

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

SCHEDULE NO. **281**
PAGE NO. **1**

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

3. Authorization Requested (Check only one of the squares below). *(Now Md. Correctional Institution)*

- 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.

CLASSIFICATION OFFICE

1. COMMITMENT PAPERS

Dates: 1933 - -
Quantity: included in Item 2
File Arrangement: At present in Prisoner's Case Record

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

RECOMMENDATION: RETAIN PERMANENTLY.

2. PRISONER'S CASE RECORD

Dates: 1933 - -
Quantity: 12 drawers active, 84 drawers inactive - office area
81 drawers inactive - storage (total 265 cubic feet)
File Arrangement: Active - numerical
Inactive - alphabetical
Annual Accumulation: 10 cubic feet
Index: Yes, see Item 3

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:

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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.
12/14/56 *Morris S. Radloff*
Date Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
DEC 18 1956 *[Signature]*
Date Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
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Form 53

Photographs
 Progress Sheet
 Mental Confinement Record
 Personal Property Receipt
 Inmate's Time Card
 Pre-Parole Report
 Admission Summary
 F.B.I. Report
 School Grade Card
 Report on Convicted Prisoner (Department of Parole and Probation, Form No. 25)
 Infirmary and Dental Record
 Fingerprint Card (also on file in the Identification Office)
 Disciplinary Reports
 Correspondence
 Social History Report
 Aptitude Tests

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

3. INDEXES TO PRISONER'S CASE RECORDS

Size: 5" x 8" and 3" x 5"
Date: 1933 - -
File Arrangement: Alphabetical

While the prisoner is in the Institution a 5" x 8" Index card is maintained. It is entitled Inmates' Previous Record Card and shows name, number, date, committing court, charge, age, race, occupation, religion, education, marital status and any other penal institutions in which he has served a sentence. At the time of discharge this card is placed in the Prisoner's Case folder and a 3" x 5" index card is prepared. This shows the prisoner's name, committing court, date, race, and number. The 3" x 5" card is considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155 of the Annotated Code, 1951 Ed.). The recommendation below applies only to the 5" x 8" index - "Inmates Previous Record Card."

RECOMMENDATION: RETAIN PERMANENTLY.

4. HOSPITAL AND INFIRMARY RECORDS

Dates: 1933 - -
Quantity: 4 drawers
File Arrangement: Numerical
Annual Accumulation: less than 1/2 cubic foot

A medical record card is prepared for each inmate reporting to

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 DEC 18 1955
J. McQuinn
 CLERK

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LIST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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

name, number, race, physical description, residence, nearest relative, occupation, education, religion, marital status, other convictions, crime, sentence, committing court, dates received, paroled, discharged, or transferred.

RECOMMENDATION: RETAIN UNTIL INMATE IS DISCHARGED OR MEETS ALL PAROLE OBLIGATIONS AND FOR THREE YEARS THEREAFTER; THEN DESTROY.

7. SUPERINTENDENT'S MONTHLY REPORT

Form No.: 25
Size: 8 1/2" x 14"
Dates: 1940 - -
Quantity: 1 drawer
File Arrangement: Chronological
Annual Accumulation: 1 1/2 linear inches

File contains a copy of the Superintendent's monthly report to the Department of Correction. The report covers all activities of the Institution including commitments, changes in personnel, monthly reports of the various departments and shops, work assignments of prisoners, escapes, apprehensions, discharges, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

8. PRISONER'S TIME BOOK

Size: 9" x 12"
Dates: 1933 - -
Quantity: 3 cubic feet
File Arrangement: Chronological
Annual Accumulation: 4 linear inches
Audit: State

This record shows by month for each prisoner the number of days worked, unassigned, disciplined, sick, or other reasons for not working, the date of discharge, and the amount of money earned. The prisoner must save a certain amount of his earnings and this is posted to the Inmates Ledger Card (Item 14) and the industrial good-time days are posted to the Inmate's Time Card (Item 9).

