1619 Schedule No. Page of 1 4

Agency

Division/Unit

Department of Public Safety and Correctional Services

Division of Pretrial Detention and Services

ltem No.	Description	Retention
1.	FACILITIES MAINTENANCE  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  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 two (2) years at institution, then destroy.  Retain for one (1) year after the employee leaves the institution then destroy.
		a 5, 5, 5, 5, 5, 5, 5, 5, 5, 5, 5, 5, 5,
Schedule	Approved by Department, Schedule Authorized by State	Archivist

chedule Approved by Department, Agency,

or Division Representative.

May, 17, 1994 Date Signature 166

Typed Name Paul E. Brown

Title Special Assistant to the Commissioner

APR 1 9

Date

Signature

DGS 550-1 (Rev. 1/93)

Schedule No.

1619

Page 2 of 4

(Continuation Sheet)

Agency

Department of Public Safety and Correctional Services Division/Unit

Division of Pretrial Detention and Services

and co	prectional Services Detent	Detention and Services	
ltem No.	Description	Retention	
3.	SPECIFICATIONS		
	This series contains projects specifications and solicitation logs.	Review annually and destroy obsolete material.	
	A. Specifications		
•	<ul><li>(1) Detailed specifications-critical</li><li>Maintenance Projects</li><li>(2) Alternates</li><li>(3) Drawings</li></ul>		
	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 institu- tion for two (2)	
	A. Building Survey (1) Traco Reports (2) Inmate Health Hazard Reports (3) Priority Listing (4) Asbestos Facility Management Plan	years, then send to State Archives for permanent retention	
	B. Training (1) Level II Listing (2) Training Schedules		
,	C. Medical (1) Medical Monitoring Schedules (2) Medical Monitoring Results	g-mail.	
		ſ	

DGS 550-1A (Rev. 1/93)

(Continuation Sheet)

Schedule No.

3

Page

of 4

Agency

Division/Unit

Agency		Division/Unit
Depart and Co	ment of Public Safety rrectional Services	Division of Pretrial Detention and Services
tem No.	Description	Retention
5.	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	Retain for three (3) years, then send to State Records Center for seven (7) years then destroy.
6.	MOSH CITATIONS	•
	This series includes all the forms, reports and other materials containing MOSH citation information.	Retain for three (3 years, then destroy
	A. Notification of Posting  B. Notification of Compliance	
	ELEVATOR INSPECTIONS	
	This series includes all the forms, reports and other material containing elevator information.	
7.	TOXICS	
	This series includes all the forms, reports and other documents containing information about toxic materials.	State Archives for
	A. PCB's 1. Location 2. Transformer Testing Results 3. Specifications 4. Replacement Schedule	permanent retention
	B. TOXIC List 1. Type of Toxic 2. Location 3. Material Specifications	

ion and disposal scredule

(Continuation Sheet)

Schedule No.

Page 4

of 4

Agency
Department of Public Safety
and Correctional Services

Division/Unit
Division of Pretrial
Detention and Services

and Correctional Services Detention and Services Item Retention Description No. 8. GENERAL CORRESPONDENCE Subject arrangement of original incoming Screen annually and letters, copies of outgoing letters, destroy that material memoranda, studies, reports, directives, no longer needed fol policies, and other materials related to current business. the administration of the agency. Directives, policie∦, 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.

DGS 550-1A (Rev. 1/93)

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	AGENCY RECORDS INVENTORY	
	P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of	
1 ~	z division Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center	
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR	
FACILITIES MAINTENANCE		<u>1`991</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)	
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.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. YOLUME	
Letter Size	□ Alphabetical	Xi File Drawer(s)  Microfilm Reel (s)	
Legal Size   Computer Tape	.X□ Numerical	Computer Tape (s)     Other (Specify)	
□ Bound Book □ Floppy Disk	□ Chronological	Number	
☐ Audio Tape ☐ Video Tape	, and the second	10. ANNUAL ACCUMULATION	
	□ Geographical	☐ File Drawer (s) ☐ Microfilm Reel (s)	
Other (Specify)	Other (Specify)	□ Computer Tabe(s)	
·			
		Number of the Nu	
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER		
X Daily □ Weekly □ Monthly	D	Monin(s) X Year(s) t	
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	? (if yes, specify agency or office)	
Maintenance Department Baltimore City Detention Center	O Yes	Xe No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS		
□ Yes · ĊX No	□ None 🕱 State 🗆 F	eceral □ Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  □ Yes Xe No	18. RECOMMENDED RETENTION Retain for one (1) year afte institution. THEN DESTROY	r the employee leaves the	
THE AND DELECT PREPARED	20. TELEPHONE NUMBER	21. DATE	
Richard A. Bradley Communication/Fleet Coordinator	410-637-1361	May 17, 1994	
IGS 550-4 (Revised 1/93)			

