BE-530-1 DEPARTMENT OF GENERAL SERVICES Records Management Division		SCHEDULE NO. 1231
	· · · · · ·	PAGE NG. l of 9
	RECORDS RETENTION AND DISPOSAL SCHEDULE	
DEPAI	RTMENT OF PUBLIC SAFETY & CORRECTIONAL SERVICES-PATUXENT INST	
tem		Retention
No	Description	
	This Schedule supersedes all items in Schedules 326 dated 25 April 1958 and 326A dated 23 March 1977:	
	DIRECTOR'S OFFICE	
۱.	INMATE FILE	
	about the inmate maintained for the convenience of the Director.	release or transf he inmate the file ent to the Records rtment to be merge the Inmate Base (item #13 below)
2.	MINUTES OF THE BOARD OF PATUXENT MEETINGS	
	the Board of Patuxent (formerly known as the Advisory Tran	in Permanently. sfer periodically land State Archive
3.	MINUTES OF THE BOARD OF REVIEW	• .
	Board of Review. Tran	in Permanently. sfer periodically Tand State Archive
4.	LEGISLATIVE AUDIT REPORTS	
		in three years, destroy.
5.	PATUXENT INSTITUTION REGULATIONS & PATUXENT INSTITUTION BULLETINS	· <u> </u>
	Tran	in Permanently. sfer periodically land State Archive
	• Approved by Department, Schedule Authorized by	
	, er Division Representative	0
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#### RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET) .

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			NO. 2 of 9
	itemi No.	Description	Retention
	6.	MARYLAND CORRECTIONAL STANDARDS AUDIT REPORT	Retain Permanently.
•		This is a file of all reports and correspondence received from the Maryland Commission on Correctional Standards	Transfer periodically to Maryland State Archives.
	7.	LAW SUITS AND GRIEVANCE HEARINGS	Retain Three years after final litigation then
	•	This is a file maintained in the office of the Administrative Assistant on each individual, inmate or employee, who files a law suit and/or grievance against the Institution.	destroy.
	8.	ADMINISTRATIVE SEGREGATION REVIEW	
		This is a file of the results of the monthly review of inmates on administrative segregation.	Retain three years, then destroy.
	9.	GENERAL CORRESPONDENCE FILE	
		This is a file containing correspondence of a general nature not related to a specific individual.	Retain three years then destroy.
	10.	ASSOCIATE DIRECTOR FOR BEHAVIORAL SCIENCES BOARD OF REVIEW FILE CARDS	
		This file contains two (2) cards on each inmate committed to the Institution. These cards contain all information needed for scheduling the inmate's annual review by the Institutional Board of Review.	Retain 75 years, then destroy. Records will not be accepted at the State Records Center.
	11.	DIAGNOSTIC STAFF RESULTS	
	1	This is a file of the results of the Diagnostic Staff Meetings (two per month).	Retain three years, then destroy.
		RECORDS DEPÀRTMENT	· · · · · · · · · · · · · · · · · · ·
	12.	INMATE RECORD BOOKS	5
		This is a listing in numerical order of the number assigned to each inmate received into the program.	Rétain 75 yéars, then destroy. Records will not be accepted at the State
			Récords Center.
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### RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation sheet)

PAGE 3 of 9 NO (ten) Description Retention Ne. 13. INMATE BASE FILE Retain the microfilm of all When an inmate is received from the Division of Inmate Base Files for 1976 Correction all of their Base File information is also and prior for thirty (30) received. This is a file with partitions allowing years, then destroy. Retain for six filing surfaces. The record layout and all other Inmate Base Files filing order is as follows: for five (5) years after complete release then, First Filing Surface transfer to the State Records Picture and Control Card Center for an additional 15 years, or until microfilmed Second Filing Surface whichever occurs first, then All Psychiatric Reports and Notes written dëstroy original. Retain at Patuxent, all Board of Review Hearing all microfilm of Inmate Base Reports, all Psychiatric Reports received Files for thirty (30) years, from other Institutions and all Medical then destroy. Reports. All Psychological reports and Notes written at Patuxent and all Psychological Reports received from other Institutions: Third Filing Surface Violation of status reports and notices of status revocation hearings, I.B.R. Status papers (i.e., leaves, work/school Release and Parole), Social History data received from other Institutions. Fourth Filing Surface Correspondence, Movement Orders, Personal Belongings List and Educational Reports. Fifth Filing Surface Incident Reports, Disciplinary Reports. Package Receipts and Description Sheet. Sixth Filing Surface Admission Summary, F.B.I. "Rup Sheet", State's Version, Pre-Sentence Investigation and records of prior incarcerations. 14. i PROGRESS REPORT FOLDER This is a file listing in chronological order all Upon complete release merge contracts with the inmate, i.e., all movement with Inmate Base File (item outside the Institution, results of I.B.R. hearings, #13 above). results of Progress Review Committee, etc.



#### **RECORDS RETENTION AND DISPOSAL SCHEDULE**

(CONTINUATION SHEET)

SCHEDULE NO. <u>1231</u>

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			No. 4 of 9
)	11em 140.	Description	Retention
	15.	COMMITMENT FOLDER	
		This is a file containing all Criminal Commitments, Writs of Habeas Corpus, Detainers, Authorization for Final Release and all correspondence related to these documents.	Upon complete release merge with Inmate Base File (item #13 above).
	16.	DIMINUTION OF CONFINEMENT CARD	
		Under Article 27, Section 700 (ACM) each inmate is entitled to a reduction of his or her period of confinement for good behavior and, work performance or school attendance.	Upon Complete release file in Inmate Base File (item #13 above).
		NOTE: WHEN AN INMATE IS TRANSFERRED TO THE DIVISION OF CORRECTION ALL BASE FILES, PROGRESS REPORT FOLDERS, COMMITMENT FOLDERS AND DIMINUTION OF CONFINEMENT CARDS ARE MICROFILMED AND SENT TO THE RECEIVING INSTITUTION. THEY THEN BECOME SUBJECT TO THE RETENTION SCHEDULE OF D.O.C.	
	17.	INMATE HISTORY CARD	:
		This is a card on each inmate admitted. It contains the inmates name, number(s) and information about the crime and sentence. All changes in cell assignment and program assignment are recorded on this card. In 1985 we began keeping the above information in an automated system (OBSCIS).	Retain Permanently. The retention on the OBSCIS data base is permanent.
-	18.	MICROFILM OF INMATE BASE FILE	· · ·
		This is a microfilm record of all Inmate Base Files that were in our possession as of 1976 and updated in accordance with item #13 above.	Retain Permanently. Transfer periodically to Maryland State Archives.
	19.	ARRIVAL NOTICE	
		This record is kept on each inmate sent to Patuxent for placement into the program for evaluation. The notice is distributed to each department within the Institution giving pertinent information relative to criminal sentence, length of sentence, sentencing jurisidiction and unit assignment.	<u>Retain three years then</u> <u>destroy.</u>

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

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	No.	Déscription	Retention
		PERSONNEL DEPARTMENT	
	20.	POSITION CONTROL CARD	
		This is a card maintained on each position in the Institution. The card lists the current and past incumbents of the position.	Retain for ten years, then destroy.
	21.	INDIVIDUAL EMPLOYEE TIME RECORDS	
		Individual time records are kept in two ways, i.e., Custodial personnel use the time clock and all other personnel time cards filled out by hand.	Retain three years or until audited whichever is longer, then destroy.
	22.	PERSONNEL HISTORY FOLDER	
		This is a file containing all forms and correspondence, not of a confidential nature, on all present and former employees.	Retain five years after separation then destroy.
	23.	EMPLOYEE BACKGROUND INFORMATION FOLDER	
		This is a file containing all information that is confidential, i.e., finger prints, F.B.I. and State Police Reports, Reference Letters, Credit Checks, etc	Retain five years after separation then destroy.
l	24.	EMPLOYEE HISTORY CARD	
		This is a card maintained on all employees past and present containing name, address, race, sex, etc.	Retain for ten years after termination of employment, then destroy.
	25.	EMPLOYEE LEAVE CARD	·
		This is a card for recording annual leave, sick leave and compensatory time earned and used by each employee in a calendar year.	<u>Retain Five years then</u> destroy.
		INFIRMARY	
	26.	INMATE MEDICAL HISTORY FILE	When the infinate is completely
		This is a file maintained by the Medical Services Contractor. They have control of its content while the inmate is incarcerated. It follows the inmate in all transfers, the same as the Base File (item #13 above).	released from Patuxent this file is sent to the Records Department. It is filed with the Base File and becomes subject to that Retention and Disposal Schedule.
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### RECORDS RETENTION AND DISPOSAL SCHEDULE.

(CONTINUATION SHEET)

SCHEDULE NO.

PAGE NO. 6 of 9

	110.	Description	Retention
<b>'</b>		EDUCATION DEPARTMENT	
	27.	INMATES' EDUCATIONAL AND VOCATIONAL FILE	Retain three years after release or transfer then
		This is a file maintained on each inmate. It contains all information about his or her vocational and educational activities and or aptitude.	destroy.
	28.	VOLUNTEER SERVICES FILE	
		This is a file on all volunteer workers. It contains the application, background check and correspondence regarding the individual.	Retain three years after service ends then destroy.
	29.	SPECIAL PROJECTS FILE	
		This is a file containing all information on special projects undertaken by inmates.	Retain three years after project completion then destroy.
		ACCOUNTING DEPARTMENT	· · · ·
	30	ACCOUNTING RECORDS	
		This is a file which includes all standard forms used by State agencies as supporting data to the final books of entry.	The files are retained three years or until audited, whichever is longer, then destroy.
		These are the Prisoners' Fund General Ledger, the Prisoners' Fund Cash Receipt and Disbursement Books and the General Ledger (containing accounts other than Prisoners' Fund).	The ledgers are retained permanently. Transfer periodically to Maryland State Archives.
		Specifically these records are:	
		Comptroller of the Treasury	
	<b>And the second s</b>	Memorandum of Adjustment Distribution of Charges Transmittals Certificate of Deposit and Bank Deposits Slips Monthly Report of State Funds Collected and Deposited Distribution of Unexpended and Obligated Balances Monthly Statement of Balances.	
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## RECORDS RETENTION AND DISPOSAL SCHEDULE

(CONTINUATION SHEET)

SCHEDULE

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PAGE NO. 7 of 9

		NO. 7 01 9
1:en: - No.	Description	Retention
	Purchasing Bureau (Department of Budget and Fiscal Planning)	
	Requisition for Supplies Purchase Order Out-of-Schedule Requisition for Supplies Store Requisition Copy of Contracts Awarded Capital Fund Requisition for Equipment Actual Emergency Purchase Report Delivery Invoice Notice for Award of Contract Credit Memorandum Report of Partial Delviery	
	Budget Bureau (Department of Budget and Fiscal Planning Budget Schedule Amendment Sheet Report of Fixed Assets (annual) Report of Materials and Supplies (annual) Materials and Supplies Physical Inventory (annual) Budget Estimates Fiscal Year Power Plant Utility Report (monthly) Food Report (monthly)	
	Other	
	Vendors Invoices Bank Deposit Slips Bank Statements Bank Deposit Receipts Storeroom Requisitions Storeroom Receipts Meat Tickets Cash Receipts Inmate Cash Receipts Petty Cash Vouchers Inmate Cash Receipts	
	Petty Cash Vouchers Inmate Petty Cash Vouchers Purchase Requests Receiving Reports Daily Report of Inmates Employed Inmate Payroll Sheets Inmate Account Cards	

### RECORDS RETENTION AND DISPOSAL SCHEDULE

(CONTINUATION SHEET)

SCHEDULE NO.

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I	11eni - 14o.	Description	Retention
	31.	MASTER AUTHORIZATION	
		This is a Statewide form of the Department of Personnel that authorizes the entry of an employee's name on the payroll and/or any changes in the pay rate. It also indicates all payroll deductions.	Retain three years after separation or until audited, whichever is longer, then destroy.
	32.	OTHER ACCOUNTING RECORDS	
		THESE ARE RECORDS FOR WHICH RETENTION AND DISPOSAL IS PROVIDED BY A GENERAL RECORDS RETENTION AND DISPOSAL SCHEDULE. They are Payroll, Payroll Journal, Payroll Exceptions, Additions and Deductions Pay Warrants, Recieving Warrants and Transmittal Forms.	Retained three years or until audited, whichever is longer, then destroy.
		RESEARCH DEPARTMENT	
	33.	RESEARCH PROJECTS	
		The Department carries out various research projects and administers tests to inmates and employees. It also monitors research projects undertaken by outside individuals or groups.	Retain as long as project has research value or five years after completion, whichever is longer, then destroy.
		TRAINING DEPARTMENT	
	34.	This is a file that contains all information about training received by each employee.	Retain three years after separation then destroy.
		CUSTODIAL DEPARTMENT	١
	35.	DAILY LOG	
		This is a ledger used for recording all routine matters handled by the Custodial Department daily. Entries consist of short notations concerning employee absence, inmate movement. etc.	Retain three years after last entry then destroy.
	36.	VISITORS CARD FILE	
	و، و، موال المحلم والمحلم و	This is a card maintained on each inmate that lists the names of all persons authorized to visit that inmate. It also has space to record all visits.	Upon release or transfer of inmate send to Records Dept. for filing in inmate Base File (item #13 above).
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# RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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SCHEDULE NO. 1231 PAGE

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ien). No.	Descriptión	Rétention .
37.	VISITORS' REGISTER	
	This is a file used for recording the date, hame, address, time in and out and purpose of all visitors to the Institution.	Retain three years after release or transfer then destroy.
	IDENTIFICATION DEPARTMENT	
38.	FINGERPRINT FILE	
	This is a card containing the inmate's fingerprints, picture and other identification data.	Retain 20 years after relea or transfer then destroy.
39.	INMATE SUMMARY BOOK (INMATE'S DESCRIPTION)	Retain Permanently. Transf Periodically to Maryland
	This is a summary of the descriptive information on each inmate received into the program. It list along with the basic descriptive data physical appearance, marks and scars, drug and alcohol habits etc. MAINTENANCE DEPARTMENT	<u>State Archives.</u>
40.	MAINTENANCE CONTRACTS	
	This is a file of all Mainténance contracts.	Retain for three years after completion or termination of the contract, then destroy.
41.	UNIT FILE	`
	This is a file maintained by the Unit Treatment team. Contains psychiatric evaluations, psychological evaluations, social history reports as well as progress notes, Board of Review notes and raw testing data (protocol).	Retain for 50 years, then destroy: Records will not be accepted at the State Records Center.
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GE RECORDS MANAGEN 7275 WATEJ P.O. BO	AENT DIVISION RLCO ROAD X 275	AGENCY RECORDS INVENTORY
(DGS 550-1)	JESSUP, MARY	TLAND 20794	
PUBLIC SAFETY &	2. DIVISION		3. UNIT
CORRECTIONAL SERVICES	PATUXENT IN		DIRECTOR'S OFFICE
		DS NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE INMATE FILE (Item #1)	· ·		5. EARLIEST YEAR/LATEST YEAR 1 <u>955</u> to <u>prese</u> nt
	THE SERIES.	y under the juri	
7. RECORD SERIES FORMAT(S) XX LETTER SIZE D MICROFILM D LEGAL SIZE D COMPUTER TAPE D BOUND BOOK D FLOPPY DISK AUDIO TAPE D VIDEO TAPE O OTHER(SPECIFY)	8. RECORD SERIES XX ALPHABETIC INUMERICAL I CHRONOLOGI GEOGRAPHIC I OTHER(SPEC	CAL ICAL CAL	9. VOLUME X FILE DRAWER(S) 2 DICROFILM REEL(S) 2 COMPUTER TAPE(S) NUMBER DOTHER(SPECIFY) 10. ANNUAL ACCUMULATION D FILE DRAWER(S)
11. FILE IS USED			N/A MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SPECIFY)
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D.C. BUILDING, 1ST FLOOR, RC	•		ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS Q YES (IF YES, CITE LAW(S) & REGULAT	5 XA NO FION ( 5 )	16. AUDIT REQUI	REMENTS ATE OFEDERAL OINDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA D YES D <sup>XX</sup> NO		UPON RELE TO THE RE	D RETENTION ASE OF INMATE FILE IS SENT CORDS DEPARTMENT TO BE MERGED INMATE BASE FILE
	20. TELEPHONE	I	21. DATE