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

9. INMATE'S TIME CARD - TICKLER FILE

Form No.: 53
Size: 6" x 9"
File Arrangement: By anticipated date of discharge

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This form shows prisoner's name, number, race, sentence, date of discharge if total sentence is served, date of discharge with allowance for good conduct deducted, and monthly entries indicating the number of industrial good-time days earned and the new discharge date as these days are deducted.

Two forms are prepared for each inmate: one is filed alphabetically and the other is filed by the date the prisoner will be discharged. At the time of discharge both cards are placed in the prisoner's folder. Since they are exact duplicates, the card filed by date of discharge - the tickler file - is considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of Maryland, 1951 Ed.).

The Card in the Case Record will be disposed of with the Case Record (Item 2).

10. INDUSTRIAL GOOD TIME - MONTHLY REPORT

Form No.: 25
Size: 8 1/2" x 14"
Dates: 1932 - -
Quantity: 1 1/2 drawers (3 cubic feet)
File Arrangement: Chronological
Annual Accumulation: 2 linear inches
Disposable Amount: 2 cubic feet

The Superintendent reports monthly to the Department of Correction the industrial good time earned and the good conduct time lost by each inmate during the month. The report is prepared primarily for the use of the Department and once submitted is only rarely referred to at the Institution.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

11. INMATE'S TRANSFER RECORD

Size: 4" x 5"
Form No.: 19
File Arrangement: Alphabetical

One card is prepared for each prisoner. It shows name, number, race, and assignment. Each change of work assignment is noted with the date, and any disciplinary actions are indicated.

The card is used as a prisoner control. All pertinent information is noted on the Time Card (Items 2 and 9) and on the Disciplinary Reports in the Prisoner's Case Record (Item 2).

The Transfer Record is considered non-record within the meaning of

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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of Maryland, 1951 Ed.).

12. GENERAL CORRESPONDENCE - SUPERINTENDENT

Dates: 1932 - -
 Quantity: 5 drawers active, 15 cubic feet storage
 (total 22 cubic feet - estimate)
 File Arrangement: By year and alphabetical therein
 Annual Accumulation: 1 cubic foot
 Disposable Amount: 10 cubic feet

Correspondence concerned with the functions of the Superintendent. It is with Federal, State, local and other state agencies, professional, business and civic organizations, individuals, lawyers, contractors, etc.

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

13. DAILY REPORT OF POPULATION AND DISTRIBUTION

Size: 8 1/2" x 14"
 Dates: 1945 - -
 Quantity: 1/2 drawer active
 2 cubic feet storage (total 3 cubic feet)
 File Arrangement: Chronological
 Annual Accumulation: 3 linear inches
 Disposable Amount: 2 cubic feet

This report shows daily the number of white and colored prisoners and the total number of inmates, the number received and discharged. Also shown is the number of prisoners assigned to work in the various shops, kitchens, farms, offices, etc., the number actually at work and the number confined to their cells or on the sick list.

The form is prepared in duplicate by the Head Guard who retains the copy. This copy is considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 155, Annotated Code of Maryland, 1951 Ed.).

The original is forwarded to the Business Office where it is used for budget analysis, preparations of the monthly and annual reports and to reconcile the hours worked with the prisoner's time records.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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11. INMATES LEDGER CARD

Size: 8½" x 11"
 Dates: 1933 - -
 Quantity: 2 cubic feet active, 7 cubic feet storage
 File Arrangement: Alphabetical
 Annual Accumulation: ½ cubic foot
 Audit: State

A complete record of the inmates finances is maintained on these cards. One card is prepared for each prisoner.

