

STATE OF MARYLAND  
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES



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ADMINISTRATIVE & FISCAL SERVICES

DATA SERVICES DIVISION  
P. O. BOX 5743  
PIKESVILLE, MARYLAND 21208-0743

TTY FOR THE DEAF: 486-0677

April 22, 1994

Mr. Kevin J. Swanson  
Maryland State Archives  
350 Rowe Boulevard  
Annapolis, Maryland 21401



Dear Mr. Swanson:

RE: Your discussion with Ms. Betty Wolfe of my staff on  
April 20, 1994.

Records Retention and Disposal Schedule No. 1224 authorized by the State Archivist on July 16, 1990, is designated for the CJIS Central Repository of Data Services Division, Department of Public Safety and Correctional Services. A reorganization of Data Services was approved by the Department of Budget and Fiscal Planning on August 20, 1993. Review of internal procedures indicated that it would be appropriate for Schedule 1224 to apply to the entire division rather than to be limited to the Central Repository.

We would appreciate your assistance in this redesignation. It is understood that expansion of the schedule may subsequently be required. Should you require further information, please contact me at 764-4508.

Yours truly,

A handwritten signature in dark ink, appearing to read "William H. Niemeyer II".

William H. Niemeyer II  
Director  
Administrative & Fiscal Services  
Data Services Division

WHN:bw  
cc: Paul E. Leuba

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

AGENCY		DIVISION
Department of Public Safety and Correctional Services		Data Services Division CJIS Central Repository
Item No.	Description	Retention
	This schedule supersedes 971-25, Items:	
	OPS 50	
	OPS 52	
	OPS 52-1	
	OPS 53	
	OPS 209	
	OPS 211	
	FIS 304	
	CRCR 2500	
	CRCR 2501	
	CRCR 2502	
	CRCR 2503	
	CRCR 2504	
	CRCR 2505	

Schedule Approved by Department,  
Agency, or Division Representative

*William H. Niemeyer II*

5/16/90 William H. Niemeyer II, Director

Date

Signature

Title

Schedule Authorized by

7/16/90 *Edward L. ...*

Date

State Archivist

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE

NO. 1224

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Item No.	Description	Retention
1.0	<u>ADMINISTRATIVE</u>	
1.1	<u>Records Management</u> Contains a copy of applicable filing and retention schedules.	Retain the schedule as a perpetual file by updating when amended or revised.
1.2	<u>Records Transmittal and Receipt</u> Contains a completed copy of DGS-RM-550-5 form. Record copy maintained by the State Records Center.	Retain copy for three (3) years. Transfer to State Records Center for 22 yrs., then destroy.
1.3	<u>Certificate of Records Disposal</u> Record copy maintained by State Records Center.	Retain the non-record copy for one (1) year, then destroy.
1.4	<u>Meeting Minutes</u> Contains minutes of meetings.	Retain permanently. Transfer, periodically to Maryland State archives.
1.5	<u>Application for Access to Public Records</u> Contains all copies of approved Applications for Access to Public Records.	Retain for three (3) years. Then forward to State Records Center for destruction after twenty-five years additional retention.
1.6	<u>General Correspondence</u> Routine correspondence.	Retain three (3) years or until no longer needed. Then destroy. Any policy directive or history of planning would retain permanently. Transfer periodically to Maryland State archives.
2.0	<u>PERSONNEL</u>	
2.1	<u>Employee Work and Leave Reports</u> Contain reports documenting hours worked and leave taken on the bi-weekly <i>Employee Work and Leave Report</i> .	Keep current year, plus one (1) year then transfer to State Records Center for additional two (2) years. Then destroy.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE  
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Item No.	Description	Retention
2.2	<p><u>Employee Payroll Exception Reports</u></p> <p>Contains reports summarizing information obtained from the Employee Work and Leave Report. Record copy maintained by the Department of Public Safety and Correctional Services Finance Division.</p>	<p>Keep current year plus one (1) year then transfer to State Records Center for additional two (2) years. Then destroy.</p>
2.3	<p><u>Personnel Roster</u></p> <p>Contains copies of the official alphabetical rosters.</p>	<p>Retain until superseded, then destroy.</p>
2.4	<p><u>Overtime/Compensatory Time Records</u></p> <p>Contains copies of documents used for the authorization and control of overtime and compensatory time.</p>	<p>Keep current year plus one (1) year then transfer to State Records Center for additional two (2) years. Then destroy.</p>
2.5	<p><u>Auxiliary Personnel Records</u></p> <p>Documents included in these folders are duplicates or extracts of documents filed in the official personnel folder. Record copy maintained by the Personnel Section of Data Services Division. Exception: Certain other personnel documents which must be kept for a limited period of time as a reference shall also be included in this file. Will be subdivided as indicated:</p> <ul style="list-style-type: none"> <li>Request for Transfer or Withdrawal</li> <li>Personnel Information Form</li> <li>Efficiency Ratings</li> <li>Founded Complaints and Records Involving Disciplinary Action</li> <li>Commendations</li> <li>Leave Record</li> <li>Secondary Employment</li> <li>Miscellaneous Material</li> </ul>	<p>Retain auxiliary file as long as individual is employed. When individual is transferred, retires, resigns, etc., forward file to Personnel Division.</p>
2.6	<p><u>Personnel Leave Jackets</u></p> <p>File contains all copies of A &amp; S Reports, Leave Requests, pertinent correspondence concerning "administrative leave", documentation relative to any event which needs explanation during a work period.</p>	<p>Retain file as long as individual is employed. When individual is transferred, retires, resigns, etc., forward file to Personnel Division.</p>
2.7	<p><u>Leave Records</u></p> <p>Record of all personnel's leave usage and earned.</p>	<p>Keep current year plus one (1) year then transfer to State Records Center for additional two (2) years. Then destroy.</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