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF GE RECORDS MANAGED	MENT DIVISION	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 350-1)	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		page <u>2</u> of <u>40</u>
1. DEFARTMENT/AGENCY UBLIC SAFETY & CORRECTIONAL SERVICES		INSTITUTION	3. UNIT DIRECTOR'S OFFICE
DEFINITION-RECORD SERIES-	OF RELATED RECORD		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE MINUTES OF THE BOARD OF PATU	•		5. EARLIEST YEAR/LATEST YEAR 1955 To present
6. RECORD SERIES DESCRIPTION (BR	THE SERIES.	TYPES OF INFORM Include the Pu	ATION/DOCUMENTS/FORMS FOUND RFOSE OR FUNCTION OF THE SEPTES
Minutes of all meetings of Advisory Board).	the Board of Pat	tuxent (formerly	/ known as the
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	5 SEQUENCE	9. VOLUME
XLETTER SIZE D MICROFILM	C ALPHABETIC	CAL.	File DRAWER(S)
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D BOUND BOOK D FLOPPY DISK	XX CHRONOLOG	ICAL	NUMBER OTHER (SPECIFY)
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15. ACCESS RESTRICTIONS Q YES (IF YES, CITE LAW(S) & REGULAT	•••	16. AUDIT REQUI	REMENTS ATE DFEDERAL DINDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE	D RETENTION
□ yes XX no		Retain per	rmanently
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DGS 550-4 (REVISED 2/87)	-Frank - 1999-1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 - 1999 -		
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GE RECORDS MANAGEN 7275 WATER	LENT DIVISION	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 350-1)	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE <u>3</u> OF <u>40</u>	
DEPARTMENT / AGENCY	2. DIVISION		3. UNIT	
PUBLIC SAFETY & CORRECTIONAL SERVICES	PATUXENT INS	STITUTION	DIRECTOR"S OFFICE	
EFINITION-RECORD SERIES .A GROUP			AND USED AS A UNIT FOR	
. RECORD SERIES TITLE	CE AS WELL AS RETE	INTION AND DISPOS		
MINUTES OF THE BOARD OF REVIE	W/("item:#3)"""		5. EARLIEST YEAR/LATEST YEAR 1955. TO <u>prese</u> nt	
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Minutes of all meeting of th	THE SERIES.	INCLUDE THE PU	RPOSE OR FUNCTION OF THE SEPIES	
. RECORD SERIES FORMAT(S)	8. RECORD SERIES	3 SEQUENCE	9. VOLUME	
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OTHER(SPECIFY)	O OTHER (SPEC		10. ANNUAL ACCUMULATION D FILE DRAWER(S)	
			1 D MICROFILM REEL(S)	
			NUMBER XO COMPUTER TAPE (S)	
1. FILE IS USED		12. FILE BECOME	ES INACTIVE AFTER folder MONTH(S) UYEAR(S)	
DAILY XX WEEKLY	D MONTHLY			
3. CURRENT LOCATION(S) (BLDG.,FL D.C. Bldg., 1st Floor, Room	•	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? Egify Agency or office)	
15. ACCESS RESTRICTIONS DYES NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUI Xõinone □ ST	REMENTS ATE DFEDERAL DINDEPENDENT	
7. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	D RETENTION	
TYES NO		Permanent		
NAME AND TITLE OF PREPARER	20. TELEPHONE N	ILLMEER	21. DATE	

SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GE RECORDS MANAGER	MENT DIVISION	AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)	7275 WATERLOO ROAD P.O. BOX 275 Jessup, Maryland 20794		page <sup>4</sup> of <u>40</u>
PUBLIC SAFETY & CORRECTIONAL SERVICES	2. DIVISION PATUXENT INS	STITUION	3. UNIT DIRECTOR'S OFFICE
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECORD		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE LEGISLATIVE AUDIT REPORT (			5. EARLIEST YEAR/LATEST YEAR <u>1974</u> <b>to</b> present
6. RECORD SERIES DESCRIPTION (BR	THE SERIES.	INCLUDE THE PU	RPOSE OR FUNCTION OF THE SERIES
		· .	
7. RECORD SERIES FORMAT(S) DX LETTER SIZE D MICROFILM D LEGAL SIZE D COMPUTER TAPE BOUND BOOK D FLOPPY DISK	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL XX CHRONOLOGICAL		9. VOLUME Difile drawer(s) Dificrofilm reel(s) 1/4 NUMBER OTHER(SPECIFY)
AUDIO TAPE D VIDEO TAPE	GEOGRAPHIC		10. ANNUAL ACCUMULATION X FILE DRAWER(S) D MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) COMPUTER (SPECIFY)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
DAILY DWEEKLY	XX MONTHLY	<u>N/A</u> D	MONTH(S)
DAILY DWEEKLY 13. CURRENT LOCATION(S) (BLDG., FI D.C. Bldg., 1st Floor, Room	LOOR, ROOM)	N/A D NUMBER 14. IS RECORD SE (IF YES, SPI	
13. CURRENT LOCATION(S) (BLDG., FI D.C. Bldg., 1st Floor, Room	LOOR, ROOM) 121 s XX NO	N/A DI NUMBER 14. IS RECORD SE (IF YES, SPI X9 YES D NO 16. AUDIT REQUIN	MONTH(S)     PYEAR(S)       ERIES DUPLICATED ELSEWHERE?       EGIFY AGENCY OR OFFICE)       Dept. of Legislative Audits
<ul> <li>13. CURRENT LOCATION(S) (BLDG., FI D.C. Bldg., 1st Floor, Room</li> <li>15. ACCESS RESTRICTIONS Q YES</li> </ul>	LOOR, ROOM) 121 S XX NO TION(S) YES, EXPLAIN	N/A D NUMBER 14. IS RECORD SE (IF YES, SPI X9 YES D NO 16. AUDIT REQUIN X0 NONE D STA 18. RECOMMENDED	MONTH(S)       □ YEAR(S)         ERIES DUPLICATED ELSEWHERE?         ECIFY AGENCY OR OFFICE)         Dept. of Legislative Audits         REMENTS         ATE       □ FEDERAL         D RETENTION         APPRINDENT         Depts, then destroy.
<ul> <li>13. CURRENT LOCATION(S) (BLDG., FI D.C. Bldg., 1st Floor, Room</li> <li>15. ACCESS RESTRICTIONS USED (IF YES, CITE LAW(S) &amp; REGULAT</li> <li>17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HARD</li> </ul>	LOOR, ROOM) 121 S XX NO TION(S) YES, EXPLAIN	N/A D NUMBER 14. IS RECORD SE (IF YES, SPI X9 YES D NO 16. AUDIT REQUIN X0 NONE D STA 18. RECOMMENDED	MONTH(S) VEAR(S) ERIES DUPLICATED ELSEWHERE? EGIFY AGENCY OR OFFICE) Dept. of Legislative Audits REMENTS ATE FEDERAL INDEPENDENT

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GE RECORDS MANAGEM	MENT DIVISION	AGENCY RECORDS INVENTORY	
REVISED'RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	7278 WATER P.O. BO JESSUP, MARY	OX 275	PAGE _5_ OF _40_	
PUBLIC SAFETY & CORRECTIONAL SERVICES	2. DIVISION PATUXENT INS	STITUTION	3. UNIT DIRECTOR'S OFFICE	
EFINITION-RECORD SERIES. A GROUP			AND USED AS A UNIT FOR	
. RECORD SERIES TITLE	CE AS WELL AS RETE	ENTION AND DISPOS		
PATUXENT INSTITUTION REGULAT	IONS & BULLETINS	(item #5)	5. EARLIEST YEAR/LATEST YEAR 1976 TO present	
			ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES	
Originals of all Patuxent I	nstitution Regula	tions and Bullet	cins.	
			-	
		<i>.</i>		
. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
X LETTER SIZE D MICROFILM		•	XD FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	V NUMERICAL		D MICROFILM REEL(S)	
BOUND BOOK DIFLOPPY DISK		ICAL	NUMBER OTHER (SPECIFY)	
AUDIO TAPE UVIDEO TAPE	GEOGRAPHIC			
OTHER(SPECIFY)	O OTHER(SPEC		10. ANNUAL ACCUMULATION XX FILE DRAWER(S) 12 D MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S)	
11. FILE IS USED	<b>.</b>	12. FILE BECOME	CS INACTIVE AFTER	
DAILY X WEEKLY	D MONTHLY	n/A D MONTH(S) D YEAR(S)		
<b>3. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)</b> D.C. BLDG., 1st Floor, Room Number 121			ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)	
	s <sup>XX</sup> NO	16. AUDIT REQUI	REMENTS	
(IF YES, CITE LAW(S) & REGULATION(S)		D NONE XX ST	ATE - FEDERAL - INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF	YES, EXPLAIN			
BRIEFLY AND DESCRIBE ANY H	ARDBARE/SOFTWARE)	18. RECOMMENDED RETENTION		
TYES BY NO	□ yes Š <sup>X</sup> No		Permanent	
NAME AND TITLE OF PREPARER Susan Sherman,	20. TELEPHONE	NUMBER	21. DATE	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF GI RECORDS MANAGEJ 7275 WATEJ	MENT DIVISION	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 350-1)	P.O. B Jessup, Mar		PAGE <u>6</u> of <u>40</u>	
PUBLIC SAFETY &	2. DIVISION PATUXENT'IN	STITUTION	3. UNIT DIRECTOR'S OFFICE	
			AND USED AS A UNIT FOR	
• •	CE AS WELL AS RETI	ENTION AND DISPOS		
4. RECORD SERIES TITLE MARYLAND CORRECTIONAL STANDA	RDS AUDIT REPORT	(item #6)	5. EARLIEST YEAR/LATEST YEAR <u>1984</u> to present	
	THE SERIES.	. INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RFOSE OR FUNCTION OF THE SERIES) Correctinal Standards.	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES			
LETTER SIZE D MICROFILM	alphaeti		9. VOLUME	
LEGAL SIZE COMPUTER TAPE		ù <b>al</b>	MICROFILM REEL(S)	
BOUND BOOK C FLOPPY DISK			I         COMPUTER TAPE(S)           NUMBER         OTHER(SPECIFY)	
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AUDIO TAPE C VIDEO TAPE	GEOGRAPHIC		10. ANNUAL ACCUMULATION XX FILE DRAWER(S) 1/2 DMICROFILM REEL(S) NUMBER D COMPUTER TAPE(S) D OTHER(SPECIFY)	
11. FILE IS USED DAILY OWEEKLY	XX MONTHLY		SINACTIVE AFTER MONTH(S) <sup>[]</sup> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FL	OOR, ROOM)		ERIES DUPLICATED ELSEWHERE?	
d.c. Bldg., 1st Floor, Room 121 15. ACCESS RESTRICTIONS DYES $X_{NO}$ (IF YES, CITE LAW(S) & REGULATION(S)		(1F YES, SPECIFY AGENCY OR OFFICE)		
		16. AUDIT REQUI	REMENTS ATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA TYES NO		<b>18. RECOMMENDE</b> Permanent	D RETENTION	
. NAME AND TITLE OF PREPARER	20. TELEPHONE P	NUMBER	APR 25 1990	

INSTRUCTIONS TYPE OR PRINT A SEPARATE' FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEFARTMENT OF GU RECORDS MANAGED 7275 WATEL P.O. EX JESSUP, MART	MENT DIVISION RLOO ROAD DX 275	AGENCY RECORDS INVENTORY
1. DEFARTMENT/AGENCY PUBLIC SAFETY & ORRECTIONAL SERVICES	2. DIVISION PATUXENT INS	TITUTION	3. UNIT DIRECTOR'S OFFICE AND USED AS A UNIT FOR
		ENTION AND DISPOS	
4. RECORD SERIES TITLE LAW SUITS AND GRIEVANCE HEAR	ING (item #7)	•	5. EARLIEST YEAR/LATEST YEAR <u>1984</u> TO present
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES
This is a file on all law su	uits brought agai	inst the Institut	ion
		• •	ч.
	<u>Г</u>		[
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	``	9. VOLUME
C LETTER SIZE C MICROFILM	C ALPHABETIC		XX FILE DRAWER(S)
XLEGAL SIZE COMPUTER TAPE		•	9 COMPUTER TAPE(S)
BOUND BOOK C FLOPPY DISK	CHRONOLOG	· · ·	NUMBER OTHER (SPECIFY)
AUDIO TAPE UVIDEO TAPE OTHER(SPECIFY)	GEOGRAPHICAL     OTHER(SPECIFY)		10. ANNUAL ACCUMULATION X FILE DRAWER(S) 12 D MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S)
11. FILE IS USED	X 10 MONTHLY		S INACTIVE AFTER Litigation MONTH(S) U YEAR(S)
	Admin. Bldg. 1st Floor, Room 121		ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)
	13. ACCESS RESTRICTIONS UYES WNO (IF YES, CITE LAB(S) & REGULATION(S)		REMENTS ATE DFEDERAL DINDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDE	DRETENTION
TYES DX NO			ee years after final then destroy.
<u></u>			
<ul> <li>Susan Sherman</li> <li>Inmate Records Supervisor</li> </ul>	<b>20. TELEPHONE</b> 1 799-3400	ext. 451	APR 2 5 1990
DGS 550-4 (REVISED 2/87)	······································		

