DGS-550-1 REV. 7/86

DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE NO.1406 - 18

PAGE

RECORDS RETENTION AND DISPOSAL SCHEDULE

NO. 1 of 2

	RECORDS RETENTION AND DISPOSAL SCHEDUL	\mathbf{E} NO. 1 of 2				
Department of Public Safety and Correctional Services Division of Correction						
	<u>Agency</u> D	ivision				
Item No.	Description	Retention				
	SOCIAL WORK AREA:					
1.	CORRESPONDENCE					
	Subject arrangement of original incoming letters, memoranda, and other material relating to the functions of Social Work Department. Screen retain (3) years destroy					
2.	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 mini- mum of three (3) years or as long as the inmate is in the institu- tion, then des- troy.				
3.	GROUP FILES:					
	This series contains rosters, contracts, drop out notices, completion evaluations, certificate copies, worker notes, inmates' evaluation of groups.	Retain for five (5) years from group termination date, then destroy.				
4.	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 (2) years, destroy.					

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

2 0 1992

Date

State Archivist

Date

Signature/

Title

DGS-550-1A RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO.1406 - 18 PAGE NO. 2 of 2

T4	NO. 2 o			
Item No.		Description	Retention	
5.	STATISTICAL REPORTS:			
	Α.	Raw Data		
		This series contains reports from each staff person on psycho-social assessment and group activity.	Retain for three (3) years, then destroy.	
	В.	Monthly and Annual Summaries		
		This series contains reports generated by Regional Supervisors each month and for the fiscal year. Original is sent to Director of Social Services, copy in Regional Supervisor's office files.	(10) years, then	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEPARTMENT OF G RECORDS MANAGE 7275 WATE P.O. B JESSUP, MAR	MENT DIVISION RLOO ROAD OX 278	AGENCY RECORDS INVENTORY	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rrection	3. UNIT Social Work	
DEFINITION RECORD SERIES . A GROUP	OF RELATED RECOR	DS NORMALLY FILES	AND USED AS A UNIT POR	
REFEREN	CE AS WELL AS RET	ENTION AND DISPOS		
4. RECORD SERIES TITLE Social Work Correspondence			5. EARLIEST YEAR/LATEST YEAR TO	
Subject letters,	arrangement o , memoranda, a g to the funct	f original induction of other mater	rial	
7. RECORD SERIES FORMAT(S) C LETTER SIZE C MICROFILM C LEGAL SIZE C COMPUTER TAPE	8. RECORD SERIES ALPHABETICAL NAMERICAL		FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	D BOUND BOOK D FLOPPY DISK D CHRONOLOG		OTHER(SPECIFY)	
OTHER(SPECIFY)	GEOGRAPHIC GEOGRAPHIC		IO. ANNUAL ACCUMULATION OF FILE DRAWER(S) OMICROFILM REEL(S) RUNNER OCOMPUTER TAPE(S)	
11. FILE IS USED WEEKLY	O MONTHLY	ľ	IS INACTIVE AFTER MONTH(S)	
13. CURRENT LOCATION(S) (BLDG., FI	LOOR, ROOM)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? PEGIFY AGENCY OR OFFICE)	
	15. ACCESS RESTRICTIONS TO YES TO NO (IF YES, CITE LAW(S) & REGULATION(S)		REDENTS ATE 0 FEDERAL 0 INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IP BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	Screen annually, retain for three (3) years, then destroy.	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		21. DATE 5/1/9)	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FOREARD WITH RECORDS RETENTION SCHEDULE (DG6 850+1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 3 OF 7	
1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT	
Correctional Services	Division of Cor		Social Work	
	CE AS EKLL AS RETI		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Social Work Psycho-Social Asse	•		5. EARLIEST YEAR/LATEST YEAR TO	
		T TYPES OF 1400		
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.				
7. RECORD SERIES FORMAT(S) LETTER SIZE " MICROFILM LEGAL SIZE " COMPUTER TAPE BOUND BOOK " FLOPPY DISK	8. RECORD SERIES ALPHABETIC NUMERICAL CHRONOLOG	CAL	FILE DRAYER(S) MICROFILM REEL(S) COMPUTER TAPE(S) NUMBER OTHER(SPECIFY)	
