

REQUEST FOR RECORDS RETENTION SCHEDULE

to be Submitted to the Records Management Division

Hall of Records Commission

SCHEDULE NO. 191

PAGE NO. 1

Hall of Records Commission

1. Requesting Agency

DEPARTMENT OF PAROLE AND PROBATION

2. Division or Bureau of Requesting Agency

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

1. PAROLE FILE

Quantity: 229 legal-size drawers (458 cubic feet)

Dates: 1914 - -

File Arrangement: By year of discharge and alphabetically therein to 1935; thereafter by month of discharge and alphabetically therein.

Annual Accumulation: 13 drawers (26 cubic feet)

Disposable Amount: 82 drawers (164 cubic feet)

Indexed: Yes, see Item 2.

The average case folder for a parolee contains the following records:

Picture - profile and face

History Sheet - white and blue duplicate

Newspaper clippings

Memoranda - inter-office

Parole and Probation - Field Record (after parole granted)

Supervision Summary (Parole and Probation form)

Correspondence

Report on Parolee (after parole)

Order for release on parole (carbon)

Case Summary - one to several pages

Decision of Director of Parole and Probation

Copy of Abstract from U.S. Bureau of Investigation

Supplemental Criminal Records - not included on F.B.I. report

- Institutional Report

Conclusion, by Parole Officer, of Investigation

Institutional History

Parole Programme Information Sheet - Notice to Inmate

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Maury Rogers
Signature

Administrative Assistant

Title

Oct. 6th, 1955

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

October 7, 1955
Date

Meris S. Radloff
Archivist

OCT 10 1955
Date

J. Melusom
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Notice of Continuation of Consideration for Parole
Pre-Parole reports as to Job Possibilities
Statement of Applicant for Parole or Reduction of Sentence
Summary of Parole Hearing
Report of Parolee (monthly)
Physical Examination Report
Fingerprint Chart
Psychiatric Reports
Sponsor and Employment Investigation
Discharge from Parole - copy
Report on Violation of Parole
Warrant for Retake of Parolee
Revocation of Parole Order
Continuation on Parole Order

Reference to these records continues for many years after the parolee is discharged. Branch offices are located in Baltimore City, Chestertown, Hagerstown, Upper Marlboro, and Ellicott City. Files are maintained in these offices until the parolee is discharged and, except for Baltimore City, are then forwarded to the Central office where all duplicating material is removed and destroyed, the remaining records are included in the Central office parole file. The records maintained by the Baltimore City branch office are discussed in Item 3.

RECOMMENDATION: RETAIN IN ORIGINAL FORM FOR TEN YEARS AFTER PAROLEE IS DISCHARGED FROM PAROLE, THEN MICROFILM AND DESTROY ORIGINALS; MICROFILM COPIES TO BE RETAINED PERMANENTLY.

See amendment to Rec. in attached letter of 11-3-65.

2. ALPHABETICAL INDEX TO PAROLE FILE

Size: 5" x 8"
Quantity: 74 drawers plus 115 visible index trays (total 25 cubic feet)
Dates: 1914 - -
File Arrangement: Alphabetical in three groups: 1914-1939, 1939-July 1953, and July 1953 - -
Annual Accumulation: 2 drawers

Information shown in the Index is the prisoner's name, address, prison number, age, race, sex, marital status, crime, conviction, court, judge, date sentence began, length of sentence, any remarks pertaining to parole status, and date of discharge. Included in the Index are cards for parolees from other states being supervised by the Maryland Department. Also in the files are cards for prisoners not accepted for parole; these relate to:

Investigation for out-of-state parolees
Commutation of Sentence Investigation

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ED BY
IC WORKS
Date 10 10 55
J. M. [Signature]

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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Pre-Sentence Investigations
Pardon Investigations

RECOMMENDATIONS: RETAIN IN ORIGINAL FORM FOR FIFTEEN YEARS; THEREAFTER MICROFILM IN FIFTEEN YEAR UNITS AND DESTROY ORIGINALS, MICROFILM COPIES TO BE RETAINED PERMANENTLY.

3. PAROLE FILE - BALTIMORE CITY BRANCH OFFICE

Quantity: 33 drawers (66 cubic feet)
Dates: 1945 - -
File Arrangement: Alphabetical
Annual Accumulation: 4 drawers
Disposable Amount: 40 cubic feet

The records in this file are duplicated in the Central Office file (described in Item 1). They are not forwarded to the Central Office after the parolee is discharged because of their reference value for a period of three years after discharge. There is no record material in the Baltimore Branch office file which is not also found in the Central Office file.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER PAROLEE HAS BEEN DISCHARGED AND THEN DESTROY.

4. RECIPROCAL PAROLEE FILE

Quantity: 15 drawers (30 cubic feet)
Dates: 1939 - -
File Arrangement: Alphabetical
Annual Accumulation: 1 drawer (2 cubic feet)
Disposable Amount: 20 cubic feet
Indexed: Yes - included in Index to Parole File, (see Item 2.)

In accordance with the terms of the "Uniform Act for Out-of-State Parolee Supervision" (Art. 41, Sec. 106, Annotated Code of 1951) the Department accepts parolees from other states for parole supervision. Records forwarded to the Department from the other state are returned to that state at the time the parolee is discharged from parole. The records which remain in the file after discharge consist of correspondence and monthly reports of the parolee. These records have no value after five years. A history card showing the parolee's name, prison and/or parole number, state of origin, and dates of investigation, acceptance for parole and discharge are shown. The history card is a part of the master index discussed in Item 2.