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

15. ACCOUNTING RECORDS

Dates: 1931 - -
 Quantity: 200 cubic feet
 File Arrangement: Chronological
 Annual Accumulation: 10 cubic feet
 Disposable Amount: 150 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:

<u>Form No.</u>	Comptroller of the Treasury
E-1-S E-1 and E-½ DD-1 R-2 (formerly MR-2)	Monthly Statement of Balances Distribution of Charges Transmittal 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
P-1-A 47-A 100-16 39-A and 40-A CF-2	Purchasing Bureau (Department of Budget and Procurement) Requisition for Supplies Purchase Order Out-of-Schedule Requisition for Supplies Stores Requisition Copy of Contract Awarded

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<p>CF-1 100/24 27-A CF-3 26-A 52 51</p>	<p>Capital Fund Requisition for Equipment 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</p>	<p>APPROVED HALL OF RECORDS COMMISSION</p>
<p>Budget Bureau (Department of Budget and Procurement)</p>		
<p>BB-1 (Rev.) B.P. Inv. R101 B.P. Inv. R102 B.P. Inv. 6</p>	<p>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)</p>	
<p>Budget Form Nos. 1 thru 11</p>	<p>Budget Estimates Fiscal Year (13 pages including farm statement)</p>	
<p>P.P. 1-A</p>	<p>Power Plant Utility Report (monthly) Farm Report (annual) Farm Report (monthly) Food Report (monthly)</p>	
<p>Others</p>		
<p>10 42</p>	<p>Vendors Invoices Bank Deposit Slips Bank Statements Bank Deposit Receipts Storeroom Requisition Storeroom Receipt Meal Tickets Cash Receipts</p>	
<p>47 26 3 50</p>	<p>Inmates Cash Receipts Petty Cash Voucher Inmates Petty Cash Voucher Commissary Order - Inmates Purchase Request Receiving Report</p>	
<p>9</p>	<p>Delivery Tickets - State Use Industries Dairy - Poultry - Garden Receipt Officers Purchase Tickets</p>	
<p>62 C</p>	<p>Monthly Bills to Purchasers Inmates Daily Time Sheet Daily Hour Recapitulation Sheet Monthly Hour Recapitulation Sheet Night Watchman Punch Clock Dials</p>	
<p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.</p>		

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DEC 15 1955

McLuskey

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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16. 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).

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).

17. MASTER AUTHORIZATION

Dates: July 1, 1953 - -
Quantity: $\frac{1}{2}$ cubic foot
File Arrangement: Alphabetical
Audit: State

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.

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INDEX FOR RECORDS RETENTION SCHEDULE
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18. LEAVE RECORDS

Dates: 1952 - -
Quantity: $\frac{1}{2}$ cubic foot
File Arrangement: By year and alphabetical therein
Audit: State

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.

IDENTIFICATION OFFICE

19. INMATES RECORDS

Dates: 1932 - -
Quantity: 4 volumes
File Arrangement: Chronological

The following information is recorded in this record for each inmate as he is received into the Institution: name, alias, race, weight, height, birth date, age, color of eyes and hair, birth-place, residence, nearest relative and address, previous conviction, trade, education, marital status, religion, crime, court, judge, plea, sentence, date received, maximum sentence, date released, and whether paroled or discharged.

RECOMMENDATION: RETAIN PERMANENTLY.

20. IDENTIFICATION INDEX

Size: 3" x 5"
Dates: 1946 - -
Quantity: 2 drawers active, 4 drawers inactive
File Arrangement: Alphabetical

This card shows, besides the name and number, a detailed physical description of the prisoner, including the fingerprint classification.

RECOMMENDATION : RETAIN PERMANENTLY.

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STATE USE INDUSTRIES

21. SHOP ORDERS

Size: 8½" x 9"
 Dates: 1949 - -
 Quantity: 3 drawers (3 cubic feet)
 File Arrangement: numerical
 Annual Accumulation: ½ drawer
 Disposable Amount: 1 cubic foot

Three copies of the shop order are received from the State Use Industries' Office located in the Penitentiary. The original is sent to the particular shop which will fill the order. The duplicate is sent to the Shipping Department and the triplicate is in this office. The order describes the material ordered, by whom ordered, quantities, delivery date, and billing date. The recommendation below applies to all three copies.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

