

RECORDS RETENTION AND DISPOSAL SCHEDULE

Western Maryland Correctional Complex

Division of Correction

AGENCY

DIVISION

Item
No.

Description

Retention

1.

CLASSIFICATION RECORDS

This series includes all the forms, reports and other materials containing prisoner information.

A. Prisoner's base file

1. Back of Front Cover
 - a. Photographs
 - b. Identification and Alert Information
 - c. Fingerprint Card
 - d. Visitor's Card
 - e. In Case of Emergency Card
 - f. Warrent of Transfer
2. (Rejection Letter & Camp Rejection Letter on top of progress sheets to be filed with corresponding DCR 100-1)
 - a. Progress Sheets (blue)
 - b. F. B. I. Reports (Request for F. B. I.)
 - c. Admission Summaries - Intake Summary (Copies only, Original in Section VI)
 - d. Sentence Change/Detainer Lifter
 - e. Pre-Sentence Investigation (P. S. I.)
 - f. Official State's Version
 - g. Pre-Parole Summaries, Parole Decision on top of Parole Summaries (All other Parole corresponces)
 - h. Revocation Paperwork
3. Classification Matters
 - a. MAP (All MAP Material)
 - b. DCR 100-1 (Pink sheets-board actions) in descending order with attachments i.e. 48 hour notice, psychological Stapled
 - c. Segregation Forms (Pink)
 - d. Clinical Vote Sheet
 - e. PRD 199 Community Correction Form (Application for Assignment for Baltimore City)

Retain for three years after leaving Institution, then send to State Records Center and retain for 27 years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

2-9-87
2-10-87
2/9/87

John P. [Signature]
John P. [Signature]
Warden
Warden
Warden

Signature

Title

Schedule Authorized by
Hall of Records Commission

4/20/87

[Signature]
State Archivist

Date

State Archivist

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Item No.	Description	Retention
	<ul style="list-style-type: none"> f. DCR 240 Inmate Leave Request (All leave papers in descending order) g. Work Release Forms h. Patuxent Referral Request i. Escape Risk Assessment Form - Notification of Escape Law j. Waiver of Extradition k. Junction Bridge Phase II (Quinine Abstinence Agreement) l. Monthly Clinical Summaries or any other programs 	
4.	<p><u>Adjustments/Legal</u></p> <ul style="list-style-type: none"> a. Incident Reports b. Matter of Record c. Adjustment Reports/Loss of GCT Forms d. Inmate Grievance e. Commitment Record f. Speedy Trial g. Habeus Corpus h. Trip Tickets (move trip tickets that are attached with Habeus Corpus up behind Habeus Corpus) i. Re-Arrest Letters j. Other Legal Letters k. Segregation Forms l. Protective Custody Forms m. Use of Force Reports (including Pink Forms) n. Escape Forms (this does not include Escape Risk Form or Notification of Escape Law) 	
5.	<p><u>Medical, Educational, Employment</u></p> <ul style="list-style-type: none"> a. Medical Reports, Accident Reports, Sick Slips b. Psychological and Psychiatric Reports c. Social Material (Absent Parent Request) d. Educational Material e. Employment Material f. Assessment for ATP-Addiction Screening 	
6.	<p><u>Miscellaneous</u></p> <ul style="list-style-type: none"> a. Correspondence-Miscellaneous b. On the spot Reports (other than those which ask to reclassify a job assignment-those should be stapled to a Reclass sheet in Section III). c. Rules and Regulations d. Orientation Receipt e. Inmate Movement (unless legal-this includes medical trips) 	

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Item No.	Description	Retention
	<ul style="list-style-type: none"> f. Property Inventory g. Reception Worksheet for New Men h. Original Intake Summary i. RDCC Forms j. Ditto Masters k. Old Case Record - Parole Violator if new number is issued l. Old Patuxent Record 	
	<p>B. <u>Active and Inactive Inmate Cards</u> A 3" x 5" index card is maintained on each prisoner to show name, cell number and job assignment.</p>	Retain for five (5) years after discharge, then destroy.
	<p>C. <u>Classification Quarterly Report</u> Statistical data showing inmate status changes.</p>	Retain for two (2) years, then destroy.
II.	<p><u>ADMINISTRATIVE RECORDS</u> This series includes reports, forms and other materials which provide inmate and administrative information for the administrative staff.</p>	
	<p>A. <u>Inmate's Record Card</u> This card is prepared for each inmate. It shows the inmate's name, number, race, physical description, residence, nearest relative, occupation education, religion, marital status, other convictions, crime, sentence, committing court.</p>	Retain permanently. Transfer periodically to State Archives.
	<p>B. <u>Industrial Good Time - Monthly Report</u> A monthly report to the Division of Correction showing industrial good time earned and the good conduct time lost by each inmate during the month.</p>	Retain for three years, then destroy.
	<p>C. <u>General Correspondence - Warden</u> Correspondence concerned with the functions of the Warden, with Federal, State, Local and other state agencies, professional, business and civic organizations, individuals, lawyers, contractors, etc.</p>	Retain for three (3) years, then remove and retain permanently records having continuing administrative or legal value, and destroy all other material.

