

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

PATUXENT INSTITUTION

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 OF THE ADVISORY BOARD

Size: 8½" x 11"
Dates: 1954 - -
Quantity: less than ¼ cubic foot (1 folder)
File Arrangement: Chronological

The Advisory Board confers with the staff of the Institution and the Department of Correction and serves the Institution in a consultative and advisory capacity in matters relating to its work. The Minutes, filed with Board correspondence in the General File (item 5) are a record of the Board's actions and decisions.

RECOMMENDATION: RETAIN PERMANENTLY.

2. MINUTES OF THE BOARD OF REVIEW

Size: 8½" x 11"
Dates: 1954 - -
Quantity: less than ¼ cubic foot (1 folder)
File Arrangement: Chronological

The Board of Review re-examines every person held in custody as a defective delinquent at least once in every calendar year. As a result of the re-examination, a determination of the inmate's defective status is made. The Board then makes recommendations

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

Harold S. ...
Signature

Director

April 25, 1958
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.

5/28/58
Date

Morris S. ...
Archivist

9 1958
Date

...
Secretary

4.
Item
No.

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

concerning the future status and treatment of each person reviewed. The Minutes, located in the General File (item 5), summarize the findings of the Board; the recommendations in each case are filed in the Inmates Case Folder file maintained by the Classification Department (item 11). The record set of the Minutes is in the hands of the Secretary to the Board. The recommendation below applies to both the record set and the Director's copy.

RECOMMENDATION: RETAIN PERMANENTLY.

3. INMATE'S FOLDER FILE

Size: 8 1/2" x 11"
Dates: 1954 - -
Quantity: 4 drawers (6 cubic feet)
File Arrangement: Alphabetical by name of inmate
Annual Accumulation: 1.5 cubic feet

The Inmate's Folder File is maintained in the Office of the Director for information purposes. The basic records on each inmate are maintained by the Classification Department and are covered by the schedule for that department.

Records of inmates at other institutions (for which there are no individual folders) are maintained separately. These records consist of correspondence with inmates, psychological reports, and correspondence with the Department of Correction concerning the examination or treatment of inmates at institutions other than Patuxent.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DISCHARGE OR PAROLE; THEN TRANSFER TO CLASSIFICATION DEPARTMENT FOR SCREENING. DESTROY ALL MATERIAL NOT INCORPORATED IN INMATE'S FOLDER.

4. INSTITUTIONAL PLACEMENT FILE

Size: 8 1/2" x 11"
Dates: 1954 - -
Quantity: 1 drawer
File Arrangement: Alphabetical by position title
Annual Accumulation: Less than 1/2 cubic foot

This file is concerned with the staffing of Patuxent Institution. It contains correspondence with applicants for positions, correspondence with the Commissioner of Personnel relating to the establishment of positions and salary scales, and copies of SEC forms. Any records which relate to a specific position or classification are filed in the appropriate individual folder.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

APPROVED
HALL OF RECORDS COMMISSION

TRANSFER TO CLASSIFICATION
IMMED. UPON DISCHARGE
OR PAROLE

APPROVED BY
BOARD OF PUBLIC WORKS

JUN 9 1958

[Signature]
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:
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5. GENERAL FILE

Size: 8½" x 11"
 Dates: 1954 - -
 Quantity: 2 drawers (3 cubic feet)
 File Arrangement: Alphabetical by subject or type of record
 Annual Accumulation: 1 cubic foot (estimated)

This is a general operating and information file maintained in the Director's office. The file is concerned with the functions of the office and has accumulated as the result of the internal administration of the Institution and contact with individuals, other State agencies, professional organizations, companies, Federal agencies, and other states. Specific types of material contained in the file are Minutes of the Advisory Board and the Board of Review (items 1 and 2); correspondence with professional organizations, State agencies, and individuals; memoranda from institutional departments; annual report drafts; copies of Classification Committee schedules and meeting results; copies of psychological examinations administered to prospective employees; material concerned with the planning and execution of institutional and general research projects; copies of the minutes of staff conferences; and reference publications collected from various sources.

A. RECOMMENDATION: RETAIN PERMANENTLY ALL MINUTES AND RECORDS OF COMMITTEE OR STAFF CONFERENCES AND ANY MATERIAL WHICH SUMMARIZES PROJECT FINDINGS.

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

SUPERINTENDENT

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JUN 9 1958

6. SUPERINTENDENT'S GENERAL FILE

Size: 8½" x 11"
 Dates: 1954 - -
 Quantity: 1.5 drawers and 1 cubic foot of separate material (total, 3 cubic feet)
 Annual Accumulation: 1 cubic foot

This is the Superintendent's operating and information file. It consists largely of correspondence with individuals or other State agencies and reports or memoranda concerned with the internal administration of the Institution. Specifically, these records are:

Arrival notices
 Results of disciplinary hearings (Disciplinary Committee)
 Escape reports

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[Signature]
SUPERINTENDENT

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Monthly food reports
 Hospital reports
 Daily record of inmate movement
 Maintenance and equipment purchase records
 Weekly meal cost reports
 Monthly reports to the Department of Correction (disciplinary actions, education, cellblock inspection, monthly leave, hospital)
 Officer assignment sheets
 Daily seclusion reports
 Tentative discharge lists
 Tier count sheets
 Vocational activity reports
 Accident information
 Annual report data
 Construction data
 Correspondence with the Department of Correction and other State departments.

A. RECOMMENDATION: RETAIN PERMANENTLY CORRESPONDENCE WITH THE SUPERINTENDENT OF PRISONS AND THE RECORDS OF HEARINGS BY THE DISCIPLINARY COMMITTEE.