NSTRUCTIONS TYPE OR PRINT A EPARATE' FORM FOR EACH NEW OR EVISED RECORD SERIES. FORWARD	DEPARTMENT OF GE RECORDS MANAGER 7275 WATEL	ENT DIVISION	AGENCY RECORDS INVENTORY
I'TH RECORDS RETENTION SCHEDULE DGS 550-1)	P.O. BA	X 275	PAGE OF
PUBLIC SAFETY & CORRECTIONAL SERVICES	2. DIVISION PATUXENT INS		3. UNIT DIRECTOR'S OFFICE
	OF RELATED RECORD		AND USED AS A UNIT FOR
Administrative Segregation R	•		5. EARLIEST YEAR/LATEST YEAR <u>1980</u> TO present
. RECORD SERIES DESCRIPTION (BR	INFLY DESCRIBE TH		ATION/DOCUMENTS/FORMS FOUND
'IN	THE SERIES.	INCLUDE THE PU	RPOSE OR FUNCTION OF THE SEPIES
<b>T</b>			
This is a file of the re		h review of inma	tes on ,
administraive segregatio	n.		
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. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
(X LETTER SIZE D MICROFILM		CAL	G FILE DRAWER(S)
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D Bound Book D FLOPPY DISK	XX CHRONOLOG	ICAL	NUMBER D OTHER (SPECIFY) folder
AUDIO TAPE D VIDEO TAPE	GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
- OTHER(SPECIFY)	O OTHER(SPEC	21FY)	D FILE DRAWER(S) 12 <u>other</u> D MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S)
1. FILE IS USED	<u> </u>	12. FILE BECOME	Dages Dother(speciey)
DAILY QWEEKLY	XX MONTHLY	-	MONTH(S) VEAR(S)
3. CURRENT LOCATION(S) (BLDG.,F D.C. Bldg., 1. st. Floor, Room	· · ·	14. IS RECORD S	ERIES DUPLICATED ELSEWHERET ECIPY AGENCY OF OFFICE)
5. ACCESS RESTRICTIONS TYE	X X ****	16. AUDIT REQUI	REMENTS
(IF YES, CITE LAB(S) & REGULA	TION(S)	WINONE ST	ATE GFEDERAL GINDEPENDENT
7. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H			DRETENTION
U YES X NO	•		
- 123 - 110		Retain thre	ee years, then destroy.
		4	
9. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Susan Sherman,	799-3400	ext. 451	21. DATE APR 25 1990
Supervisor of Inmate Recon	rps 120 0100		<u>l</u>
DGS 550-4 (REVISED 2/87)			

NSTRUCTIONS - TYPE OR PRINT A	DEFARTMENT OF GE RECORDS MANAGEM	ENT DIVISION	AGENCY RECORDS INVENTORY
EVISED RECORD SERIES, FORWARD I'TH RECORDS RETENTION SCHEDULE DGS 350-1)	7275 WATER P.O. BO Jessup, Mary	X 275	PAGE _9_ OF _40
PUBLIC SAFETY & CORRECTIONAL SERVICES	2. DIVISION PATUXENT INS	STITUTION	S. UNIT DIRECTOR'S OFFICE
EFINITION-RECORD SERIES . A GROUP	OF RELATED RECORD		AND USED AS A UNIT FOR
General Correspondence Fil	•		<b>5. EARLIEST YEAR/LATEST YEAR</b> <u>1977</u> <b>TO</b> present
· ACCORD SERIES DESCRIFTION (	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND
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. RECORD SERIES FORMAT(S)	8. RECORD SERIES	Ň	9. VOLUME V FILE DRAWER(S)
XLETTER SIZE     MICROFILM       IEGAL SIZE     COMPUTER TAPE	D ALPHABETIC	. AL	MICROFILM REEL(S) 8 COMPUTER TAPE(S) NUMBER D OTHER(SPECIFY)
BOUND BOOK D FLOPPY DISK			
AUDIO TAPE O VIDEO TAPE	GEOGRAPHIC		
= OTHER(SPECIFY)			10. ANNUAL ACCUMULATION File DRAWER(S)
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13. CURRENT LOCATION(S) (BLDG., F	LOOR . ROOM )		SERIES DUPLICATED ELSENHERE!
D.C. Bldg., 1st Floor, Room	-		PECIFY AGENCY OR OFFICE) ,.
	s XV NO	16. AUDIT REQUI	REMENTS
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17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE	ED RETENTION
□ yes XØ No		Potain thr	ee years then destroy
19. NAME AND TITLE OF PREPARER Susan Sherman,	20. TELEPHONE 1	ext. 451	APR 2 5 1990
Inmate Records Supervisor			

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEFARTMENT OF GI RECORDS MANAGED 7275 WATED P.O. BU	MENT DIVISION RLOO ROAD OX 275	AGENCY RECORDS INVENTORY
(DGS 330-1) 1. DEFARTMENT/AGENCY PUBLIC SAFETY &	JESSUP, MAR 2. DIVISION PATUXENT IN		3. UNIT
CORRECTIONAL SERVICES			Off. of the Associate Directo for Behavioral Sciences
DEFINITION-RECORD SERIES - REFEREN	CE AS WELL AS RETI	ENTION AND DISPOS	ITION PURPOSES
4. RECORD SERIES TITLE BOARD OF REVIEW FILE CARDS		· · · · · ·	5. EARLIEST YEAR/LATEST YEAR <u>1954</u> To <u>presen</u> t
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RFOSE OR FUNCTION OF THE SEPTES
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cards contain all of the in			•
		to schedule the	inmate for annual review
and the result of the revie	Ψ.	,	
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	S SEQUENCE	9. VOLUME
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Susan Sherman			APR 2 5 1990
Inmate Records Supervisor	799-3400	ext. 451	
DGS 550-4 (REVISED 2/87)			
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PATURENT INSTITUTION       S. CHT. Director for Behavioral Sci Benerical Sci Amprenence As well as meterical and behavioral Sci Director for HITTON - RECORD SERIES THE Diagnostic Staff Results (item #11)       S. CHT. Director for Behavioral Sci 1922_ TO_DIRECT 1922_ TO_DIRECT 1923_ TO_DIRECT 1923_ TO_DIRECT 1924_ TO_DIRECT 1924_ THE SCI 1924_ T		AGENCY RECORDS INVE	ENT DIVISION LOO ROAD X 275	DEPARTMENT OF GE RECORDS MANAGEN 7275 WATEF P.O. BC JESSUP, MARY	RUCTIONS TYPE OR PRINT A RATE' FORM FOR EACH NEW OR SED RECORD SERIES, FORWARD REC'ORDS RETENTION SCHEDULE \$50-1)
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XX LETTER SIZE D MICROFILM       D ALPHABETICAL       XX FILE DRAWER         D LEGAL SIZE D COMPUTER TAPE       D NUMERICAL       MICROFILM R         D BOUND BOOK D FLOPPY DISK       VX GERONOLOGICAL       D MICROFILM R         AUDIO TAPE       VIDEO TAPE       D GEOGRAPHICAL       10. ANNUAL ACCUMULATION         OTHER(SPECIFY)       D OTHER(SPECIFY)       VX FILE DRAWER       2/3       MICROFILM R         11. FILE IS USED       D GEOGRAPHICAL       D OTHER(SPECIFY)       VX FILE DRAWER       2/3       MICROFILM R         13. CURBENT LOCATION(S) (BLDG., FLOOR, ROOM)       14. IS RECORD SERIES DUPLICATED ELSEVER       10. ANNUAL ACCUMULATION (S)       D YES XX NO         13. ACCESS RESTRICTIONS       D YES XX NO       14. IS RECORD SERIES DUPLICATED ELSEVER       15. AUDIT REQUIREMENTS         17. IS AN INDEX SYSTEM USEDT (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY MARDEARE/SOFTWARE)       16. AUDIT REQUIREMENTS       XXP NONE         18. RECOMMENDED RETENTION SUSAN Sherman,       20. TELEPHONE NUMBER       21. DATE         18. NAME AND TITLE OF PREPARER SUSAN Sherman,       20. TELEPHONE NUMBER       21. DATE		ble or not eligible).	decision (eligi	at staff and the	names of each inmate seen
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<ul> <li>11. FILE IS USED</li> <li>DAILY XX WEEKLY D MONTHLY</li> <li>12. FILE BECOMES INACTIVE AFTER N/A NUMBER D MONTH(S) D YEAR(S)</li> <li>13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Admin. Bldg., 1st Floor Room Z-102</li> <li>14. IS RECORD SERIES DUPLICATED ELSEWHE tip yes, specify Adency or office) D YES XR NO</li> <li>15. ACCESS RESTRICTIONS D YES XR NO (IF YES, CITE LAW(S) &amp; REGULATION(S)</li> <li>16. AUDIT REQUIREMENTS XXD NONE D STATE D FEDERAL D INDEPE 17. IS AN INDEX SYSTEM USEDI (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTHARE) D YES XR NO</li> <li>19. NAME AND TITLE OF PREPARER Susan Sherman,</li> <li>20. TELEPHONE NUMBER</li> <li>21. DATE APR 25 1990</li> </ul>	NER(S) A REEL(S) TAPE(S)	2/3 DIMICROFILM REP NUMBER DI COMPUTER TAPE	:IFY)	O OTHER(SPEC	THER(SPECIFY)
Admin. Bldg., 1st Floor Room Z-102       tip yes, specify Adency or office)         15. ACCESS RESTRICTIONS       Yes XX NO         15. ACCESS RESTRICTIONS       Yes XX NO         16. AUDIT REQUIREMENTS       If yes, cite Law(s) & Regulation(s)         17. IS AN INDEX SYSTEM USEDI (IF YES.ESPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTHARE)       18. RECOMMENDED RETENTION Retain three years, then destroy         19. NAME AND TITLE OF PREPARER Susan Sherman,       20. TELEPHONE NUMBER       21. DATE APR 25 1990		ES INACTIVE AFTER		- MONTHLY	
(IF YES, CITE LAW(B) & REGULATION(B) XXP NONE D STATE D FEDERAL D INDEPE XXP NONE D STATE D FEDERAL D INDEPE XXP NONE D STATE D FEDERAL D INDEPE IS. RECOMMENDED RETENTION Retain three years, then destroy D YES XX NO IS. NAME AND TITLE OF PREPARER Susan Sherman, 20. TELEPHONE NUMBER 21. DATE APR 251990		EGIFY AGENCY OR OFFICE)	tir yes, spi		
BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) VES XX NO 19. NAME AND TITLE OF PREPARER Susan Sherman, 20. TELEPHONE NUMBER 21. DATE APR 25 1990	PENDENT				
19. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE APR 25 1990	coy.				
Susan Sherman, APR 251990					u yes XA No
Susan Sherman, APR 251990					· · · ·
/// Ext. 451	90	<sup>21. date</sup> APR 2 5 1990			Susan Sherman,
DGS 550-4 (REVISED 2/87)		1			· · · · · · · · · · · · · · · · · · ·
Des JUV-4 (REVIDED 4/0/)					Des 220-4 (REATORN 7/8/)
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INSTRUCTIONS TYPE OR PRINT A SEPARATE' FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF G RECORDS MANAGE 7275 WATE	MENT DIVISION	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	P.O. BOX 275 Jessup, Maryland 20794		Page <u>12</u> of <u>40</u>
PUBLIC SAFETY & CORRECTIONAL SERVICES			S. UNIT RECORDS DEPARTMENT AND USED AS A UNIT FOR
		ENTION AND DISPOS	
4. RECORD SERIES TITLE INMATE RECORD BOOK (item #12	)		5. EARLIEST YEAR/LATEST YEAR <u>1954</u> to <u>present</u>
	INFLY DESCRIBE THE		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES
This book contains the name Institution.	es and number ass	signment of each	inmate admitted to the
7. RECORD SERIES FORMAT(S) C LETTER SIZE C MICROFILM C LEGAL SIZE C COMPUTER TAPE X BOUND BOOK C FLOPPY DISK	8. RECORD SERIE: □ ALPHABETIC X및 NUMERICAL □ CHRONOLOG	CAL	9. VOLUME FILE DRAWER(S) MICROFILM REEL(S) 2 other COMPUTER TAPE(S) NUMBER ( OTHER(SPECIFY)
AUDIO TAPE I VIDEO TAPE	GEOGRAPHICAL		BOOKS 10. ANNUAL ACCUMULATION FILE DRAWER(S) 5 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) PAGES A OTHER(SPECIEY)
11. FILE IS USED	- MONTHLY		S INACTIVE AFTER MONTH(S)
13. CURRENT LOCATION(S) (BLDG., FI Admin Bldg., 1st Floor, Room			ERIES DUPLICATED ELSEWHERET ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS Q YES	- ///	16. AUDIT REQUI	REMENTS ATE OFEDERAL OINDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HU VES X NO		Retain will no	D RETENTION 75 years, then destroy. Records t be accepted at the State Center.
19. NAME AND TITLE OF PREPARER Susan Sherman, Inmate Records Supervisor	20. TELEPHONE 7 799-3400		APR 2 5 1990
DGS 550-4 (REVISED 2/87)		No 100 mga na mang sana na agama-aa	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 350-1)			PAGE 13 OF 40
1. DEFARTMENT/AGENCY Public Safety & ORRECTIONAL SERVICES	2. DIVISION PATUXENT I	INSTITUTION	3. UNIT RECORDS DEPARTMENT
	OF RELATED RECORD		AND USED AS A UNIT FOR Ition purposes
4. RECORD SERIES TITLE INMATE BASE FILE (item #	•	· ,	<b>5. EARLIEST YEAR/LATEST YEAR</b> 1954 <b>to</b> present
6. RECORD SERIES DESCRIPTION (BR			ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES
This file contains all th	e available infor	mation on the in	mate's background and
criminal history.			· · · · · · · · · · · · · · · · · · ·
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
XX LETTER SIZE D MICROFILM	XX ALPHABETIC	CAL.	XX FILE DRAWER(S)
LEGAL SIZE COMPUTER TAPE	D NUMERICAL		65 COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL	NUMBER OTHER (SPECIFY)
AUDIO TAPE D VIDEO TAPE	GEOGRAPHI		
OTHER (SPECIFY)			10. ANNUAL ACCUMULATION File DRAWER(S) MICROFILM REEL(S) NOME NUMBER COMPUTER TAPE(S)
	<u> </u>		O OTHER(SPECIFY)
11. FILE IS USED	MONTHLY		ES INACTIVE AFTER release of inma MONTH(S) UPAR(S)
13. CURRENT LOCATION(S) (BLDG., F	LOOR, ROOM)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE!
Admin. Bldg., 1st Floor, Roc	m Number Z131	( IF YES, SP D YES Ø NO	PEGIFY AGENCY OR OFFICE) ,,
	s X9 NO	16. AUDIT REQUI	REMENTS
(IF YES, CITE LAN(S) & REGULA	TION ( 5 )	X NONE ST	ATE D FEDERAL D INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H			D RETENTION - Retain the Micro- mate Bases Files for 1976 and
□ yes ØX No	□ yes ØX no		ty (30) years, then destroy. Her Inmate Base Files for five
			mplete release then, transfer to
· · · · · · · · · · · · · · · · · · ·		years, or until	ords Center for an additional 15 microfilmed whichever occurs-
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Susan Sherman Inmate Records Supervisor	799-3400		APR 2 5 1990
DGS 530-4 (REVISED 2/87) #18	- Continued -	first, then dest microfilm of Inn years, then dest	troy original. Retain all mate Base Files for thirty (30) troy.
			an a

