

**REQUEST FOR RECORDS RETENTION SCHEDULE**  
Submitted to the Records Management Division  
Hall of Records Commission

1. Requesting Agency: **DEPARTMENT OF CORRECTION**  
2. Division or Bureau of Requesting Agency: **MARYLAND STATE REFORMATORY FOR WOMEN**

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

**1. COMMITMENT PAPERS**

Dates: 1940 - -  
Quantity: 1 document drawer  
File Arrangement: Numerical  
Index: Yes, see Item 4

Commitment papers received from the Court are the legal documents for admitting prisoners and entering their names on the Institution rolls and records.

RECOMMENDATION: RETAIN PERMANENTLY.

**2. INMATES RECORD BOOK**

Date: 1940 - -  
Quantity: 3 volumes  
File Arrangement: Chronological  
Index: Yes, see Item 4

Two Record Books are maintained: one records information for those prisoners serving indeterminate sentences, the other for prisoners serving definite sentences. Information recorded is the same in either book, namely: prisoner's number, name, date admitted and discharged, court, judge, address of nearest relative, nativity, color, occupation, marital status, age, I.Q., and any detainers.

RECOMMENDATION: RETAIN PERMANENTLY.

**APPROVED  
HALL OF RECORDS COMMISSION**

7. Agency, Division or Bureau Representative

*[Signature]* *Supt of Prisons* *12/13/56*  
Signature Title 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.

*12/14/56* *Monica S. Radell*  
Date Archivist

*DEC 18 1956* *[Signature]*  
Date Secretary

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.

3. PRISONER'S CASE RECORD

Dates: 1940 - -

Quantity: 3 legal size drawers active and 53 drawers inactive (total, 85 cubic feet). Two drawers of records of female prisoners at the House of Correction prior to 1940 were transferred to the Reformatory where they remain. There are 3 additional drawers of female prisoner records at the House of Correction.

File Arrangement: Alphabetical

Annual Accumulation: 3 1/2 drawers

Index: Yes, see Item 4

A folder is prepared for each inmate at the time of admission. At the time of discharge the following records are included in the folder:

- Face Sheet - Admission Summary
- Progress Notes
- Social Service Notes
- Parole Summary - Pre-parole Report
- Court Record of Offense
- FBI Report
- Psychiatric Report
- Medical Records
- Education Progress Report
- Disciplinary Reports
- Personal Property Receipt
- Correspondence
- Photographs

RECOMMENDATION: RETAIN FOR TWENTY YEARS AFTER DISCHARGE AND PAROLE OBLIGATIONS HAVE BEEN MET AND THEN DESTROY.

4. INDEX TO PRISONERS RECORDS

Date: 1940 - -

Size: 4" x 6"

File Arrangement: Alphabetical - active and inactive

Quantity: 3 drawers

This index refers to the Inmates Record Book (Item 2), Prisoner's Case Records (Item 3), and the Commitment Papers (Item 1). Information shown on the index is name, number, alias, dates of admission and discharge, crime, court, other commitments, marital status, and family and personal data.

RECOMMENDATION: RETAIN PERMANENTLY.

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BOARD OF PUBLIC WORKS

*[Signature]*  
SECRETARY

**LIST FOR RECORDS RETENTION**  
(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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5. DAILY POPULATION REPORT - BY COTTAGE

Size: 8½" x 11"  
 Dates: January 1954 - -  
 Quantity: 1 drawer  
 File Arrangement: Chronological  
 Annual Accumulation: ½ drawer

A detailed report prepared daily by each Cottage Matron showing the distribution of inmates, i.e., where employed, hospitalized, not working with reason, number of discharges, transfers or new admissions.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

6. DAILY REPORT OF POPULATION AND DISTRIBUTION (INSTITUTION)

Size: 8½" x 11"  
 Dates: January 1954 - -  
 Quantity: filed with Item 5 above  
 File Arrangement: Chronological  
 Annual Accumulation: included in Item 5

This report summarizes the statistical information reported on the Daily Reports received from the cottages (Item 5 above). It shows number of white and colored inmates, the number received into or discharged from the Institution, the number working and where, the number in the hospital, in segregation, or not working, and any remarks. A copy of this daily report is forwarded to the Department of Correction.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

7. INMATES DAILY TIME SHEET  
INMATES MONTHLY WORK REPORT

Dates: 1940 - -  
 Quantity: 1 drawer active, earlier records are in storage and included in quantity of Item 12  
 File Arrangement: Chronological  
 Annual Accumulation: ¼ cubic foot

This Daily Time Sheet shows by name where each prisoner is working, attending classes, etc. It is used to prepare the monthly statistical report and to post to the Industrial Good Time Card. The Inmates Monthly Work Report is received from each shop and shows by prisoner's name her duties, conduct, grade of work, and any comments. This form is also used in posting to the Industrial Good Time Card and preparing the Monthly Statistical Report and further

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in noting entries on the Progress Sheet in the Prisoner's Case Folder.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

8. INDUSTRIAL GOOD TIME CARD

Size: 5 1/2" x 9"  
Dates: October 1941 - -  
Quantity: 2 drawers  
File Arrangement: Alphabetical

A Good Time Card is maintained for each inmate showing by month the number of days worked and the Good Time credits allowed. For the period, October 1941-May 1943, this information was recorded in the Industrial Good Time Book.

