

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1619

Page 1 of 4

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
--	---

Item No.	Description	Retention
----------	-------------	-----------

FACILITIES MAINTENANCE

1. POWER HOUSE LOGS

This series includes all the forms, reports and other material containing general correspondence information.

- A. Institutional Logs
- B. Correspondence

- (1). Letters and Memos
- (2). Material Requests

Retain for two (2) years at institution, then destroy.

2. MAINTENANCE PERSONNEL FILE SERIES

This series includes all the forms, reports and other material containing individual personal information.

- A. Time Sheets
- B. Leave Requests
- C. Evaluations
- D. Disciplinary Letters
- E. Receipt for DCR's & I.D.'s
- F. Commendations
- G. Any "Material of Record" Forms

Retain for one (1) year after the employee leaves the institution then destroy.

Schedule Approved by Department, Agency, or Division Representative.
 Date May 17, 1994
 Signature *Paul E. Brown*
 Typed Name Paul E. Brown
 Title Special Assistant to the Commissioner

Schedule Authorized by State Archivist
 Date APR 19 1995
 Signature *Edward C. Pappas*

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1619
 Page 2 of 4

Agency
 Department of Public Safety
 and Correctional Services

Division/Unit
 Division of Pretrial
 Detention and Services

Item No.	Description	Retention
----------	-------------	-----------

3.

SPECIFICATIONS

This series contains projects specifications and solicitation logs.

Review annually and destroy obsolete material.

A. Specifications

- (1) Detailed specifications-critical Maintenance Projects
- (2) Alternates
- (3) Drawings

B. Specification Log

- (1) Institutional Projects
- (2) Transmittal Letters

C. Solicitation Log, including Contractor Bids.

4.

ASBESTOS RECORDS

This series includes building survey reports, medical and training records.

Retain at institution for two (2) years, then send to State Archives for permanent retention.

A. Building Survey

- (1) Traco Reports
- (2) Inmate Health Hazard Reports
- (3) Priority Listing
- (4) Asbestos Facility Management Plan

B. Training

- (1) Level II Listing
- (2) Training Schedules

C. Medical

- (1) Medical Monitoring Schedules
- (2) Medical Monitoring Results

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No.
 1619
 Page 3 of 4

Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
--	---

Item No.	Description	Retention
----------	-------------	-----------

5.	<p><u>FIRE SAFETY</u></p> <p>This series includes all the forms, reports and other materials containing fire safety information.</p> <p>A. Fire Procedures B. Fire Drill Schedules C. Monthly Reports</p>	<p>Retain for three (3) years, then send to State Records Center for seven (7) years, then destroy.</p>
----	---	---

6.	<p><u>MOSH CITATIONS</u></p> <p>This series includes all the forms, reports and other materials containing MOSH citation information.</p> <p>A. Notification of Posting B. Notification of Compliance</p>	<p>Retain for three (3) years, then destroy.</p>
----	--	--

ELEVATOR INSPECTIONS

This series includes all the forms, reports and other material containing elevator information.

7.	<p><u>TOXICS</u></p> <p>This series includes all the forms, reports and other documents containing information about toxic materials.</p> <p>A. PCB's 1. Location 2. Transformer Testing Results 3. Specifications 4. Replacement Schedule</p> <p>B. TOXIC List 1. Type of Toxic 2. Location 3. Material Specifications</p>	<p>Retain for two (2) years, then send to State Archives for permanent retention.</p>
----	--	---

Figure 3A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No.
 1619

Page 4 of 4

Agency
 Department of Public Safety
 and Correctional Services

Division/Unit
 Division of Pretrial
 Detention and Services

Item No.	Description	Retention
8.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.</p>	<p>Screen annually and destroy that material no longer needed for current business. Directives, policies, and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual periodic transfer to the State Archives.</p>

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page <u>1</u> Of <u>8</u>
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. RECORD SERIES TITLE FACILITIES MAINTENANCE	5. EARLIEST YEAR / LATEST YEAR 1991 TO _____	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <p>Maintenance Personnel File Series</p> <p>This series includes all the forms, reports and other material containing individual personal information.</p> <p>A. Time Sheets B. Leave Requests C. Evaluations D. Disciplinary Letters E. Receipt for DCR's & I.D.'s F. Commendations G. Any "Material of Record" Forms.</p>		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/8</u> Number
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Maintenance Department Baltimore City Detention Center	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain for one (1) year after the employee leaves the institution. <i>THEN DESTROY</i>	
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 17, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page 2 Of 8

1. DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. RECORD SERIES TITLE

FACILITIES MAINTENANCE

5. EARLIEST YEAR / LATEST YEAR

1991 TO _____

6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)

Specifications

This series contains projects specifications and solicitation logs.