NSTRUCTIONS - TYPE OR PRINT A EPARATE FORM FOR EACH NEW OR EVISED RECORD SERIES, FORWARD ITH RECORDS RETENTION SCHEDULE DGS \$50-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 2. DIVISION PATUXENT INSTITUTION		AGENCY RECORDS INVENTORY
DEFARTMENT/AGENCY PUBLIC SAFETY &			3. UNIT RECORDS DEPARTMENT
CORRECTIONAL SERVICES EFINITION-RECORD SERIES-A GROUP			
	CE AS WELL AS RETE		ITION_PURPOSES
. RECORD SERIES TITLE	itom #11)		5. EARLIEST YEAR/LATEST YEAR <u>1954</u> TO <u>present</u>
	item #14)		ATION/DOCUMENTS/FORMS FOUND
Institution, results of I.	.b.k. nearings, r	esurts of Frogre	SS Neview Committee, etc.
. RECORD SERIES FORMAT(S)	8. RECORD SERIES	••••••	9. VOLUME ∯XFILE DRAWER(S)
CALETTER SIZE D MICROFILM	CHRONOLOGICAL		6.0 DIGROFILM REEL(S) COMPUTER TAPE(S)
BOUND BOOK D FLOPPY DISK			
· · · · · · · · · · · · · · · · · · ·			10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	O OTHER(SPEC	:IFY) 	VCX FILE DRAWER(S) 1/4 DICROFILM REEL(S) NUMBER D COMPUTER TAPE(S) 0 OTHER(SPECIFY)
DOTHER(SPECIFY)	O OTHER (SPEC	12. FILE BECOME	1/4 DMICROFILM REEL(S)
1. FILE IS USED XX DAILY DWEEKLY	- MONTHLY - OOR, ROOM)	12. FILE BECOME NUMBER 14. IS RECORD S	1/4 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) COMPUTER TAPE(S) COTHER(SPECIFY) SINACTIVE AFTER INMATE REL MONTH(S) VEAR(S) ERIES DUPLICATED ELSEWHERE? EGIFY AGENCY OR OFFICE)
FILE IS USED XDAILY DWEEKLY 3. CURRENT LOCATION(S) (BLDG.,FL Admin. Bldg., 1st Floo	□ MONTHLY .00R.ROOM) r, Room z-131 s XQ NO	12. FILE BECOME NUMBER 14. IS RECORD S (IF YES, SP O YES D NO 16. AUDIT REQUI	1/4 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SPECIFY) SINACTIVE AFTER INMATE REL MONTH(S) VEAR(S) ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)
<ol> <li>FILE IS USED XDAILY</li></ol>	MONTHLY DOOR, ROOM) r, Room z-131 s XQ NO rion(s) yes.explain	12. FILE BECOME NUMBER 14. IS RECORD S (IF YES, SP O YES D NO 16. AUDIT REQUI	1/4 DINICROFILM REEL(S) NUMBER D COMPUTER TAPE(S) D OTHER(SPECIFY) S INACTIVE AFTER INMATE REL MONTH(S) DYEAR(S) ERIES DUPLICATED ELSEWHERE 1 ECIFY AGENCY OR OFFICE) REMENTS ATE D FEDERAL D INDEPENDENT
1. FILE IS USED X DAILY UWEEKLY 3. CURRENT LOCATION(S) (BLDG.,FL Admin. Bldg., 1st Floo 5. ACCESS RESTRICTIONS UYES (IF YES, CITE LAW(S) & REGULAT 7. IS AN INDEX SYSTEM USED? (IF	MONTHLY DOOR, ROOM) r, Room z-131 s XQ NO rion(s) yes.explain	12. FILE BECOME NUMBER 14. IS RECORD S (IF YES, SP YES D NO 16. AUDIT REQUI X P NONE ST 18. RECOMMENDE Upon com	1/4       MICROFILM REEL(S)         NUMBER       COMPUTER TAPE(S)         OTHER(SPECIFY)         SINACTIVE AFTER INMATE REL         MONTH(S)       YEAR(S)         ERIES DUPLICATED ELSEWHERE?         ECIFY AGENCY OR OFFICE)         REMENTS         ATE       FEDERAL         Plete release merge ate base file

<u>INSTRUCTIONS</u> - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GE RECORDS MANAGEN 7275 WATES P.O. EX	AENT DIVISION RLOO ROAD	AGENCY RECORDS INVENTURY
(DGS 550-1)	JESSUP, MARY	LAND 20794	FAVE 10 OF 40
PUBLIC SAFETY & CORRECTIONAL SERVICES	2. DIVISION PATUXENT IN	STITUTION	3. UNIT RECORDS DEPARTMENT
	OF RELATED RECORD		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE INMATE COMMITMENT FOLDER (	•		5. EARLIEST YEAR/LATEST YEAR 1954 to present
			ATION/DOCUMENTS/FORMS FOUND
This file contains off c detainers, authorization these documents.		ts, writs of hab	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME
LETTER SIZE D MICROFILM	<b>₩XALPHABETIC</b>	CAL	D FILE DRAWER(S)
DALEGAL SIZE COMPUTER TAPE	D NUMERICAL		8 COMPUTER TAPE(S)
BOUND BOOK DELOPPY DISK	CHRONOLOG	ICAL	NUMBER DOTHER(SPECIFY)
audio Tape D video Tape	GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
O OTHER (SPECIFY)	O OTHER (SPEC		X <sup>D</sup> FILE DRAWER(S) 1/4 <sup>D</sup> MICROFILM REEL(S) NUMBER <sup>D</sup> COMPUTER TAPE(S)
11. FILE IS USED XX DAILY DWEEKLY	- MONTHLY		S INACTIVE AFTER release MONTH(S) UPEAR(S)
13. CURRENT LOCATION(S) (BLDG.,F Admin. Bldg. 1.st.Floor, R	•		ERIES DUPLICATED ELSEWHERE? Ecify Agency or office)
15. ACCESS RESTRICTIONS Q YE (IF YES, CITE LAW(S) & REGULA	S X7 NO Tion(s)	16. AUDIT REQUI	REMENTS ATE DFEDERAL DINDEPENDENT
17. IS AN INDEX SYSTEM USED? { IF BRIEFLY AND DESCRIBE ANY H TYES XX NO		<b>18. RECOMMENDE</b> upon comple with inmate	ete release merge
<b>9. NAME AND TITLE OF PREPARER</b> Susan Sherman, Inmate Records Supervisor	<b>20. TELEPHONE 1</b> 799-340	<b>NIMBER</b> 0 ext. 451	21. PAPR-251990

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DGS 550-4 (REVISED 2/87)

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GI RECORDS MANAGEI 7275 WATEI P.O. BO	MENT DIVISION RLOO ROAD	AGENCY RECORDS INVENTORY
(DGS 350-1)	JESSUP, MARY	YLAND 20794	PAGE <u>16</u> OF <u>40</u>
DEFARTMENT/AGENCY PUBLIC SAFETY & CORRECTIONAL SERVICES	2. DIVISION PATUXENT IN	STITUTION	3. UNIT RECORDS DEPARTMENT
			AND USED AS A UNIT FOR
4. RECORD SERIES TITLE DIMINUTION OF CONFINEMENT CA	•	ENTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR <u>1954</u> to present
6. RECORD SERIES DESCRIPTION (BRI		TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES
Under Article 27, Section This card is kept to each bruher period of confineme school attendnace. This c	trmeds do record ntifon good beha	vior and, work p	érformance or
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES		
C LETTER SIZE C MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK C FLOPPY DISK	X ALPHABETIC NUMERICAL	CAL.	9. VOLUME XX FILE DRAWER(S) D MICROFILM REEL(S) 1/2 NUMBER OTHER(SPECIFY)
AUDIO TAPE D VIDEO TAPE XX OTHER(SPECIFY) 6" x 9"	GEOGRAPHIC		10. ANNUAL ACCUMULATION XX FILE DRAWER(S) 1/4 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) 0 OTHER(SPECIFY)
11. FILE IS USED	- MONTHLY		S INACTIVE AFTER release of MONTH(S) UPAR(S) inmate
13. CURRENT LOCATION(S) (BLDG.,FL Admin. Bldg. 1 st Floor, R	•	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? Egify Agency or office)
15. ACCESS RESTRICTIONS  Q YES (IF YES, CITE LAW(S) & REGULAT	5 X 12 NO 10N (S)	16. AUDIT REQUI	REMENTS ATE GFEDERAL GINDEPENDENT
17. IS AN INDEX SYSTEM USEDT (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	DRETENTION
□ yes QX No		Upon comple Inmate Base	ete release file in e File.
Susan Sherman,	20. TELEPHONE I	i	<sup>21. date</sup> APR 2 5 1990

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF GI RECORDS MANAGEJ 7275 WATEJ	MENT DIVISION	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	P.O. BO Jessup, Mar		PAGE 17 OF 40
PUBLIC SAFETY & CORRECTIONAL SERVICES	2. DIVISION PATUXENT INS		3. UNIT RECORDS DEPARTMENT
	OF RELATED RECORD		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE		· · ·	<b>5. EARLIEST YEAR/LATEST YEAR</b> 1954 <b>to</b> present
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE BEFTES
This card contains, infor In 1985 we began keeping (OBSCIS), therefore, ther	the above informa	ationiin:an autom	nated 's ystem
	<b></b>		·
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	s sequence	9. VOLUME
LETTER SIZE D MICROFILM	XX ALPHABETIC	CAL	XX FILE DRAWER(S)
CLEGAL SIZE COMPUTER TAPE	D NUMERICAL		COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL	NUMBER OTHER (SPECIFY)
AUDIO TAPE C VIDEO TAPE	GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
ØX <b>OTHER(SPECIFY)</b> 3 " x 5" card	OTHER(SPEC	:IFY)	C FILE DRAWER(S) N/A C MICROFILM REEL(S) NUMBER C COMPUTER TAPE(S) C OTHER(SPECIFY)
11. FILE IS USED	f	12. FILE BECOME	S INACTIVE AFTER
X DAILY DEEKLY	D MONTHLY	[	MONTH(S) DYEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FL Admin. Bldg., 1 st Floor, R		14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE) automated (0.B.S.C.I.S.SYSTEM
15. ACCESS RESTRICTIONS		16. AUDIT REQUI	REMENTS
(IF YES, CITE LAW(S) & REGULA	TION(S)	R NONE □ ST.	ATE DFEDERAL DINDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE	D RETENTION
□ YES □ <sub>X NO</sub>		RETAIN PER	RMANENTLY
Susan Sherman	20. TELEPHONE P	NUMBER ext. 451	<sup>21. date</sup> APR 2 5 1990
Inmate Records Supervisor			

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GE RECORDS MANAGEN 7275 WATES	MENT DIVISION	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS \$80-1)	P.O. BOX 275 JESSUP, MARYLAND 20794		page <u>18</u> of <u>40</u>
PUBLIC SAFETY & CORRECTIONAL SERVICES	2. DIVISION PATUXENT	INSTITUTION	3. UNIT RECORDS DEPARTMENT
DEFINITION-RECORD SERIES . A GROUP	OF RELATED RECORD	DS NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	CE AS VELL AS RETR		5. EARLIEST YEAR/LATEST YEAR
MICROFILM OF INMATE BASE 6. RECORD SERIES DESCRIPTION (			<u>1976                                    </u>
A cassette of all inmat 1976 and updated in acc Schedule #325A to date	ordance with the		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES		9. VOLUME
LETTER SIZE X MICROFILM	C ALPHABETICAL		File DRAWER(S)
DIEGAL SIZE DICOMPUTER TAPE	XD CHRONOLOG	ICAL	9 COMPUTER TAPE(S) NUMBER 0 OTHER(SPECIFY)
AUDIO TAPE C VIDEO TAPE			· · · · · · · · · · · · · · · · · · ·
O OTHER (SPECIFY)	0 OTHER(SPEC		10. ANNUAL ACCUMULATION D FILE DRAWER(S) 1/4 <sup>KX</sup> MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S)
11. FILE IS USED	- MONTHLY		SINACTIVE AFTER MONTH(S) VEAR(S)
13. CURRENT LOCATION(S) (BLDG., FL Admin. Bldg., 1 St Floor, Z-	•		ERIES DUPLICATED ELSEWHERE? Ecify Agency or office)
15. ACCESS RESTRICTIONS U YES (IF YES, CITE LAW(S) & REGULAT		16. AUDIT REQUI	REMENTS
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	D RETENTION
9. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE APR 2 5 1990
Susan Sherman Inmate Records Supervisor	799-3400	ext. 451	HEN A J BUL

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GI RECORDS MANAGED	MENT DIVISION	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 350-1)	7273 WATEL P.O. BU JESSUP, MAR	OX 275	PAGE 19 OF 40
PUBLIC SAFETY & CORRECTIONAL SERVICES	2. DIVISION PATUXENT I	NSTITUTION	3. UNIT PERSONNEL DEPARTMENT
	OF RELATED RECORD		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	tem No. 40 )		5. EARLIEST YEAR/LATEST YEAR
			ATION/DOCUMENTS/FORMS FOUND
N'	THE SERIES.	, INCLUDE THE PU	RPOBE OR FUNCTION OF THE SEPIES
This card is kept on ea	ach employee curr	ent and past.	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	s sequence	9. VOLUME
D LETTER SIZE D MICROFILM	XXX ALPHABETIC	CAL	XX FILE DRAWER(S)
LEGAL SIZE COMPUTER TAPE	D NUMERICAL		<sup>1</sup> MICROFILM REEL(S) <sup>1</sup> COMPUTER TAPE(S)
BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL	NUMBER O OTHER (SPECIFY)
AUDIO TAPE D VIDEO TAPE	GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
XXOTHER (SPECIFY)	OTHER(SPEC	CIFY)	X FILE DRAWER(S)
4 ' x 6 "			L MICROFILM REEL(S)
			OTHER(SPECIFY)
11. FILE IS USED	_		S INACTIVE AFTER
XX DAILY DEEKLY	MONTHLY		MONTH(S) <sup>D</sup> YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FI	LOOR, ROOM)		ERIES DUPLICATED ELSEWHERE!
Admin, Bldg., 1st Floor, Room	n Number Z-105	TIP YES, SP	ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS Q YES	5 XX NO	16. AUDIT REQUI	REMENTS
(IF YES, CITE LAW(S) & REGULAT	TION(B)		ATE <sup>O</sup> FEDERAL <sup>O</sup> INDEPENDENT
	·		
17. IS AN INDEX SYSTEM USED? (IF Briefly and describe any HJ		18. RECOMMENDE	DRETENTION
□ YES X NO		Retain for	10 years, then destroy.
. NAME AND TITLE OF PREPARER	20. TELEPHONE	l	21. DATE
Susan Sherman, Supervisor Inmate Records	799-3400		APR 2 5 1990
DGS 550-4 (REVISED 2/87)	L		1