22. DELIVERY TICKETS

Size: 4" x 7"
 Dates: 1949 - -
 Quantity: 2 linear feet
 File Arrangement: Numerical
 Annual Accumulation: ¼ linear inches
 Disposable Amount: 1½ cubic feet

This form is used for deliveries of goods supplied by the State Use Industries from the Reformatory for Males. It is prepared in quadruplicate and distributed as follows:

- Original - accounting office where it is used for audit purposes (See Item No. 15)
- Duplicate - customers copy
- Triplicate - this file
- Quadruplicate - Shop copy

Information shown is the customer's name and address, the order number, the material delivered, and the State Use Industries' Shop filling the order. The recommendation below applies only to the triplicate and quadruplicate copies.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

23. GENERAL FILE

Dates: 1949 - -
 Quantity: 5 drawers (7½ cubic feet)
 File Arrangement: Subject
 Annual Accumulation: 1 drawer
 Disposable Amount: 3 cubic feet

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REQUEST FOR RECORDS RETENTION
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24.

This is a heterogeneous file including such things as copies of time reports, unit cost statements, contract information, general correspondence, shop inventories, pamphlets, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

REQUISITION FILE

Dates: 1949 - -
 Quantity: 4 drawers (6 cubic feet)
 File Arrangement: Chronological
 Annual Accumulation: 1 drawer
 Disposable Amount: 2 cubic feet

File contains the records of requisitions for supplies needed by the shops and offices operated by the State Use Industries.

Included are:

- Requisition from the department or shop
- Copy of the Award
- Receiving Report
- Emergency Request
- Correspondence

This material is used for reference and control purposes only. The records required for audit purposes are filed in the Business Office.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

25.

DAILY FARM REPORT-
DAILY DAIRY REPORT

Size: 8 $\frac{1}{2}$ " x 11"
 Dates: 1946 - -
 Quantity: 2 drawers
 File Arrangement: Chronological
 Annual Accumulation: 4 linear inches

These two reports show the daily activities of the Farm and the Dairy. The reports cover such things as crops planted or harvested, animals bred, feed or supplies received, yield of milk and cream, births and deaths of stock, sales of stock or crops, etc. The reports are used for the preparation of the monthly report to the Superintendent, and for comparative and research studies.

RECOMMENDATION: RETAIN FOR TEN YEARS AND THEN DESTROY.

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26.

ACCOUNTING RECORDS

Dates: 1943 - -
 Quantity: 4 cubic feet
 File Arrangement: Chronological
 Annual Accumulation: less than 1/2 cubic foot
 Disposable Amount: 2 cubic feet
 Audit: State

The records maintained by the Farm and Dairy Manager are for the most part retained for reference and comparative uses although they are occasionally used for audit purposes. The records maintained are:

- Award of Contract (plain onion skin paper carbon copy)
- Requisition
- Time Sheet - Farm and Dairy Officers
- Emergency Requisition
- Confirming order
- Sales Ticket - used for audit
- Receiving Ticket - used for audit
- Weight Ticket - used for audit
- Delivery Ticket
- Receiving Reports
- Storeroom Receipts

The permanent books for the Farm Accounts are maintained by the Business Office.

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

27.

DAILY WORK PERFORMANCE (INMATES)

Size: 8 1/2" x 11"
 Dates: 1950 - -
 Quantity: 1/2 drawer
 File Arrangement: Chronological
 Annual Accumulation: 2 linear inches

This form is prepared by the Head Guard and a copy transmitted to the Farm Manager. It shows the number of inmates assigned to work in a particular shop, farm area, office, etc., also the hours worked and the officers on duty.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

28.

GENERAL CORRESPONDENCE

Dates: 1943 - -
 Quantity: 1/2 cubic foot

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

File Arrangement: Subject
Annual Accumulation: 1 linear inch

Correspondence concerned with the operation of the farm. It is with Federal, State, local and other state agencies, professional and business organizations, supply houses, individuals, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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JUL 1955
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