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No.	Description	Retention
2.8	<u>Leave Accounting File</u> Contains paper copy of leave balancing for all individuals of the Repository.	Current year plus one (1) year then transfer to State Records Center for two (2) years. Then destroy.
2.9	<u>Change Reports</u> Contains all changes made to leave records after the computer has been updated for the previous pay period.	Current year plus one (1), then transport to State Records Center for two (2) years. Then destroy.
2.10	<u>Personnel Sign In/Out File</u> Contains each employee's sign in/out for each pay period. (showing starting time, breaks, lunch, and ending times.	Retain current year plus one (1), then transfer to State Records Center for two (2) years. Then destroy.
2.11	<u>Exception Reports (Regular and Contractual)</u> Contains any payroll exceptions transmitted to DPSCS Finance Division during a pay period.	Current year plus one (1), then transfer to State Records Center for two (2) years. Then destroy.
2.12	<u>Personnel In-transit Forms</u> Contains information transmitted to DPSCS Finance Division listing any payroll adjustments for each individual.	Retain current year plus one (1) then transfer to State Records Center for two (2) years. Then destroy.
2.13	<u>Recruitment</u> Contains application packet, specification sheets, eligibility lists, interview schedules, selection criteria, and related materials and recruitment forms.	Retain until amended or revise, then destroy.
2.14	<u>Insurance</u> Contains correspondence relating to insurance (flyers, brochures, and related materials).	Retain until amended or revise, then destroy.
2.15	<u>Employee Organizations</u> Contains correspondence relating to employee organizations such as MCEA, Credit Union, and Blood Assurance Program.	Retain until amended or revise, then destroy.
3.0	<u>FISCAL</u>	
3.1	<u>Daily Cash Receipt Books</u> Receipt books used to record fees received for copies of various reports, applications and photographs.	Retain for three (3) years, and until audited, then destroy.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE  
NO. 1224

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No.	Description	Retention
3.2	<p><u>Daily Cash Receipt File</u> Contains copies of forms used to receipt for and transmit to MSP Finance Division, fees received for copies of various reports and/or photographs.</p>	Retain for three (3) years, and until audited, then destroy.
3.3	<p><u>Invoices Forwarded for Payment</u> Contains copies of invoices received directly from vendor and forwarded for payment. Record copy maintained by MSP Finance Section.</p>	Retain non-record copy one (1) year, then destroy.
3.4	<p><u>Budget Requests, Authorizations</u> Contains copies of documents relating to budget requests for equipment, personnel, and training. Record copy maintained by Finance Section.</p>	Retain non-record copy five (5) years, then destroy.
3.5	<p><u>Capital Equipment Inventory &amp; Improvements</u> Contains records relating to inventory of furniture, typewriters, files, and related equipment; contains copies of warranties, loss or damage to capital equipment, requests for repairs or salvage, improvement receipts, etc. Record copy is maintained by Data Services Division, Headquarters.</p>	Retain non-record copy three (3) years, then destroy.
3.6	<p><u>Audit Reports</u> Contains any fiscal report required or requested by Department of Budget and Fiscal Planning, or any other responsible authority. Record copy is maintained by Data Services Division, Headquarters.</p>	Retain non-record copy three (3) years, then destroy.
3.7	<p><u>Contracts</u> Create files as needed. Contains copies of initial contracts for leased office equipment, service contracts for office equipment, copies of vendor contracts.</p>	Retain three (3) years after date of expiration and until no longer needed, then destroy.
4.0	<p><u>OPERATIONS</u></p>	
4.1	<p><u>Master Criminal Fingerprint File</u> Fingerprint cards covering reportable events are forwarded to the Central Repository from all law enforcement agencies in the state.</p>	Retain permanently. Transfer periodically to Maryland State archives.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