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GI RECORDS MANAGE		AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	7275 WATEL P.O. BU JESSUP, MAR	DX 275	page <u>20</u> of <u>40</u>
PUBLIC SAFETY & CORRECTIONAL SERVICES	2. DIVISION PATUXENT I	NSTITUTION	3. UNIT PERSONNEL DEPARTMENT
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECOR		
4. RECORD SERIES TITLE INDIVIDUAL EMPLOYEE TIME RE			5. EARLIEST YEAR/LATEST YEAR
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES
Employee time records a use the time clock and	all other person	nel time cards f	illed out by
hand. There is also an each pay period. ぐ	automated listin	ng taken from the	e time clock
7. RECORD SERIES FORMAT(S) XD LETTER SIZE D MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK D FLOPPY DISK AUDIO TAPE D VIDEO TAPE	8. RECORD SERIES XD ALPHABETIC D NUMERICAL CHRONOLOG D GEOGRAPHIC	CAL	9. VOLUME XX FILE DRAWER(S) I MICROFILM REEL(S) 15 COMPUTER TAPE(S) NUMBER OTHER(SPECIFY)
OTHER(SPECIFY)	XX OTHER (SPEC		10. ANNUAL ACCUMULATION 5 FILE DRAWER(S) 4.5 DMICROFILM REEL(S) NUMBER D COMPUTER TAPE(S) D OTHER(SPECIFY)
11. FILE IS USED	O MONTHLY	ſ	ES INACTIVE AFTER MONTH(S)
13. CURRENT LOCATION(5) (BLDG., FI Admin. Bldg. 1 st Floor, R	•	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS C YES (IF YES, CITE LAW(S) & REGULAT	- ///	16. AUDIT REQUI	REMENTS ATE OFEDERAL OINDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HU D YES D NO		RETAIN THR	D RETENTION REE YEARS OR UNTIL AUDITED, IS LONGER, THEN DESTROY.
•. NAME AND TITLE OF PREPARER Susan Sherman Inmate Records Supervisor	20. TELEPHONE 1 799-3400	ext. 451	<sup>21. BATE</sup> APR 2 5 1990
DGS 550-4 (DEVISED 2/87)			

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GI RECORDS MANAGEI 7275 WATEI P.O. BO	MENT DIVISION RLOO ROAD	AGENCY RECORDS INVENTORY
(DGS 550-1)	JESSUP, MAR	YLAND 20794	PAGE _21 OF
PUBLIC SAFETY &	2. DIVISION PATUXENT I	NSTITUTION	3. UNIT PERSONNEL DEPARTMENT
CORRECTIONAL SERVICES	· · · · · · · · · · · · · · · · · · ·		AND USED AS A UNIT FOR
	E AS WELL AS RETI		
4. RECORD SERIES TITLE PERSONNEL HISTORY FOLDER	(item 2 <b>2</b> )		5. EARLIEST YEAR/LATEST YEAR 1954 to present
'IN	<b>THE SERIES.</b> I forms and corre	INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES; Of a confidential nature,
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	5 SEQUENCE	9. VOLUME
A LETTER SIZE D MICROFILM	X10 ALPHABETIC	CAL	XX FILE DRAWER(S)
LEGAL SIZE COMPUTER TAPE	I NUMERICAL		36 COMPUTER TAPE(S)
BOUND BOOK DELOPPY DISK	CHRONOLOG	ICAL	NUMBER OTHER (SPECIFY)
AUDIO TAPE UVIDEO TAPE	GEOGRAPHIC	CAL	
OTHER (SPECIFY)	D OTHER (SPEC	21FY)	10. ANNUAL ACCUMULATION XX FILE DRAWER(S) 3 DMICROFILM REEL(S) NUMBER D COMPUTER TAPE(S)
11. FILE IS USED X DAILY DEEKLY	D MONTHLY		SINACTIVE AFTER MONTH(S)
13. CURRENT LOCATION(S) (BLDG.,FL Admin. Bldg. 1st Floor, Ro	-		ERIES DUPLICATED ELSEWHERE? Egipy Agency or office)
15. ACCESS RESTRICTIONS Q YES (IF YES, CITE LAW(S) & REGULAT		16. AUDIT REQUI	REMENTS ATE DFEDERAL DINDEPENDENT
17. IS AN INDEX SYSTEM USED? ( 17 BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	D RETENTION
□ yes ¤ No		Retain five then destro	e years after separation by.
Susan Sherman, Inmate Records Supervisor	<b>20. TELEPHONE </b> 799-3400	ext. 4511	<sup>21. DATA</sup> PR 2 5 1990
DGS 550-4 (REVISED 2/87)	L		Anna, , <u>a</u> t in it <u>to up in it it in it in it</u> it.

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD	DEFARTMENT OF G RECORDS MANAGE 7275 WATE	MENT DIVISION	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	P.O. BU JESSUP, MAR	OX 275	PAGE <u>22</u> of <u>40</u>
PUBLIC SAFETY & CORRECTIONAL SERVICES	2. DIVISION PATUXENT IN	STITUTION	3. UNIT PERSONNEL DEPARTMENT
Ser intri out macond series.	OF RELATED RECORD		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE EMPLOYEE BACKGROUND INFORMAT	•	m 2 <b>3</b> )	5. EARLIEST YEAR/LATEST YEAR TOTO
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPTES
This file contains all	information that	is confidential	, i.e., fingerprints,
F.B.I. and State Police	e Reports, refer	ence letters, cre	edit checks, etc.
			r
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES		9. VOLUME V FILE DRAWER(S)
XA LETTER SIZE D MICROFILM	XD ALPHABETIC	CAL	D MICROFILM REEL(S)
LEGAL SIZE COMPUTER TAPE			COMPUTER TAPE(S)
BOUND BOOK D FLOPPY DISK	CHRONOLOG		OTHER(SPECIFY)
AUDIO TAPE O VIDEO TAPE	GEOGRAPHIC		10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	O OTHER(SPEC	CIFY)	X FILE DRAWER(S)
			1/4 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S)
11	l	12	OTHER(SPECIFY)
<sup>11</sup> FILE IS USED ∑ DAILY □ WEEKLY	- MONTHLY		S INACTIVE AFTER MONTH(S) ZEAR(S)
	· · · · · · · · · · · · · · · · · · ·	NUMBER	
3. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)	
Admin Bldg., 1 st Floor, Roo	m Z-105	TYES XX NO	ECTPT AGENCY OF OFFICE,
15. ACCESS RESTRICTIONS Q YES	5 XXP NO	16. AUDIT REQUI	REMENTS
(IF YES, CITE LAW(S) & REGULA			
		AL NONE UST	ATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE	DRETENTION
□ YES ØX NO		Retain fiv	ve years after
		separatior	then destroy.
. NAME AND TITLE OF PREPARER	20. TELEPHONE	L	<sup>21.</sup> <sup>DA</sup> ÆPR 251990
Susan Sherman Inmate Records Supervisor	799-3400	ext. 451	A 1 & 0 1990

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INSTRUCTIONS TYPE OR PRINT A SEPARATE, FORM FOR EACH NEW OR SEVISED RECORD SERIES, FORWARD	DEFARTMENT OF GI RECORDS MANAGEJ 7275 WATEL	ENT DIVISION	AGENCY RECORDS INVENTORY
UDGS 550-1)	P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE <u>23</u> of <u>40</u>
BLIC SAFETY &	2. DIVISION PATUXENT I		3. UNIT PERSONNEL DEPARTMENT
DEFINITION - RECORD SERIES - GROUP	OF RELATED RECORI		AND USED AS A UNIT FOR Ition purposes
. RECORD SERIES TITLE	(item # 2 <b>4</b> )		5. EARLIEST YEAR/LATEST YEAR TO
			ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES
This card is maintain	ed on all employ	ees past and pres	sent containing name.
address, race, sex, e		, ,	· · · · · · · · · · · · · · · · · · ·
. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME
C LETTER SIZE D MICROFILM	XX <sup>□</sup> ALPHABETICAL □ NUMERICAL □ CHRONOLOGICAL		File DRAWER(S)
LEGAL SIZE COMFUTER TAPE			3 I MICROFILM REEL(S) 3 COMPUTER TAPE(S) NUMBER 0 OTHER(SPECIFY)
BOUND BOOK FLOPPY DISK			
	GEOGRAPHI	-	
4 OTHER (SPECIFY)	OTHER(SPE		10. ANNUAL ACCUMULATION
	C UTHER (SPE		XX FILE DRAWER(S)
<u>5 " x 8"</u>			NUMBER COMPUTER TAPE(S)
1. FILE IS USED	J	12. 5115 5500	I OTHER(SPECIEY) S INACTIVE AFTER
X DAILY DWEEKLY	D MONTHLY	1	MONTH(S) UPPER
		NUMBER	
3. CURRENT LOCATION(S) (BLDG., F Admin, Bldg., 1 st Floor, Rou			ERIES DUPLICATED ELSEWHERET
		TYES X NO	
5. ACCESS RESTRICTIONS DYE	S XX NO	16. AUDIT REQUI	REMENTS
(IF YES, CITE LAW(S) & REGULA			
		X NONE ST	ATE OFEDERAL OINDEPENDENT
7. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE	DRETENTION
D YES QX NO		Retain fo	r 10 years after termination o t, then destroy.
2. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Susan Sherman Inmate Records Supervisor	799-3400		APR 2 5 1990

24. Y. -

NSTRUCTIONS - TYPE OR PRINT A EPARATE FORM FOR EACH NEW OR EVISED RÉCORD SERIES. FORWARD	DEPARTMENT OF GI RECORDS MANAGED 7273 WATEL	MENT DIVISION	AGENCY RECORDS INVENTORY
TH RECORDS RETENTION SCHEDULE DGS 350-1)	P.O. B Jessup, Mar	OX 275	PAG24 OF
PUBLIC SAFETY &	2. DIVISION PATUXENT I	NSTITUTION	3. UNIT PERSONNEL DEPARTMENT
EFINITION RECORD SERIES . GROUP			AND USED AS A UNIT FOR
. RECORD SERIES TITLE EMPLOYEE LEAVE CARD (ite	em # 24)	ANTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR TO present
			ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPTED
This card is for recordir	annual loavo	cick loove and a	
time earned and used by e			
	ach cmproyee 15	an calenuar year	•
			·
. RECORD SERIES FORMAT(S)	8. RECORD SERIE	• • • • • • • • • •	9. VOLUME
UETTER SIZE D MICROFILM	XX ALPHARETIC	CAL.	XX FILE DRAWER(S)
LEGAL SIZE COMPUTER TAPE			6 COMPUTER TAPE(S)
BOUND BOOK CFLOPPY DISK	CHRONOLOGICAL		OTHER(SPECIFY)
AUDIO TAPE UVIDEO TAPE	GEOGRAPHI	CAL	10. ANNUAL ACCUMULATION
OTHER (SPECIFY)	OTHER(SPECIFY)		XX FILE DRAWER(S)
6		•	1/4 MICROFILM REEL(S)
	******		NUMBER COMPUTER TAPE(S)
1. FILE IS USED	<u> </u>	12. ELLE RECOVE	S INACTIVE AFTER
XXDAILY DWEEKLY	- MONTHLY	5 🗖	MONTH(S) XX YEAR(S)
	·	NUMBER	
3. CURRENT LOCATION(S) (BLDG., FI Admin. Bldg., 1st Floor, Roo			ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)
5. ACCESS RESTRICTIONS Q YE	5 XD NO	16. AUDIT REQUI	PENENTS
(IF YES, CITE LAN(S) & REGULA			
		^D NONE D ST	ATE D FEDERAL D INDEPENDENT
7. IS AN INDEX SYSTEM USED? (IF	YESIEDPLAIN		
BRIEFLY AND DESCRIBE ANY H	ARDBARE/SOFTWARE)	18. RECOMMENDE	DRETENTION
TYES XX NO	•	Retain fiv	e years then destroy.
	·		- <b></b>
			н. н. н.
· · · · · ·			· · · · · ·
. NAME AND TITLE OF PREPARER	20. TELEPHONE		21. DATE
Susan Sherman			APR 2 5 1990
Inmate Records Supervisor	/ / / / / / / / / / / / / / / / / / / /	ext. 451	
DGS 550-4 (REVISED 2/87)	· · · · · · · · · · · · · · · · · · ·		
		•	
			· ·

