

Hall of Records
Commission

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

SCHEDULE NO. 322

PAGE NO. 1. ✓

1. Requesting Agency

DEPARTMENT OF CORRECTION

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. MINUTES

Size: 8 1/2" x 11"
Dates: 1916 - -
Quantity: 41 volumes (3 cubic feet)
File Arrangement: Chronological
Annual Accumulation: less than 1/4 cubic foot
Index: Card index (Item 2)

The Minutes are a record of the policy decisions and activities of the Board of Prison Control (1916-1923), the Board of Welfare (1923-1939), and the Board of Correction (1939 - -). Minutes prior to 1916 were maintained by the governing boards of the two penal institutions then in existence--the House of Correction and the Penitentiary. Minutes of the Penitentiary governing board for the period 1863-1916 have been transferred to the Hall of Records.

In 1953 the Board of Correction was changed from an administrative body to a policy-making body. As a result, certain entries (e.g. those concerned with the approval of deductions of good-time for individual inmates) do not appear in the Minutes after 1953. The Minutes show the time of the meeting, the members present, the persons appearing before the board, projects approved, disbursements, inmates' requests; wardens' reports on personnel changes, prisoner escapes, etc.; summaries of reports, and purchases of property.

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HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

James W. Curran
Signature

Supt. of Prisons
Title

3/5/58
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.

3/6/58
Date

Morris S. Radloff
Archivist

[Signature]
Date Secretary

INDEX FOR RECORDS RETENTION FILE
(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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The recommendation below applies to the Minutes of the Board of Managers of the House of Correction, the Board of Prison Control, The Board of Welfare, and the Board of Correction (1939 - -).

RECOMMENDATION: RETAIN PERMANENTLY: TRANSFER TO THE HALL OF RECORDS THE MINUTES OF THE BOARD OF MANAGERS OF THE HOUSE OF CORRECTION, THE BOARD OF PRISON CONTROL, AND THE BOARD OF WELFARE.

2. INDEX TO MINUTES

Size: 3" x 5"
Dates: 1939 - -
Quantity: 1 drawer
File Arrangement: Alphabetical by name or subject

The index card for each subject, activity, or Board action shows the meeting date or dates on which the action occurred (e.g. placement of personnel, resignations, reports, etc.).

RECOMMENDATION: RETAIN PERMANENTLY.

3. RIOT AND DISTURBANCE RECORDS

Size: 8½" x 11"
Dates: 1945 - -
Quantity: 2 letter boxes (½ cubic foot)
File Arrangement: Chronological

This file contains material relating to riots and disturbances at the Institutions. Specifically, the file concerns the 1945 riot at the Maryland House of Correction and the 1953 disturbance at the Maryland State Reformatory. The 1945 file contains stenographic records of testimony given before a special meeting of the Board of Correction. The 1953 file contains statements of officers and officials together with newspaper clippings.

RECOMMENDATION: RETAIN PERMANENTLY.

4. DEEDS AND PLATS

Size: 8½" x 14"
Dates: 1857 - -
Quantity: less than ½ cubic foot

This file contains copies of deeds for institutional properties and an original plat of the House of Correction dated 1857.

RECOMMENDATION: RETAIN PERMANENTLY.

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BOARD OF PUBLIC WORKS
10 1957
[Signature]

REQUEST FOR RECORDS RETENTION FILE
(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. INMATES' RECORDS

Size: 8 $\frac{1}{2}$ " x 11"
 Dates: 1936 - -
 Quantity: Active: 11.5 drawers (17 cubic feet)
 Inactive: 36 drawers (54 cubic feet)
 Total: 71 cubic feet
 File Arrangement: By institution and therein by first letter of inmate's name
 Annual Accumulation: 3 drawers (5 cubic feet), estimated
 Disposable Amount: 40 cubic feet, estimated

The Department maintains an informational file of Inmates' Records. The file for an individual inmate is set up at the time of admission and is added to until the time the inmate is paroled or released. Upon parole or release, the records of an individual inmate are transferred from the active file to the Discharged Inmates file. Each folder in this file contains the records of several inmates. The papers relating to an individual inmate may consist of any or all of the following records:

- Admission summary interview sheet (copy in inmate's institutional folder) showing biographical information, a statement of the offense, previous record, family and personal history, school record, work history, health, habits, military record, physical description.
- Copies of special interviews by institutional psychologists
- Copies of letters of recommendation sent by the institution to the Department of Parole and Probation
- Notations of loss of privileges and good-time
- Original letters received from inmates, parents, and copies of Departmental replies
- Pre-parole summary sheet (copy in inmate's institutional folder) showing institutional behavior, medical findings, attitude, program of inmate following discharge, summary of background and other related information
- Sociologist's original interview reports (with parents, friends of inmate)
- Copies of letters sent to institution granting authority to deduct good-time
- Copies of medical reports (discontinued)
- Copies of abstracts of criminal records in the files of Bureau of Investigation, Department of Justice

Records which are included in this item are of no value to the Department after the discharge or parole of an individual inmate. The basic records of individual inmates, except for inmates' complaint correspondence, are located at the Institutions and are retained there for a period of twenty years after discharge or parole. The recommendation below applies only to Departmental

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SECRETARY

LIST FOR RECORDS RETENTION
(Continuation Sheet)

4. Item No.

5. Description of Records

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

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.

inmate records.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DISCHARGE OR PAROLE AND THEN DESTROY.

6. GENERAL CORRESPONDENCE FILE

Size: 8 1/2" x 11"
Dates: 1929 - -
Quantity: 19 letter boxes (5 cubic feet); 1 package;
23 drawers--35 cubic feet; total, 40 cubic feet
File Arrangement: Numerical by folder number
Annual Accumulation: 2 drawers (3 cubic feet)
Disposable Amount: 10 drawers (15 cubic feet), estimated
Index: Card Index (Item 7)

The General Correspondence File (1941 --) is the Department's subject file. It contains correspondence and reports concerned with the functions and activities of the Department and its relations with individuals, State agencies, Baltimore City agencies, Federal agencies, private organizations, etc. Filed under various names and subject headings, the records cover such topics as accidents to State cars, establishing institutional accounting policies, insurance matters, departmental publicity, appointments to various departmental and institutional positions, relations with Baltimore City agencies, audits by the State Auditor, classification and position description studies, etc.

General Correspondence for the period 1929-1943 is filed separately in letter boxes. This file contains the following types of material: correspondence concerning job applications, routine institutional matters (construction, maintenance, etc.), war manpower utilization; reports from institutions (operating, financial, population); copies of memos sent to the Board by the Superintendent of Prisons; contracts, specifications, and blueprints for various institutional projects; permits; cost estimates. The categories of material which have long-term retention value are covered by the "A" recommendation below. All other material is covered by the "B" recommendation.

A. RECOMMENDATION: RETAIN PERMANENTLY ALL MATERIAL RELATING TO THE FORMULATION OF DEPARTMENTAL OR INSTITUTIONAL POLICIES, BOARD ACTIVITIES AND DECISIONS, AND PLANNING OF INSTITUTIONAL PROJECTS OR FACILITIES.

B. RECOMMENDATION: RETAIN ALL OTHER MATERIAL FOR THREE YEARS AND THEN DESTROY.

7. INDEX TO GENERAL CORRESPONDENCE FILE

Size: 3" x 5"
Dates: 1941 - -
Quantity: 2 drawers (1/2 cubic foot)
File Arrangement: Alphabetical by subject

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MAR 1941
[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.

This is the card index to the General Correspondence File (Item 6). The file shows the name or subject entries and the number of the folder in which information on individual subjects is filed.

RECOMMENDATION: RETAIN PERMANENTLY.