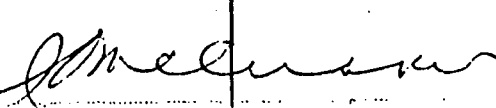
B. RECOMMENDATION: RETAIN ALL OTHER MATERIAL FOR THREE YEARS AND THEN DESTROY.

7. POSITION CONTROL CARD FILE

Form No.: SEC 119
 Size: 4" x 6"
 Dates: 1954 - -
 Quantity: Less than 1/4 cubic foot
 File Arrangement: Alphabetical by position title

Two control cards, one of which is filed in the Director's office, are prepared and maintained for each position in the Institution. Each card lists the current and past incumbents of a particular position. The recommendation below applies only to the file maintained in the Office of the Superintendent. The Director's card file is considered to be non-record in accordance with the provisions of the statute governing non-record material (Art. 41, Sec. 179, Annotated Code of Maryland, 1957 Edition).

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF LAST ENTRY AND THEN DESTROY.

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 BOARD OF PUBLIC WORKS
 JUN 9 1958

 SECRETARY

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HALL OF RECORDS COMMISSION

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8.	<p><u>INDIVIDUAL EMPLOYEE'S TIME RECORDS</u></p> <p>Size: 8½" x 11" Dates: 1955 - - Quantity: ½ cubic foot File Arrangement: By year and alphabetical therein Annual Accumulation: Less than ¼ cubic foot Audit: State audit</p> <p>Individual time records, formerly maintained by the General Officer, show hours worked daily and monthly for each calendar year. On the reverse side of each form is shown the employee's vacation and sick leave earned or used during a calendar year.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED WHICHEVER IS LATER, AND THEN DESTROY.</p>	APPROVED HALL OF RECORDS COMMISSION
9.	<p><u>PERSONNEL HISTORY FOLDERS</u></p> <p>Size: 8½" x 11" Dates: 1954 - - Quantity: 2 drawers (4 cubic feet) File Arrangement: separate files for active and former employees--alphabetical by name of employee Annual Accumulation: 1 cubic foot (estimated)</p> <p>A history folder is maintained for present and former employees of the Institution. The folder for each employee may contain any or all of the following records:</p> <ul style="list-style-type: none"> Withholding exemption certificates Employee's photograph Police investigation reports Correspondence concerning physical examinations, disciplinary matters Commissioner of Personnel forms (Certification of Eligibles, cut-off notices) Receipts Memoranda Personnel data form (Department of Correction Form a) Fingerprint card <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER EMPLOYEE'S SEPARATION AND THEN DESTROY. BOARD OF PUBLIC WORKS</p> <p style="text-align: right;">JUN 9 1958</p> <p style="text-align: right;"><i>[Signature]</i></p>	

TEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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10.	<p><u>EMPLOYEE HISTORY CARDS</u></p> <p>Size: 4" x 6" Dates: 1954 - - Quantity: less than $\frac{1}{2}$ cubic foot File Arrangement: Alphabetical</p> <p>A history card is prepared for each employee to show the employee's name, address, sex, race, marital status, department, social security number, retirement number and the date enrolled, veteran status, date and change in classification or pay rate, termination date, types of training courses taken, and date of course completion. On the reverse side of each card appears the individual's efficiency rating.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER SEPARATION OF EMPLOYEE AND THEN DESTROY.</p> <p>- CLASSIFICATION DEPARTMENT -</p>	APPROVED HALL OF RECORDS COMMISSION
(3) 11.	<p><u>INMATES' CASE RECORDS</u></p> <p>Size: 8$\frac{1}{2}$" x 11" Dates: 1955 - - Quantity: 13 drawers (19 cubic feet) File Arrangement: Alphabetical for T's and D's and numerical for committed inmates. Annual Accumulation: 6 cubic feet (estimated) Index: Inmate's History Card File (item 12)</p> <p>Patuxent Institution takes custody of intellectually and emotionally defective delinquents committed by the Courts or inmates transferred to the Institution by the Board of Correction for diagnosis or work purposes. A case file is maintained for each inmate. The Institution classifies inmates according to whether they have been temporarily transferred for diagnosis or work purposes (T), held temporarily for diagnosis at the request of the sentencing court (D), or committed as a result of diagnosis and subsequent court action (C). The records of inmates temporarily transferred or diagnosed as non-defectives are returned with the inmate to the inmate's home institution. Patuxent retains only those records which pertain to inmates who are diagnosed as acceptable for treatment and committed to the Institution. If committed, the commitment is for an indefinite period.</p> <p>The case file for an individual inmate who is undergoing diagnosis or is in a committed status consists of two folders. One folder (General Folder) holds all records concerned with admission, discipline, previous record, and the inmate's general activities. The other folder (Psychiatric Treatment Folder) holds all records concerned with psychiatric treatment and matters relating thereto</p>	