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	<p>D. <u>Daily Report of Population and Distribution</u> This report shows daily and total number of inmates, the number received and discharged. Also shown is the number of prisoners assigned to work in the various shops, kitchens, offices, etc., the number actually at work and the number confined to their cells or on the sick list.</p>	<p>Retain for three (3) years, then destroy.</p>
<p>III.</p>	<p><u>ACCOUNTING RECORDS</u> This series includes all standard accounting forms as well as other accounting media which provide supporting data for the general and special accounting records.</p> <p>A. <u>Inmate's Ledger Card</u> A record of the inmate's finances is maintained on these cards. One card is prepared for each inmate.</p> <p>B. <u>General Accounting Records</u></p> <ol style="list-style-type: none"> 1. Transaction Analysis by Sub Object 2. Detail of Transactions Posted 3. Expenditure Transaction Analysis 4. Statement of Budget Expenditures and Encumbrances by Sub Object 5. Revenue Transactions Analysis 6. Detail of Transactions Processed by other Agencies 7. Statement of Cost for Capital Projects 8. Statement of Undesignated Fund Balance by Program and Fund (other than General Fund) 9. Trial Balance of General Ledger Accounts 10. Monthly Statement of Agency Revenue by Program and Fund 11. Statement of Agency Appropriations by Program and Fund 12. Statement of Cash Balances by Program and Fund (other than General Fund) 	<p>Retain for five (5) years after the inmate has left institution; then forward to State Records Center for retention for an additional fifteen (15) years; then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.</p>

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Item No.	Description	Retention
	<p>C. <u>Special Accounting records</u> Legislative Auditors Reports</p> <p>D. <u>Budget Records</u></p> <ol style="list-style-type: none"> 1. Budget Estimates (DPFP-DA-2; DA-3A; DA-5-77; DA-7; DA-8) 2. Budget Request Forms (DPSCS Form 1 and DPSCS Form 2) <p>E. <u>Payroll Account Records</u></p> <ol style="list-style-type: none"> 1. Personnel Cards 2. Payroll Exception Time Report 3. Check Register 4. Payroll Warrants 5. Payroll Additions Sheets <p>F. <u>Purchasing Records</u></p> <ol style="list-style-type: none"> 1. Requisition for Supplies 2. Purchase Order 3. Out of Schedule Requisition for Supplies 4. Stores Requisition 5. Confirming Orders 6. Purchasing Request 7. Receiving Report 8. Remittance Advice 9. Capital Fund Requisition 10. Actual Emergency and Repairs Report 11. Emergency Procurment Justification 12. Disbursement Transmittal Cover Sheet 13. Disbursement Transmittal to Comptroller 14. Encumbrance Transmittal 15. Vendor Invoices <p>G. <u>Miscellaneous records</u></p> <ol style="list-style-type: none"> 1. Bank Statements, Deposit Slips and Deposit Receipts 2. Material/Supplies Requisition 3. Meal Tickets 4. Cash Receipts 5. Petty Cash Vouchers 6. Commissary Transfer Slip-Inmates 7. Inmates Daily Time Sheet 8. Storeroom Requisitions 9. Storeroom Receipt 10. Paid Bills 11. Cancelled Checks 	<p>Retain for ten (10) years; then destroy</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled; then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

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Item No.	Description	Retention
	<ul style="list-style-type: none"> 12. Inmate Receipts and Disbursements 13. Inmate Disbursement Vouchers 14. Inmate Journals 15. Budget Papers and Worksheets 16. Time Sheets 17. Withholding Tax Forms and Statements 18. Inventory Cards 	
	<p>H. <u>Timekeeping records</u></p> <ul style="list-style-type: none"> 1. Time Cards 2. Employee Time Sheets 	<p>Retain for three (3) years and then send to State Records Center for an additional four (4) years, then destroy.</p>
IV.	<p><u>PERSONNEL RECORDS</u></p> <p>This series includes all reports, forms and other materials which provide information on each employee of the agency.</p>	
	<p>A. <u>Personnel files</u></p> <p>A File is maintained for each employee and contains all the information the agency has collected on the employee while employed.</p>	<p>Retain seven (7) years after termination then destroy.</p>