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Item No.	Description	Retention
4.2	<p><u>Master Non-Criminal Fingerprint File</u></p> <p>Fingerprint cards for employees, applicants, and licensees of organizations specified by law, regulation or petition to the Secretary of Department of Public Safety and Correctional Services are forwarded to the Central Repository for processing and filing.</p>	<p>Retain permanently. Transfer to Maryland State archives periodically.</p>
4.3	<p><u>Duplicate Fingerprint File</u></p> <p>Duplicate or subsequent fingerprint cards received from criminal justice and non-criminal justice agencies are received, processed and filed separately from the master file.</p>	<p>Retain permanently. Transfer to Maryland State archives periodically.</p>
4.4	<p><u>Deceased Fingerprint File</u></p> <p>Fingerprint cards removed from the master and duplicate files when the subject has been identified as being deceased by fingerprint supported data.</p>	<p>Retain permanently. Transfer to Maryland State archives periodically.</p>
4.5	<p><u>Inactive Fingerprint File</u></p> <p>Fingerprint cards removed from the master and duplicate files when the subject is 80 years old.</p>	<p>Retain permanently. Transfer to Maryland State archives periodically.</p>
4.6	<p><u>Petition File, et al</u></p> <p>Contains open and closed petitions received from the court systems in the processing of an expungement and other associated correspondence. Record copy of petition maintained at the courts.</p>	<p>Retain current year plus two (2) years, then destroy.</p>
4.7	<p><u>MD State Police's Expunged Cases</u></p> <p>Contains petition, court order, all CHRI print outs, fingerprint card or index card relating to incident unsupported by fingerprints, buck slips, copy of certificate of compliance, and all other related correspondence produced or received in the processing of an expungement. Retained in manila folders.</p>	<p>Retain current year plus one (1) year, then destroy.</p>
4.8	<p><u>Expungement Case File</u></p> <p>File contains petitions, court orders, and related correspondence. Expunged fingerprint cards and other documents are returned to the originating agencies.</p>	<p>Retain in current active file for three (3) years then destroy.</p>
4.9	<p><u>Child Care Background Investigation File</u></p> <p>File contains applications for background investigations, computer printouts, FBI processed fingerprint cards, and related correspondence.</p>	<p>Retain in active file for two (2) years; transfer to State Records Center for additional ten (10) years, then destroy.</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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No.	Description	Retention
4.10	<p><u>Child Care Disclosure File</u> File contains applications for background investigation when only a disclosure statement is required.</p>	<p>Retain in active file for two (2) years, transfer to St. Record Center for additional ten (10) years, then destroy.</p>
4.11	<p><u>Criminal Arrest File</u> (Supported by B.I. No.) Contains copies of those arrests which are supported by B.I. numbers (MSP Form 53). These arrest reports which also show case disposition are received from all Maryland State Police installations.</p>	<p>Retain originals for one (1) year, transfer to State Records Center for 25 years, then destroy. Retain microfilm as duplicate record for twenty-five years, then destroy.</p>
4.12	<p><u>Criminal Arrest File</u> (Unsupported by B.I. No.) Contains copies of those arrests which are not supported by B.I. numbers (MSP Form 53).</p>	<p>Microfilm closed cases systematically. Retain original for one (1) year, then destroy. Retain microfilm for 25 years then destroy.</p>
4.13	<p><u>Criminal Arrest File</u> (Juvenile) Contains copies of criminal arrest reports and case dispositions which are supported by B.I. number.</p>	<p>Microfilm closed cases systematically. Retain originals for one (1) year, then destroy. Retain microfilm for twenty-five years, then destroy.</p>
4.14	<p><u>Barrack Identification File</u> (B.I.) 16m microfilm of criminal case records containing criminal data on subjects arrested between 1935 and 1965.</p>	<p>Retain microfilm for twenty-five years, then destroy.</p>
4.15	<p><u>Criminal Rap Sheet File</u> 16m microfilm of FBI and other law enforcement agencies copies of subjects criminal arrerst reports and disposition.</p>	<p>Retain microfilm for twenty-five years, then destroy.</p>
4.16	<p><u>Criminal History Record Inspection File</u> Contains completed application of an individual requesting to review and inspect criminal history record information concerning the applicant.</p>	<p>Retain in active file for five (5) years. Transfer to State Records Center for additional twenty years, then destroy.</p>
4.17	<p><u>Master Fingerprint Files (appl.)</u> Master fingerprint cards (Applicant) which have been stored on micro-film cartridges.</p>	<p>Retain permanently. Transfer periodically to Md. State Archives.</p>
4.	<p><u>Criminal Arrest Report (CAR)</u> Criminal arrest report numbers 00001 to 19999, case files of arrest and dispositions. These reports support the arrest supplied by fingerprints.</p>	<p>Retain microfilm for twenty-five years, then destroy.</p>



**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item	Description	Retention
4.19	<p><u>Challenge to Criminal History Record File</u></p> <p>Contains completed forms an applicant submits to challenge the completeness, contents, accuracy or dissemination of his criminal history file.</p>	<p>Retain in active file for five (5) years. Transfer to State Records Center for additional twenty years, then destroy.</p>
4.20	<p><u>Master Index File</u></p> <p>Names of persons, incidents which identify and used to reference record to computerized name Identification/Index files. Index Cards: Prior to automation.</p>	<p>Retain microfilm for twenty-five years, then destroy.</p>
4.21	<p><u>Statistical Reports</u></p> <p>Production sheets, daily, monthly statistical activity sheets, telephone logs, for use on monthly and yearly statistical report.</p>	<p>Retain for six (6) months, then destroy.</p>
4.22	<p><u>406 Letters</u></p> <p>406-Letters-Visa and Immigration record check request copies with receipts.</p>	<p>Retain three (3) years, then destroy consistent with Privacy and Security Laws.</p>
4.23	<p><u>Private Employers</u></p> <p>Private employers - receipts and addresses of private employers submitted by private employers.</p>	<p>Retain three (3) years, then destroy consistent with Privacy and Security Laws.</p>
4.24	<p><u>Tracking Number Audit Report</u></p> <p>Contains computer printouts which list all tracking numbers by ORI order that have been assigned by that Agency.</p>	<p>Retain until superseded, then destroy.</p>
4.25	<p><u>Rope File</u></p> <p>Contains pre-sentence investigation reports for charges prior to 1/1/78.</p>	<p>Retain permanently. Transfer periodically to Maryland State archives.</p>
4.26	<p><u>Detention Reports</u></p> <p>Contains incarceration and release reports from local detentions.</p>	<p>Retain until superseded, then destroy.</p>
4.27	<p><u>D.H.M.H. Reports</u></p> <p>Contains commitment and release reports from Mental Health Centers.</p>	<p>Retain until superseded, then destroy.</p>
4.28	<p><u>Master Name Index Deletion Report</u></p> <p>Contains identification data of information deleted from Ident/Index.</p>	<p>Retain for one (1) year from date of deletion, then destroy.</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(CONTINUATION SHEET)

SCHEDULE

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Item	Description	Retention
4.29	<u>ADR Input Change Report</u> Contains identification/arrest tracking data that shows the old/versus the new data.	Retain one (1) year from date of change. Then destroy.
4.30	<u>ADR Input Deletion Report</u> Contains identification and arrest tracking information deleted from Maryland on-line rap sheets.	Retain one (1) year from date of deletion. Then destroy.
5.0	<u>LEGAL</u>	
5.1	<u>U. S. Laws</u> Self explanatory	Retain until repealed. Then destroy.
5.2	<u>State Laws</u> Self explanatory	Retain until repealed. Then destroy.
5.3	<u>Maryland Regulations</u> Self explanatory	Retain until repealed. Then destroy.
5	<u>Attorney General Opinions</u> Self explanatory	Retain as a perpetual file by updating as necessary.
6.0	<u>LIAISON</u>	
6.1	<u>Miscellaneous Correspondence</u> Create files as needed. Record copy maintained by the originating source.	Maintain three (3) years or until no longer needed. Then destroy.
7.0	<u>SUPPLIES AND SERVICES</u>	
7.1	<u>Requisitions - Open</u> Contains copies of requests for materials not yet received.	Retain until closed. Transfer to closed file.
7.2	<u>Requisitions - Closed</u> Copies of requests for materials which have been filled through supply channels.	Retain six (6) months, then destroy.
7.3	<u>Material Safety Data Sheet</u> Lists hazardous and toxic substances on file for each HTS used or stored.	Retain for three (3) years after the Agency discontinues using a specific HTS, after which it will be forwarded to the Records Center for an additional thirty seven years retention.