DEPARTMENT / AGENCY     UDELIC SAFETY &     CORRECTIONAL SERVICES     CORRECTIONAL SERVICES     DEFINITION-RECORD SERIES - A GROUP OF RELAY     RECORD SERIES TITLE     INMATE MEDICAL HISTORY FILE (item     INMATE MEDICAL HISTORY FILE (item     S. RECORD SERIES DESCRIPTION (BRIEFLY DE     IN THE SEF     File is maintained by the Medical Se     of its contents::while the inmate is     transfers the same as the Base File     XX LETTER SIZE D MICROFILM     LEGAL SIZE D COMPUTER TAPE     BOUND BOOK D FLOPPY DISK     AUDIO TAPE D VIDEO TAPE     OTHER(SPECIFY)     ILE IS USED	ATUXENT INSTITUTI TED RECORDS NORMAN LL AS RETENTION AN number 25) BCRIBE THE TYPES O RIES. INCLU ervices Contracto incarcerated.	ON LLY FILED A ND DISPOSIT 5 OF INFORMAT DE THE PURP r. They ha It follows	EARLIEST YEAR/LATEST YEAR TO present TION/DOCUMENTS/FORMS FOUND TOSE OR FUNCTION OF THE SEPTES ave control
PUBLIC SAFETY &       P/         CORRECTIONAL SERVICES       A GROUP OF RELAY         DEFINITION-RECORD SERIES       A GROUP OF RELAY         RECORD SERIES TITLE       Item         INMATE MEDICAL HISTORY FILE (item         S. RECORD SERIES DESCRIPTION (BRIEPLY DEC IN THE SER         File is maintained by the Medical Second series description (In The Series of its contents: while the inmate is transfers the same as the Base File         V. RECORD SERIES FORMAT(S)       8. RECORD series is transfers the same as the Base File         V. RECORD SERIES FORMAT(S)       8. RECORD series is the same as the Base File         V. RECORD SERIES FORMAT(S)       8. RECORD series is the same as the Base File         V. RECORD SERIES FORMAT(S)       8. RECORD series is the same as the Base File         V. LETTER SIZE D MICROFILM       XX         D LEGAL SIZE D COMPUTER TAPE       D MICROFILM         D DUND BOOK D FLOPPY DISK       D MICROFILM         AUDIO TAPE D VIDEO TAPE       D MICROFILM         D OTHER(SPECIFY)       D MICROFILM	ATUXENT INSTITUTI TED RECORDS NORMAN LL AS RETENTION AN NUMBER 25) BERIBE THE TYPES O RIES. INCLUS ERVICES Contracto incarcerated. (item #13).	ON LLY FILED A ND DISPOSIT 5 OF INFORMAT DE THE PURP r. They ha It follows	DISPENSARY UND USED AS A UNIT FOR LIGN PURPOSES . EARLIEST YEAR/LATEST YEAR TO present TION/DOCUMENTS/FORMS FOUND POSE OR FUNCTION OF THE SEPTES ave control the inmate in all . VOLUME XX FILE DRAWER(S) G MICROFILM REEL(S)
RECORD SERIES TITLE         INMATE MEDICAL HISTORY FILE (item         S. RECORD SERIES DESCRIPTION (BRIEPLY DET IN THE SER         File is maintained by the Medical Set of its contents: while the inmate is transfers the same as the Base File         Y. RECORD SERIES FORMAT(S)         8. RECORD SERIES FORMAT(S)         Y. RECORD SERI	LL AS RETENTION AN number 25) BCRIBE THE TYPES ( RIES. INCLUE ervices Contracto incarcerated. (item #13). ORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL	DF INFORMAT DE THE PURP r. They ha It follows	EARLIEST YEAR/LATEST YEAR TO present TION/DOCUMENTS/FORMS FOUND TOSE OR FUNCTION OF THE SEPTES ave control the inmate in all the inmate in all VOLUME XX FILE DRAWER(S) I MICROFILM REEL(S)
A. RECORD SERIES TITLE INMATE MEDICAL HISTORY FILE (item S. RECORD SERIES DESCRIPTION (BRIEFLY DE IN THE SER File is maintained by the Medical Se of its contents: while the inmate is transfers the same as the Base File S. RECORD SERIES FORMAT(S) ALLETTER SIZE D MICROFILM D LEGAL SIZE D COMPUTER TAPE D BOUND BOOK D FLOPPY DISK AUDIO TAPE D VIDEO TAPE D OTHER(SPECIFY) D THE IS USED	number 25) BCRIBE THE TYPES ( RIES. INCLUI ervices Contracto incarcerated. (item #13). ORD SERIES SEQUENC ALPHABETICAL NUMERICAL CHRONOLOGICAL	DF INFORMAT DE THE PURP r. They ha It follows	
File is maintained by the Medical Second series contents: while the inmate is transfers the same as the Base File          RECORD SERIES FORMAT(S)       8. RECONSTRUCTION         RECORD SERIES FORMATION       8. RECONSTRUCTION         RECORD SERIES FORMATION       8. RECONSTRUCTION         RECONSTRUCTION       8. RECONSTRUCTION         RECONSTRUCTION       8. RECONSTRUCTION         RECONSTRUCTION       8. RECONSTRUCTION         RECONSTRUCTION       9. RECONSTRUCTION         RECONSTRUCTION	RIES. INCLU ervices Contracto incarcerated. (item #13). ORD SERIES SEQUENC ALPHABETICAL NUMERICAL CHRONOLOGICAL	PE THE PURP r. They ha It follows	ose of function of the series ave control the inmate in all . VOLUME XX FILE DRAWER(S) G MICROFILM REEL(S)
File is maintained by the Medical Se of its contents while the inmate is transfers the same as the Base File . RECORD SERIES FORMAT(S) XX LETTER SIZE D MICROFILM D LEGAL SIZE D COMPUTER TAPE D BOUND BOOK D FLOPPY DISK AUDIO TAPE D VIDEO TAPE D OTHER(SPECIFY) 	ervices Contracto incarcerated. (item #13). ORD SERIES SEQUENC ALPHABETICAL NUMERICAL CHRONOLOGICAL	r. They ha	ave control the inmate in all . VOLUME XX FILE DRAWER(S) G MICROFILM REEL(S)
of its contents while the inmate is transfers the same as the Base File 7. RECORD SERIES FORMAT(S) 8. RECO 8. RECO 8. RECO XX LETTER SIZE D MICROFILM D LEGAL SIZE D COMPUTER TAPE D BOUND BOOK D FLOPPY DISK AUDIO TAPE D VIDEO TAPE D OTHER(SPECIFY) D COMPUTER IS USED	incarcerated. (item #13). ORD SERIES SEQUENC ALPHABETICAL NUMERICAL CHRONOLOGICAL	It follows	the inmate in all . VOLUME XX FILE DRAWER(S) G MICROFILM REEL(S)
transfers the same as the Base File RECORD SERIES FORMAT(S) XX LETTER SIZE D MICROFILM LEGAL SIZE D COMPUTER TAPE BOUND BOOK D FLOPPY DISK AUDIO TAPE D VIDEO TAPE OTHER(SPECIFY) I FILE IS USED	(item #13). ORD SERIES SEQUENC ALFHABETICAL NUMERICAL CHRONOLOGICAL		). VOLUME XX FILE DRAWER(S) C MICROFILM REEL(S)
7. RECORD SERIES FORMAT(S)       8. RECORD SERIES FORMAT(S)         2. RECORD SERIES FORMAT(S)       XX         2. LEGAL SIZE       MICROFILM         2. LEGAL SIZE       COMPUTER TAPE         3. BOUND BOOK       FLOPPY DISK         4. AUDIO TAPE       VIDEO TAPE         5. OTHER(SPECIFY)       0         4. FILE IS USED       0	ORD SERIES SEQUENO ALPHABETICAL NUMERICAL CHRONOLOGICAL	CE 9	XX FILE DRAWER(S)
. RECORD SERIES FORMAT(S)       8. RECORD SERIES FORMAT(S)         . RECORD SERIES FORMAT(S)       . RECORD SERIES FORMAT(S)         . RECORD SERIES FORMAT(S)	ORD SERIES SEQUENO ALPHABETICAL NUMERICAL CHRONOLOGICAL	CE 9	XX FILE DRAWER(S)
AVX LETTER SIZE       MICROFILM       XXX         LEGAL SIZE       COMPUTER TAPE       D         BOUND BOOK       FLOPPY DISK       D         AUDIO TAPE       VIDEO TAPE       D         OTHER(SPECIFY)       D         1.       FILE IS USED	ALPHABET I CAL NUMER I CAL CHRONOLOG I CAL	CE 9	XX FILE DRAWER(S)
AVX LETTER SIZE       MICROFILM       XXX         LEGAL SIZE       COMPUTER TAPE       D         BOUND BOOK       FLOPPY DISK       D         AUDIO TAPE       VIDEO TAPE       D         OTHER(SPECIFY)       D         1.       FILE IS USED	ALPHABET I CAL NUMER I CAL CHRONOLOG I CAL	CE 9	XX FILE DRAWER(S)
Image: Wight of the state in the state	ALPHABET I CAL NUMER I CAL CHRONOLOG I CAL	CE 9	XX FILE DRAWER(S)
AVX LETTER SIZE       MICROFILM       XXX         LEGAL SIZE       COMPUTER TAPE       D         BOUND BOOK       FLOPPY DISK       D         AUDIO TAPE       VIDEO TAPE       D         OTHER(SPECIFY)       D         1.       FILE IS USED	ALPHABET I CAL NUMER I CAL CHRONOLOG I CAL	9	XX FILE DRAWER(S)
LEGAL SIZE       COMPUTER TAPE       D         BOUND BOOK       FLOPPY DISK       D         AUDIO TAPE       VIDEO TAPE       D         OTHER(SPECIFY)       D         1.       FILE IS USED	NUMERICAL CHRONOLOGICAL		
BOUND BOOK D FLOPPY DISK	CHRONOLOGICAL		NUMBER OTHER (SPECIFY)
AUDIO TAPE VIDEO TAPE 0 OTHER(SPECIFY) 0 			•
<sup>1</sup> • FILE IS USED			
1. FILE IS USED	OTHER (SPECIFY)	1	0. ANNUAL ACCUMULATION
TILE IS USED			N/A MICROFILM REEL(S)
The is used			NUMBER COMPUTER TAPE(S)
X DAILY DWEEKLY DMO	12. FI	LE BECOMES	INACTIVE AFTER
	NTHLY N/	А омс	NTH(S) DYEAR(S)
3. CURRENT LOCATION(S) (BLDG., FLOOR, ROO	M) 14. IS	RECORD SER	RIES DUPLICATED ELSENHERE!
D.C. Bldg., Second Floor			IFY AGENCY OR OFFICE)
		YES X NO	
5. ACCESS RESTRICTIONS Q YES X NO (IF YES, CITE LAF(S) & REGULATION(S)	16. AU	DIT REQUIRE	MENTS
(	XX N	ONE STAT	'E GFEDERAL GINDEPENDENT
7. IS AN INDEX SYSTEM USED? (IF YES, EXP BRIEFLY AND DESCRIBE ANY HARDWARE/	i 18. R	ECOMMENDED	RETENTION
DYES XX NO	•	Records fol	llows inmates in all
	.   1	transfers.	However, when the
			completely released ent this file is sent
	t	to the Reco	ords Department. It is
9. NAME AND TITLE OF PREPARER 20. T	ELEPHONE NUMBER		he Base File
Susan Sherman, Inmate Records Supervisor		451	APR 2 5 1990
DGS 550-4 (REVISED 2/87)			
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
(DGS 550-1)			PAGE <u>26</u> OF <u>40</u>	
1. DEPARTMENT/AGENCY PUBLIC SAFETY & CORRECTIONAL SERVICES DEFINITION-RECORD SERIES-	2. DIVISION PATUXENT I OF RELATED RECORD		3. UNIT EDUCATION DEPARTMENT AND USED AS A UNIT FOR	
	CE AS WELL AS RETE			
4. RECORD SERIES TITLE INMATES' EDUCATIONAL AND VOCATIONAL FILE (item # 29)			5. EARLIEST YEAR/LATEST YEAR TO present	
6. RECORD SERIES DESCRIPTION (	THE SERIES.	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND RFOSE OR FUNCTION OF THE SEPTES	
File is maintained on	each inmate. It	contains all in	formation about his	
or her vocational and	educational acti	vities and or ap	titude.	
		·		
	••••••••••••••••••••••••••••••••••••••	· · · · · · · · · · · · · · · · · · ·	******	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE XX ALPHABETICAL INUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER(SPECIFY)		9. VOLUME	
XX LETTER SIZE D MICROFILM			XI FILE DRAWER(S) MICROFILM REEL(S) 36 COMPUTER TAPE(S) NUMBER D OTHER(SPECIFY)	
D LEGAL SIZE D COMPUTER TAPE				
D BOUND BOOK D FLOPPY DISK				
AUDIO TAPE D VIDEO TAPE			10. ANNUAL ACCUMULATION CX FILE DRAWER(S) <u>4.5</u> MICROFILM REEL(S) <u>NUMBER</u> COMPUTER TAPE(S) <u>COMPUTER TAPE(S)</u>	
OTHER(SPECIFY)				
11. FILE IS USED	- MONTHLY	12. FILE BECOMES INACTIVE AFTER		
			IS RECORD SERIES DUPLICATED ELSEWHERET	
School Office i.		(IF YES, SPECIFY AGENCY OR OFFICE)		
15. ACCESS RESTRICTIONS TYES AND 16. AUDIT REQUIREMENTS				
(IF YES, CITE LAW(S) & REGULA	TION(S)	X NONE STATE FEDERAL INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H			D RETENTION	
TYES NO	•		Retain three years after release or transfer then destroy:	
<b>9. NAME AND TITLE OF PREPARER</b> Susan Sherman Inmate Records Supervisor	20. TELEPHONE 1 799-3400		<sup>21. date</sup> APR 251990	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS - TYPE OR PRINT A SEPARATE' FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVIC RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD		AGENCY RECORDS INVENTORY	
FITH RECORDS RETENTION SCHEDULE (DGS 350-1)	P.O. B JESSUP, MAR	QX 275	PAGE 27 OF 40	
DUDLIC CAFETY	2. DIVISION		3. UNIT	
PUBLIC SAFETY & CORRECTIONAL SERVICES	PATUXENT INS		CUSTODY DEPARTMENT	
EFINITION-RECORD SERIES- A GROUP	OF RELATED RECOR		AND USED AS A UNIT FOR	
VOLUNTEERS SERVICES FILE	(item # 2 <b>8</b> )	· ,	<b>5. EARLIEST YEAR/LATEST YEAR</b> 1954 <b>to</b> present	
		E TYPES OF INFORM	ATION/DOCUMENTS/PORMS FOUND	
			RPOSE OR FUNCTION OF THE SERIES	
This file is kept on all	volunteer worke	rs. It contains	then application,	
background check and cor	respondence rega	rdina the individ	dua].	
, and the second s				
. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE XX ALPHABETICAL ONUMERICAL OCHRONOLOGICAL OGEOGRAPHICAL OTHER(SPECIFY)		9. VOLUME XX <sup>II</sup> FILE DRAWER(S) MICROFILM REEL(S) 9 COMPUTER TAPE(S) 0 OTHER(SPECIFY) 10. ANNUAL ACCUMULATION XX <sup>II</sup> FILE DRAWER(S) 1 <sup>1</sup> / <sub>2</sub> I MICROFILM REEL(S)	
LETTER SIZE D MICROFILM				
LEGAL SIZE COMPUTER TAPE				
BOUND BOOK DISK				
AUDIO TAPE UVIDEO TAPE				
OTHER(SPECIFY)				
,,				
	~~~~		NUMBER COMPUTER TAPE(S)	
1. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
XP DAILY DWEEKLY	MONTHLY		MONTH(S)	
3. CURRENT LOCATION(S) (BLDG., F	LOOR, ROOM)		ERIES DUPLICATED ELSEWHERE!	
D.D. Bldg. 1st Floor Volunteer Services Office 15. ACCESS RESTRICTIONS DYES XX NO		(IF YES, SPECIFY AGENCY OR OFFICE) ,.		
		PX NONE ST	ATE DECERAL DINDEPENDENT	
7. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDE	D RETENTION	
BRIEFLY AND DESCRIBE ANY H	Ardhare/ Software )			
TYES AN NO			Retain three years after	
	service e		ends then destroy.	
. NAME AND TITLE OF PREPARER	20. TELEPHONE	I	21. DATE	
Susan Sherman,		) ext. 451	APR 2 5 1990	
Inmate Records Supervisor	/ 99-3400	9 ext. 451	451 711 7 7 7 1350	
DGS 550-4 (REVISED 2/87)				
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF GI RECORDS MANAGED	MENT DIVISION	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 350-1)	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE OF	
PUBLIC SAFETY &	2. DIVISION PATUXENT IN		3. UNIT CUSTODY DEPARTMENT	
CORRECTIONAL SERVICES A GROUP	OF RELATED RECORD	DS NORMALLY FILED	AND USED AS A UNIT FOR	
SPECIAL PROJECTS FILE	(item # 2 <b>9</b> )		3. EARLIEST YEAR/LATEST YEAR <u>1954</u> TO present	
		E TYPES OF INFORM	ATION/DOCUMENTS/PORMS FOUND	
