

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 226-A

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF CORRECTION

MARYLAND PENITENTIARY

AGENCY

DIVISION

Item No.	Description	Retention
2.	<p>AMENDMENT TO SCHEDULE #226, SUPERSEDING ITEM 2.</p> <p><u>COMMITMENT PAPERS</u></p> <p>Commitment papers received from the Court are the legal documents for admitting prisoners and placing their names on the Institution rolls and records.</p>	<p>Retain for ten (10) years after discharge, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

3-19-82 M. Davidson Classif. Supv. II
 Date Signature Title
R. R. Fuchs

Date State Archivist