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7273 WATERLOO ROAD  
P.O. BOX 273  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
Dept. Pub Safety & Corr Services

2. DIVISION  
Data Services Division

3. UNIT  
Central Repository

DEFINITION-RECORD 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  
Employee Payroll Exception Reports.

5. EARLIEST YEAR/LATEST YEAR  
7/89 TO 1990

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Contains reports summarizing information obtained from the Employee Work and Leave Report. Record copy maintained by the Department of Public Safety and Correctional Services Finance Division.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER <

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER <

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
NUMBER           MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
MSP Hqs, Bldg. G, 1st Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO DPSCS Finance Division

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

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  
Keep current year plus one (1) year then transfer to State Records Center for additional two (2) years.

19. NAME AND TITLE OF PREPARER  
Pamela Dausen  
Admin. Section Supervisor

20. TELEPHONE NUMBER  
653-4459

21. DATE  
4/11/90

REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 2:0-1)		7175 WATERLOO ROAD P.O. BOX 273 JESSUP, MARYLAND 20794		PAGE <u>2</u> OF <u>27</u>	
1. DEPARTMENT/AGENCY Dept. Pub Safety & Corr Services		2. DIVISION Data Services Division		3. UNIT Central Repository	
DEFINITION-RECORD 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 <u>210 Personnel Leave Jackets</u>				5. EARLIEST YEAR/LATEST YEAR <u>7-89 TO 1990</u>	
6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  File contains all copies of A&S Reports, Leave Requests, pertinent correspondence concerning "administrative leave," documentation relative to any event which needs explanation during a work period.					
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 checked="" type="checkbox"/> ALPHABETICAL <input 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	
11. FILE IS USED DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY <input type="checkbox"/>		12. FILE BECOMES INACTIVE AFTER <u>N/A</u> <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) MSP Hqs, Bldg. G. 1st Floor. Room 109			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			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 file as long as individual is employed. When individual is transferred, retires, resigns, etc., forward file to Personnel Division.		
19. NAME AND TITLE OF PREPARER Pamela Dausen Admin. Section Supervisor		20. TELEPHONE NUMBER 653-4459		21. DATE 4/11/90	

THIS SCHEDULE TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
Dept. Pub Safety & Corr Services

2. DIVISION  
Data Services Division

3. UNIT  
Central Repository

DEFINITION-RECORD 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  
2. Leave Records

5. EARLIEST YEAR/LATEST YEAR  
7/89 TO 1990

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Record of all personnel's leave usage and earned.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
5  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
floppy disk

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
6  
NUMBER  COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
floppy

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
1  
MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
MSP Hqs, Bldg. G. 1st Floor, Room 109

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO OR Off-site/Sudbrook Station

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
Annotated Code of MD/Public Information Act

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  
Keep current year plus one (1) year then transfer to State Records Center for additional two (2) years.

19. NAME AND TITLE OF PREPARER  
Pamela Dauses  
Admin. Section Supervisor

20. TELEPHONE NUMBER  
653-4459

21. DATE  
4/11/90

SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1).

RECORDS MANAGEMENT DIVISION  
7273 WATERLOO ROAD  
P.O. BOX 273  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
Dept. Pub Safety & Corr Services

2. DIVISION  
Data Services Division

3. UNIT  
Central Repository

DEFINITION-RECORD 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  
28 Leave Accounting File

5. EARLIEST YEAR/LATEST YEAR  
7/89 TO 1990

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Contains paper copy of leave balancing for all individuals of the Repository.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER 1

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
NUMBER 1

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
1 MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
MSP Hqs, Bldg. G, 1st Floor, Room 109

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

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  
Current year plus one, then transfer to State Records Center for two years.

19. NAME AND TITLE OF PREPARER  
Pamela Dausen  
Admin. Section Supervisor

20. TELEPHONE NUMBER  
653-4459

21. DATE  
4/11/90

1. DEPARTMENT/AGENCY  
Dept. Pub Safety & Corr Services

2. DIVISION  
Data Services Division

3. UNIT  
Central Repository

DEFINITION-RECORD 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  
29 Change Reports

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ 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

Contains all changes made to leave records after the computer has been updated for the previous pay period.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- SOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- NUMBER <

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- NUMBER <

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
NUMBER 1  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
MSP Hqs, Bldg. G, 1st Floor, Room 109

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

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  
Current year plus one, then transport to State Records Center for two years.

19. NAME AND TITLE OF PREPARER  
Pamela Dausen  
Admin. Section Supervisor

20. TELEPHONE NUMBER  
653-4459

21. DATE  
4/11/90

1. DEPARTMENT/AGENCY  
Dept. Pub Safety & Corr Services

2. DIVISION  
Data Services Division

3. UNIT  
Central Repository

DEFINITION-RECORD 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  
2.10 Personnel Sign-In/Out File

5. EARLIEST YEAR/LATEST YEAR  
7/89 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Contains each employee's sign in/out for each pay period.  
(showing starting time; breaks; lunch; and ending times.)

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER (SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
NUMBER 5

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
NUMBER 5

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
1 NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
MSP Hqs, Bldg. G, 1st Floor, Room 109

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

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  
Retain current year plus one, then transfer to State Records Center for two years.