RECOMMENDATION: RETAIN FOR TWENTY YEARS AFTER DISCHARGE AND ALL PAROLE OBLIGATIONS HAVE BEEN MET, AND THEN DESTROY.

9. DAILY TIME SHEET  
MASTER OR MONTHLY TIME SHEET

Quantity: included in Item 7  
File Arrangement: Chronological

A weekly report is received from each shop or project employing inmates. It shows the name of each prisoner employed, the days employed, hours worked, and the duties. This information is transferred to the Master Sheet which shows by month the days each inmate worked. The Inmates Ledger Card is posted to from the monthly Master Sheet.

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

10. INMATES LEDGER

Dates: 1940 - -  
Quantity: 1 cubic foot in 2 volumes  
File Arrangement: Alphabetical  
Audit: State

A ledger card is prepared for each inmate at the time of admission. It shows a complete record of the inmate's finances including credit received for work performed while an inmate.

RECOMMENDATION: RETAIN FOR TWENTY YEARS AFTER THE PRISONER HAS BEEN DISCHARGED AND PAROLE OBLIGATIONS HAVE BEEN MET, AND THEN DESTROY.

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11. DISCHARGE LIST

Size: 8½" x 11"  
Dates: 1940 - -  
Quantity: 3 linear inches  
File Arrangement: Chronological

The Discharge List is prepared monthly in triplicate. Copies are sent to the Department of Correction and the Department of Parole and Probation and the third retained in the Reformatory file. Information shown is: name of discharged inmate, address, inmate number, date of discharge, and whether discharged or paroled.

RECOMMENDATION: RETAIN FOR THREE YEARS, AND THEN DESTROY.

12. MONTHLY REPORTS

Dates: 1940 - -  
Quantity: ½ drawer  
File Arrangement: Chronological

Five single page reports are prepared and three copies of each are sent to the Department of Correction monthly. The reports are Hospital, Discipline, Statistical, Escape, and Education. After the annual report of the Department has been published, there is no use made of the monthly reports in the Reformatory File.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

13. GENERAL CORRESPONDENCE

Dates: 1940 - -  
Quantity: 1½ drawers  
File Arrangement: Alphabetical by subject

Correspondence concerned with the functions of the Institution. It is with Federal, State, local and other state agencies, professional and civic organizations, lawyers, contractors, etc. Correspondence concerning an inmate is filed in the inmate's case folder.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN REMOVE AND RETAIN PERMANENTLY RECORDS HAVING CONTINUING ADMINISTRATIVE OR LEGAL VALUE, AND DESTROY ALL OTHER MATERIAL.

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BOARD OF PUBLIC WORKS  
DEC 8 1953  
*J. Melusker*  
SECRETARY

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14. ACCOUNTING RECORDS

Dates: 1940 - -  
 Quantity: 15 drawers in office  
           2 transfiles and 25 cubic feet in storage (total  
           55 cubic feet)  
 File Arrangement: Chronological  
 Annual Accumulation: 3½ cubic feet  
 Disposable Amount: 40 cubic feet  
 Audit: State

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

Comptroller of the Treasury

Form No.

E-1-S	Memorandum of Adjustment
E-1 and E-½	Distribution of Charges
DD-1	Transmittal
R-2 (formerly MR-2)	Certificate of Deposit and Bank Deposit Slip
	Monthly Report of State Funds Collected and Deposited
	Distribution of Unexpended and Obligated Balances
	Monthly Statement of Balances

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
CF-2	Copy of Contract Awarded
CF-1	Capital Fund Requisition for Equipment
100/24	Actual Emergency and Repairs Report
27-A	Copy of Contract Awarded
CF-3	Copy of Contract Awarded
	Delivery Invoice
26-A	Notice of Award of Contract
52	Credit Memorandum
51	Report of Partial Delivery

Budget Bureau (Department of Budget and Procurement)

BB-1 (Rev.)	Formerly BB-1 and BB-2
	Budget Schedule Amendment Sheet

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<p>B.P. Inv. R101 B.P. Inv. R102 B.P. Inv. 6</p> <p>BB-40 Budget Form Nos. 1 thru 11</p> <p>P.P. 1-A</p>	<p>Report of Fixed Assets (annual) Report of Materials and Supplies (annual) Materials and Supplies Physical Inventory (annual) Request for Position Action</p> <p>Budget Estimates Fiscal Year (13 pages including farm statement) Power Plant Utility Report (monthly) Farm Report (annual) Farm Report (monthly) Food Report (monthly)</p> <p>Others</p> <p>Vendors Invoices Bank Deposit Slips Bank Deposit Receipts Storeroom Requisitions Storeroom Receipt Cash Receipts Inmates Cash Receipts Petty Cash Voucher Inmates Petty Cash Voucher Commissary Order Inmate Receiving Report Delivery Ticket - State Use Industries Monthly bills to purchasers Night Watchman Punch Clock Dials Shop Orders - State Use Industries</p>
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RECOMMENDATION: RETAIN THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

15. 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).

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).

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APPROVED BY: [Signature]  
DATE: [Blank]

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**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-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).

16. 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.

17. LEAVE RECORDS

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 AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

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*McLuskey*  
SECRETARY