			RPOSE OR FUNCTION OF THE SERIES	
This file contains all	information on s	pecial project		
. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
XLETTER SIZE D MICROFILM		CAL	XX <sup>0</sup> FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	O NUMERICAL		9 COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL	NUMBER O OTHER (SPECIFY)	
AUDIO TAPE UVIDEO TAPE	GEOGRAPHI	CAL	·	
OTHER (SPECIFY)	O OTHER (SPE		10. ANNUAL ACCUMULATION	
	- Uner(SPE	cirij	XX FILE DRAWER(S)       11/2       NUMBER       COMPUTER TAPE(S)	
1. FILE IS USED	<u>.</u>	12. EUE PECON	Cother(Specify)	
XX DAILY OWEEKLY			MONTH(S) XXP YEAR(S)	
3. CURRENT LOCATION(S) (BLDG., F		NUMBER	ERIES DUPLICATED ELSEWHERE?	
Special Project Coordinator D.B. Bldg., 1 st Floor	•		EGIFY AGENCY OR OFFICE)	
5. ACCESS RESTRICTIONS YE	////	16. AUDIT REQUI	REMENTS	
(IF YES, CITE LAN(S) & REGULA	TION(S)	XX NONE ST	ATE C FEDERAL C INDEPENDENT	
7. IS AN INDEX SYSTEM USED? (IF			D RETENTION	
BRIEFLY AND DESCRIBE ANY H	ARDBARE / SOFTBARE )			
gyes XX No			ee years after mpletion then	
•				
. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Susan Sherman Inmate Records Supervisor	799-340	0 ext. 451	APR 2 5 1990	
DGS 550-4 (REVISED 2/87)				
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD		AGENCY RECORDS INVENTORY	
TH RECORDS RETENTION SCHEDULE (DGS 350-1)	P.O. BO Jessup, Mart	DX 275	PAGE 29 OF 40	
UBLIC SAFETY &	2. DIVISION		3. UNIT	
ORRECTIONAL SERVICES	PATUXENT I		ACCOUNTING DEPARTMENT	
DEFINITION-RECORD SERIES - REFERENCE	OF RELATED RECORD	S NORMALLY FILED	AND USED AS A UNIT FOR	
. RECORD SERIES TITLE	 m # <b>30</b> )	· · · · ·	5. EARLIEST YEAR/LATEST YEAR 195 <u>4</u> to <u>prese</u> nt	
6. RECORD SERIES DESCRIPTION (	INFLY DESCRIBE TH	TYPES OF INFORM		
This file includes all standa final books of entry. These Fund Cash Receipt and Disburs other than Prisoners' Fund).	rd forms used by are the Prisoner	State agencies a s' Fund. General	as supporting data to the	
Specifically these rec	ords are:			
<u>Comptroller of the T</u>	reasury			
Memorandum of Adj		ansmittals		
Distribution of C			osit and Bank (see attachment	
. RECORD SERIES FORMAT(S)	8. RECORD SERIES		9. VOLUME	
( LETTER SIZE D MICROFILM	XX ALPHABETIC	CAL	XE FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	Interical         Interical         Interical         Interical         Inter(specify)		D MICROFILM REEL (	
D BOUND BOOK D FLOPPY DISK			36 COMPUTER TAPE(S) NUMBER COTHER(SPECIFY)	
NUDIO TAPE . U VIDEO TAPE				
OTHER (SPECIFY)			10. ANNUAL ACCUMULATION XXC FILE DRAWER(S) 9 D MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S)	
	<u> </u>		OTHER(SPECIEY)	
File is used	. MONTHLY		S INACTIVE AFTER	
		NUMBER	MONTH(S) XX YEAR(S)	
3. CURRENT LOCATION(S) (BLDG., FI Admin, Bldg. 1 st Floor	LOOR, ROOM)		ERIES DUPLICATED ELSENHERE? Egify Agency or office)	
Room Number z-127				
IS. ACCESS RESTRICTIONS U YES (IF YES, CITE LAW(S) & REGULA		16. AUDIT REQUI	REMENTS	
		XX NONE D STATE D FEDERAL D INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE	D RETENTION	
□ YES XX NO The file or until		or until au	are retained three years udited, whichever is en destroyed.	
·		The ledgers	s are retained permanently.	
. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Susan Sherman Inmate Records Supervisor	799-3400	ext. 451	APR 2 5 1990	
DGS 550-4 (REVISED 2/87)				

## PATUXENT INSTITUTION

## ACCOUNTING RECORDS CONTINUED

Deposit Slips Monthly Report of State Funds Collected and Deposited Distribution of Unexpended and **Obligated Balances** Monthly Statement of Balances Purchasing Bureau (Department of Budget and Fiscal Planning) Requisition for Supplies Purchase Order Out-of Schedule Requisition for Supplies Store Requisition Copy of Contracts Awarded Capital Fund Requisition for Equipment Actual Emergency Purchase Report Delivery Invoice Notice of Award of Contract Credit Memorandum Report of Partial Delivery Budget Bureau (Department of Budget and Fiscal Planning) Budget Schedule Amendment Sheet Report of Fixed Assets (annual) Report of Materials and Supplies (annual) Materials and Supplies Physical Inventory (annual) Budget Estimates Fiscal Year Power Plant Utility Report (monthly) Food Report (monthly) Other Receiving Reports Vendors Invoices Bank Deposit Slips Daily Report of Inmates Employed Bank Statements Inmate Payroll Sheets - ... Inmate Account Cards Bank Deposition Receipts Storeroom Requisitions REVISION. Storeroom Requisitions Storeroom Receipts Meat Tickets A Dear Sec. Cash Receipts Inmate Cash Receipts Petty Cash Vouchers Inmate Petty Cash Vouchers .... Commissary Orders - Inmate Purchase Requests

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)			page <u>30</u> of <u>40</u>
1. DEFARTMENT/AGENCY PUBLIC SAFETY & ORRECTIONAL SERVICES	2. DIVISION PATUXENT INS	ومسجوبي ومستعد مستجب وساعت الالها والهام السامير الجهادي	3. UNIT ACCOUNTING DEPARTMENT
	OF RELATED RECORD		AND USED AS A UNIT FOR Ition purposes
4. RECORD SERIES TITLE	tion Time Report	-	5. EARLIEST YEAR/LATEST YEAR 
6. RECORD SERIES DESCRIPTION (BR		TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPTES
This Statewide form	of the Departmer	nt of Personnel a	uthorizes the entryyof
	on the payroll ar		in the pay rate. It also
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	3. VOLUME
LETTER SIZE MICROFILM		CAL	XP FILE DRAWER(S)
XX LEGAL SIZE COMPUTER TAPE	O NUMERICAL		<pre> MICROFILM REEL(S) COMPUTER TAPE(S)</pre>
D BOUND BOOK D FLOPPY DISK			NUMBER OTHER (SPECIFY)
AUDIO TAPE UIDEO TAPE	GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
- OTHER( SPECIFY)	X <b>₩ отнек(spec</b> payroll p	-	6 D MICROFILM REEL(S)
**************************************			NUMBER COMPUTER TAPE(S)
11. FILE IS USED	D MONTHLY	-	S INACTIVE AFTER MONTH(S) ∰XYEAR(S)
13. CURRENT LOCATION(S) (BLDG., FI Admin. Bldg. 1 st Floor, Room	-	1	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE) ,,
15. ACCESS RESTRICTIONS Q YES	<i>////-</i>	16. AUDIT REQUI	REMENTS
(IF YES, CITE LAW(S) & REGULAT	rion(s)	D NONE XX ST.	ATE D FEDERAL D INDEPENDENT
17. IS AN INDEX SYSTEM USED! (IF BRIEFLY AND DESCRIBE ANY HA		,	D RETENTION
□ yes 5xx no		Retain five	e years then destroy.
			• • • • • • • • • • • • • • • • • • •
<b>19. NAME AND TITLE OF PREPARER</b> Susan Sherman Inmate Records Supervisor	20. TELEPHONE P 799-3400		APR 2 5 1990
DGS 550-4 (REVISED 2/87)			

INSTRUCTIONS - TYPE OR PRINT A SEPARATE'FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)	DEFARTMENT OF GI RECORDS MANAGEJ 7273 WATEJ P.O. BU JESSUP, MAR	MENT DIVISION RLOO ROAD DX 275	AGENCY RECORDS INVENTORY	
DEFARTMENT/AGENCY PUBLIC SAFETY & CORRECTIONAL SERVICES	2. DIVISION PATUXENT IN		3. UNIT ACCOUNTING DEPARTMENT	
EFINITION-RECORD SERIES . A GROUP	OF RELATED RECORD		AND USED AS A UNIT FOR	
. RECORD SERIES TITLE OTHER ACCOUNTING RECORDS	(item # 3 <b>1</b> )		5. EARLIEST YEAR/LATEST YEAR 1954 TOpresent	
			ATION/DOCUMENTS/FORMS FOUND RFOSE OR FUNCTION OF THE SEPIES	
These are records for	which retention	and disposal is	provided by a General	
Records and Retention	Schedule. They	are Payroll, Pa	yroll Journal, Payroll	
Exceptions, Additions	and Deductions,	Pay Warrants, Re	ceiving Warrants and	
Transmittal Forms.			·	
. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
LETTER SIZE D MICROFILM	C ALPHABETIC	CAL	D FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	D NUMERICAL		D MICROFILM REEL(S COMPUTER TAPE(S) NUMBER D OTHER(SPECIFY)	
BOUND BOOK DIFLOPPY DISK	CHRONOLOG	ICAL		
AUDIO TAPE D VIDEO TAPE	GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SPECIFY)	
OTHER (SPECIFY)	X POTHER (SPEC	CIFY)		
	äpay, per	iod		
1. FILE IS USED χχ <sup>D</sup> DAILY Ο WEEKLY			ES INACTIVE AFTER MONTH(S)	
3. CURRENT LOCATION(S) (BLDG., FI	OOR, ROOM)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE?	
Admin. Bldg., 1 st Floor, R	oom Number Z-130	TIF YES, SPECIFY AGENCY OF OFFICE)		
5. ACCESS RESTRICTIONS O YES (IF YES, CITE LAW(S) & REGULAT	5 XIX NO			
7. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H				
Dyes by No		Retain in accordance with General Schedule.		
			·	
2. NAME AND TITLE OF PREPARER Susan Sherman Inmate records Supervisor	20. TELEPHONE 1 799-3400		<sup>21. DATE</sup> APR 2 5 1990	
DGS 550-4 (REVISED 2/87)	••••		• • • • • • • • •	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE' FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	P.O. BO JESSUP, MARY		page <u>32</u> of <u>40</u>
PUBLIC SAFETY &	2. DIVISION		3. UNIT
ORRECTIONAL SERVICES	PATUXENT IN		RESEARCH DEPARTMENT
DEFINITION-RECORD SERIES -A GROUP	OF RELATED RECORDS	S NORMALLY FILED NTION AND DISPOS	AND USED AS A UNIT FOR Ition purposes
4. RECORD SERIES TITLE	em #3 <b>2</b> )		5. EARLIEST YEAR/LATEST YEAR 1954 to present
6. RECORD SERIES DESCRIPTION (BR			ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE BEFILS
The Department carries	out various rese	arch projects ar	nd administers tests to
inmates and employees.	It also monitor	s research proje	ects undertaken by
outside individuals or	groups.		
· · · · · · · · · · · · · · · · · · ·			F
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES		9. VOLUME
XX LETTER SIZE D MICROFILM	ALPHAGETIC	AL	X FILE DRAWER(S)
LEGAL SIZE COMPUTER TAPE	D NUMERICAL		9 COMPUTER TAPE(S)
G BOUND BOOK G FLOPPY DISK			NUMBER OTHER (SPECIFY)
AUDIO TAPE D VIDEO TAPE OTHER(SPECIFY)	GEOGRAPHICAL OTHER(SPECIFY)		10. ANNUAL ACCUMULATION XX FILE DRAWER(S) 1/4 DICROFILM REEL(S) NUMBER D COMPUTER TAPE(S)
11. FILE IS USED XX DAILY DWEEKLY	- MONTHLY	L	IOOTHER(SPECIFY) S INACTIVE AFTER MONTH(S) K YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FI D.D. Bldg. 1 st Floor, Room	-	14. IS RECORD S	ERIES DUPLICATED ELSEWHERET EGIFY AGENCY OR OFFICE),.
15. ACCESS RESTRICTIONS TYES	5 XX NO FION (5)	16. AUDIT REQUI	REMENTS ATE <sup>D</sup> FEDERAL <sup>D</sup> INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF			D RETENTION
TYES PX NO	FLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		long as project has alue or five years letion, whichever then destroy.
19. NAME AND TITLE OF PREPARER Susan Sherman Inmate Records Supervisor	20. TELEPHONE N 799-3400		APR 2 5 1990
DGS 550-4 (REVISED 2/87)			

INSTRUCTIONS TYPE OR PRINT A SEPARATE' FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 350-1)			PAGE _33 OF _40	
1. DEFARTMENT/AGENCY PUBLIC SAFETY & CORRECTIONAL SERVICES DEFINITION-RECORD SERIES - GROUP REFERENCE	2. DIVISION PATUXENT IN	STITUTION	3. UNIT TRAINING DEPARTMENT	
REFEREN	CE AS WELL AS RETE	INTION AND DISPOS	ITION PURPOSES	
4. RECORD SERIES TITLE EMPLOYEE TRAINING FOLDER	(item #3 <b>4</b> )	· •	3. EARLIEST YEAR/LATEST YEAR 1954 TO present	
			ATION/DOCUMENTS/FORMS FOUND RPOBE OR FUNCTION OF THE SEPIES	
This file contains all i	nformation about	training receive	ed bv	
each employee.				
		-		
			· · · · · · · · · · · · · · · · · · ·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES		9. VOLUME	
XX LETTER SIZE D MICROFILM	XX ALPHABETIC	CAL	X FILE DRAWER(S) □ MICROFILM REEL(S)	
LEGAL SIZE COMPUTER TAPE	D NUMERICAL		3 COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL	NUMBER D OTHER(SPECIFY)	
AUDIO TAPE O VIDEO TAPE	GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
- OTHER (SPECIFY)	O OTHER (SPEC	CIFY)	G FILE DRAWER(S) G MICROFILM REEL(S) NUMBER G COMPUTER TAPE(S)	
			OTHER SPECIFY	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
X DAILY DEEKLY	D MONTHLY	3 Vrs D	MONTH(S) XX YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., F	LOOR, ROOM)	)	ERIES DUPLICATED ELSENHERET ECIFY AGENCY OR OFFICE)	
		TYES X NO		
15. ACCESS RESTRICTIONS		16. AUDIT REQUI	REMENTS	
(IF YES, CITE LAW(S) & REGULA	TION(S)	XX NONE ST	ATE GFEDERAL GINDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE	DRETENTION	
□ YES XX NO		Retain three years		
			paration then destroy.	
		{	COLUMN ST	
			the second se	
12. NAME AND TITLE OF PREPARER	20. TELEPHONE N	<u> </u>	21. DATE	
Susan Sherman	799-3400		APR 2 5 1990	
DGS 550-4 (REVISED 2/87)	_L,,,,,,,	· <u>·····</u>	• • • • • • • • • • • • • • • • • • •	
2		· .	· · · · · · · · · · · · · · · · · · ·	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REMISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275		AGENCY RECORDS INVENTORY
1. DEFARTMENT/AGENCY PUBLIC SAFETY & CORRECTIONAL SERVICES	JESSUP, MAR 2. DIVISION PATUXENT INS OF RELATED RECORD		3. UNIT
DEFINITION-RECORD SERIES- GROUP	CE AS WELL AS RET	ENTION AND DISPOS	ITION PURPOSES
4. RECORD SERIES TITLE DAILY LOG (item #3 <b>5</b> )	·	· .	5. EARLIEST YEAR/LATEST YEAR <u>1987</u> TO <u>present</u>
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES
Ledged is used for recording by the Custodial Department o employee absence, inmate move	daily. Entries c	l order, all rou consist ofshortno	tine matters handled tations concerning
7. RECORD SERIES FORMAT(S) LETTER SIZE D MICROFILM LEGAL SIZE COMPUTER TAPE XX BOUND BOOK D FLOPPY DISK	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL XX CHRONOLOGICAL		9. VOLUME FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) NUMBER (SPECIFY)
