvals (3) Audit Results	Retain item 2A in office for five (5) years and until all audit requirements are met, then destroy. Items 2B, 2C and 2D retain in office for five (5) years then transfer to State Archives for permanent retention.
3.	<u>INMATE ACCOUNT RECORDS:</u> A. Computerized Inmate Statements B. Inmate Commissary Account Cards C. Inmate Ledger Cards D. Inmate Vouchers E. Inmate Register Receipts F. Inmate Time Sheets	Retain for three (3) years, then send to the State Records Center for seventeen (17) years, then destroy. Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
4.	<u>LOCAL JAIL REIMBURSEMENT RECORDS:</u> A. Law and Legal Opinions B. Formula II Base File C. Schedule of payments and projected payments. D. Audit Reports E. Financial Records F. Schedule of Inmate Days	Review annually and destroy obsolete material. Retain for five (5) years, then destroy.

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1623
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Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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PROCUREMENT AREA

This series applies to the Division of Pretrial Detention and Services Procurement Offices and includes all standard procurement forms as well as other purchasing media which provide supporting data for special and general procurement records.

Procurement records may include all or some of the following documents.

1. PROCUREMENT RECORD:

A. PROCUREMENT CONTRACT SERIES

- (1) Under \$10,000 Maintenance Contract
- (2) Purchase Orders
- (3) Service Contracts
- (4) BB-4
- (5) Specifications
- (6) Paar
- (7) Action Agenda
- (8) Written Determinations
- (9) Tabulation of Bids
- (10) Bid and Quote File
- (11) Maryland Register Award Form

B. SOLICITATION SERIES

- (1) Request for Approval of Award
- (2) Fund Certification and Transfer Authorization
- (3) Bidders List Follow-up
- (4) Bid Bond
- (5) Maryland Register Solicitation Form
- (6) Advertising
- (7) Proposals
- (8) Protests

Retain for three (3) years from date of last transaction and until all audit requirements have been fulfilled, then destroy.

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No.

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Agency

Department of Public Safety
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Item
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Retention

C. REQUISITION SERIES

- (1) Unscheduled Requisitions
- (2) Scheduled Requisitions

D. MINORITY BUSINESS ENTERPRISE SERIES

- (1) Minority Business Report
- (2) Minority Business Enterprise Self
 Certification Form

E. GENERAL ADMINISTRATIVE RECORDS SERIES

- (1) Correspondence
- (2) Emergency Log
- (3) Contract Number Log
- (4) Telephone Service Request Log
- (5) Surplus Property Authorizations

F. PERSONNEL CONTRACT SERIES

- (1) CPB 200
- (2) CPB 311
- (3) CPB 312
- (4) Contract
- (5) MS 100
- (6) DCR 50-45

G. SPECIAL PROJECTS SERIES

Documents related to minor research activities
 usually related to procurement

H. PROCUREMENT ADMINISTRATIVE SERIES

- (1) Institutional File
- (2) Authorization and Delegation Files

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1623

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Agency
 Department of Public Safety
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Division/Unit
 Division of Pretrial
 Detention and Services

Item No.	Description	Retention
2.	<p><u>GENERAL CORRESPONDENCE:</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.</p>	<p>Screen annually and destroy that material no longer needed for current business. Directives, policies, and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual periodic transfer to the State Archives.</p>

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 6

DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records 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

FINANCE/PROCUREMENT

5. EARLIEST YEAR / LATEST YEAR

1991 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)

Financial Records

Procurement Records

- A. General Accounting Record
- B. Budget and Fiscal Planning Records
- C. Payroll Accounting Records
- D. Miscellaneous Accounting Records
- E. Miscellaneous Correspondence

- A. Procurement Contract Series
- B. Solicitation Series
- C. Requisition Series
- D. Minority Business Enterprise Series
- E. General Admin. Records Series
- F. Personnel Contract Series
- G. DCR Audit Series
- H. Special Projects Series
- I. Procurement Admin. Series

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) _____
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

15
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

5
Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

3 _____
Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg, Floor, Room)

Finance Department
Jail Industries Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes Federal Privacy and Security Act
- No

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 and until all audit requirements have been fulfilled, then destroy.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 25, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 2 Of 6

DEPARTMENT/AGENCY

Department of Public Safety
and Correctional Services

DIVISION

Division of Pretrial
Detention and Services

UNIT

Baltimore City Detention
Center

DEFINITION - Records 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

FINANCE/PROCUREMENT

5. EARLIEST YEAR / LATEST YEAR

1991 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)

Projections of Expenditures

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) _____
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

1/4
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

1/8
Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

1 Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Finance Department
Jail Industries Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes Federal Privacy and Security Act
- No

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 one (1) year, then destroy.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 25, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 3 Of 6

DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records 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

FINANCE/PROCUREMENT

5. EARLIEST YEAR / LATEST YEAR

1991 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)

SPECIAL ACCOUNTING RECORDS

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) _____
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

1
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

1/2
Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

5 _____
Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Finance Department
Jail Industries Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes Federal Privacy and Security Act
- No

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 item 2A in office for 5 years and until all audit requirements are met, then destroy. Items 2B and 2C Retain in office for 5 years then transfer to the State Record Center for 15 years, then destroy.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 25, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 4 of 6

DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records 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

FINANCE/PROCUREMENT

5. EARLIEST YEAR / LATEST YEAR

1991 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)

INMATE ACCOUNT RECORDS

- A. Computerized Inmate Statements
- B. Inmate Commissary Account Cards
- C. Inmate Ledger Cards
- D. Inmate Vouchers
- E. Inmate Register Receipts
- F. Inmate Time 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) _____

1
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

1/2
Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

20
Number

- Month(s)
- Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Finance Department
Jail Industries Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

Yes Federal Privacy and Security Act No

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

Items A thru C
Retain for 3 years, then send to State Records Center for 17 years, then destroy. Items D thru F, retain for 3 years, and until all audit requirements are met, then destroy.