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	<p>which are handled personally by the professional staff. The contents of both the General folder and the Psychiatric Treatment folder are listed below:</p> <p style="text-align: center;">General Folder</p> <ul style="list-style-type: none"> Identification photograph Admission Summary Correspondence - inmates' letters, letters received from family or other individuals, copies of out-going letters Report on Convicted Prisoner (25-5m-5-55) Copies of FBI record Medical Record sheet Draft notices (FBI R-88) Flash notices (FBI 1-12) Record of additional arrest (FBI 1-1) Visitor's card (item 46) Copies of case records from other states Questionnaires, requests for information concerning inmates background (answered by members of family, friends, police former employers, schools, and other institutions) Psychometric reports (copies) Memoranda - e.g. staff reports on inmate Reports of incidents (custodial officer) Authority for release for trial, parole/leave, change in parole privileges Authority for movement of inmate in custody Biographical information slip Police record reports Pre-parole reports Check lists - orientation program and other necessary processing Master admission summary (for producing extra copies when necessary) Psychological reports (from other institutions) <p style="text-align: center;">Psychiatric Treatment Folder</p> <ul style="list-style-type: none"> Correspondence - incoming and copies of outgoing letters to individuals or institutions. These concern matters related directly or indirectly to the inmate's psychological or psychiatric treatment and are handled by the Institution's professional staff. Psychological reports--showing inmate's general background, present offense, previous record, family history, personal history, work history, military history, health history, physical and psychiatric examination results, and a psychiatric diagnosis. 	<p style="text-align: center; writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p> <div style="border: 1px dashed black; padding: 5px; margin-top: 20px;"> <p style="text-align: center;">APPROVED BY BOARD OF PUBLIC WORKS</p> <p style="text-align: center;">JUN 9 1968</p> <p style="text-align: center;"><i>[Signature]</i></p> </div>

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Electroencephalographic sheets
 Social service interview reports - interviews with family, friends, etc.
 Psychiatric progress notes
 Board of Review notes (summaries of findings)
 Interview requests - from persons desiring to visit the inmate

If an inmate's records are returned to his home institution, the Classification Department retains, when available, copies of psychological reports which may be utilized for research purposes. These are to be retained permanently.

The recommendation below applies only to the records of committed inmates. The records of non-committed inmates, when returned to their home institutions are governed by the records schedules for those institutions.

RECOMMENDATION: RETAIN BOTH THE GENERAL FOLDER AND THE PSYCHIATRIC FOLDER FOR TWENTY YEARS AFTER AN INMATE'S DISCHARGE AND THEN DESTROY.

12. INMATE'S HISTORY CARD FILE

Size: 3" x 5"
 Dates: 1955 - -
 Quantity: 2 drawers (1/2 cubic foot)
 File Arrangement: separate alphabetical files for released and current inmates

A history card is prepared for each inmate upon receipt by the Institution. Each card shows the inmate's name and number (or numbers), length of sentence and beginning date, changes in cell location, types of jobs held or treatment history. Occasionally, cards also show the committing court, the crime of which convicted, the date of receipt of the inmate, and the date of psychiatric examination.

RECOMMENDATION: RETAIN PERMANENTLY.

13. CLASSIFICATION CARD FILE

Size: 9" x 5"
 Dates: 1955-1957
 Quantity: 1/2 cubic foot
 File Arrangement: Discontinued record
 Disposable Amount: 1/2 cubic foot

Until 1957 a card was prepared for each inmate to facilitate statistical reporting in the Institution's annual report. Since statistical reporting is now accomplished by other correctional institutions before inmates are transferred to Patuxent, the file has no

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 BOARD OF PUBLIC WORKS
 JUN 9 1958
J. Mccluskey
 SECRETARY

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further value. Cards show the date on which the inmate was received by the Institution, the inmate's name, number, length of sentence and beginning date, the committing court, the charge, the inmate's birthplace and date of birth, age, race, marital status, status when received, and previous confinement history in Maryland correctional and welfare institutions, Federal institutions, and institutions in other states.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

11. INSTITUTIONAL BOARD OF REVIEW CARD FILE

Size: 9" x 5"
 Dates: 1955 - -
 Quantity: 1 drawer (1/4 cubic foot)
 File Arrangement: Chronological by review date

A card is prepared for each inmate and filed in chronological order to indicate the time (month) during which an inmate's status is subject to review by the Board of Review. Each card shows the inmate's name, number, the length of sentence, the beginning date of sentence, the committing court, the original charge, the date received, the date committed, birthdate, the responsible doctor's name, the court rehearing date, dates of home visits, and a listing of the dates and decisions on the inmate's status (e.g. committed as defective delinquent, retained as a defective delinquent, leave request denied, etc.).

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF DISCHARGE AND THEN DESTROY.

15. PAROLE CARD FILE

Size: 3" x 5"
 Dates: 1955 - -
 Quantity: 2 drawers (1/2 cubic foot)
 File Arrangement: Separate alphabetical and chronological files

A parole card is prepared for each inmate in the institution. One file, arranged chronologically, contains the cards of inmates who are due for consideration or review by the Board of Review. The second file, maintained alphabetically, holds the cards for inmates who have been refused parole or transferred to other institutions as non-defectives. Cards filed chronologically show the inmate's name, number (or numbers), length of sentence, date of admission or commitment, the committing court and the crime of which convicted, the parole examination date. The alphabetical file, in addition to this information, shows the date of parole refusal or the date of transfer to another institution.

RECOMMENDATION: RETAIN FOR TWENTY YEARS AFTER DATE OF DISCHARGE AND THEN DESTROY.