AUDIO TAPE D VIDEO TAPE OTHER(SPECIFY) 10" x9" x 1"	GEOGRAPHICAL OTHER(SPECIFY)		BOX 10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SDECLEY)
11. FILE IS USED	D MONTHLY		INACTIVE AFTER MONTH(S) XX YEAR(S)
13. CURRENT LOCATION(S) (ELDG., FI D.C. BLDG, Control Center	LOOR, ROOM)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS UYE: (IF YES, CITE LAW(S) & REGULA	N N= - =	16. AUDIT REQUIREMENTS XXD NONE D STATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE	D RETENTION
□ YES XA NO		Retain thr then destr	ee years after last entry, oy.
19. NAME AND TITLE OF PREPARER Susan Sherman, INmate Records Supervisor	<b>20. TELEPHONE</b> 1 799-340	NUMBER 10 ext. 451	APR 2 5 1990
DGS 550-4 (REVISED 2/87)			· · · · · · · · · · · · · · · · · · ·

REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1) 1. DEPARTMENT/AGENCY	7278 WATER P.O. BO JESSUP, MARY	X 275	
1. DEFARTMENT/AGENCY		1_AND 20794	PAGE 35_ OF 40_
BUBLIC SAFETY &	2. DIVISION		3. UNIT
ORRECTIONAL SERVICES	PATUXENT IN		CUSTODIAL DEPARTMENT
		INTION AND DISPOS	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR
	.em #3 <b>6</b> )		<u>_1987_</u> <b>to</b> present
			ATION/DOCUMENTS/FORMS FOUND RPOBE OR FUNCTION OF THE SEPIES)
This card is maintaine authorized to visit th	ed on each inmate nat inmate. It a	e that lists the also has space to	names of all persons record all visits.
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES		9. VOLUME File DRAWER(S)
LETTER SIZE MICROFILM	XX ALPHADETIC	CAL	D MICROFILM REEL(S)
LEGAL SIZE COMPUTER TAPE	I NUMERICAL		212 CUDIC COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL	foot box
UDIO TAPE D VIDEO TAPE	GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
χ) OTHER (SPECIFY) 5½" x 8½	O OTHER (SPEC	CIFY)	FILE DRAWER(S) 1/4 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S)
		r	CUDIC DOTHER(SPECIFY)
11. FILE IS USED	- MONTHLY		S INACTIVEOQETER MONTH(S) UPAR(S)
<u>}</u>		NUMBER	
13. CURRENT LOCATION(S) (BLDG.,FL Main Gate Post	OOR, ROOM)		ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS Q YES (IF YEB, CITE LAB(S) & REGULAT	5 X𝒯 ΝΟ Γιον (Β)	16. AUDIT REQUI	REMENTS ATE <sup>O</sup> FEDERAL <sup>O</sup> INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	D RETENTION
d yes XX no	· · ·	send to Re	ase or transfer of inmate ecords Department for filing Base File
19. NAME AND TITLE OF PREPARER	20. TELEPHONE I	NUMBER	21. DATE
Susan Sherman, Inmate Records Supervisor	799-3400	ext. 451	APR 2 5 1990
DGS 550-4 (REVISED 2/87)			

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 350-1)			PAGE <u>36</u> of <u>40</u>
1. DEFARTMENT/AGENCY CUBLIC SAFETY & CORRECTIONAL SERVICES	2. DIVISION PATUXENT IN		3. UNIT CUSTODIAL DEPARTMENT
	OF RELATED RECORD		AND USED AS A UNIT FOR Ition purposes
4. RECORD SERIES TITLE	1 #3 <b>7</b> )		5. EARLIEST YEAR/LATEST YEAR <u>1987</u> TO <u>prese</u> nt
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)
This file is used for and purpose of all vi	recording the disitors to the In	ate, name, addres	ss, time iin and out
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
XX LETTER SIZE D MICROFILM		CAL	TILE DRAWER(S)
LEGAL SIZE COMPUTER TAPE			D MICROFILM REEL(S)
G BOUND BOOK G FLOPPY DISK	X CHRONOLOG	ICAL	NUMBER (SPECIFY)
AUDIO TAPE D VIDEO TAPE	GEOGRAPHIC	CAL	
OTHER (SPECIFY)	OTHER(SPEC		10. ANNUAL ACCUMULATION FILE DRAWER(S) 1/4 CUb. MICROFILM REEL(S) NUMBER COMPUTER TAPE(S)
11. FILE IS USED	I	12. FUE BECOME	foot dother(specify)
X DAILY DWEEKLY	- MONTHLY	3 🗖	MONTH(S) XX YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FI Main Gate Post	LOOR, ROOM)		ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS Q YES (17 YES, CITE LAW(S) & REGULA	5 XX NO TION(S)	16. AUDIT REQUIREMENTS	
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE	DRETENTION
D YES XX NO		Retain t then des	hree years after last entry troy.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	L	21. DATE
Susan Sherman, Inmate Records:Supervisor		ext. 451	APR 2 5 1990
DGS 550-4 (REVISED 2/87)			The starts and the start of the starts and the starts and the starts and the start of the start of the start of

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 330-1)			PAGE 37 OF 40
1. DEFARTMENT/AGENCY UBLIC SAFETY & CORRECTIONAL SERVICES	2. DIVISION PATUXENT INSTITUTION		3. UNIT IDENTIFICATION DEPARTMENT
DEFINITION-RECORD SERIES - GROUP	OF RELATED RECORD		AND USED AS A UNIT FOR Ition purposes
4. RECORD SERIES TITLE	#3 <b>9</b> )		5. EARLIEST YEAR/LATEST YEAR <u>1954</u> TO <u>prese</u> nt
6. RECORD SERIES DESCRIPTION (			ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE BERIES
This file contains the identification data.	inmate's fingerp	rints, picture an	nd other
7. RECORD SERIES FORMAT(S) D LETTER SIZE D MICROFILM D LEGAL SIZE D COMPUTER TAPE D BOUND BOOK D FLOPPY DISK	8. RECORD SERIES SEQUENCE		9. VOLUME XX FILE DRAWER(S) D MICROFILM REEL(S) <u>38</u> COMPUTER TAPE(S) NUMBER D OTHER(SPECIFY)
AUDIO TAPE VIDEO TAPE	CHRONOLOGICAL GEOGRAPHICAL OTHER(SPECIFY)		10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) NUMBER COMPUTER TAPE(S)
11. FILE IS USED	D MONTHLY		S INACTIVE AFTER MONTH(S) DYEAR(S)
<pre>13. CURRENT LOCATION(S) (BLDG.,FL D.C. Bldg, Basement Identification Office</pre>	LOOR, ROOM)		ERIES DUPLICATED ELSEWHERET ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS Q YES (IF YES, CITE LAW(S) & REGULAT	•••	16. AUDIT REQUIREMENTS $\chi^{O}$ none <sup>O</sup> state <sup>O</sup> federal <sup>O</sup> independent	
	17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/BOFTWARE)		<b>D RETENTION</b> years after release
TYES ON NO			transfer then destroy.
Susan Sherman Inmate Records Supervisor	<b>20. TELEPHONE NUMBER</b> 73400 ext. 451		APR 2 5 1990
DGS 550-4 (REVISED 2/87)			

		MENT DIVISION RLOO ROAD OX 275 YLAND 20794 INSTITUTION DS NORMALLY FILED	AGENCY RECORDS INVENTORY PAGE <u>38</u> of <u>40</u> 3. UNIT IDENTIFICATION DEPARTMENT AND USED AS A UNIT FOR ITION PURPOSES
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR
INMATE SUMMARY BOOK (Inmate	's Description)	(item #3 <b>8</b> )	<u>1954 </u> <b>ro</b> <u>prese</u> nt
This is a summary of the the program. It lists a cappearance, marks and sc	long with the basi	formation, each i	ita physical
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE		9. VOLUME File DRAWER(S)
LEGAL SIZE COMPUTER TAPE	X NUMERICAL		D MICROFILM REEL(S)
XX BOUND BOOK D FLOPPY DISK			
AUDIO TAPE UVIDEO TAPE			
OTHER (SPECIFY)	GEOGRAPHICAL		10. ANNUAL ACCUMULATION IFILE DRAWER(S) 1/8 INTROFILM REEL(S) CUDIC ft NUMBER I COMPUTER TAPE(S) OTHER(SPECIFY)
11. FILE IS USED	· · · · · · · · · · · · · · · · · · ·	12. FILE BECOME	ES INACTIVE AFTER
X DAILY DEEKLY	- MONTHLY		MONTH(S)
13. CURRENT LOCATION(S) (BLDG., FI D.C. Building, Identification Department	<pre>13. CURRENT LOCATION(S) (ELDG.,FLOOR.ROOM) D.C. Building, Identification Department</pre>		ERIES DUPLICATED ELSEWHERET ECIFY AGENCY OR OFFICE)
			REMENTS
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)			D RETENTION
□ yes dix no		Retain pe	rmanently.
•. NAME AND TITLE OF PREPARER Susan Sherman, Inmate Records Supervisor	<b>20. TELEPHONE</b> 1 799-340	NUMBER 0 ext. 451	<sup>21. date</sup> APR 2 5 1990

THETRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD	EPARATE FORM FOR EACH NEW OR EVISED RECORD SERIES. FORWARDRECORDS MANAGEMENT DIVISIONDITH RECORDS RETENTION SCHEDULE7275 WATERLOO ROADDGS \$50-1)JESSUP, MARYLAND 20794DEFARTMENT/AGENCY2. DIVISION		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 530-1)			Page <u>39</u> of <u>40</u>
			3. UNIT
CORRECTIONAL SERVICES	PATUXENT IN	STITUTION	MAINTENANCE DEPARTMENT
DEFINITION RECORD SERIES A GROUP			
4. RECORD SERIES TITLE MAINTENANCE CONTRACTS (i	tem # <b>4</b> 40)	INTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR 1954 TO present
6. RECORD SERIES DESCRIPTION ( IN This is a file of all Ma	THE SERIES.	INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES
7. RECORD SERIES FORMAT(S) XX LETTER SIZE D MICROFILM D LEGAL SIZE D COMPUTER TAPE	8. RECORD SERIES C ALPHABETIC C NUMERICAL	CAL	9. VOLUME XX FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	XXD CHRONOLOG	ICAL	NUMBER OTHER (SPECIFY)
AUDIO TAPE UVIDEO TAPE	GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPECIFY)		A FILE DRAWER(S) A FILE DRAWER(S) A FILE DRAWER(S) A FILE DRAWER(S) COMPUTER TAPE(S) COMPUTER TAPE(S) COMPUTER TAPE(S)
11. FILE IS USED XD DAILY DWEEKLY	D MONTHLY		SINACTIVE AFTER MONTH(S) UYEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FL D.C. Bldg., Alst Floor	LOOR , ROOM )		ERIES DUPLICATED ELSEWHERE 1 ECIFY AGENCY OR OFFICE)
	15. ACCESS RESTRICTIONS VES XX NO (IF YES, CITE LAW(S) & REGULATION(S)		REMENTS ATE O FEDERAL O INDEPENDENT
	BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		D RETENTION r three years after completion ation of the contract, then
. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Susan Sherman, Inamte Records Supervisor	799-3400		APR 2 5 1990
DGS 550-4 (REVISED 2/87)			•

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED HECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY		
(DGS 350-1)			PAGE 40 OF 40		
1. DEFARTMENT/AGENCY UBLIC SAFETY &	2. DIVISION PATUXENT INSTITUTION		3. UNIT CLINICAL SERVICES		
CURRECTIONAL SERVICES & GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS & UNIT FOR					
ARFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
UNIT TREATMENT FILE (item #40)			5. EARLIEST YEAR/LATEST YEAR <u>1983</u> to <u>present</u>		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OF FUNCTION OF THE SERIES)					
File contains all therapy related material on inmate, social history psychological and psychiatric notes and evaluations, all correspondence related to the treatment of inmate, as well as Board notes, progress notes, and protocol of psychologicals.					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME		
XA LETTER SIZE D MICROFILM	ALPHADETICAL		XX FILE DRAWER(S)		
LEGAL SIZE COMPUTER TAPE	<ul> <li>NUMERICAL</li> <li>CHRONOLOGICAL</li> <li>GEOGRAPHICAL</li> <li>OTHER(SPECIFY)</li> </ul>		MICROFILM REEL(S)		
BOUND BOOK FLOPPY DISK			46 COMPUTER TAPE(S) NUMBER COTHER(SPECIFY)		
AUDIO TAPE UVIDEO TAPE					
OTHER(SPECIFY)			10. ANNUAL ACCUMULATION $\chi^{(2)}_{X}$ FILE DRAWER(S) 2 D MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S)		
XXD DAILY DWEEKLY	D MONTHLY	12. FILE BECOMES INACTIVE AFTER N/A D MONTH(S) D YEAR(S)			
		14. IS RECORD S (IF YES, SP	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) U YES XX <sup>0</sup> NO		
15. ACCESS RESTRICTIONS XXX YES ONO (IF YES, CITE LAW(S) & REGULATION(S) Art. 31B. Section 11		16. AUDIT REQUIREMENTS			
17. IS AN INDEX SYSTEM USED? (IF	YES, EXPLAIN				
BRIEFLY AND DESCRIBE ANY HARDWARE / BOFTWARE )		18. RECOMMENDED RETENTION Retain for 50 years, then destroy. Records will not be accepted at the State Records Center.			
13. NAME AND TITLE OF PREPARER Susan Sherman,	20. TELEPHONE	NUMBER	21. DATE		
Inmate Records Supervisor	799-3400 ext. 451		APR 251990		
DGS 550-4 (REVISED 2/87)					
an a	and search and the second se	an a laaring talan a si <mark>ka</mark> salaba <b>ka</b>	ense was fatter water of the fatter and the second		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	RECORDS MANAGE		AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)	7275 WATERLOO ROAD P.O. BOX 275 Jessup, Maryland 20794		PAGE 41 OF 41		
BLIC SAFETY & CORRECTIONAL SERVICE	2. DIVISION PATUXENT I	INSTITUTION	3. UNIT RECORDS DEPARTMENT		
DEFINITION-RECORD SERIES- REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR		
ARRIVAL NOTICE	(Item #19)		<u>_1987</u> <b>to</b> present		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) This report is a compilation of vital information concerning sentence length, sentencing jurisdiction, commitment crime, Patuxent unit assignment and list the Patuxent assigned I.D. Number					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME		
XLETTER SIZE D MICROFILM	D ALPHABETICAL		D'FILE DRAWER(S)		
D LEGAL SIZE D COMPUTER TAPE	CX XIUMER I CAL		1 COMPUTER TAPE(S)		
UND BOOK DISK	CHRONOLOGICAL		NUMBER D OTHER (SPECIFY)		
DAUDIO TAPE DVIDEO TAPE	GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION		
OTHER(SPECIFY)	OTHER(SPECIFY)		FILE DRAWER(S) 1/8 DMICROFILM REEL(S) NUMBER D COMPUTER TAPE(S)		
11. FILE IS USED	· · ·	12. FILE BECOMES INACTIVE AFTER			
D DAILY XXWEEKLY	D MONTHLY	3 D MONTH(S) X YEAR(S)			
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) D.D. Building, First Floor Records Supervisors's Officee		14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE) D YES & NO			
15. ACCESS RESTRICTIONS U YES UNO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS			
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) O YES O <sup>XX</sup> NO		18. RECOMMENDED RETENTION Retain three years then destory.			
19. NAME AND TITLE OF PREPARER					
Susar Sherman	20. TELEPHONE NUMBER 799-3400 ext. 430		<b>21. DATE</b> 7-23-90		
DGS 550-4 (REVISED 2/87)					