NAME AND TITLE OF PREPARER
Richard A. Bradley
Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 25, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 5 of 6

DEPARTMENT/AGENCY

Department of Public Safety
and Correctional Services

2. DIVISION

Division of Pretrial
Detention and Services

3. UNIT

Baltimore City Detention
Center

DEFINITION - Records 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

FINANCE/PROCUREMENT

5. EARLIEST YEAR / LATEST YEAR

1991 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)

LOCAL JAIL REIMBURSEMENT RECORDS

- A. Law and Legal Opinions
- B. Formula II Base File
- C. Schedule of payments and projected payments
- D. Audit Reports
- E. Financial Records
- F. Schedule of Inmate Days

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) _____

2
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) _____

1
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

5 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Finance Department
Jail Industries Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

Yes Federal Privacy and Security Act No

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

Items A thru C, Review annually and destroy obsolete material. Items D thru F, Retain for 5 years, then destroy.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 25, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>6</u> Of <u>6</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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 FINANCE/PROCUREMENT				5. EARLIEST YEAR / LATEST YEAR 1991 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) GENERAL CORRESPONDENCE					
7. RECORD SERIES FORMAT(S) <input checked="" 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 checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>2</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Finance Department Jail Industries Building		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>Federal Privacy and Security Act</u> <input type="checkbox"/> No		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 checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Screen annually and destroy that material no longer needed for current business.			
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 25, 1994	

Figure 1

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

Schedule No. **2092**

Page 1 of 20

Agency Department of Public Safety And Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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A.	<p><u>COMPLIANCE</u></p> <p><u>COMPLIANCE SERIES</u> (Supercedes schedule #1634) This series includes documents, forms, and other materials that are retained for future review by the Maryland Commission on Correctional Standards (MCCS)</p> <p>1. Security Equipment Inventory/Inspection Forms (DPDS #243-94):</p> <ul style="list-style-type: none"> a) MDC Duty Capt. b) WDC c) JI d) RLP e) O'B HS f) MDC Hosp. g) MDC Seg. h) WDC Seg. i) MDC RDCC j) Tac. Room k) Transp-Office l) Transp-Mitchell m) Transp-Post Office n) Transp-Wabash o) Transp-Southern p) Transp-North Ave. q) Transp-Equip. Room r) Transp-Capt. s) Dietary t) MDC Control u) WDC RDCC 	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
----	--	---

Schedule Approved by Department, Agency, or Division Representative.
 Date March 2, 2000
 Signature Sgt. M. Boulware
 Typed Name Margaret Boulware
 Title Sgt. - DPDS Court Compliance

Schedule Authorized by State Archivist
 Date MAR 27 2000

Signature Edward C. Papenfuss

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. **2092**
 Page 2 of 20

Agency Department of Public Safety And Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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	<p>Security Equipment Inventory/Inspection Forms (DPDS #243-94) con't:</p> <ul style="list-style-type: none"> v) WDC Infirmary w) Post #6 x) Control (P. Mace only) y) Training Dept. <p>2. Security Equipment Issue/Return Forms (DPDS #298-94):</p> <ul style="list-style-type: none"> a) MDC Duty Capt. b) WDC c) JI d) JI (v.a.) e) RLP f) O'B HS g) Post #6 h) MDC RDCC i) Tac Room j) Transp-Mitchell k) Transp-Post Office l) Dietary m) MDC Seg. n) WDC Seg. o) WDC Infirmary <p>3. Weapons Condition Checklist-Post #6</p> <p>4. Weapons Issue/Return Forms-Post #6 (DPDS # 237-94)</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
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DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. **2092**
 Page 3 of 20

Agency Department of Public Safety And Correctional Services	Division/Unit Division of Pretrial Detention and Services
--	---

Item No.	Description	Retention
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**5. Arsenal Inventory/Inspection Forms
 (DPDS # 320-94)**

6. Gas Gun Inventory/Inspection:
 a) MDC Control
 b) JI Post #200

7. Gas Gun Issue/Return:
 a) MDC Control
 b) JI Post #200

8. Peppermace Log (Issue/Return):
 a) MDC Control
 b) JI Post #200
 c) RLP

9. Radio Accountability Sheets:
 a) MDC Control
 b) WDC
 c) JI
 d) MDC North
 e) MDC South
 f) Duty Capt
 g) Security Admin.
 h) Traffic
 i) Training
 j) MDC Annex
 k) Seg.
 l) Tac. Room
 m) Fire Marshal

Retain for three (3) years
 and until all audit
 requirements have been
 fulfilled, then destroy.

