THIS SCHEDULE SUPERSEDES SCHEDULE 496, OF JANUARY 27, 1970

Form HR-RM-1
Rev. 10/71

DEPARTMENT OF GENERAL SERVICES
HALL OF RECORDS COMMISSION
RECORDS MANAGEMENT DIVISION

RECORDS RETENTION AND DISPOSAL SCHEDULE

SCHEDULE NO. 598

PAGE NO. 1.

Department of Juvenile Services

AGENCY DIVISION

DESCRIPTION

RECORDS AND RECORD SERIES ARE LISTED BY ITEM NUMBER AND TITLE GIVING FORM NUMBER, IF ANY, DISTRIBUTION OF COPIES, AUDIT REQUIREMENTS AND THE RECOMMENDATION FOR RETENTION. IN SPECIAL INSTANCES, THE RECORD MAY BE MORE CLOSELY DESCRIBED GIVING COVERING DATES, SIZE AND QUANTITY OF RECORDS, FILE ARRANGEMENT, TYPE OF INDEXING AND A DESCRIPTION WITH RESPECT TO ORIGIN AND CONTENT, USE WHILE ACTIVE, AND RELATIONSHIP TO OTHER RECORDS.

Item No.	Description and Retention
	By Act of the General Assembly in 1966, a Department of Juvenile Services was established to coordinate and administer Maryland's juvenile institutions and programs (Annotated Code of Maryland, 1957 Edition as amended, Art. 52A, Secs. 1-18). On July 1, 1957, the Department assumed full administration for all State juvenile training schools, children's centers, and boys' forestry camps which were formerly administered by the State Department of Social Services (Public Welfare). On the same date, the Department incorporated into a state-wide program juvenile investigation, probation and after-care services provided by the counties, Baltimore City, the Department of Social Services (Public Welfare), and the State Department of Parole and Probation.
1	CASE RECORDS This General Schedule governs the retention of Case Records for all institutions and schools now under the jurisdiction of the Department and for those institutions which may be created in the future, as well as the Juvenile Services offices under the courts. The Card Index to Case Records summarizing the most pertinent information found in the individual file folders will be permanently retained. The Card Index is considered to be adequate to supply information needed at the juvenile level. The basic material found in these files is included in the permanent files retained in the Circuit Court. Information which might be required should be reconstructed from the Circuit Court records and the permanently retained Card Index to Case Records. Juvenile institutions, schools and court offices may retain their Case Records longer than the recommended period upon the written approval of the Director of the Department of Juvenile Services. The Case Records for the following schools appearing in former schedules are superseded by this schedule:

Schedule approved by Department, Agency or Division Representative

Signature	Title	Date
Rebecca Hess	Director	September 7, 1973

Schedule Authorized by Hall of Records Commission		Disposal Authorized by Board of Public Works	
9-20-73	[illegible]	10-3-73	[illegible]
Date	Archivist	Date	Secretary

HR-RM-1A
10/71

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO. 598

No. | Description and Retention

School or Institution	Schedule	Item
Montrose School for Girls - Case Records	433	1
Barrett School for Girls - Case Records	285	2
Boy's Village of Maryland - Case Records	287	3
Maryland Training School for Boys - Case Records	224	2

Case Records filed prior to 1967-1968, contain SDPW forms and papers which may be superseded, amended or eliminated from files prepared by the new Department. However, the contents of the Claim Folders will continue to be governed by the Recommendation below provided that such forms and papers are altered only by changing the form numbers or titles or the information contained in the forms or papers is not drastically altered. Following is a listing of old form numbers (SDPW) and classes of paper and material found in these files:

SDPW 423 - Face Sheet, contains vital statistics, summary of court action, absences, after-care placement

Court Records - commission or detention of delinquent (includes social worker's report)

Release - copy signed by committing court

Correspondence - (concerning inmate) which may involve State liability

SDPW 417 - referral for after-care-planning, made out to notify the committing court when a juvenile is recommended for release

SDPW 420 - Progress Report to the Court

SDPW 421 - Beginning Study Summary, contains complete personal history, history of previous delinquency, and delinquency resulting in court action, recommendations and judgements of the student guidance committee

Psychological Exam - general observations, summary sheet for Wechsler Intelligence Scale for Children

SDPW 422 - Reports from Staff, submitted periodically by teachers, matrons, recreation and work supervisors

SDPW 433 - Progress Report to Court on after-care, family background, school or job history, child agency relationship, summary of child's adjustment since return to community, and statement of plan for continued supervision

Item No.	Description and Retention
	SDPW 425 - Consent for Medical Case, for committed individual only
	SDPW 427 - Data on Child Committed to Training School, copy sent to SDPW six weeks after admission
	SDPW 434 - Training School Educational Report, submitted thirty days before release
	SDPW 435 - Request to Court for Social History
	SDPW 436 - Follow-up Request for Social History
	SDPW 437 - Referral for Special Planning for Child now meeting Admission or discharge criteria
	Activity Sheets - summaries of interviews with inmate replans after release
	Assignment Sheet - shows inmate's request for assignments
	Summary of Infractions Sheet - with notation of punishment
	Case Worker's Rough Notes
	Correspondence - with committing court, with parents, and with parties interested in child's welfare
	Form Letters - (to parents) re visits home and permission to give medical care to inmate
	Requests by inmate for appointment with case worker
	Reports from Medical Unit - for beginning study, six-months review, and terminal study
	Reports to the disciplinary committee - longhand, from matrons and other parties
	Adjustment Reports - from supervisors, teachers, etc., on various incidents
	Six-weeks' Report - academic background, placement in work, and summary of personality
	Three months' Report
	Six Months' Report - summary of child's behavior and academic progress
	Personal Property - slips and/or receipts
	Medical History and Treatment Records

Item No.	Description and Retention
	After a case is closed, the file should be removed to inactive status for an additional five years after which it may be destroyed. If papers are entered after the file is considered to be inactive, the file should be returned to active status only if the case is reopened and the file is fully reactivated. Otherwise, the Recommendation below takes precedence. RECOMMENDATION: A. RETAIN CARD INDEX TO CASE RECORDS PERMANENTLY B. RETAIN CASE RECORDS FOR FIVE YEARS AFTER REMOVAL TO INACTIVE STATUS, THEN DESTROY