

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 1231

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RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF PUBLIC SAFETY & CORRECTIONAL SERVICES-PATUXENT INSTITUTION

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p>This Schedule supersedes all items in Schedules 326 dated 25 April 1958 and 326A dated 23 March 1977:</p> <p style="text-align: center;"><u>DIRECTOR'S OFFICE</u></p> <p><u>INMATE FILE</u></p> <p>This is a folder that contains general information about the inmate maintained for the convenience of the Director.</p>	<p>Upon release or transfer of the inmate the file is sent to the Records Department to be merged with the Inmate Base File (item #13 below)</p>
2.	<p><u>MINUTES OF THE BOARD OF PATUXENT MEETINGS</u></p>	
	<p>This is a file of the minutes of all meetings of the Board of Patuxent (formerly known as the Advisory Board).</p>	<p>Retain Permanently. Transfer periodically to Maryland State Archives.</p>
3.	<p><u>MINUTES OF THE BOARD OF REVIEW</u></p>	
	<p>This is a file of the minutes of the Institutional Board of Review.</p>	<p>Retain Permanently. Transfer periodically to Maryland State Archives.</p>
4.	<p><u>LEGISLATIVE AUDIT REPORTS</u></p>	
	<p>This is a file of reports submitted as a result of the biennial legislative audit.</p>	<p>Retain three years, then destroy.</p>
5.	<p><u>PATUXENT INSTITUTION REGULATIONS & PATUXENT INSTITUTION BULLETINS</u></p>	
	<p>This is a file of the originals of all PIR's & PIB's.</p>	<p>Retain Permanently. Transfer periodically to Maryland State Archives.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

7/20/90 Joseph A. Hendrick Director
Date Signature Title

10/11/90 Edward J. Spence State Archivist
Date Signature Title

RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.	Description	Retention
6.	<p><u>MARYLAND CORRECTIONAL STANDARDS AUDIT REPORT</u></p> <p>This is a file of all reports and correspondence received from the Maryland Commission on Correctional Standards.</p>	<p>Retain Permanently. <u>Transfer periodically to Maryland State Archives.</u></p>
7.	<p><u>LAW SUITS AND GRIEVANCE HEARINGS</u></p> <p>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.</p>	<p>Retain Three years after <u>final litigation then destroy.</u></p>
8.	<p><u>ADMINISTRATIVE SEGREGATION REVIEW</u></p> <p>This is a file of the results of the monthly review of inmates on administrative segregation.</p>	<p>Retain three years, then destroy.</p>
9.	<p><u>GENERAL CORRESPONDENCE FILE</u></p> <p>This is a file containing correspondence of a general nature not related to a specific individual.</p>	<p>Retain three years then <u>destroy.</u></p>
	<p><u>ASSOCIATE DIRECTOR</u> <u>FOR BEHAVIORAL SCIENCES</u></p>	
10.	<p><u>BOARD OF REVIEW FILE CARDS</u></p> <p>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.</p>	<p>Retain 75 years, then destroy. Records will not be accepted at the State Records Center.</p>
11.	<p><u>DIAGNOSTIC STAFF RESULTS</u></p> <p>This is a file of the results of the Diagnostic Staff Meetings (two per month).</p>	<p>Retain three years, then destroy.</p>
	<p><u>RECORDS DEPARTMENT</u></p>	
12.	<p><u>INMATE RECORD BOOKS</u></p> <p>This is a listing in numerical order of the number assigned to each inmate received into the program.</p>	<p>Retain 75 years, then destroy. Records will not be accepted at the State Records Center.</p>

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

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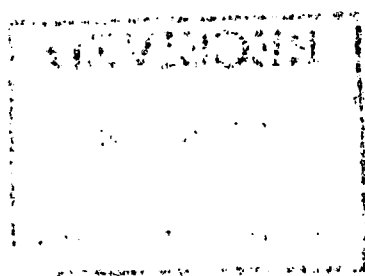
Item No.	Description	Retention
15.	<p><u>COMMITMENT FOLDER</u></p> <p>This is a file containing all Criminal Commitments, Writs of Habeas Corpus, Detainers, Authorization for Final Release and all correspondence related to these documents.</p>	<p><u>Upon complete release merge with Inmate Base File (item #13 above).</u></p>
16.	<p><u>DIMINUTION OF CONFINEMENT CARD</u></p> <p>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.</p> <p><u>NOTE:</u> <u>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.</u></p>	<p><u>Upon Complete release file in Inmate Base File (item #13 above).</u></p>
17.	<p><u>INMATE HISTORY CARD</u></p> <p>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).</p>	<p><u>Retain Permanently. The retention on the OBSCIS data base is permanent.</u></p>
18.	<p><u>MICROFILM OF INMATE BASE FILE</u></p> <p>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.</p>	<p><u>Retain Permanently. Transfer periodically to Maryland State Archives.</u></p>
19.	<p><u>ARRIVAL NOTICE</u></p> <p>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 jurisdiction and unit assignment.</p>	<p><u>Retain three years then destroy.</u></p>