19. NAME AND TITLE OF PREPARER  
Pamela Dausen  
Admin. Section Supervisor

20. TELEPHONE NUMBER  
653-4459

21. DATE  
4/11/90



SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

RECORDS MANAGEMENT DIVISION  
7073 WATERLOO ROAD  
P.O. BOX 273 -  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
Dept. Pub Safety & Corr Services

2. DIVISION  
Data Services Division

3. UNIT  
Central Repository

DEFINITION-RECORD 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  
2 Personnel In-transit Forms

5. EARLIEST YEAR/LATEST YEAR  
7/89 TO 1990

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Contains information transmitted to DPSCS Finance Division listing any payroll adjustments for each individual.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER (SPECIFY):

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY):

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY):  
NUMBER <

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY):  
NUMBER <

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
1 MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
MSP Hqs, Bldg. G, 1st Floor, Room 109

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO DPSCS FINANCE DIV

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

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  
Retain current year plus one, then transfer to State Records Center for two years.

19. NAME AND TITLE OF PREPARER  
Pamela Dauses  
Admin. Section Supervisor

20. TELEPHONE NUMBER  
653-4459

21. DATE  
4/11/90

REVISOR FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

RECORDS MANAGEMENT DIVISION  
7173 WATERLOO ROAD  
P.O. BOX 273  
JESSUP, MARYLAND 20794

RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
Dept. Pub Safety & Corr Services

2. DIVISION  
Data Services Division

3. UNIT  
Central Repository

DEFINITION-RECORD 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  
3.1 Daily Cash Receipt Books

5. EARLIEST YEAR/LATEST YEAR  
1989 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)  
  
Receipt books used to record fees received for copies of various reports, applications and photographs.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER (SPECIFY):  
3" x 8"

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY):  
\_\_\_\_\_

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY):  
8  
NUMBER BOXES

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY):  
8  
NUMBER boxes

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
1 MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
MSP Hqs, Bldg. G, 1st Floor, Room 109

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO Finance Division

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

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  
  
Retain for three (3) years, and until audited, then destroy.

19. NAME AND TITLE OF PREPARER  
Pamela Dausen  
Admin. Section Supervisor

20. TELEPHONE NUMBER  
653-4459

21. DATE  
4/11/90

SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

RECORDS MANAGEMENT DIVISION  
7175 WATERLOO ROAD  
P.O. BOX 273  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTOR

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1. DEPARTMENT/AGENCY  
Dept. Pub Safety & Corr Services

2. DIVISION  
Data Services Division

3. UNIT  
Central Repository

DEFINITION-RECORD 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  
4.6 Petition File, et al

5. EARLIEST YEAR/LATEST YEAR  
1987 TO 1990

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Contains open and closed petitions received from the court systems in the processing of an expungement and other associated correspondence.

Record copy of the Petitions are maintained at the Courts.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
4  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
<  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
1 MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
MSP Hqs, Bldg. G, 1st Floor, Room 102

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO originators

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))  
MD Annotated Code: Art. 27, §735-741, §292.

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO  
3x5 index lists all activity of correspondence received concerning each expunged case plus identifiers leading to the cases.

18. RECOMMENDED RETENTION  
Retain current year plus two (2) years, then destroy.

19. NAME AND TITLE OF PREPARER  
Pamela Dauses  
Admin. Section Supervisor

20. TELEPHONE NUMBER  
653-4459

21. DATE  
4/11/90

1. DEPARTMENT/AGENCY  
Dept. Pub Safety & Corr Services

2. DIVISION  
Data Services Division

3. UNIT  
Central Repository

DEFINITION-RECORD 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  
Expungement Case File

5. EARLIEST YEAR/LATEST YEAR  
1988 TO 1990

6. RECORD SERIES DESCRIPTION BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Contains Petition, Court Order, all CHRI print outs, buck slips, letters of expungement from law enforcement agencies, and all related correspondence received or produced in the processing of an expungement.

Expunged fingerprint cards and other documents are returned to the originating agencies.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
40  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
20  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
1 MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
MSP Hqs, Bldg. G, 1st floor. Room 102

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO MD's law enforcement agencies

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
MD Annotated Code: Art. 27, §735-741 & §292.

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO  
3x5 index lists all activity of correspondence received concerning each expunged case plus identifiers leading to the cases.

18. RECOMMENDED RETENTION  
Retain in current active file for two (2) years, then destroy.

19. NAME AND TITLE OF PREPARER  
Pamela Dauses  
Admin. Section Supervisor

20. TELEPHONE NUMBER  
653-4459

21. DATE  
4/11/90

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7175 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 11 OF 27

1. DEPARTMENT/AGENCY  
Dept. Pub Safety & Corr Services

2. DIVISION  
Data Services Division

3. UNIT  
Central Repository

DEFINITION-RECORD 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  
49 Child Care Background Investigation File

5. EARLIEST YEAR/LATEST YEAR  
1986 TO 1990

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

File contains applications for background investigations, computer printouts, FBI processed fingerprint cards, and related correspondence

The series of forms are used to process the criminal background check for applicants who work with or supervise children, in accordance with Family Law Article 5-560, et. seq.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
56  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
56  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
2  
NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
MSP Hqs, Bldg. G., 1st Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))  
Art. 27, Sec. 742-755; Title 12

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO  
Numerical - Cross referenced alphabetically by computer.

18. RECOMMENDED RETENTION  
Retain in active file for two (2) years; transfer to State Records Center for additional ten (10) years., then destroy.

19. NAME AND TITLE OF PREPARER  
Pamela Dauses  
Admin. Section Supervisor

20. TELEPHONE NUMBER  
653-4459

21. DATE  
4/11/90

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

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7175 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
Dept. Pub Safety & Corr Services

2. DIVISION  
Data Services Division

3. UNIT  
Central Repository

DEFINITION-RECORD 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  
Child Care Disclosure File

5. EARLIEST YEAR/LATEST YEAR  
1986 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)

File contains applications for background investigation when only a disclosure statement is required.

The series of forms are used to process the criminal background check for applicants who work with or supervise children, in accordance with Family Law Art. 5-560, et. seq.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER (SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE

- ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY)  
\_\_\_\_\_

9. VOLUME

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
3  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
1  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
2 MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
MSP Hqs, Bldg. G, 1st Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))  
Art. 27, Sec. 742-755; Title 12

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO  
Alphabetical

18. RECOMMENDED RETENTION  
Retain in active file for two (2) years,  
Transfer to State Records Center for  
additional ten (10) years, then destroy.