- A. Specifications
- B. Specification Log
- C. Solicitation Log, including Contractor Bids.

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Bound Book
- Audio Tape
- Other (Specify) _____
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) _____

1
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tapet(s)
- Other (Specify) _____

1/8
Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

1 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Maintenance Department
Baltimore City Detention Center

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes _____
- No

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Review annually and destroy obsolete material.

19. NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 17, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page <u>3</u> Of <u>8</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE FACILITIES MAINTENANCE				5. EARLIEST YEAR / LATEST YEAR <u>1991</u> TO _____	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) Asbestos Records This series includes building survey reports, medical and training records. A. Building Surveys B. Training C. Medical					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/4</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>12</u> <input type="checkbox"/> Months) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Maintenance Department Baltimore City Detention Center		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (if yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain at institution for two (2) years, then send to State Records Center for ten (10) years, then destroy.			
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 17, 1994	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page <u>4</u> Of <u>8</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE FACILITIES MAINTENANCE			5. EARLIEST YEAR / LATEST YEAR <u>1991</u> TO _____		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)					
Fire Safety This series includes all the forms, reports and other materials containing fire safety information. A. Fire Procedures B. Fire Drill Schedules C. Monthly Reports					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/2</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>10</u> <input type="checkbox"/> Months) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Maintenance Department Baltimore City Detention Center		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain for three (3) years, then send to State Records Center for seven (7) years, then destroy.			
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 17, 1994	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page <u>5</u> Of <u>8</u>
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. RECORD SERIES TITLE FACILITIES MAINTENANCE	5. EARLIEST YEAR / LATEST YEAR <u>1991</u> TO _____	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <p>General Correspondence</p> <p>Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.</p>		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>2</u> Number
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number
12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Maintenance Department Baltimore City Detention Center	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independence	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Screen annually and destroy that material no longer needed for current business, ETC.	
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 17, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page <u>6</u> of <u>8</u>	
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE FACILITIES MAINTENANCE			5. EARLIEST YEAR / LATEST YEAR 1991 TO _____		
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)					
TOXICS This series includes all the forms, reports and other documents containing information about toxic materials. A. PCB's B. TOXIC List					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number	
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/2</u> Number			
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Maintenance Department Baltimore City Detention Center		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain for two (2) years, then send to State Records Center for five (5) years, then destroy.			
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 17, 1994	

Figure 1

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page <u>7</u> Of <u>8</u>
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.		
4. RECORD SERIES TITLE FACILITIES MAINTENANCE	5. EARLIEST YEAR / LATEST YEAR 1991 TO _____	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series) <p>MOSH Citations</p> <p>This series includes all the forms, reports and other material containing MOSH citation information.</p> <p>A. Notification of Posting B. Notification of Compliance</p> <p>Elevator Inspections</p> <p>This series includes all the forms, reports and other material containing elevator information.</p>		
7. RECORD SERIES FORMAT(S) <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (Specify) _____</p>	8. RECORD SERIES SEQUENCE <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (Specify) _____</p>	9. VOLUME <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape (s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p><u>1</u> Number</p> <hr/> 10. ANNUAL ACCUMULATION <p><input checked="" type="checkbox"/> File Drawer (s)</p> <p><input type="checkbox"/> Microfilm Reel (s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (Specify) _____</p> <p><u>1/4</u> Number</p>
11. FILE IS USED <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>	12. FILE BECOMES INACTIVE AFTER <p><u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p> <p>Number</p>	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Maintenance Department Baltimore City Detention Center	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	16. AUDIT REQUIREMENTS <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	18. RECOMMENDED RETENTION Retain for three (3) years, then destroy.	
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 17, 1994

Figure 1

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY Page <u>8</u> Of <u>8</u>	
DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. RECORD SERIES TITLE FACILITIES MAINTENANCE				5. EARLIEST YEAR / LATEST YEAR 1991 TO _____	
6. RECORD SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the Series. Include the purpose or function of the Series)					
Power House Logs This series includes all the forms, reports and other material containing general correspondence information. A. Institutional Logs B. Correspondence (1) Letters and Memos (2) Material Requests					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/2</u> Number	
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>2</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Maintenance Department Baltimore City Detention Center		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain for two (2) years at institution, then destroy.			
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 17, 1994	