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[Signature]
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16. WORKING FILE (MISCELLANEOUS FILE)

Size: 8½" x 11"
 Dates: 1955 - -
 Quantity: 2 drawers (3 cubic feet)
 File Arrangement: By type of record and chronological therein
 Annual Accumulation: 1 cubic foot

The Classification Department receives or initiates various reports which are posted to or summarized in other records. The working file contains the various reports and papers with which the Department is concerned. Specifically, these records are:

- Arrival notices
- Daily report of men assigned, received, or discharged
- Change in status reports (Parole or Change of inmate status)
- Monthly reports to the Department of Correction
- Daily reports of population and distribution
- Distribution and work reports (vocational progress reports) from various institutional departments

Other reports, although maintained separately, are considered to be part of the Working File. These include:

- Staff meeting reports (copies)
- Discharge lists (monthly) - showing tentative discharge data
- Parole hearing schedules and results
- Parole docket (copies)
- Classification Committee meeting schedules and reports of meeting results
- Hospital blood donation lists
- Recapitulation of men idle - lists unemployed for the week
- Daily seclusion reports
- Daily report of inmates employed (from all departments)
- Inmate population movements - daily assignments and transfers
- Results of disciplinary hearings
- Disciplinary recapitulation for the month
- Recapitulation of monthly employment (from departments)
- Monthly grade reports (occupational therapy, school)
- Reports of gambling

A. RECOMMENDATION: RETAIN PERMANENTLY THE RECORDS OF CLASSIFICATION COMMITTEE ACTIONS

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

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HALL OF RECORDS COMMISSION

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BOARD OF PUBLIC WORKS

JUN 9 1956

SECRETARY

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17. PROGRESS REPORTS

Size: 8½" x 11"
 Dates: 1955 - -
 Quantity: 2 cubic feet
 File Arrangement: Alphabetical
 Annual Accumulation: Less than ¼ cubic foot

Progress reports are a chronological summary of the progress of individual inmates. When an inmate is transferred from another institution, his progress reports accompany him. Thereafter, progress reports prepared and maintained by Patuxent are added to the inmate's file. Each report shows the inmate's name and number and in chronological order the date, type of contact with the inmate (received, hospital, infraction, discipline, incident reported, etc.) and detailed summaries of important events, letters written by the inmate, interviews, etc. If an inmate is transferred from Patuxent to another institution, the progress reports accompany the inmate's other records. The recommendation below applies only to the records of committed inmates.

RECOMMENDATION: RETAIN FOR TWENTY YEARS AFTER DISCHARGE AND THEN DESTROY.

EDUCATION

18. INMATES' EDUCATIONAL AND VOCATIONAL CASE FOLDERS

Size: 8½" x 11"
 Dates: 1955 - -
 Quantity: 2 drawers (4 cubic feet)
 File Arrangement: Alphabetical by name of inmate
 Annual Accumulation: 1 cubic foot (estimated)

A folder is prepared and maintained for each inmate to show his vocational and educational activities and aptitudes. An individual folder may include any or all of the records listed below. Specifically, these are:

- Student record summary card
- School Record (test scores)
- Vocational training record
- Memos (copies) to other departments re purchases of special supplies, publications approved for inmate consumption, etc.
- Rating scale for reclassification - separate ratings for job performance, behavior on cell tier, attitude toward discipline, program participation
- Arrival notices

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4.
Item
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6. Recommendation of Hall of Records and Board of Public Works.

Progress reports (report cards)
Samples of student schoolwork.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DISCHARGE OR PAROLE AND THEN TRANSFER TO CLASSIFICATION DEPARTMENT FOR SCREENING. DESTROY ALL MATERIAL NOT INCORPORATED IN INMATE FOLDERS.

19. TEST PAPER FILE

Size: 8 1/2" x 11"
Dates: 1955 - -
Quantity: 2 cubic feet

In connection with its educational program, the Education Department administers achievement tests to certain inmates. These tests (Stanford and the University of California), though usually given only once to an individual inmate, may be administered several times during the inmate's confinement at the institution. The tests (latest only) are useful to the Department as long as the inmate is in the institution.

RECOMMENDATION: RETAIN UNTIL THE INMATE IS DISCHARGED OR PAROLED AND THEN DESTROY PROVIDED THAT THE TEST PAPER IS AT LEAST THREE YEARS OLD.

20. REPORT FILE

Size: 8 1/2" x 11"
Dates: 1955 - -
Quantity: 1 cubic foot
File Arrangement: By type of record and chronological therein
Annual Accumulation: Less than 1/2 cubic foot

This file contains reports received or prepared by the Education Department. Specifically, these reports are:

- Daily reports - submitted by school, occupational therapy shop, recreation, library, vocational classes, correspondence courses
- Daily class attendance sheet
- Monthly summary report (recapitulation of enrollment in various educational programs)

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

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JUN 9 1958

J. Melusson
SECRETARY

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21. INMATES' MEDICAL HISTORY CASE FOLDERS

HOSPITAL

Size: 8½" x 11"
 Dates: 1955 - -
 Quantity: 3 drawers (5 cubic feet)
 File Arrangement: Discharged inmates: alphabetical;
 Transfers and Diagnostics: numerical by inmate number; Committed: numerical by inmate number
 Annual Accumulation: 1.5 cubic feet

The Hospital maintains a medical history folder for each inmate in the Institution, each folder containing records relating to physical examinations and medical treatment. An individual folder may contain any or all of the following records:

- Arrival notice
- Medical Record Sheet (physical examination record)
- Laboratory reports - blood sugar, urine analysis, syphilis serology, hematology, R H factor and blood grouping (all are copies)
- Hospital history and treatment chart
- Hospital graphic charts
- Special diet sheets
- Discharge summaries from other institutions
- Correspondence with other institutions
- Electro-cardiograms
- Memos and receipts
- Treatment notes
- Nurses record sheet

The medical records of inmates who were discharged or transferred to other institutions have been filed separately from the records of current inmates and have been retained at Patuxent. This procedure will continue in the future except that the records of inmates transferred to other institutions will accompany them to the new institution. The past accumulation of folders for transferees will be sent to the institutions which currently hold the inmates in custody. The recommendation below applies to the records of committed inmates.