19. NAME AND TITLE OF PREPARER  
Pamela Dausen  
Admin. Section Supervisor

20. TELEPHONE NUMBER  
653-4459

21. DATE  
4/11/90

1. DEPARTMENT/AGENCY  
Dept. Pub Safety & Corr Services

2. DIVISION  
- Data Services Division

3. UNIT  
Central Repository

DEFINITION-RECORD 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  
4.14 Barrack Identification Number (BIN)

5. EARLIEST YEAR/LATEST YEAR  
1935 TO 1965

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)  
Criminal Arrest file supported by BI Number, contains copies of those arrests which are supported by BI Numbers, show dispositions from MSP installations.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER (SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY)  
\_\_\_\_\_

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
37  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
1  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
25  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Building G 1st floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
 YES (IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO State Records Center

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))  
Article 27 Section 742-755 Title 12

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  
Retain microfilm for twenty-five years then destroy.

19. NAME AND TITLE OF PREPARER  
Joanna Graves

20. TELEPHONE NUMBER  
653-4453

21. DATE  
4/8/90

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7273 WATERLOO ROAD  
P.O. BOX 273  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 14 OF 27

1. DEPARTMENT/AGENCY  
Dept. Pub Safety & Corr Services

2. DIVISION  
Data Services Division

3. UNIT  
Central Repository

DEFINITION-RECORD 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  
416 Criminal History Record Inspection File

5. EARLIEST YEAR/LATEST YEAR  
7/89 TO 4/90

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Contains completed application of an individual requesting to review and inspect criminal history record information concerning the applicant.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
\_\_\_\_\_

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
\_\_\_\_\_

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1/2  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
1/2  
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)  
MSP Hqs., Bldg. G, 1st floor.

14. IS RECORD SERIES DUPLICATED ELSEWHERE  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
ART. 27 SEC. 742-755; TITLE 12

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  
Retain in active file for five (5) years.  
Transfer to State Records Center for additional twenty years, then destroy.

19. NAME AND TITLE OF PREPARER  
Pamela Dauses  
Admin. Section Supervisor

20. TELEPHONE NUMBER  
653-4459

21. DATE  
4/11/90



1. DEPARTMENT/AGENCY Md. Dept. Public Safety and Correctional Services

2. DIVISION Data Services Division

3. UNIT Central Repository Fingerprint Section

DEFINITION-RECORD 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 4.17 MASTER FINGERPRINT FILE (APPLICANT)

5. EARLIEST YEAR/LATEST YEAR 1970 TO 1985

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES Master fingerprint cards (APPLICANT) which have been stored on micro-film cartridges.

7. RECORD SERIES FORMAT(S) [ ] LETTER SIZE [x] MICROFILM [ ] LEGAL SIZE [ ] COMPUTER TAPE [ ] BOUND BOOK [ ] FLOPPY DISK [ ] AUDIO TAPE [ ] VIDEO TAPE [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE [ ] ALPHABETICAL [ ] NUMERICAL [ ] CHRONOLOGICAL [ ] GEOGRAPHICAL [x] OTHER(SPECIFY) Fingerprint formula

9. VOLUME [ ] FILE DRAWER(S) [x] MICROFILM REEL(S) [ ] COMPUTER TAPE(S) [ ] OTHER(SPECIFY) 104 NUMBER 10. ANNUAL ACCUMULATION [ ] FILE DRAWER(S) [ ] MICROFILM REEL(S) [ ] COMPUTER TAPE(S) [ ] OTHER(SPECIFY) 0 NUMBER

11. FILE IS USED [x] DAILY [ ] WEEKLY [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER (Never) 12 NUMBER [ ] MONTH(S) [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Criminal Justice Information Systems, Central Repository Fingerprint Section MSP Hqs. Bldg. G., 1st Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) [ ] YES [x] NO

15. ACCESS RESTRICTIONS [ ] YES [x] NO (IF YES, CITE LAW(S) & REGULATION(S) Art. 27, Section 747-755 Title 12

16. AUDIT REQUIREMENTS [ ] NONE [ ] STATE [x] FEDERAL [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) [ ] YES [x] NO

18. RECOMMENDED RETENTION Retain permanently. Transfer periodically to Maryland State Archives.

19. NAME AND TITLE OF PREPARER Marine James Supervisor, Fingerprint Section

20. TELEPHONE NUMBER (301) 653-4484

21. DATE 4/9/90

1. DEPARTMENT/AGENCY  
Dept. Pub Safety & Corr Services

2. DIVISION  
Data Services Division

3. UNIT  
Central Repository

DEFINITION-RECORD 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  
4.18 Criminal Arrest Report - (CAR)

5. EARLIEST YEAR/LATEST YEAR  
1935 TO 1965

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND  
IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Criminal arrest report numbers 00001 to 199999, case files of arrest and  
dispositions. These reports support the arrest the arrest supplied by fingerprints.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER (SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
120  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
0  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
25  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Building G 1st floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO State Records Center

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
Article 27 Section 742-755 & Title 12

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN  
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
Sid number-Arrest number. BI number and  
 YES  NO indexed to CRT Terminal.

18. RECOMMENDED RETENTION  
Retain microfilm for twenty-five years, then  
destroy

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7173 WATERLOO ROAD  
P.O. BOX 273  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
Dept. Pub Safety & Corr Services

2. DIVISION  
Data Services Division

3. UNIT  
Central Repository

DEFINITION-RECORD 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  
Challenge to Criminal History Record File

5. EARLIEST YEAR/LATEST YEAR  
7/89 TO 4/90

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

Contains completed forms an applicant submits to challenge the completeness, contents, accuracy or dissemination of his criminal history file.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 1/2  
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
  - MICROFILM REEL(S)
  - COMPUTER TAPE(S)
  - OTHER(SPECIFY)
- 1/2  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
1 NUMBER  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
MD State Police Hqs, Bldg. G, 1st floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
ART. 27, §.742-755; TITLE 12

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  
Retain in active file for five (5) years. Transfer to State Records Center for additional twenty years, then destroy.