8. WORKING FILE (CORRESPONDENCE AND REPORTS)

Size: 8½" x 11"
Dates: 1941 - -
Quantity: 26 drawers (52 cubic feet)
File Arrangement: Chronological by fiscal year and therein by institution
Annual Accumulation: 2½ drawers (5 cubic feet)
Disposable Amount: 19 drawers (38 cubic feet), estimated
Audit: State

This is the Department's working file. It contains correspondence, reports, and fiscal material which does not lend itself to subject filing. The bulk of the file is concerned with Departmental or institutional administration. Specifically, the file pertains to such matters as transmitting information to Board members, institutional affairs, placement of personnel, budget requests, receipts and disbursements of funds, transfer of inmates between institutions, escapes, punishments, etc. Specific types of fiscal material include transmittals, institutional fund balance reports, invoices, etc.

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

9. EMPLOYMENT RECORDS (PINK SHEETS)

Form No.: Form "A"
Size: 8½" x 11"
Dates: 1941 - -
Quantity: 3 drawers (6 cubic feet)
File Arrangement: By institution and alphabetical therein
Annual Accumulation: ½ cubic foot
Disposable Amount: 2 cubic feet

This file contains the records of present and former employees of the Department and the Institutions. The bulk of the file is made up of the records of former employees. Each folder holds the records of a number of persons. The papers of an individual employee may consist of any or all of the following records:

Form "A", Data Furnished by Applicant for Position of - showing biographical information, background, references, education, employment record

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NOV 10 1951
J. McQuinn

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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Correspondence from institutions concerning the individual.
(probation, discipline, suspension, etc.)
Transmittals (copies)
Informational copies of correspondence from the Commissioner of Personnel
Statements of employees
Copies of State Police Reports of Investigation
Psychological impression statements (copies)
Personality summaries

The records of persons who were not employed are filed separately and may be destroyed three years after date of application. The recommendation below applies only to the records of present and former employees.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER SEPARATION OF EMPLOYEE AND THEN DESTROY.

10. TRANSMITTAL AND PAYROLL RECORD BOOK

Dates: 1953 - -
Quantity: 1 volume
File Arrangement: Chronological
Audit: State

This is a record book listing the Department's invoice and payroll transmittals. The date, the number, and the amount of each transmittal are shown.

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

11. ACCOUNTING RECORDS

Size: 8 1/2" x 11"
Dates: 1949 - -
Quantity: 18 cubic feet (estimated)
File Arrangement: Chronological
Annual Accumulation: 5 cubic feet (estimated)
Disposable Amount: 3 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, the Ledgers (1931 - -) and the Cash Receipt and Disbursement Journals (1949 - -) are to be retained permanently.

Specifically, these supporting records are:

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J. M. [Signature]

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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COMPTROLLER OF THE TREASURY

Form No.

E-1-S Monthly Statement of Balances
 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
 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 Notice
 26-A Notice of Award of Contract

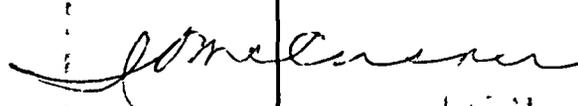
Budget Bureau (Department of Budget and Procurement)

BB-1 (Rev.) Formerly BB-1 and BB-2
 BP Inv. R101 Report of Fixed Assets (Annual)
 BP Inv. R102 Report of Materials and Supplies (Annual)
 BP Inv. 6 Materials and Supplies Physical Inventory (annual)
 BB-40 Request for Position Action
 Budget Forms 1 thru 11 Budget Estimates Fiscal Year (13 pages including Farm Statement)
 BP Inv. 1 Stores Record
 BP Inv. 2 Equipment Record
 BP Inv. 3 Motor Vehicle Record
 Memorandum of Adjustment

Others

Inmates' petty cash disbursements
 Vendors' Invoices
 Bank Deposit Slips
 Bank Statements
 Bank Deposit Receipts
 Check Stub Books
 Canceled Checks

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

SCHEDULE 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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12. 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. C-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 DEDUCTIONS - 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-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).

13. 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. These records are maintained by the Department for both Institutional and Departmental employees. The cards for Institutional employees are duplicated at the Institutions. The recommendation below applies only to the cards maintained by the Department.