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. **2092**
 Page 4 of 20

Agency Department of Public Safety And Correctional Services	Division/Unit Division of Pretrial Detention and Services
--	---

Item No.	Description	Retention
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	<p style="text-align: center;">Radio Accountability Sheets (Cont):</p> <ul style="list-style-type: none"> n) Rec. Supv. o) MDC Acupuncture p) K-9 q) Maintenance r) RDCC Supv. s) O'B Hs t) Health & Safety u) RLP <p>10. Search Reports (DPDS #236-94):</p> <ul style="list-style-type: none"> a) MDC b) WDC c) JI d) RLP e) O'B HS f) K-9 g) SSU h) Facility Search (mass shakedown) <p>11. Key Inventory/Inspection Forms (DPDS #256-94):</p> <ul style="list-style-type: none"> a) MDC Sections b) MDC Control Cntr c) MDC Duty Capt d) Maintenance e) MDC RDCC f) Shift Commander g) Control Keybox h) Medical Keybox i) IMHU 	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
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DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. **2092**

Page 5 of 20

Agency Department of Public Safety And Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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	<p>Key Inventory/Inspection Forms (Cont):</p> <ul style="list-style-type: none"> j) Dietary Security k) Medical Admin. l) Tac Room m) WDC Infirmary n) School o) Dietary p) WDC Sections q) WDC Control r) JI Post #200 s) Support Serv Office t) Laundry u) Mailroom v) Inmate Property Room w) Storeroom x) Building Construction y) Inmate Grievance Office z) Health & Safety aa) RLP bb) O'B HS cc) Transp Office dd) Transp Vehicles ee) Key Control Office bx 1, 2, & 3 ff) Post #1 gg) Post #3 hh) Post #6 ii) MDC Acupuncture Program jj) Key Control Storage Room kk) Training Dept ll) K-9 mm) Fleet Communications 	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
--	---	---

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. **2092**
 Page 6 of 20

Agency Department of Public Safety And Correctional Services	Division/Unit Division of Pretrial Detention and Services
--	---

Item No.	Description	Retention
----------	-------------	-----------

12. Key Issue/Return Forms (DPDS #159-94):

- a) MDC Control
- b) MDC Duty Capt
- c) Dietary
- d) WDC
- e) Health & Safety
- f) JI Post #200
- g) Support Serv Office
- h) Building Constr
- i) Transp Office
- j) RLP
- k) O'B HS
- l) Medical Admin
- m) Post #6
- n) Key Control Office
- o) MDC RDCC
- p) MDC Acupuncture Program
- q) WDC Acupuncture Program
- r) IMHU
- s) Maintenance
- t) Post #1
- u) Post #3
- v) Storeroom
- w) K-9
- x) Training Dept
- y) Fleet Communications
- z) Tac Room
- aa) WDC Infirmary
- bb) Inmate Property Room
- cc) Laundry

Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No.
2092
 Page 7 of 20

Agency Department of Public Safety And Correctional Services	Division/Unit Division of Pretrial Detention and Services
--	---

Item No.	Description	Retention
----------	-------------	-----------

13. Tool Inventory/Inspection Forms:

- a) Maint (t bx)
- b) Maint (sh brd)
- c) Maint (flr/ladders)
- d) Maint (stor cabnt)
- e) Maint (Bin)
- f) Maint (Rear Storage)
- g) Dietary
- h) Storeroom
- i) Health & Safety
- j) Renovation Project
- k) Key Control Office
- l) MDC North (clippers)
- m) MDC South (clippers)
- n) Annex (clippers)
- o) WDC Supv (clippers)
- p) JI (clippers)
- q) RLP (clippers)
- r) O'B Hs (clippers)
- s) Inmate Grievance Office (clippers)
- t) WDC Beauty Shop
- u) Building Constr.

14. Tool Issue/Return Forms

- a) Maint Office
- b) WDC Beauty Shop
- c) Health & Safety
- d) Dietary
- e) Building Constr

Retain for three (3) years
 and until all audit
 requirements have been
 fulfilled, then destroy.

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No.
2092
 Page 8 of 20

Agency Department of Public Safety And Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
----------	-------------	-----------

- 15. Clipper Accountability Sheets (iss/ret)**
 - a) MDC North
 - b) MDC South
 - c) Annex
 - d) WDC Supv
 - e) JI
 - f) RLP
 - g) O'B Hs
 - h) WDC Beauty Shop

- 16. Vehicle Issue/Return Forms**
- 17. A/R Monthly Stat Report**
- 18. Vehicle Extinguisher/1st Aid Kit Checklist**
- 19. A/R Log (copy)**
- 20. P.M. Vehicle Inspection Forms**
 - a) Transp
 - b) RLP
 - c) JI
- 21. Quarterly P.M. Records**
- 22. Emergency (mock) Exercises**
- 23. 1st. Aid Kit Reports**
- 24. Vehicle 1st. Aid Kit Reports**

Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No.
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Agency Department of Public Safety And Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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	<p>25. On-Call Schedules: a) P.A. b) Pysch</p> <p>26. Emerg Medical Equip Checklist: a) MDC Clinic b) WDC c) IMHU</p> <p>27. Emerg Medical Box (crashcart) Checklist: a) MDC Clinic b) WDC c) IMHU</p> <p>28. Routine Health Services Schedule</p> <p>29. Meds Returned to Pharm List: a) Dispensary b) WDC Infirmary</p> <p>30. Med Transfer Sheet: a) IMHU b) Dispensary c) WDC Infirmary</p> <p>31. Medication Disposal Log Sheet: a) Dispensary b) WDC Infirmary</p> <p>32. Medical Waste Receipts</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
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DGS 550-1A (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency Department of Public Safety And Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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	<p>33. Med/Sharp Record (CDS Invent/Use): a) IMHU b) WDC Infirmary c) Dispensary</p> <p>34. Sched Drug Count/Verifcat Sheet: a) IMHU b) Dispensary c) WDC Infirmary</p> <p>35. Methadone Log Sheet</p> <p>36. Medical Instrument Inventory/Inspection Form: a) IMHU b) Clinic c) MDC Intake d) WDC Intake e) Dental</p> <p>37. Med/Sharp Record (Sharps Invent/Use): a) IMHU b) Clinic c) WDC Infirmary d) MDC Intake e) WDC Intake f) HIVCTS g) Dental</p> <p>38. Dental Daily Needle Log</p> <p>39. Dental Lidocaine Record</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
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DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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2092
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Agency Department of Public Safety And Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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	<p>40. Count Correct Form: a) IMHU b) Clinic c) WDC Infirmary</p> <p>41. Acupuncture Inventory/Usage Form: a) MDC b) WDC</p> <p>42. Norplant Inventory/Usage Form</p> <p>43. Meal Summary Sheets: a) MDC b) WDC c) JI/RLP/O'B HS d) Transp/Courts</p> <p>44. Inmate Dietary Worker/Daily Inspection Forms</p> <p>45. Employee Dietary Med Screening Records</p> <p>46. Inmate Dietary Med Screening Records</p> <p>47. Diet Census/Verification Forms</p> <p>48. Dietary Closing Checklists: a) WDC b) JI/RLP</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
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DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. **2092**
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Agency Department of Public Safety And Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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49. Dietary Shift Supv Reports:

- a) MDC
- b) WDC
- c) JI

50. Refridgeration Temp. Forms:

- a) MDC
- b) WDC
- c) JI

51. Utensil Inventory Forms:

- a) MDC (main kitchen)
- b) MDC (storage room)
- c) JI
- d) RLP
- e) O'B HS
- f) Post #8 Knives

52. Utensil Issue/Return Log:

- a) MDC
- b) JI
- c) RLP
- d) O'B Hs

53. Post #8 Knife Issue/Return Log

54. Solid Waste Disposal Records

Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency

Department of Public Safety
 And Correctional Services

Division/Unit

Division of Pretrial
 Detention and Services

Item No.	Description	Retention
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55. Uniform Issue/Return Log:

- a) Annex 1
- b) Annex 2
- c) Annex 3
- d) WDC Post #90
- e) MDC Seg
- f) JI
- g) Wyatt
- h) WDC Post #86
- i) RLP
- j) O'B Hs
- k) Building Constr
- l) WDC RDCC
- m) WDC Post #83
- n) Juv (male)
- o) Juv (female)
- p) Laundry
- q) Health & Safety
- r) Paint & Sanitation
- s) Storeroom

56. Custody In Sheets (Indv. linen iss.):

- a) MDC
- b) WDC

Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency Department of Public Safety And Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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	<p>57. Section Laundry Iss/Ret Records</p> <p>58. Laundry Service Requests</p> <p>59. Clothing Convert to Inst. Use Records</p> <p>60. Clothing Disposal Records</p> <p>61. Abandoned Inmate Property (30 day Invent/Disposal)</p> <p>62. Bi-Annual Property Rm Inventory</p> <p>63. Inmate Orientation (Alpha In-Sheets)</p> <p>64. 1 yr. Inmate Reclass Log Sheets</p> <p>65. Case Records Distr/Transf/Disp: a) Central Records Dept b) Medical Records Dept</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
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DGS 550-1A (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency Department of Public Safety And Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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B.	<p><u>COMPLIANCE SERIES</u> This series includes documents, forms, and other materials that are retained for future review by the Maryland Commission on Correctional Standards (MCCS).</p> <p>1. Tour Sheets (DPDS #252-94):</p> <ul style="list-style-type: none"> a) MDC b) WDC c) JI d) RLP e) O'B HS <p>2. Weekly Supv Security Inspection Forms (DPDS #238-94):</p> <ul style="list-style-type: none"> a) Area 1 b) Area 2 c) Area 3 d) Area 4 e) Area 5 f) Area 6 g) Area 7 <p>3. Random Drug/Alcohol Test Records</p> <p>4. Worksheets:</p> <ul style="list-style-type: none"> a) MDC b) WDC c) JI d) RLP e) O'B HS 	<p>Retain for three (3) years and until all audit requirements have been fulfilled, and hold until beginning of next audit cycle; then destroy.</p>
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DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency

Department of Public Safety
 And Correctional Services

Division/Unit

Division of Pretrial
 Detention and Services

Item No.	Description	Retention
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5. BCDC Count Sheets

6. Post Order Sign-Off Sheets

- a) MDC
- b) WDC
- c) JI
- d) RLP
- e) O'B HS
- f) Visiting Areas
- g) Transportation

7. Intake Phone Call Log Sheet:

- a) MDC
- b) WDC

8. Special Confinement Activity Sheets (DPDS #235-94):

- a) Seg
- b) P/C
- c) Isol/SecI
- d) Sect Lock

9. Suicide Watch Records

10. 30-Day Reviews:

- a) Seg
- b) P/C

Retain for three (3) years and until all audit requirements have been fulfilled, and hold until beginning of next audit cycle; then destroy.

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency: Department of Public Safety And Correctional Services
 Division/Unit: Division of Pretrial Detention and Services

Item No.	Description	Retention
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- 11. Internal Fire Safety Inspection Forms (DPDS #221-010):
 - a) MDC
 - b) Maintenance
 - c) WDC
 - d) JI / EBDAC
 - e) RLP
 - f) O'B HS
 - g) Kitchens (MDC/WDC)
 - h) Acupuncture Trailers
- 12. Monthly Fire Extinguisher Insp.
- 13. Annual Fire Extinguisher Service
- 14. Bi-Annual Kitchen Fire System Insp.
- 15. SCBA Insp.
- 16. Quarterly Fire Drill Forms (DPDS #101-045):
 - a) MDC
 - b) WDC
 - c) JI
 - d) RLP
 - e) O'B HS
- 17. Quarterly Sprinkler/Alarm System Insp.
- 18. Fire Marshall's Inspections
- 19. Mosha Inspections

Retain for three (3) years and until all audit requirements have been fulfilled, and hold until beginning of next audit cycle; then destroy.