19. NAME AND TITLE OF PREPARER  
Pamela Dausen  
Admin. Section Supervisor

20. TELEPHONE NUMBER  
653-4459

21. DATE  
4/11/90

1. DEPARTMENT/AGENCY  
Dept. Pub Safety & Corr Services

2. DIVISION  
Data Services Division

3. UNIT  
Central Repository

DEFINITION-RECORD 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  
4.00 Master Index File

5. EARLIEST YEAR/LATEST YEAR  
1935 TO 1965

RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Names of persons, incidents which identify and used to reference record to computerized name Identification/Index files.

Index Cards: Prior to automation

6. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER (SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
37  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
0  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
25  
MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Building G 1st floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO State Records Center

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
Article 27 Section 742-755 Title 12

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  
Retain microfilm for twenty-five years, then destroy.

19. NAME AND TITLE OF PREPARER  
Joanna Graves

20. TELEPHONE NUMBER  
653-4453

21. DATE  
4/8/90

SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 273  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
Dept. Pub Safety & Corr Services

2. DIVISION  
Data Services Division

3. UNIT  
Central Repository

DEFINITION-RECORD 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  
4.21 Statistical reports

5. EARLIEST YEAR/LATEST YEAR  
1987 TO 1990

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Production sheets, daily, monthly statistical activity sheets, telephone logs, for use on monthly and yearly statistical report.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER (SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
4  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
3  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
6 MO.  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
MSP Hqs, Bldg. G  
Room 101, 1st floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

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  
Retain for six (6) months, then destroy

19. NAME AND TITLE OF PREPARER  
Joanna Graves

20. TELEPHONE NUMBER  
653-4453

21. DATE  
4-9-90

SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

RECORDS MANAGEMENT DIVISION  
7275 WATERLOO ROAD  
P.O. BOX 273  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY Dept. of Public Safety Corr. Serv.

2. DIVISION Data Services Division

3. UNIT Central Repository

DEFINITION-RECORD 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

462 406 Letters

5. EARLIEST YEAR/LATEST YEAR  
1/89 TO 4/90

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.

406- Letters-Visa and Immigration Record Check Request copies with receipts.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE
- OTHER (SPECIFY)

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 TAPE(S)
  - OTHER (SPECIFY)
- 2  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
1 MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Building G, 1st Floor, Receptionist Area

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
Article 27, 742 to 755, Title 12

15. 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  
*Retain* Three years then destroy, consistent with Privacy and Security Laws.

19. NAME AND TITLE OF PREPARER  
Brenda L. Thacker  
Office Secretary I

20. TELEPHONE NUMBER  
(301) 653-4454

21. DATE  
April 11, 1990

INDICATE BY TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7273 WATERLOO ROAD  
P.O. BOX 273  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 21 OF 27

1. DEPARTMENT/AGENCY Dept. of Public Safety Corr.Serv.

2. DIVISION Data Services Division

3. UNIT Central Repository

DEFINITION-RECORD 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  
Private Employers

5. EARLIEST YEAR/LATEST YEAR  
7/89 TO 4/90

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )  
Private Employers-Receipts and addresses of Private Employers submitted by Private Employers

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)

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 TAPE(S)  
 OTHER(SPECIFY)  
2  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
1  
MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
Building G, 1st Floor, Receptionist Area

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
Article 27, 742 to 755, Title 12

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  
RETAIN Three years then destroy consistent with Privacy and Security Laws.

19. NAME AND TITLE OF PREPARER  
Brenda L. Thacker  
Office Secretary I

20. TELEPHONE NUMBER  
(301) 653-4454

21. DATE  
April 11, 1990

1. DEPARTMENT/AGENCY  
DEPARTMENT OF PUBLIC SAFETY AND  
CORRECTIONAL SERVICES

2. DIVISION  
DATA SERVICES

3. UNIT  
C.J.I.S.-CENTRAL REPOSITORY

DEFINITION-RECORD 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  
424 TRACKING NUMBER AUDIT REPORT

5. EARLIEST YEAR/LATEST YEAR  
1989 TO 1990

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

COMPUTER PRINT-OUTS WHICH LISTS ALL TRACKING NUMBERS USED BY ARRESTING AGENCIES

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER (SPECIFY)

COMPUTER PRINT-OUT

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY)

DATE ORDER

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 TAPE(S)  
 OTHER (SPECIFY)  
1  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
NIA  
 MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
MSP Hqs, Bldg. G., 1st Floor  
DATA ENTRY/ FINGERPRINT SECTION

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

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  
Retain until superseded, then destroy.

Identification/Index - Computer System

19. NAME AND TITLE OF PREPARER  
Dorothy O. Rice

20. TELEPHONE NUMBER

21. DATE



1. DEPARTMENT/AGENCY  
DEPARTMENT OF PUBLIC SAFETY  
AND CORRECTIONAL SERVICES

2. DIVISION  
DATA SERVICES

3. UNIT  
C.J.I.S.-CENTRAL REPOSITORY

DEFINITION-RECORD 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  
4.25 ROPE FILES

5. EARLIEST YEAR/LATEST YEAR  
1982 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

CONTAINS PRE-SENTENCE INVESTIGATION REPORTS OF REPEAT OFFENDER OF 6438 OFFENSES WHICH OCCURED PRIOR TO 01-07-78

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER (SPECIFY)

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY)

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY)  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
N/A MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
MSP Hqs, Bldg. G., 1st Floor  
Data Entry/Fingerprint Section

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
Article 27 §§ 742 - 755

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO  
Identification/Index - Computer System