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

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MAY 10 1955

[Signature]

REQUEST FOR RECORDS RETENTION FILE
(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.

14. LEAVE RECORDS

This 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

These records are those of Departmental employees only. Leave records for Institutional employees are maintained at the Institutions and are covered by the schedules governing Institutional records.

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

15. DAILY REPORT OF POPULATION AND DISTRIBUTION

- Size: 8½" x 14"
- Dates: 1951 - -
- Quantity: 3 cubic feet (estimated)
- File Arrangement: By year and therein by institution
- Annual Accumulation: ½ cubic foot
- Disposable Amount: 1½ cubic feet

These reports are received daily from the various institutions and show the distribution and status of each institution's inmate population. The information in the Daily Reports is summarized in the bi-weekly average population distribution report which is prepared by the Department to show comparative distribution percentages for all institutions. This information is used in the preparation of the annual report of the Department. The recommendation below applies to both the daily and the bi-weekly reports.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

16. DISCHARGE REPORTS AND LISTS

- Size: 8½" x 14"
- Dates: 1956 - -
- Quantity: 1 cubic foot
- File Arrangement: By institution
- Annual Accumulation: ½ cubic foot

Discharge Reports are sent in by the institutions every two weeks and show the inmates released or discharged during the period covered by the reports. Similar reports which are part of this file show changes in inmates' population (commitments or transfers between institutions).

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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PUBLIC WORKS

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STATE
GUIDE
FOR RECORDS RETENTION
(Continuation Sheet)

4.
Item
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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.

17. PATUXENT INSTITUTION CONSTRUCTION FILE

Size: 8 1/2" x 14"

Dates: 1949 - -

Quantity: 2 drawers (1/4 cubic feet)

File Arrangement: Alphabetical by subject or type of record

Annual Accumulation: less than 1/4 cubic foot

Disposable Amount: 1 cubic foot

Audit: State audit

This file relates to the planning and construction of Patuxent Institution. A large segment of the file consists of construction invoices, construction payrolls, contract awards, and remittances. Other records which appear in the file are concerned with property purchases, architectural and engineering planning, statistical information from other states concerning defective delinquents, repair of buildings, etc. Records having long-term value are governed by the "A" recommendation below. All other records in the file, especially construction invoices, payrolls, contract awards, and remittances, are governed by the "B" recommendation.

A. RECOMMENDATION: RETAIN PERMANENTLY ALL RECORDS RELATING TO PLANNING AND PROPERTY ACQUISITION

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

18. BLUEPRINTS AND PLANS

Quantity: 1/4 cubic feet

These are copies of blueprints and plans of institutional buildings. The originals, which reflect the latest alterations in certain buildings, are on file with the Department of Public Improvements.

RECOMMENDATION: RETAIN PERMANENTLY.

19. PWA PROJECT FILE

Size: 8 1/2" x 11 1/2"

Dates: 1931-1941

Quantity: 22 letter boxes (5 cubic feet)

File Arrangement: By institution

Annual Accumulation: Discontinued

This file contains records which relate to the construction, renovation, or equipping of the Reformatory for Women, the House of Correction, the Maryland Penitentiary, and the Maryland State Penal Farm. Such projects required the approval of the Public

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REQUEST FOR RECORDS RETENTION FILE
(Continuation Sheet)

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.

Item No.

Works Administration before a federal grant could be made. The file is concerned with the application for and the approval of grants. Specifically, the file contains mimeographed contracts for prison improvements showing specifications, agreements, contractor's acknowledgments for various projects; correspondence with architects, PWA, contractors; engineering companies; applications for grants; invoices, estimates; statements of project cost; certifications.

RECOMMENDATION: TRANSFER SPECIFICATIONS TO THE DEPARTMENT OF PUBLIC IMPROVEMENTS; DESTROY ALL OTHER MATERIAL.

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BOARD OF PUBLIC WORKS
MAR 10 1956
J. McQuinn
SECRETARY