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

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SECRETARY

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22. EMPLOYEES' MEDICAL RECORDS

Size: 8½" x 11"
 Dates: 1955 - -
 Form No.: SEC 156
 Quantity: ½ cubic foot
 File Arrangement: Alphabetical by name of employee
 Annual Accumulation: less than ¼ cubic foot

This file is made up of working (handwritten) copies of the Commissioner of Personnel's Medical Examination for Employment form (SEC 156). A typed copy is forwarded to the Commissioner of Personnel after the medical examination has been completed. Other records in the file are radiographic reports, laboratory reports, and various types of treatment records.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF EXAMINATION AND THEN DESTROY.

23. ELECTROENCEPHALOGRAM FILE

Size: 8½" x 11" (continuous form)
 Dates: 1955 - -
 Quantity: 7.5 drawers (11 cubic feet)
 File Arrangement: Numerical by inmate number
 Annual Accumulation: 5 cubic feet (estimated)

This file contains graphs which result from the testing of inmates on the Hospital's electroencephalographic machine. Numerous tests may be conducted on one individual, each test resulting in the accumulation of approximately thirty or forty sheets, each sheet being part of a continuous form. The test results are summarized in the interpretation records (item 24).

RECOMMENDATION: RETAIN FOR TWENTY YEARS AFTER DISCHARGE AND THEN DESTROY.

24. ELECTROENCEPHALOGRAPHIC INTERPRETATION RECORDS

Size: 8½" x 11"
 Dates: 1955 - -
 Quantity: 1 drawer (2 cubic feet)
 File Arrangement: Numerical by inmate number
 Annual Accumulation: ¼ cubic foot

Each report is an interpretation of a complete test. The originals of these reports (one sheet each) are filed in the inmate's folder maintained by the Classification Department. The interpretations are summarized in useable form on the Summary Cards (item 25). The interpretation records in this file may be considered non-record

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

25.

SUMMARY CARDS (EEG tests)

Size: 4" x 6"
Dates: 1955 - -
Quantity: 1 drawer (less than 1/2 cubic foot)
File Arrangement: Alphabetical by inmate number

The information on the Summary Cards is taken from the Electroencephalographic Interpretation records (item 24). Each card shows the inmate's name, number, date of test, age, sex, race, crime, and a summary of the electroencephalographic record. The cards are utilized as a quick reference file by staff members who are unfamiliar with graph interpretation methods.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER INMATE'S DISCHARGE; THEN TRANSFER TO CLASSIFICATION DEPARTMENT'S INMATES' CASE RECORD FILE (ITEM 11).

26.

DRUG AND SUPPLIES RECORD

Form No.: BP Inv. 1-53
Size: 5" x 9"
Dates: 1955 - -
Quantity: 1/2 drawer (1/4 cubic foot)
File Arrangement: Alphabetical by name of drug or supply item

This form (State of Maryland Materials and Supplies Stock Record) is the purchasing and stores record for all drugs and supplies used by the Hospital. The record is used chiefly for checking the unit cost of various items.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF LAST ENTRY AND THEN DESTROY.

27.

INMATES' SICK CALL CARD FILE

Size: 5" x 9"
Dates: 1955 - -
Quantity: 1 drawer (1/2 cubic foot)
File Arrangement: Numerical by inmate number

A card is prepared and maintained for each inmate examined or treated in the hospital. Each card shows the inmate's name, age, color, number, the date of receipt, the date of examination, cell

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J. Melson
SECRETARY

TEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

SCHEDULE NO. 326

PAGE NO. 16.

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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28. CORRESPONDENCE AND REPORTS

Size: 8½" x 11"

Dates: 1954 - -

Quantity: 1 cubic foot

File Arrangement: Alphabetical by type of record

Annual Accumulation: ¼ cubic foot (estimated)

This is the Hospital's operating file. It consists of copies of hospital reports (monthly reports to the Superintendent), summary reports of men X-rayed, correspondence with other institutions, drug authorizations (orders), notifications of men released, blood donor lists, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

29. PSYCHOLOGICAL CASE FOLDERS

Size: 8½" x 11"

Dates: 1955 - -

Quantity: 4½ drawers (7 cubic feet)

File Arrangement: Separate files for committed, diagnostics, and inmates paroled, transferred, or discharged--alphabetical within each

Annual Accumulation: 1.5 cubic feet

A folder is prepared and maintained for each inmate received into the Institution. An individual folder contains records relating to the diagnosis of an inmate and information copies of records received from other Institutional departments. Specifically, these records are:

Arrival notices

Detainer notices - from various police jurisdictions

Memoranda - incoming and outgoing to business office superintendent, etc.

Psychological examinations

Intelligence test record forms

Examiner's notes - Rorschach protocol

Test data (drawings by inmate, etc.)

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Summaries of evaluations
Social service interview summaries

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER INMATE'S PAROLE OR DISCHARGE AND THEN TRANSFER TO CLASSIFICATION DEPARTMENT FOR SCREENING. DESTROY ALL MATERIAL NOT INCORPORATED IN INMATE FOLDERS.

30. APPLICANTS' PSYCHOLOGICAL EXAMINATION FILE

Size: 8½" x 11"
Dates: 1955 - -
Quantity: 1 drawer (1.5 cubic feet)
File Arrangement: Separate alphabetical and numerical (by application number)

This file contains psychological tests and other records concerned with the screening of applicants for custodial or other institutional positions. A series of examination records on many applicants are filed in an individual folder. The papers on an individual applicant may consist of:

Summary of psychological exams - shows tests administered Wechsler-Bellevue Intelligence Test rating sheet
Correspondence with applicants

The file also contains records relating to the testing of applicants for positions at other correctional institutions.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

31. RESEARCH PROJECT FILE

Size: 8½" x 11"
Dates: 1955 - -
Quantity: 2 drawers (3 cubic feet)
File Arrangement: By project or test

The Department carries out various research projects and in connection with these projects administers tests to inmates and institutional employees. After the administration of various tests, the results are analyzed, charted, and summarized. Specifically, the file contains attitude studies (examiner's record sheets), symptom check lists, officers' prisoner rating check lists, self-rating tests, cold test answer sheets and symptom check lists, profile and anxiety scales, and personality inventory tests.