18. RECOMMENDED RETENTION  
Retain permanently. Transfer periodically to Maryland State Archives.

19. NAME AND TITLE OF PREPARER  
Dorothy O. Rice

20. TELEPHONE NUMBER  
201 452 1162

21. DATE

1. DEPARTMENT/AGENCY  
DEPARTMENT PUBLIC SAFETY AND  
CORRECTIONAL SERVICES

2. DIVISION  
DATA SERVICES

3. UNIT  
C.J.I.S.-CENTRAL REPOSITORY

DEFINITION-RECORD 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  
4.27 C.J.I.S REPORTS (DHMH)

5. EARLIEST YEAR/LATEST YEAR  
1986 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

CONTAINS COMMITMENT AND RELEASE INFORMATION FROM MENTAL HEALTH CENTERS

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER (SPECIFY):

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY):  
By Centers

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY):  
2  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER (SPECIFY):  
2  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
NIA  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
MSP Hqs, Bldg. G, 1st floor  
Data Entry/Fingerprinting Section

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

16. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
Article 27 §§ 742 - 755

15. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO  
Identification/Index - Computer terminal

18. RECOMMENDED RETENTION  
Retain until superseded; then destroy.

19. NAME AND TITLE OF PREPARER  
Dorothy O. Rice

20. TELEPHONE NUMBER

21. DATE

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR EXISTING RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
7175 WATERLOO ROAD  
P.O. BOX 271  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
DEPARTMENT OF PUBLIC SAFETY  
AND CORRECTIONAL SERVICES

2. DIVISION  
DATA SERVICES

3. UNIT  
C.J.I.S. - CENTRAL REPOSITORY

DEFINITION-RECORD 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

4.28. MASTER NAME INDEX DELETION REPORT

5. EARLIEST YEAR/LATEST YEAR

1989 TO 1990

RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Contains Identification data of information deleted from the Identification/Index systems

6. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER (SPECIFY)  
COMPUTER PRINT-OUT

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER (SPECIFY)  
DATE ORDER

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
4  COMPUTER TAPE(S)  
NUMBER  OTHER (SPECIFY)

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
4  COMPUTER TAPE(S)  
NUMBER  OTHER (SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
1  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
MSP Hqs., Bldg. G., 1st Floor  
DATA ENTRY/FINGERPRINT SECTION

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S)  
Article 27 §§ 742 - 755

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO  
Identification Index - Computer System

18. RECOMMENDED RETENTION  
Retain for one year from date of the deletion.  
Then destroy.

19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

STANDARD FORM NO. 64 (REV. 11-83)  
DEFINITION-RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE DGS 350-1)

RECORDS MANAGEMENT DIVISION  
7175 WATERLOO ROAD  
P.O. BOX 275  
JESSUP, MARYLAND 20794

CURRENT RECORDS INVENTORY  
PAGE 26 OF 27

DEPARTMENT/AGENCY  
DEPARTMENT OF PUBLIC SAFETY AND  
CORRECTIONAL SERVICES

2. DIVISION  
DATA SERVICES

3. UNIT  
C.J.I.S.-CENTRAL REPOSITORY

DEFINITION-RECORD 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  
4.29 ADR INPUT CHANGE REPORT

5. EARLIEST YEAR/LATEST YEAR  
1989 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Contains Identification/Arrest Tracking information which shows the old data and what it was changed to.

7. RECORD SERIES FORMAT(S)  
 LETTER SIZE  MICROFILM  
 LEGAL SIZE  COMPUTER TAPE  
 BOUND BOOK  FLOPPY DISK  
 AUDIO TAPE  VIDEO TAPE  
 OTHER(SPECIFY)  
COMPUTER PRINT-OUTS

8. RECORD SERIES SEQUENCE  
 ALPHABETICAL  
 NUMERICAL  
 CHRONOLOGICAL  
 GEOGRAPHICAL  
 OTHER(SPECIFY)  
DATE ORDER

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
3  
NUMBER

10. ANNUAL ACCUMULATION  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 OTHER(SPECIFY)  
3  
NUMBER

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
1 MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)  
MSP Hqs, Bldg. G., 1st Floor  
Data Entry/Fingerprint Section

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

16. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))  
Article 27§§742 - 755

15. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO  
Identification/Index - Computer System

18. RECOMMENDED RETENTION  
RETAIN ONE YEAR FROM DATE OF CHANGE. THEN DESTROY.

19. NAME AND TITLE OF PREPARER  
Deborah A. Price

20. TELEPHONE NUMBER

21. DATE

DEPARTMENT/AGENCY  
DEPARTMENT OF PUBLIC SAFETY AND  
CORRECTIONAL SERVICES

2. DIVISION  
DATA SERVICES

3. UNIT  
C.J.I.S. - CENTRAL REPOSITORY

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

1. RECORD SERIES TITLE

4.30 ADR INPUT DELETION REPORT

5. EARLIEST YEAR/LATEST YEAR

1989 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

contains Identification/Arrest Tracking Information deleted from the Maryland On Line Rap Sheet,

7. RECORD SERIES FORMAT(S)

- LETTER SIZE  MICROFILM
- LEGAL SIZE  COMPUTER TAPE
- BOUND BOOK  FLOPPY DISK
- AUDIO TAPE  VIDEO TAPE

(OTHER(SPECIFY))

Computer Print-Out

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

Date Order

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 TAPE(S)
  - OTHER(SPECIFY)
- 1  
NUMBER

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 1  
MONTH
- MONTH(S)
- YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

MSP Hqs, Bldg. G., 1st Floor  
Data Entry/Fingerprint Section

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
- YES  NO

15. ACCESS RESTRICTIONS  YES  NO

(IF YES, CITE LAW(S) & REGULATION(S))  
Article 2755742 - 755

16. AUDIT REQUIREMENTS

- NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES  NO

Identification/Index - Computer System

18. RECOMMENDED RETENTION

Retain one year from date of the deletion.  
Then destroy.

19. NAME AND TITLE OF PREPARER

Deborah A. Dixon

20. TELEPHONE NUMBER

21. DATE