ogs 550-4 (Revised Figure 1

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1) 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794		Page 2 Or 8
Department of Public Safety and Correctional Services	2 DIVISION Division of Pretrial Detention and Services	אואט 3. Baltimore City Detention Center
DEFINITION - Records Series - A group of related reco		
	ites normally med and deed as a director reservice as	
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
FACILITIES MAINTENANCE		<u>1`991</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)
Specifications		
This series contains projects speci	fications and solicitation log	gs.
A. Specifications		
B. Specification Log		
C. Solicitation Log, including Cont	ractor Bids.	
		·
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME X6 File Drawer(s)
Letter Size   Microfilm	□ Alphabetical	☐ Microfilm Reel (s) ☐ Computer Tabe (s)
□ Legal Size □ Computer Tape	XD Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
☐ Audio Tape ☐ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
. □ Other (Specify)	□ Other (Specify)	
		☐ Computer Tape(s) ☐ Other (Specify)
		1/8
	·	Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
X Daily □ Weekly □ Monthly		Month(s) X. Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERI	E7 (If yes, specify agency or office)
Maintenance Department	G. Yes	Vo. No.
Baltimore City Detention Center	Yes	X No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	The second secon
□ Yes · cX No	□ None 💢 State □ S	Federal - Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  18. RECOMMENDED RETENTION  Review annually and destroy obsolete material.		
□ Yes X No		, , , , , ,
Richard A. Bradley	20. TELEPHONE NUMBER	21. DATE
Communication/Fleet Coordinator	410-637-1361	May 17, 1994
DGS 550-4 (Revised 1/93)		

Figure 1

F		
INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW BEVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
	PO. BOX 275 - JESSUP, MARYLAND 20794	
PARTMENT/AGENCY Department of Public Safety	2. DIVISION Division of Pretrial	3. נואט Baltimore City Detention
and Correctional Services	Detention and Services	Center
DEFINITION - Records Series - A group of related reco	ords normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
FACILITIES MAINTENANCE		<u>1991</u> το
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 surve	y reports, medical and trainin	g records.
A. Building Surveys B. Training C. Medical		
C. Medical	•	
		•
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME  X File Drawer(s)
Letter Size	□ Alphabetical	Microfilm Reel (s)     Computer Tape (s)
□ Legal Size □ Computer Tape ·	X⊃ Numerical	Other (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
☐ Audio Tape ☐ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION
. □ Other (Specify)	Other (Specify)	
		□ Computer Tape(s) □ Other (Specify)
	ļ·	. Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	_
X Daily ☐ Weekly ☐ Monthly	12	Month(s) X Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (if yes, specify agency or office)
Maintenance Department Baltimore City Detention Center	□ Yes	X: NO
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes • ĊX No	□ None 🕅 State □ .	Federa: Z Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Retain at institution for two	
□ Yes X No	State Records Center for ten	(10) years, then destroy.
MANUE AND WITE OPPRESARER	20. TELEPHONE NUMBER	21. DATE
Richard A. Bradley Communication/Fleet Coordinator	410-637-1361	May 17, 1994
DGS 550-4 (Revised 1/93)		