RECOMMENDATION: RETAIN WHILE PROJECT MATERIAL HAS RESEARCH VALUE AND THEN DESTROY PROVIDED THAT THE MATERIAL IS AT LEAST THREE YEARS OLD.

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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.
32.	<p><u>SUMMARY CARDS (INMATES' DATA CARDS)</u></p> <p>Size: 5" x 9" Dates: 1955 - - Quantity: 2 drawers (1/4 cubic foot) File Arrangement: Separate files for active and discharged; alphabetical by inmate's name within each</p> <p>A summary card is prepared and filed for each inmate received into the Institution. Each card shows the inmate's name, the institution number, the Psychology Department's number, age, birthdate, a summary of the Department's diagnosis, the place of birth, the IQ test score, marital status, children (listed by sex and age), present offense, length of sentence and beginning date, education level, parents' names, age, occupation and marital status; dates of inmate's hospitalization; siblings' age and marital status. Inactive cards (for inmates no longer in the institution) show the inmate's parole or release date.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DISCHARGE OR PAROLE AND THEN DESTROY.</p>	<p style="writing-mode: vertical-rl; transform: rotate(180deg);">APPROVED HALL OF RECORDS COMMISSION</p>
33.	<p><u>GENERAL FILE</u></p> <p>Size: 8 1/2" x 11" Dates: 1955 - - Quantity: 1 drawer (2 cubic feet) File Arrangement: Alphabetical by subject or type of record</p> <p>This is the Psychology Department's operating and information file containing reports and other papers which are listed below. These are largely copies of records, the originals of which are filed elsewhere in the Institution. If originals occur in the General File, specific cases are noted below. The records in the General File are:</p> <ul style="list-style-type: none"> Arrival notices - filed in numerical order Inmate review schedules - prepared for the Board of Review Classification Committee meeting schedules and results Commissioner of Personnel test schedules Tentative discharge lists Results of disciplinary hearings Tier Council meeting agendas - originals Schedules (training programs, etc.) Population reports Requisitions Collected material - e.g. publications Staff conference informal minutes Summaries of projects and tests conducted at other institutions Tentative commitment lists - originals <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	<p style="text-align: center;">APPROVED BY BOARD OF PUBLIC WORKS</p> <p style="text-align: center;">JUN 9 1958</p> <p style="text-align: center;"><i>[Signature]</i></p> <p style="text-align: center;">SECRETARY</p>

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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3

34.

COMMITMENT PAPERS

BUSINESS OFFICE

Size: 3" x 10"
 Dates: 1955 - -
 Quantity: 5 document drawers (1.5 cubic feet)
 File Arrangement: Numerical by inmate number
 Annual Accumulation: Less than 1/4 cubic foot
 Index: Volume index (item 35)

Commitment papers received from the Courts are the Institution's authority for admitting inmates and entering their names on institutional records. Document jackets in the file hold the records of individual inmates, both current and former. If an inmate is transferred or returned to another institution, his commitment papers accompany him and the jacket is retained in the file. The jacket for each inmate (other than transferees) may contain any or all of the following records:

- Commitment paper or commitment order (received from committing court)
- Court orders
- Correspondence concerning extradition or detention
- Transfer warrants
- Authority for release
- Certified copies of docket entries, judgment, and sentence of the committing court

RECOMMENDATION: RETAIN PERMANENTLY.

35.

INDEX TO COMMITMENT PAPERS

Size: 14" x 20" x 1"
 Dates: 1955 - -
 Quantity: 1 volume
 File Arrangement: Alphabetical by first letter of inmate's name

This is a volume index to the Commitment Papers (item 34). Under the appropriate letter of the alphabet each inmate is listed by name, together with the institution number assigned to him.

RECOMMENDATION: RETAIN PERMANENTLY.

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upon release, search and send to classif. Dept. to be incorporated in inmate's file.

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.
36.	<p><u>INDUSTRIAL GOOD TIME CARDS</u></p> <p>Size: 6" x 9" Dates: 1955 - - Quantity: $\frac{1}{2}$ cubic foot File Arrangement: Alphabetical by name of inmate</p> <p>A card is prepared and maintained by the Business Office for each inmate in the Institution. The card for each inmate, posted from the Daily Report of Inmates Employed (time sheet), shows the inmate's name, race, number, length of sentence and beginning date of sentence, the date of completion of "long time" sentence, the date of completion of the sentence after deduction of good conduct credits, and the date on which the deduction of industrial good time credits begins. Additional information shown is the month, industrial credits earned during the month, and the "short time" date after deduction of industrial credits. The Industrial Good Time Cards are the basis for the preparation of tentative inmate discharge lists for consideration by the Institutional Board of Review.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DISCHARGE AND THEN TRANSFER TO INMATE'S CASE FOLDER (CLASSIFICATION DIVISION).</p>	
37.	<p><u>GENERAL CORRESPONDENCE FILE</u></p> <p>Size: 8$\frac{1}{2}$" x 11" Dates: 1955 - - Quantity: 1 drawer File Arrangement: Alphabetical by name or subject Annual Accumulation: $\frac{1}{4}$ cubic foot</p> <p>This is the Department's operating file. It contains correspondence with the Department of Correction and various State agencies, copies of court orders, copies of inmate's good time reports (originals filed with the Superintendent of Prisons), letters of transfer (for inmates received), receipts for inmates (from other institutions), and copies of arrival notices.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.</p>	
38.	<p><u>INMATES' "IN AND OUT" REGISTER</u></p> <p>Size: 11" x 12" x 1" Dates: 1955 - - Quantity: 1 volume File Arrangement: Chronological</p> <p>This register is a daily record of inmates entering or leaving the Institution. The entries for incoming inmates show the entry number, the inmate number (in numerical sequence), the inmate's name, race,</p>	<p>APPROVED BY BOARD OF PUBLIC WORKS</p> <p>JUN 9 1958</p> <p><i>[Signature]</i> SECRETARY</p>