RECOMMENDATION: RETAIN FOR FIVE YEARS AFTER PAROLEE IS DISCHARGED FROM PAROLE AND THEN DESTROY.

APPROVED BY
BOARD OF PUBLIC WORKS
Date: OCT 10 1955

J. M. ...
Secretary

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(Continuation Sheet)

Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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5. CORRESPONDENCE

Quantity: 8 drawers (12 cubic feet)
 Dates: 1934 - -
 File Arrangement: County - and subject and alphabetical therein.
 Annual Accumulation: 1/2 drawer
 Disposable Amount: 8 cubic feet

Correspondence concerned with the function of the agency. It is with Federal, State, local and other state agencies, professional and civic organizations, lawyers, individuals, etc. Correspondence with or about a parolee is filed in the parolee's individual file jacket (Item 1).

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

6. ACCOUNTING RECORDS

Quantity: 9 drawers (11 cubic feet)
 Dates: 1938 - -
 File Arrangement: Chronological
 Annual Accumulation: 1/2 drawer
 Disposable Amount: 11 cubic feet
 Audited by: State

This item includes all standard accounting forms used by State agencies as supporting data to the final book of entry. The final book of entry is to be retained permanently. Specifically these supporting records are:

Comptroller of the Treasury

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Form No.

- | | |
|---------------------|---|
| E-1-S | Distribution of Charges |
| E-1 and E-1/2 | Transmittal |
| DD-1 | Certificate of Deposit and Bank Deposit Slip |
| R-2 (formerly MR-2) | Monthly Report of State Funds Collected and Deposited |
| | Distribution of Unexpended and Obligated Balances |

[Signature]
SECRETARY

Purchasing Bureau (Department of Budget and Procurement)

- | | |
|---------------|--|
| 1-A | Requisition for supplies |
| 47-A | Purchase Order |
| 100-16 | Out-of-Schedule Requisition for Supplies |
| 39-A and 40-A | Stores Requisition |
| CP-2 | Copy of Contract Awarded |
| CF-1 | Capital Fund Requisition for Equipment |

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100/24 27-A CF-3 26-A 52 51	Actual Emergency and Repairs Report Copy of Contract Awarded Copy of Contract Awarded Delivery Invoice Notice of Award of Contract Credit Memorandum Report of Partial Delivery
Budget Bureau (Department of Budget and Procurement)	
BB-1 (Rev.) B.P. Inv. R101 B.P. Inv. R102 B.P. Inv. 6	Formerly BB-1 and BB-2 Budget Schedule Amendment Sheet Report of Fixed Assets (annual) Report of Materials and Supplies (annual) Materials and Supplies Physical Inventory (annual)
BB-40 Budget Form Nos. 1 thru 11	Request for Position Action Budget Estimates Fiscal Year (13 pages including farm statement) Memorandum of Adjustment
<p style="text-align: center;">Others</p> <p><i>Money recd. for fines & restitution (See Rea Beach ltr. of 7/8/66.)</i></p> <p>Vendors Invoices Bank Deposit Slips Bank Statements Bank Deposit Receipts Canceled Checks Gasoline tickets Expense Vouchers Automobile mileage report-(State Vehicles only) Check Stubs Petty Cash Receipts</p>	

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APPROVED BY
BOARD OF PUBLIC WORKS
Date: 901.1.0 1955

J. J. ...
Secretary

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDIT, WHICHEVER IS LATER, AND THEN DESTROY.

7. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE.

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

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PAYROLL EXCEPTIONS, Additions and Exceptions - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-2, Item 3-b, approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E- $\frac{1}{2}$ (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

8. MASTER AUTHORIZATION

This state-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

9. LEAVE RECORDS

Quantities: 1 volume and $\frac{1}{2}$ drawer cards
Dates: 1948 - -
Annual Accumulation: 1 or 2 linear inches

File includes the following records:

- Leave record card - Form SEC 128 - A, a standard state-wide form prepared annually for each employee
- Leave applications
- Doctor's certificates

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDIT, WHICHEVER IS LATER, AND THEN DESTROY.

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HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS
DATE: MAY 10 1954

Melanson

November 3, 1965

Mrs. Margaret M. Sima
Administrative Assistant
Dept. of Parole & Probation
301 W. Preston Street
Baltimore 1, Maryland

Dear Mrs. Sima:

This will confirm our conversation of yesterday regarding the amended retention period for the Parole File (Schedule #191, Item 1).

The recommended retention period should be changed to read:

RETAIN IN ORIGINAL FORM FOR FIVE YEARS AFTER PAROLEE IS DISCHARGED FROM PAROLE; THEN MICROFILM AND DESTROY ORIGINALS; MICROFILM COPIES TO BE RETAINED PERMANENTLY.

The Parole File has been microfilmed through 1958 and, since it is being preserved on microfilm as a permanent record, it is not necessary to obtain the approval of the Board of Public Works for this amendment. May I suggest that you attach this letter to the records schedule (#191), since it now becomes a part of the schedule.

The Violators File will continue to be retained in original form for ten years, before being microfilmed and destroyed.

It was a pleasure talking with you, and I appreciate your cooperation in this matter.

Sincerely yours,

Rex Beach

C C : Mr. Hirsch
RB: BK