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	AGENCY RECORDS INVENTORY
	PO. BOX 275 - JESSUP, MARYLAND 20794	Page <u>4</u> Of <u>8</u>
n -	z division Division of Pretrial Detention and Services	3. טואט Baltimore City Detention Center
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
FACILITIES MAINTENANCE		<u>1`991</u> _to
6. RECORD SERIES DESCRIPTION ( Briefly describe the types of	information/documents/forms found in the Senes. Include	the purpose or function of the Series)
Fire Safety	·	
This series includes all the forms, information.	reports and other materials o	ontaining fire safety
A. Fire Procedures B. Fire Drill Schedules C. Monthly Reports		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size	□ Alphabetical	X File Drawer(s) □ Microfilm Reel (s)
Legal Size	X⊅ Numerical	☐ Computer Tape (s) ☐ Ctner (Specify)
· · · · · · · · · · · · · · · ·		1
☐ Bound Book ☐ Floppy Disk	D Chronological	Number
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION  X7 F-le Drawer (s)
.   Other (Specify)	Other (Specify)	Microfilm Reel (s)
		Computer Tape(s)     Cther (Specify)
		Number
11. FILE IS USED	10 50 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5	1. Humber
II. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	market of the state of the stat
X Daily □ Weekly □ Monthly	10	Montinis) XC Yearisin
13. CURRENT LOCATION(S) (Bidg., Floor, Reem)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)
Maintenance Department Baltimore City Detention Center	U Yes	. Xo №
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	e e e e e e e e e e e e e e e e e e e
□ Yes · cᠯX No	☐ None X State ☐ F	ederal 😅 Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	
describe any hardware/software)	Retain for three (3) years,	
Yes X No	Center for seven (7) years,	
Richard A. Bradley	20. TELEPHONE NUMBER	21. DATE
Communication/Fleet Coordinator	410-637-1361	May 17, 1994
DGS 550-4 (Revised 1/93)		<del></del> -

ogs 550-4 (Revised Figure 1

	NT A SEPARATE FORM FOR EACH NEW ORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY  Page 5 OI
J			
PARTMENT/AGENCY Deartment of Pul and Correctional		2 DIVISION Division of Pretrial Detention and Services	3. DINIT Baltimore City Detention Center
DEFINITION - Reco	rds Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE			<del></del>
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR / LATETEST YEAR
FACILITIES	MAINTENANCE		1991 10
6. RECORD SERIES DESCR	IPTION ( Briefly describe the types of	information/documents/forms found in the Series. Include	the numose or function of the Series)
General Correspo			The purpose of fundamental and outside,
General Correspo	nderice		
		oming letters, copies of outgo ies, and other materials relat	
	•		•
	•		
		T	
7. RECORD SERIES FORMA	AT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size	Microfilm	□ Alphabetical	X File Drawer(s)  Microfilm Reel (s)  Computer Tape (s)
D Legal Size	□ Computer Tape	-XD Numerical	2 Other (Specify)
□ Bound Book	□ Floppy Disk	□ Chronological	Number
	a rioppy bisk	d Chronological	
□ Audio Tape	□ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION  X: File Drawer (s)
Other (Specify)	<del></del>	Other (Specify)	☐ Microfilm Reel (s)
			☐ Computer Tape(s) ☐ Other (Specify)
	•		1
***			Number
11. FILE IS USED		12. FILE BECOMES INACTIVE AFTER	
XI Daily 🗅	Weekly G Monthly	1 □ Number	Month(s) X Year(s)
13. CURRENT LOCATION(S	) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	E? (If yes, specify agency or office)
Maintenance Depai	rtment		•
Baltimore City De	etention Center	Yes	<b>X</b> 2 No
15. ACCESS RESTRICTION	S (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
© Yes	• cX No	□ None 🕱 State 🗅 F	Feceral D Incependem
17. IS AN INDEX SYSTEM I	JSED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	:
describe any hardware/s			hat material no longer needed
	·	for current business, ETC,	nac material no longer needed
D Yes	<u>X</u> №	i carreire basiness, £/C,	V.
D. 20.			T
Richard A. Bradle	MOTARER	20. TELEPHONE NUMBER	21. DATE
Communication/Fle		410-637-1361	May 17, 1994
DGS 550-4 (Revised 1/93)	Cordinator		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	AGENCY RECORDS INVENTORY
sailbore loss mil	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 6 Or 8
EPARTMENT/AGENCY	2. DIVISION	3. UNIT
Dertment of Public Safety and Correctional Services	Division of Pretrial	Baltimore City Detention
DEFINITION - Records Series - A group of related reco	Detention and Services	Center
4. RECORD SERIES TITLE	normally med and deed as a district reference as	
		5. EARLIEST YEAR / LATETEST YEAR
FACILITIES MAINTENANCE		<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)
TOXICS		
This series includes all the forms, toxic materials.	reports and other documents c	ontaining information about
A. PCB's		
B. TOXIC List	•	
·		
		•
	<del> </del>	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME  Xi File Drawer(s)
M Letter Size ☐ M:crofilm	□ Alphabetical	G Microfilm Reel (s)
Legal Size   Computer Tape	X⊃ Numerical	Computer Tape (s)  Cther (Specify)
□ Bound Book □ Floppy Disk	□ Chronological	Number
□ Audio Tape □ Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
Other (Specify)	Other (Specify)	∑ File Drawer (s) □ Microfilm Reei (s)
		☐ Computer Tape(s) ☐ Other (Specify)
11. FILE IS USED	42 FILE RECOMES INACTIVE ASTER	Number
	12. FILE BECOMES INACTIVE AFTER	
X Daily □ Weekly □ Monthly	Number	Month(s) X Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (if yes, specify agency or office)
Maintenance Department Baltimore City Detention Center	□ Yes	X: No
Darcinore City Deterición Center		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	A STATE OF THE STA
□ Yes · ĊX No	□ None 🕱 State □	Federa: Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and	18. RECOMMENDED RETENTION	
describe any hardware/software)	Retain for two (2) years, the	
□ Yes X No	Center for five (5) years, t	hen destroy.
P. DATE AND BILL OF PREBARER	20. TELEPHONE NUMBER	21. DATE
Richard A. Bradley		
Communication/Fleet Coordinator DGS 550-4 (Revised 1/93)	410-637-1361	May 17, 1994
Figure 1	± 25 ↔	