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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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court, and a notation of whether transferred or discharged. The register also contains a month-to-date summary of inmate receipts and releases and a total daily inmate population total.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF LAST ENTRY AND THEN DESTROY.

39. INMATES' RECORD BOOK

Size: 24" x 20" x 1"
 Dates: 1955 - -
 Quantity: 1 volume
 File Arrangement: Numerical by inmate number

The Inmates' Record Book, listing in numerical order the numbers assigned to inmates, shows the inmate's name, the date received, the length of sentence, the discharge date, the crime, where sentenced, and remarks.

RECOMMENDATION: RETAIN PERMANENTLY.

40. ACCOUNTING RECORDS

Size: 8½" x 14"
 Dates: 1955 - -
 Quantity: 12 cubic feet
 File Arrangement: By type of record and chronological therein
 Annual Accumulation: 4 cubic feet (estimated)

This item includes all standard accounting forms used by State agencies as supporting data to the final books of entry, the Prisoners' Fund General Ledger, the Prisoners' Fund Cash Receipt and Disbursement books, and the General Ledger (containing accounts other than Prisoners' Fund). The final books of entry are to be retained permanently. Specifically these supporting records are:

Comptroller of the Treasury

BOARD OF PUBLIC WORKS

Form No.

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

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Purchasing Bureau (Department of Budget and Procurement)

1-A	Requisition for Supplies	APPROVED HALL OF RECORDS COMMISSION
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 Purchase 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	APPROVED HALL OF RECORDS COMMISSION
B.P. Inv. R101	Report of Fixed Assets (annual)	
B.P. Inv. R102	Report of Materials and Supplies (annual)	
B.P. Inv. 6	Materials and Supplies Physical Inventory (annual)	
Budget form Nos. 1 thru 11	Budget Estimates Fiscal Year (13 pages including farm statement)	
PP-1-A	Power Plant Utility Report (monthly)	
	Food Report (monthly)	

Others

Vendors Invoices	APPROVED BY BOARD OF PUBLIC WORKS JUN 19 1958 
Bank Deposit Slips	
Bank Statements	
Bank Deposit Receipts	
Storeroom Requisitions	
Storeroom Receipts	
Meal tickets	
Cash receipts	
Inmates cash receipts	
Petty cash voucher	
Inmates petty cash voucher	
Commissary order - Inmates	
Purchase Requests	
Receiving Reports	
Daily Report of Inmates Employed (time sheet)	
Inmates payroll sheets	
Inmates account cards	

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

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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41. 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 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-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).

42. MASTER AUTHORIZATION

Dates: 1955 - -

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.

GENERAL OFFICER

43. INMATES' CASE FOLDER

Size: 8 1/2" x 11"
Dates: 1955 - -

continued

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JUN 9 1955

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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.

Quantity: 1 drawers (6 cubic feet)
File Arrangement: Separate files for current and former inmates - alphabetical by name of inmate
Annual Accumulation: 2 cubic feet
Disposable Amount: 2 cubic feet

This is an information file maintained by the General Officer for both current and former inmates. Some, though not all, of the material in each folder duplicates the records maintained for each inmate by the Classification Department. Specifically, an individual folder may contain any or all of the following records:

- Photograph of inmate (identification card, item 49)
- Gate release slips
- Authority for release (copy) - for hospital treatment, etc.
- Arrival notices (copy)
- Admission summary (copy)
- Inmate Conduct Record Card
- Copies of memos
- Supplemental reports (copy)
- Report of Prisoners taken from Institution
- Headset receipts
- Cell check slips.

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

44.

GENERAL FILE

Size: 8 1/2" x 11"
Dates: 1955 - -
Quantity: active: 1.5 drawers (2 cubic feet)
 inactive: 6 cubic feet (total, 8 cubic feet)
File Arrangement: Alphabetical by type of record
Annual Accumulation: 2 cubic feet

The General File consists of records retained by the General Officer for information purposes. The bulk of the records listed below are copies, the originals of which are filed in other Institutional departments. Specifically, these records are:

- Chief Engineers Report
- General Officer's log sheets
- Job orders
- Memoranda (cell checks, other routine matters)
- Recapitulation of Men Idle
- Recapitulation of Men Working
- Car destination sheets
- Semi-hourly Report of Officer Posts
- Gasoline Reports
- Officer Assignment Sheets (daily)

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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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Employee's time sheets
Individual Employee's Time Record
Results of Disciplinary Hearings
Daily Time Record of Inmates Assigned to Outside Details
Vacation and sick leave sheets
Traffic Sheets

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

45. GENERAL OFFICER'S DIARY

Size: 10" x 9" x 1"
Dates: 1955 - -
Quantity: 4 volumes ($\frac{1}{2}$ cubic foot)
File Arrangement: Chronological
Annual Accumulation: 1 volume

The Diary is a daily record of routine matters handled by the General Officer. Entries consist of short notations concerning employee sickness, vacations, transfers of prisoners, etc.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF LAST ENTRY AND THEN DESTROY.