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency Department of Public Safety And Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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	<p>20. Dietary Health Inspections</p> <p>21. Weekly Kitchen Inspections:</p> <ul style="list-style-type: none"> a) MDC b) WDC c) RLP d) O'B HS <p>22. Toxic, Caustic, Flammables Inventory Forms (DPDS #187-94):</p> <ul style="list-style-type: none"> a) Maintenance b) P. Plant c) Dietary d) Health & Safety e) Building Constr f) Storeroom g) RLP h) O'B HS i) Transp Equip Room j) Beauty Shop k) HIVCTS <p>23. Weekly Sanitation Inspections:</p> <ul style="list-style-type: none"> a) MDC North bldg b) MDC South bldg c) MDC Annex/Wyatt d) Medical (MDC/WDC) e) Maintenance f) P. Plant g) WDC h) JI 	<p>Retain for three (3) years and until all audit requirements have been fulfilled, and hold until beginning of next audit cycle; then destroy.</p>
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DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Agency Department of Public Safety And Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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	<p>Weekly Sanitation Inspections con't:</p> <ul style="list-style-type: none"> i) RLP j) O'B HS <p>24. Sanitation Checklists</p> <p>25. Reg & Emerg Pest Control Records</p> <p>26. Front Gate Reports (indv. linen iss./ret.):</p> <ul style="list-style-type: none"> a) MDC b) WDC c) JI d) RLP e) O'B HS <p>27. Indigent Kit Receipt Books:</p> <ul style="list-style-type: none"> a) MDC b) WDC <p>28. Log Books:</p> <ul style="list-style-type: none"> a) Vehicle Log (searches) <ul style="list-style-type: none"> I. Post #1 II. Post #5 III. Post #201 c) Release Log d) Post Logs 	<p>Retain for three (3) years and until all audit requirements have been fulfilled, and hold until beginning of next audit cycle; then destroy.</p>
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DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency Department of Public Safety And Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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C. COMPLIANCE SERIES
 This series includes documents, forms, and other materials that are retained for future review by the Maryland Commission on Correctional Standards (MCCS).

1. Master Schedule
2. Master Listings:
 - a) Security Equipment
 - b) Spec. Equipment
 - c) Radios
 - d) Keys
 - e) Tools
 - f) Vehicles
 - g) Weapons
 - h) Medical Instruments
 - i) Dental Instruments
 - j) Kitchen Utensils
3. Infirmary License/Permit
4. Drug Formulary
5. Approved Menu/Dietician's License
6. Dietary License/Permit
7. Allowable Property List

Retain until superceded, then destroy.

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

Schedule No. 2305

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Agency Department of Public Safety And Correctional Services
 Division/Unit Division of Pretrial Detention and Services

Item No.	Description	Retention
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A. COMPLIANCE (replaces schedule # 2092)

COMPLIANCE SERIES
 This series includes documents, forms, and other materials that are retained for future review by the Maryland Commission on Correctional Standards (MCCS)

1. Security Equipment Inventory/Inspection Forms (DPDS #243-94):

- a) MDC Duty Capt.
- b) WDC
- c) JI
- d) RLP
- e) O'B HS
- f) MDC Control
- g) Post #6
- h) Tactical Equip. Rm.
- i) MDC Seg.
- j) WDC Seg.
- k) MDC RDCC
- l) WDC RDCC
- m) WDC Infirmary
- n) Training Dept.
- o) Post #1
- p) Security Chief
- q) MDC P/C
- r) Transp-Office
- s) Transp-Mitchell
- t) Transp-Post Office
- u) Transp-North Ave.
- v) Transp-Wabash
- w) Transp-Southern

Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)

Schedule Approved by Department, Agency, or Division Representative.
 Date February 6, 2004
 Signature *Margaret Boulware*
 Typed Name Margaret Boulware
 Title Sgt. BCDC Compliance

Schedule Authorized by State Archivist
 Date JUN 16 2004
 Signature *Edward C. Papenfuss*

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency Department of Public Safety And Correctional Services Division/Unit Division of Pretrial Detention and Services

Item No.	Description	Retention
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Security Equipment Inventory/Inspection Forms (DPDS #243-94) con't:

- x) Transp-Equip. Room
- y) Transp-Capt.

2. Security Equipment Issue/Return Forms (DPDS #298-94):

- a) MDC Duty Capt.
- b) WDC Control
- c) JI
- d) RLP
- e) O'B HS
- f) Post #6
- g) Tac Room
- h) MDC RDCC
- i) Post #1
- j) MDC Seg.
- k) WDC Seg.
- l) Transp-Mitchell
- m) Transp-Post Office
- n) WDC Infirmary
- o) WDC RDCC
- p) Security Chief
- q) MDC P/C
- r) MDC Control (P. Mace)
- s) JI (P. Mace)

3. Gas Gun Inventory/Inspection:

- a) MDC Control
- b) JI Post #200

Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency Department of Public Safety And Correctional Services Division/Unit Division of Pretrial Detention and Services

Item No.	Description	Retention
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- 4. Weapons Issue/Return Forms- (DPDS # 237-94)
 - a) Post #6
 - b) Post #1