O OTHER(SPECIFY)	GEOGRAPHIC		10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) RUBBER COMPUTER TAPE(S) OTHER(SPECIFY)	
11. FILE IS USED	D MONTHLY	4	ES INACTIVE AFTER MONTH(S) DYEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FI	LOOR, ROOM)	14. IS RECORD S	ERIES DUPLICATED ELSEYHERE? PEGIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS - T YES		16. AUDIT REQUIREMENTS		
17. IS AN INDEX SYSTEM USED? (IP BRIEFLY AND DESCRIBE ANY HU	ARDBARE/SOPTWARE)	18. RECOMMENDE	mum of three (3) years or as long as the inmate is in the institu- tion, then des- troy.	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	5/1/91	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GI RECORDS MANAGED	MENT DIVISION	AGENCY RECORDS INVENTORY	
TH RECORDS RETENTION SCHEDULE (GS \$50-1)	7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		PAGE 4 OF 7	
1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT Social Work	
Correctional Services	Division of Cor		L	
	op related regori Ce as vell as reti		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Social Work Group Files	•		S. EARLIEST YEAR/LATEST YEAR TO	
drop out no	contains rost tices, complet copies, worke of groups.	tion evaluation	ons,	
T. DECOSTS STRING FORWARD A	I		T	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES		FILE DRAWER(S)	
LETTER SIZE MICROFILM	DALPHABETICAL DIAMERICAL CHRONOLOGICAL		□ MICROFILM REEL(S)	
LEGAL SIZE COMPUTER TAPE			COMPUTER TAPE(S) OTHER(SPECIFY)	
BOUND BOOK FLOPPY DISK				
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC		10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) RUMBER COMPUTER TAPE(S)	
OTHER(SPECIFY)	OTHER(SPEC	:::Y) 		
11. FILE IS USED	<u> </u>	12. FILE SECUE	S INACTIVE AFTER	
T DAILY " WEIGHT	- MONTHLY		MONTH(S) TYEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FI	LOOR, ROOM)	i	ERIES DUPLICATED ELSEWHERE? PECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS TO YES TO NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS O NOME SESTATE O PEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IP BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE		
Myles Carpeneto, Director of Procurement Services	20. TELEPHONE 1 (301) 764-4113	NUMBER	21. DATE 5/1/9/	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	TE FORM FOR EACH NEW OR PRECORD SERIES. FORWARD RECORDS RETENTION SCHEDULE P.O. BOX 278		AGENCY RECORDS INVENTORY PAGE 5 of 7	
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)				
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT Social Work	
DEFINITION-RECORD SERIES. A GROUP	OF RELATED RECORD	S NORMALLY FILED	AND USED AS A UNIT POR	
4. RECORD SERIES TITLE Social Work Release Planning F	CE AS TELL AS RETI	ENTION AND DISPOS	8. EARLIEST YEAR/LATEST YEAR	
6. RECORD SERIES DESCRIPTION (BR			то	
Copies of o formation	s contains wor correspondence forms and othe ed to specialis	, release of	: m _	
	· · · · · · · · · · · · · · · · · · ·		<u> </u>	
7. RECORD SERIES FORMAT(5)	S. RECORD SERIES	-	9. VOLUME	
CLETTER SIZE C MICROFILM	D NUMERICAL		□ MICROFILM REEL(S)	
C LEGAL SIZE COMPUTER TAPE			NUMBER COMPUTER TAPE(S)	
BOUND BOOK D FLOPPY DISK	CHRONOLOG		0.1.2(
AUDIO TAPE UVIDEO TAPE	GEOGRAPHIC		10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPEC	CIFY)	☐ FILE DRAWER(S) ☐ MICROFILM REEL(S)	
			RUMBER C COMPUTER TAPE(S)	
11. FILE IS USED		12. FILE BECOM	S INACTIVE AFTER	
DAILY DWEDLY	MONTHLY		MONTH(S) TYEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,F	LOOR, ROOM)		ERIES DUPLICATED ELSEVIERE? PEGIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS TO YE	S ONO	16. AUDIT REQUI	REDENTS	
(IF YES, CITE LAW(S) & REGULA	TION(S)	D NONE 4 ST	ATE O FEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED! (IP		18. RECOMMENDE	D RETENTION	
C'YES D NO		(2)	ain for two years, then troy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	L	21. DATE	
Myles Carpeneto, Director of		•	5/1/9)	
Procurement Services	(301) 764-4113		<u> </u>	
DGS 550-4 (REVISED 2/87)				
<i>y</i>				

ENSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	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 and Correctional Services	2. DIVISION Division of Cor		3. UNIT Social Work
	OF RELATED REGORE		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Social Work Statistical Reports	•		5. EARLIEST YEAR/LATEST YEARTO
	ȚHE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES;
This s	eries contains person on psyc nd group activ	CUO-ROCIAI ass	each ess-
7. RECORD SERIES FORMAT(S) 1 LETTER SIZE MICROFILM 1 LEGAL SIZE COMPUTER TAPE 1 BOUND BOOK FLOPPY DISK	8. RECORD SERIES ALPHABETIC NUMERICAL CHRONOLOG	CAL	D. VOLUME FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) NUMBER OTHER(SPECIFY)
O OTHER (SPECIFY)	O GEOGRAPHIC		10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) RUNNER COMPUTER TAPE(S) OTHER(SPECIFY)
11. FILE IS USED DAILY DWEEKLY	MONTHLY	,	S INACTIVE AFTER MONTH(S)
13. CURRENT LOCATION(S) (BLDG.,FL	.com, room)	, , , , , , , , , , , , , , , , , , ,	ERIES DUPLICATED ELSEVHERE? ECIPY AGENCY OR OFFICE)
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17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	D RETENTION
TYES D NO		,	Retain for three (3) years, then destroy.
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	21. DATE 5/1/9/
DGS 550-4 (REVISED 2/87)	(301) /04-4113		

INSTRUCTIONS TYPE OR PRINT A	DEPARTMENT OF C	ENERAL STRUCES	· ·	
SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICE RECORDS MANAGEMENT DIVISION	MENT DIVISION	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)			PAGE 7 OF 7	
1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT	
Correctional Services	Division of Cor		Social Work	
	of related record		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	·		5. EARLIEST YEAR/LATEST YEAR	
Social Work Statistical Report	s Monthly & Annu	al Summaries	то	
by Regi for the to Dire	ries contains onal Superviso fiscal year. ctor of Social onal Superviso	reports gener ors each month Original is l Services, co	a and sent	
	 		T	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES		FILE DRAWER(S) MICROFILE REEL(S)	
C LETTER SIZE C MICROFILM	- ALPHABETIC	CAL		
LEGAL SIZE COMPUTER TAPE	D NUMERICAL		NUMBER COMPUTER TAPE(S) OTHER(SPECIFY)	
BOUND BOOK DELOPPY DISK	CHRONOLOG		D OTHER(SPECIFY)	
AUDIO TAPE UVIDEO TAPE	GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPE		O FILE DRAVER(S) O MICROFILM REEL(S) NUMBER O COMPUTER TAPE(S) O OTHER(SPECIFY)	
11. FILE IS USED DAILY WEEKLY	MONTHLY		S INACTIVE AFTER MONTH(S) PYEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)			ERIES DUPLICATED ELSEWHERE?	
18. ACCESS RESTRICTIONS TO YE		16. AUDIT REQUI	REMENTS	
(IF YES, CITE LAW(S) & REGULATION(S)		O NONE STATE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDE	D RETENTION	
O YES O NO		(etain for ten 10) years, then Nestroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Myles Carpeneto, Director of			5/1/91	
Procurement Services	(301) 764-4113		0 // /9/	