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

Schedule No. 1595

Page 1 of 3

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

Item No.	Description	Retention
1.	CENTRAL RECORDS INMATE COMMITMENT RECORDS (ORIGINAL DOCUMENTS) 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. Subpeona v. Certification of Records	Retain for two (2) years after inmate's release, then send to State Records Center for five (5) years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.	Schedule Authorized by State Archivist
Date February 24, 1994	Date 3/2/94
Signature [signature]	Signature [signature]
Typed Name William H. Jones	
Title Director of Support Services	

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

Agency: Department of Public Safety and Correctional Services

Division/Unit: Division of Pretrial Detention and Services

Item No.	Description	Retention
2.	INMATE COMMITMENT RECORDS (MICROFICHED DOCUMENTS) This series consists of microfiche copies of the original documents comprising the inmate commitment records.	Retain for two (2) years after inmate's release, then send to State Records Center for five (5) years, then destroy
3.	COMPUTER PROCESSING SYSTEM 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.	Retain for two (2) years after inmate's release, then send to State Records Center for five (5) years, then destroy.
4.	MANUALS 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 Manual	Retain for two (2) years then destroy.

DGS 550-1A (Rev. 1/93)

Figure 3A

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

Schedule No. 1595

Page 3 **of** 3

Agency	Division/Unit
Department of Public Safety and Correctional Services	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.

DGS 550-1A (Rev. 1/93)

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 _____ Of _____

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Department of Public Safety and Correctional Services	Division of Pretrial Detention and Services	

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 COMMITTMENT RECORDS

5. EARLIEST YEAR / LATETEST 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 committment information.

a. Added Charge Documents
b. Bail Reductions
c. Body Receipts
d. Compassionate Leave Forms
e. Court Committments
f. Court Releases
g. Court Postponement Forms
h. Detainers
i. Face Sheets
j. Federal Prisoner Remands
k. Indictments
l. Mental Health Committments
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
v. Certification of Records

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [X] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

9. VOLUME

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

23,600
Number

10. ANNUAL ACCUMULATION

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

23,600
Number

11. FILE IS USED

- [X] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

1
Number

- [ ] Month(s)
- [X] 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 _____
- [X] No

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

- [X] Yes Federal Privacy & Security Act

16. AUDIT REQUIREMENTS

- [X] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes _____
- [X] 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	20. TELEPHONE NUMBER	21. DATE
Richard A. Bradley	410-637-1361	24 February 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 _____ 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 / LATETEST 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)
- ☐ Letter Size
- ☒ Microfilm *(MICROFICHE)*
- ☐ 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 ☐ 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 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

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 _____ Of _____

1. 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
COMPUTER PROCESSING SYSTEM

5. EARLIEST YEAR / LATETEST 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

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 _____ 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 / LATETEST 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)
- [X] Letter Size
- [ ] Microfilm
- [ ] Legal Size
- [ ] Computer Tape
- [ ] Bound Book
- [ ] Floppy Disk
- [ ] Audio Tape
- [ ] Video Tape
- [ ] Other (Specify) _____

8. RECORD SERIES SEQUENCE
- [ ] Alphabetical
- [X] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

9. VOLUME
- [X] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

10 Number

10. ANNUAL ACCUMULATION
- [X] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) _____

10 Number

11. FILE IS USED
- [X] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER
2 Number
- [ ] Month(s)
- [X] 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 _____
- [X] No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)
- [ ] Yes _____
- [X] No

16. AUDIT REQUIREMENTS
- [X] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
- [ ] Yes _____
- [X] No

18. RECOMMENDED RETENTION
Retain for two (2) 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

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 _____ 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 / LATETEST 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)
- [X] Letter Size
- [ ] Legal Size
- [ ] Bound Book
- [ ] Audio Tape
- [ ] Other (Specify) _____
- [ ] Microfilm
- [ ] Computer Tape
- [ ] Floppy Disk
- [ ] Video Tape

8. RECORD SERIES SEQUENCE
- [ ] Alphabetical
- [X] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

9. VOLUME
- [X] File Drawer(s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape (s)
- [ ] Other (Specify) _____

23,600
Number

10. ANNUAL ACCUMULATION
- [X] File Drawer (s)
- [ ] Microfilm Reel (s)
- [ ] Computer Tape(s)
- [ ] Other (Specify) _____

23,600
Number

11. FILE IS USED
- [X] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER
1
Number
- [X] Month(s)
- [ ] Year(s)

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 _____
- [X] No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)
- [X] Yes Federal Privacy & Security Act
- [ ] No

16. AUDIT REQUIREMENTS
- [X] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
- [ ] Yes _____
- [X] No

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

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

20. TELEPHONE NUMBER
410-637-1361

21. DATE
24 February 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 _____ Of _____

1. 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 / LATETEST 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)

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

8. RECORD SERIES SEQUENCE

- [ ] Alphabetical
- [X] Numerical
- [ ] Chronological
- [ ] Geographical
- [ ] Other (Specify) _____

9. VOLUME

- [X] 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

- [X] Daily
- [ ] Weekly
- [ ] Monthly

12. FILE BECOMES INACTIVE AFTER

1
Number

- [ ] Month(s)
- [X] 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 _____
- [X] No

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

- [ ] Yes _____
- [X] No

16. AUDIT REQUIREMENTS

- [X] None
- [ ] State
- [ ] Federal
- [ ] Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- [ ] Yes _____
- [X] No

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

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

20. TELEPHONE NUMBER
410-637-1361

21. DATE
24 February 1994

DGS 550-4 (Revised 1/93)

Figure 1