5. Weapons Condition Checklist-Post #6

6. Arsenal Inventory/Inspection Forms (DPDS # 320-94)

- 7. Radio Accountability Sheets:
 - a) MDC Control
 - b) MDC North
 - c) MDC South
 - d) MDC Anx/Wyatt/Acup
 - e) Tac. Room
 - f) WDC
 - g) JI
 - h) Segregation/Seg. OIC
 - i) Fire Marshal
 - j) Recreation Supv.
 - k) K-9
 - l) Maintenance
 - m) RDCC Supv./Traffic
 - n) Health & Safety
 - o) Duty Capt
 - p) Operations
 - q) Training
 - r) RLP
 - s) Admin. Building

Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency Department of Public Safety And Correctional Services
Division/Unit Division of Pretrial Detention and Services

Item No.	Description	Retention
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8. Search Reports (DPDS #236-94):

- a) MDC
- b) WDC
- c) JI
- d) RLP
- e) O'B HS
- f) K-9
- g) SSU
- h) Facility Search (mass shakedown)

9. Key Inventory/Inspection Forms (DPDS #256-94):

- a) MDC Control
- b) MDC Control (white bx)
- c) MDC Sections
- d) MDc Duty Capt.
- e) MDC RDCC
- f) MDC IMHU/Clinic
- g) Medical (control keybx)
- h) Dietary
- i) Post #1
- j) Post #3
- k) Post #6
- l) Post #6 Emerg. Keys
- m) Post #25 Emerg. Keys
- n) Acupuncture
- o) School
- p) Tac Room
- q) Maintenance
- r) Inmate Grievance Office
- s) Post #46a
- t) WDC Sections
- u) WDC Control (key cabnt)

Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency Department of Public Safety And Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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	<p>Key Inventory/Inspection Forms (Cont):</p> <ul style="list-style-type: none"> v) WDC infirmary w) RLP Box 1 x) RLP Box 2 y) O'B House z) JI Post #200 aa) JI Post #201 bb) JI Emerg. Keys cc) JI Sections/Supv. dd) JI Admin. Services ee) Support Serv. Office ff) Laundry gg) Mailroom hh) Inmate Property Room ii) Supply Room jj) Building Constr. kk) Health & Safety ll) Training Dept. mm) K-9/SSU/Box2 nn) Fleet Office oo) Transp. Office pp) Transp. Equip. Room qq) Key Control Box 1 rr) Key Control Box 2 ss) Key Control Box 3 tt) Key Control Box 4 uu) Key Control Storage Rm. vv) Key Control Blanks 	<p>Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)</p>
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DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency Department of Public Safety And Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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10. Key Issue/Return Forms (DPDS #159-94):

- a) MDC Control
- b) MDC Duty Capt
- c) MDC RDCC
- d) Dietary
- e) Inmate Grievance Office
- f) Post #46a
- g) Post #1
- h) Post #3
- i) Post #6
- j) Tac Room
- k) School
- l) IMHU/Clinic
- m) Medical (control key bx)
- n) WDC
- o) WDC Infirmary
- p) JI Post #200
- q) JI Post #201
- r) JI Supv.
- s) JI Admin. Services
- t) RLP
- u) RLP Box 2
- v) O'B HS
- w) Maintenance
- x) Support Serv Office
- y) Laundry
- z) Building Constr
- aa) Health & Safety
- bb) Training Dept.
- cc) K-9/SSU
- dd) Fleet Office
- ee) Transp Office
- ff) Key Control Office

Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
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Agency	Department of Public Safety And Correctional Services	Division/Unit	Division of Pretrial Detention and Services
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Item No.	Description	Retention
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11. Tool Inventory/Inspection Forms:

- a) Maint (shop)
- b) Maint (t bx)
- c) Maint (flr/ladders)
- d) Fleet Office
- e) Key Control Office
- f) Dietary
- g) Supply Room
- h) Health & Safety
- i) Outside Contractors
- j) Duty Capt.
- k) Security Chief
- l) MDC Kitchen
- m) RDCC
- n) MDC North (clippers)
- o) MDC South (clippers)
- p) Annex (clippers)
- q) Juveniles (clippers)
- r) WDC Supv (clippers)
- s) JI (clippers)
- t) RLP (clippers)
- u) O'B Hs (clippers)
- v) Tool Control Officer (clippers)

12. Tool Issue/Return Forms:

- a) Maint Office
- b) Health & Safety
- c) Dietary
- d) Fleet Office
- e) Duty Capt.
- f) Security Chief
- g) MDC Kitchen
- h) RDCC

Retain for two (2) years
 or until MCCS audit
 requirements have
 been fulfilled, then
 destroy. (A)

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency Department of Public Safety And Correctional Services Division/Unit Division of Pretrial Detention and Services

Item No.	Description	Retention
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- Tool Issue/Return Forms (con't):**
 i) Key Control Office
 j) MDC North (clippers)
 w) MDC South (clippers)
 x) Annex (clippers)
 y) Juveniles (clippers)
 z) WDC Supv (clippers)
 aa) JI (clippers)
 bb) RLP (clippers)
 cc) O'B Hs (clippers)

13. A/R Log (copy)
 14. A/R Monthly Stat Report
 15. Daily P.M. Vehicle Inspection Forms (*samples*):
 a) Transp
 b) RLP
 c) Support
 16. Vehicle Issue/Return Forms
 17. Quarterly P.M. Records
 18. Vehicle Extinguisher/1st Aid Kit Checklist
 19. Emergency (mock) Exercises
 20. 1st. Aid Kit Reports

Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

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Agency	Department of Public Safety And Correctional Services	Division/Unit	Division of Pretrial Detention and Services
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Item No.	Description	Retention
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21. On-Call Schedules:

- a) P.A.
- b) Pysch

22. Emerg Medical Equip Checklist:

- a) MDC Clinic
- b) WDC
- c) IMHU

23. Emerg Medical Box (crashcart) Checklist:

- a) MDC Clinic
- b) WDC
- c) IMHU

24. Routine Health Services Schedule

25. Insulin Records

26. Medication Disposal Log Sheet:

- a) Dispensary
- b) WDC Infirmary

27. Meds Returned to Pharm List:

- a) Dispensary
- b) WDC Infirmary

28. Med Transfer Sheet:

- a) IMHU
- b) Dispensary
- c) WDC Infirmary

29. Medical Waste Receipts

Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency Department of Public Safety And Correctional Services Division/Unit Division of Pretrial Detention and Services

Item No.	Description	Retention
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- 30. Med/Sharp Record (CDS Invent/Use):**
 - a) IMHU
 - b) WDC Infirmary
 - c) Dispensary
- 31. Sched. Drug Count/Verification Sheet:**
 - a) IMHU
 - b) Dispensary
 - c) WDC Infirmary
- 32. Methadone Log Sheet**
- 33. Medical Instrument Inventory/Inspection Form:**
 - a) IMHU
 - b) Clinic
 - c) WDC Intake
 - d) WDC Infirmary
- 34. Dental Instrument Inventory/Inspection Form**
- 35. Med/Sharp Record (Sharps Invent/Use):**
 - a) IMHU
 - b) Clinic
 - c) WDC Infirmary
 - d) WDC Intake
 - e) Dental
- 36. Dental Daily Needle Log**
- 37. Dental Lidocaine Record**

Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)

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 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.	Description	Retention
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- 38. Count Correct Form:**
 a) IMHU
 b) Clinic
 c) WDC Infirmary
 d) WDC Intake

- 39. Acupuncture Inventory/Usage Form:**
 a) MDC
 b) WDC

- 40. Meal Summary Sheets:**
 a) MDC
 b) WDC
 c) JI/RLP/O'B HS
 d) Transp/Courts

- 41. Dietary Supv. Shift Reports:**
 a) MDC
 b) WDC
 c) JI

42. Employee Dietary Med Screening Records

43. Inmate Dietary Med Screening Records

44. Diet Census/Verification Forms

- 45. Dietary Closing Checklists:**
 a) WDC
 b) JI

Retain for two (2) years
 or until MCCS audit
 requirements have
 been fulfilled, then
 destroy (A)

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Item No.	Description	Retention
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46. Refridgeration/Dish Machine Temps:

- a) MDC
- b) WDC
- c) JI

47. Utensil Inventory Forms:

- a) MDC (main kitchen)
- b) MDC (catering)
- c) JI
- d) RLP
- e) O'B HS
- f) Post #8 Knives

48. Utensil Issue/Return Log:

- a) MDC
- b) JI
- c) RLP
- d) O'B Hs

49. Uniform Issue/Return Log:

- a) Annex 1
- b) Annex 2
- c) Annex 3
- d) Annex 4
- e) MDC Seg
- f) Juv (male)
- g) Juv (female)
- h) Wyatt
- i) RLP
- j) O'B Hs
- k) JI
- l) WDC Post #90
- m) WDC Post #86 Seg.
- n) WDC RDCC

Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)

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Item No.	Description	Retention
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	Uniform Issue/Return Log (con't): o) WDC Post #83 p) WDC SAP q) Building Constr. r) Laundry s) Health & Safety t) Paint & Sanitation u) Storeroom 50. Custody In Sheets (Indv. linen iss/ret): a) MDC b) WDC 51. Section Laundry Iss/Ret Records 52. Laundry Service Requests 53. Clothing Convert to Inst. Use Records 54. Clothing Disposal Records 55. Abandoned Inmate Property (30 day Invent/Disposal) 56. Semi-Annual Property Room Inventory 57. Inmate Orientation (Alpha In-Sheets) 58. 1 yr. Inmate Reclass Log Sheets 59. Case Records Distr/Transf/Disp: a) Central Records Dept b) Medical Records Dept	Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)
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Item No.	Description	Retention
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60. *Samples:* Religious Services Logs

61. *Samples:* Indigent Clothing Logs

62. *Samples:* Commissary Slips for Indigent Kits

63. *Samples:* Press Visits Agreements / Refusals

64. *Samples:* Inmate Grievance Logs

65. *Samples:* Law Library Requests

66. *Samples:* Acupuncture Program Rosters

67. *Samples:* Inmate Special Program Rosters

68. *Samples:* TCF Receipts (Section Issue)

69. *Samples:* TCF Receipts (on site disposal, if any)

70. *Samples:* Intake log sheets (BCBIC) for "New-Man Kits"

Retain for two (2) years or until MCCS audit requirements have been fulfilled, then destroy. (A)

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Item No.	Description	Retention
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- B. COMPLIANCE SERIES**
 This series includes documents, forms, and other materials that are retained for future review by the Maryland Commission on Correctional Standards (MCCS).
1. Worksheets:
 - a) MDC
 - b) WDC
 - c) JI
 - d) RLP
 - e) O'B HS
 2. Tour Sheets (DPDS #252-94):
 - a) MDC
 - b) WDC
 - c) JI
 - d) RLP
 - e) O'B HS
 3. Weekly Supv Security Inspection Forms (DPDS #238-94):
 - a) Area 1
 - b) Area 2
 - c) Area 3
 - d) Area 4
 - e) Area 5
 - f) Area 6
 - g) Area 7
 4. Random Drug/Alcohol Test Records
 5. BCDC Count Sheets