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	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page Of
	z division Division of Pretrial Detention and Services	3. זואט Baltimore City Detention Center
DEFINITION - Records Series - A group of related reco	rde normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
FACILITIES MAINTENANCE		<u>1991</u> то
6. RECORD SERIES DESCRIPTION (Briefly describe the types of MOSH Citations  This series includes all the forms,	·	
information.	reports and other material co	incarring hoon drageron
A. Notification of Posting B. Notification of Compliance		
Elevator Inspections		
This series includes all the forms, information.	reports and other material co	ntaining elevator
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
Letter Size   Microfilm	□ Alphabetical	Xi File Drawer(s)  Microfilm Reel (s)
Legal Size   Computer Tape	. X⊏ Numerical	□ Computer Tape (s) □ Other (Specify)
☐ Bound Book ☐ Floppy Disk	□ Chronological	Number
	☐ Geographical	10. ANNUAL ACCUMULATION
		☐ File Drawer (s) ☐ Microfilm Reel (s)
.  Other (Specify) .	□ Cther (Specify)	Other (Specify)
44 EN E IC NOED		Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	And the second
X Daily	Numper	Montr(s) X Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room) Maintenance Department	14. IS RECORD SERIES DUPLICATED ELSEWHERE	(if yes, specify agency or office)
Baltimore City Detention Center		X.
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
□ Yes · CX No	□ None 🕱 State □ F	eceral C Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  Pes Xo	18. RECOMMENDED RETENTION  Retain for three (3) years,	then destroy.
Richard A. Bradley	20. TELEPHONE NUMBER	21. DATE
Communication/Fleet Coordinator	410-637-1361	May 17, 1994
CC 550 1 (D 1103)		

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	AGENCY RECORDS INVENTORY		
SCHEDUCE (UGS SSW-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 8 OI 8		
<u> </u>	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center		
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.		
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR		
FACILITIES MAINTENANCE		<u>1`991</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)		
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		, and the second		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME		
X Letter Size □ Microfilm	□ Alphabetical	Xi File Drawer(s) □ Microfilm Reel (s)		
□ Legal Size □ Computer Tape	X□ Numerical	Computer Tape (s)     Other (Specify)		
□ Bound Book □ Floppy Disk	□ Chronological	Number		
□ Audio Tape □ Video Tape	☐ Geographical	10. ANNUAL ACCUMULATION		
Other (Specify)	Other (Specify)	☐ Microfilm Reel (s) ☐ Computer Tape(s)		
·		1/2 Other (Specify)		
		Number		
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER			
)X0 Daily □ Weekly □ Monthly	D Number	Month(s) 🗶 Year(s)		
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE	p -		
Maintenance Department Baltimore City Detention Center	O Yes	XP No 550		
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	•		
□ Yes • đX No	□ None 🕱 State □ F	ederal Independent		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)  □ Yes Xo No	18. RECOMMENDED RETENTION Retain for two (2) years at	institution, then destroy.		
Die word of the	·			
Pichard A. Bradley	20. TELEPHONE NUMBER	21. DATE		
Communication/Fleet Coordinator	410-637-1361	May 17, 1994		

DGS 550-4 (Revised 1/93)
Figure 1