46. VISITORS CARD FILE

Form No.: Form 15
Size: 9" x 7"
Dates: 1955 - -
Quantity: 1 drawer ($\frac{1}{2}$ cubic foot)
File Arrangement: Alphabetical by name of inmate

A card is prepared and maintained for each inmate showing his name, race, number, crime, sentence, date of receipt, the date of each visit, the visitor's name and address, and his relationship with the inmate. Upon the discharge or parole of an inmate, his card is filed in the case folder maintained by the Classification Department.

RECOMMENDATION: TRANSFER TO THE INMATES CASE FOLDER (CLASSIFICATION DEPARTMENT).

47. VISITORS' REGISTER

Size: 12" x 10" x 1"
Dates: 1955 - -
Quantity: 3 volumes (approximately)
File Arrangement: Chronological

The Visitors' Register shows the date, visitor's name, address, purpose of the visit, the time in, and the time out.

RECOMMENDATION: RETAIN FOR THREE YEARS AFTER DATE OF LAST ENTRY AND THEN DESTROY.

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SECRETARY

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48. POPULATION FILE

Size: 3" x 5"
 Dates: 1955 - -
 Quantity: 1 drawer
 File Arrangement: Alphabetical by name of inmate

A card is maintained for each current inmate showing his name, number, race, classification, assignment, age, date of receipt, sentence, and job and cell changes together with the date of any changes. Upon the inmate's discharge or parole, his card is forwarded to the Classification Department.

RECOMMENDATION: TRANSFER TO CLASSIFICATION DEPARTMENT.

49. IDENTIFICATION FILE

Size: 3" x 5"
 Dates: 1955 - -
 Quantity: 1 drawer
 File Arrangement: Alphabetical by name of inmate

For identification purposes, the General Officer maintains a photocard for each inmate. The reverse side of the card shows the inmate's name, number, status, date of receipt, sentence, race, and age. Upon the inmate's discharge, his card is filed in the appropriate case record (item 43) in the office of the General Officer and is covered by the recommendation for that item.

RECOMMENDATION: TRANSFER TO THE GENERAL OFFICERS' INMATES CASE FOLDER FILE (ITEM 43)

IDENTIFICATION SECTION

50. FINGERPRINT FILE

Size: 8" x 8"
 Dates: 1955 - -
 Quantity: 2 drawers (3 cubic feet)
 File Arrangement: Numerical by classification number
 Annual Accumulation: Less than 1/2 cubic foot
 Index: Card index (item 51)

For identification purposes, the Identification Section maintains a fingerprint file for all inmates at the Institution. The card for each inmate shows the inmate's name, alias, number, color, sex, classification, fingerprints, the name of the officer taking the prints and the date on which taken, and the inmate's signature. On the reverse side of the card is a photo of the inmate, data on

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inmate's crime and sentence, biographical information, identifying marks, and the inmate's past criminal history.

RECOMMENDATION: RETAIN FOR TWENTY YEARS AFTER INMATE'S DISCHARGE AND THEN DESTROY.

51. CARD INDEX TO FINGERPRINT FILE

Size: 3" x 5"
 Dates: 1955 - -
 Quantity: 2 drawers (½ cubic foot)
 File Arrangement: Alphabetical by name of inmate

The Card Index for the Fingerprint File (item 50), maintained for both current and discharged inmates, shows the inmates name, number, and the fingerprint classification (numerical evaluation). The reverse side of each card lists the date of receipt of the inmate, the committing court, crime, sentence, date of sentence and beginning date, sentence expiration date, and a brief physical description. To facilitate identification, the file also contains alias cards.

RECOMMENDATION: RETAIN INDIVIDUAL INMATE'S CARD FOR TWENTY YEARS AFTER THE INMATE'S DISCHARGE AND THEN DESTROY.

52. ARRIVAL NOTICE FILE

Size: 8½" x 11"
 Dates: 1955 - -
 Quantity: ¼ cubic foot
 File Arrangement: Numerical by inmate number

Arrival Notices are prepared and distributed by the Business Office as a notification to all departments of the receipt of an inmate. The copies received by the Identification Section, filed numerically, are maintained by the Section to serve as an index and as a means of tabulating the total number of identification processings for a given period of time.

RECOMMENDATION: RETAIN PERMANENTLY.

53. DAILY RECORD OF INMATE CHANGES

Size: 8½" x 11"
 Dates: 1955 - -
 Quantity: 1 cubic foot
 File Arrangement: Chronological
 Annual Accumulation: Less than ¼ cubic foot

The Daily Record of Inmate Changes is prepared by the Inmate Clerk

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and a copy is forwarded to the Identification section for information purposes. Each sheet summarizes on a daily basis any changes in inmate population in various locations throughout the Institution.

RECOMMENDATION: RETAIN FOR THREE YEARS AND THEN DESTROY.

54. INMATE'S SUMMARY BOOK (INMATE'S DESCRIPTIVE LIST).

Size: 24" x 17"

Dates: 1955 - -

Quantity: 1 volume

File Arrangement: Numerical by inmate number

This is a summary record maintained by the Identification Section. It lists descriptive information on an inmate's physical appearance and background. Specifically these entries are the inmate's number, the date of receipt, race, inmate's name, length of sentence, birthplace, sex, habits (alcohol or narcotic), complexion, age when received and date of birth, physical characteristics (hair, eyes, height, weight), ability to read and write, occupation, marital status, number of previous terms and where served, religion, FBI number, veteran status, residence, relatives (name, relationship, residence), inmate's identifying marks, and the inmate's signature.

RECOMMENDATION: RETAIN PERMANENTLY.

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