Retain for two (2) years or until MCCS audit requirements have been fulfilled, and hold for an additional six (6) months; then destroy. (B)

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Item No.	Description	Retention
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6. Samples: Section Activity Sheets

- f) MDC
- g) WDC
- h) JI
- i) RLP
- j) O'B HS

7. Post Order Sign-Off Sheets

- a) MDC
- b) WDC
- c) JI
- d) RLP
- e) O'B HS
- f) Visiting Areas
- g) Transportation

8. Intake Phone Call Log Sheets-WDC

9. Special Confinement Activity Sheets (DPDS #235-94):

- a) MDC Seg
- b) MDC P/C
- c) MDC Isol/Secl
- d) MDC Sect Lock
- e) WDC Seg
- f) WDC P/C
- g) WDC Isol/Secl

10. Suicide Watch Records

- a) MDC
- b) WDC

Retain for two (2) years or until MCCS audit requirements have been fulfilled, and hold for an additional six (6) months; then destroy. (B)

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Item No.	Description	Retention
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11. 30-Day Reviews:

- a) Seg
- b) P/C

12. Internal Fire Safety Inspection Forms (DPDS #221-010):

- a) MDC (N,S,WYTT)
- b) Maintenance/P. Plant
- c) WDC
- d) JI / EBDAC
- e) RLP
- f) O'B HS
- g) Admin Building
- h) Kitchens (MDC/WDC)
- i) Acupuncture Trailers

13. Quarterly Sprinkler Alarm System Insp.

14. Monthly Fire Extinguisher Insp.

15. Annual Fire Extinguisher Service

16. Semi-Annual Kitchen Fire System Insp.

17. Quarterly Fire Drills (DPDS #101-045):

- a) MDC
- b) WDC
- c) JI
- d) RLP
- e) O'B HS

18. State Fire Marshall's Annual Inspections

Retain for two (2) years or until MCCS audit requirements have been fulfilled, and hold for an additional six (6) months; then destroy. (B)

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Item No.	Description	Retention
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19. Bi-Annual MOSHA Inspections.

20. DHMH Annual Kitchen Inspections

21. Weekly Kitchen Inspections:

- a) MDC
- b) WDC
- c) RLP
- d) O'B HS

22. Toxic, Caustic, & Flammables Inventory/Use (DPDS #187-94):

- a) Maintenance
- b) P. Plant/Shed
- c) Dietary
- d) Health & Safety
- e) Building Constr
- f) Supply Room
- g) RLP
- h) O'B HS
- i) Fleet Office
- j) Security Chief
- k) Dietary Maintenance
- l) Commissary
- m) Training Dept.
- n) WDC Health & Safety

Retain for two (2) years or until MCCS audit requirements have been fulfilled, and hold for an additional six (6) months; then destroy. (B)

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Item No.	Description	Retention
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23. Weekly Sanitation Inspections:

- a) MDC North
- b) MDC South
- c) MDC Annex/Wyatt
- d) MDC Medical
- e) WDC Medical
- f) Maintenance
- g) P. Plant
- h) WDC
- i) JI
- j) RLP
- k) O'B HS

Retain for two (2) years or until MCCS audit requirements have been fulfilled, and hold for an additional six (6) months; then destroy. (B)

24. Reg & Emerg Pest Control Records

25. Solid Waste Disposal Records

26. Sanitation Checklists

27. Indigent Kit Receipt Books:

- a) MDC
- b) WDC

28. Front Gate Reports (indv. linen iss./ret.):

- a) MDC
- b) WDC
- c) JI
- d) RLP
- e) O'B HS

29. Vehicle Log Books (searches)

30. Section & Attorney Visit Log Books

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Item No.	Description	Retention
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C.	<p>COMPLIANCE SERIES This series includes documents, forms, and other materials that are retained for future review by the Maryland Commission on Correctional Standards (MCCS).</p> <ol style="list-style-type: none"> 1. Master Schedule 2. Master Listings: <ol style="list-style-type: none"> a) Security Equipment b) Radios c) Keys d) Tools e) Vehicles f) Weapons g) Medical Instruments h) Dental Instruments i) Kitchen Utensils j) TCF Materials 3. Infirmary License/Permit 4. Drug Formulary 5. Approved Menu/Dietician's License 6. Dietary License/Permit 7. Allowable Property List 8. Medical Contract / Amendments 9. Dietary Contract / Amendments 	<p>Retain until superceded, then destroy (C)</p>
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Item No.	Description	Retention
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- 10. Dietary Inmate Job Descriptions
- 11. Pest Control Contract / Amendments
- 12. Trash Removal Contract / Amendments
- 13. Emergency / Disaster Plan M.O.U.s

Retain until superceded, then destroy. (c)

D

COMPLIANCE SERIES

This series includes documents, forms, and other materials that are retained for future review by the Maryland Commission on Correctional Standards (MCCS).

Retain for three (3) years or until MCCS audit requirements have been fulfilled, then destroy. (D)

- 1. Weekly Supv Security Inspection Forms (DPDS #238-94):
 - h) Area 1
 - i) Area 2
 - j) Area 3
 - k) Area 4
 - l) Area 5
 - m) Area 6
 - n) Area 7
- 2. Random Drug/Alcohol Test Records
- 3. BCDC Count Sheets

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Item No.	Description	Retention
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E.	<p>COMPLIANCE SERIES This series includes documents, forms, and other materials that are temporarily retained for sample purposes.</p> <p>1. Section Activity Sheets: k) MDC l) WDC m) JI n) RLP o) O'B HS</p>	<p>Retain for six (6) months; then destroy. (E)</p>
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