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

Item No.	Description	Retention
<u>PERSONNEL DEPARTMENT</u>		
20.	<p><u>POSITION CONTROL CARD</u></p> <p>This is a card maintained on each position in the Institution. The card lists the current and past incumbents of the position.</p>	<p><u>Retain for ten years, then destroy.</u></p>
21.	<p><u>INDIVIDUAL EMPLOYEE TIME RECORDS</u></p> <p>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.</p>	<p><u>Retain three years or until audited whichever is longer, then destroy.</u></p>
22.	<p><u>PERSONNEL HISTORY FOLDER</u></p> <p>This is a file containing all forms and correspondence, not of a confidential nature, on all present and former employees.</p>	<p><u>Retain five years after separation then destroy.</u></p>
23.	<p><u>EMPLOYEE BACKGROUND INFORMATION FOLDER</u></p> <p>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</p>	<p><u>Retain five years after separation then destroy.</u></p>
24.	<p><u>EMPLOYEE HISTORY CARD</u></p> <p>This is a card maintained on all employees past and present containing name, address, race, sex, etc.</p>	<p><u>Retain for ten years after termination of employment, then destroy.</u></p>
25.	<p><u>EMPLOYEE LEAVE CARD</u></p> <p>This is a card for recording annual leave, sick leave and compensatory time earned and used by each employee in a calendar year.</p>	<p><u>Retain Five years then destroy.</u></p>
<u>INFIRMARY</u>		
26.	<p><u>INMATE MEDICAL HISTORY FILE</u></p> <p>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).</p>	<p><u>When the inmate is completely 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.</u></p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
<u>EDUCATION DEPARTMENT</u>		
27.	<p><u>INMATES' EDUCATIONAL AND VOCATIONAL FILE</u></p> <p>This is a file maintained on each inmate. It contains all information about his or her vocational and educational activities and or aptitude.</p>	<p><u>Retain three years after release or transfer then destroy.</u></p>
28.	<p><u>VOLUNTEER SERVICES FILE</u></p> <p>This is a file on all volunteer workers. It contains the application, background check and correspondence regarding the individual.</p>	<p><u>Retain three years after service ends then destroy.</u></p>
29.	<p><u>SPECIAL PROJECTS FILE</u></p> <p>This is a file containing all information on special projects undertaken by inmates.</p>	<p><u>Retain three years after project completion then destroy.</u></p>
<u>ACCOUNTING DEPARTMENT</u>		
30.	<p><u>ACCOUNTING RECORDS</u></p> <p>This is a file which includes all standard forms used by State agencies as supporting data to the final books of entry.</p> <p>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).</p> <p>Specifically these records are:</p> <p style="padding-left: 40px;">Comptroller of the Treasury</p> <p style="padding-left: 40px;">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.</p>	<p><u>The files are retained three years or until audited, whichever is longer, then destroy.</u></p> <p><u>The ledgers are retained permanently. Transfer periodically to Maryland State Archives.</u></p>



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Item No.	Description	Retention
	<p align="center">Purchasing Bureau (Department of Budget and Fiscal Planning)</p> <p>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</p> <p align="center">Budget Bureau (Department of Budget and Fiscal Planning)</p> <p>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)</p> <p align="center">Other</p> <p>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</p>	

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Item No.	Description	Retention
31.	<p><u>MASTER AUTHORIZATION</u></p> <p>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.</p>	<p><u>Retain three years after separation or until audited, whichever is longer, then destroy.</u></p>
32.	<p><u>OTHER ACCOUNTING RECORDS</u></p> <p>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.</p>	<p><u>Retained three years or until audited, whichever is longer, then destroy.</u></p>
<u>RESEARCH DEPARTMENT</u>		
33.	<p><u>RESEARCH PROJECTS</u></p> <p>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.</p>	<p><u>Retain as long as project has research value or five years after completion, whichever is longer, then destroy.</u></p>
<u>TRAINING DEPARTMENT</u>		
34.	<p>This is a file that contains all information about training received by each employee.</p>	<p><u>Retain three years after separation then destroy.</u></p>
<u>CUSTODIAL DEPARTMENT</u>		
35.	<p><u>DAILY LOG</u></p> <p>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.</p>	<p><u>Retain three years after last entry then destroy.</u></p>
36.	<p><u>VISITORS CARD FILE</u></p> <p>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.</p>	<p><u>Upon release or transfer of inmate send to Records Dept. for filing in inmate Base File (item #13 above).</u></p>

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(CONTINUATION SHEET)

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Item No.	Description	Retention
37.	<p><u>VISITORS' REGISTER</u></p> <p>This is a file used for recording the date, name, address, time in and out and purpose of all visitors to the Institution.</p>	<p><u>Retain three years after release or transfer then destroy.</u></p>
<u>IDENTIFICATION DEPARTMENT</u>		
38.	<p><u>FINGERPRINT FILE</u></p> <p>This is a card containing the inmate's fingerprints, picture and other identification data.</p>	<p><u>Retain 20 years after release or transfer then destroy.</u></p>
39.	<p><u>INMATE SUMMARY BOOK (INMATE'S DESCRIPTION)</u></p> <p>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.</p>	<p><u>Retain Permanently. Transfer Periodically to Maryland State Archives.</u></p>
<u>MAINTENANCE DEPARTMENT</u>		
40.	<p><u>MAINTENANCE CONTRACTS</u></p> <p>This is a file of all Maintenance contracts.</p>	<p><u>Retain for three years after completion or termination of the contract, then destroy.</u></p>
<u>CLINICAL SERVICES</u>		
41.	<p><u>UNIT FILE</u></p> <p>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).</p>	<p><u>Retain for 50 years, then destroy. Records will not be accepted at the State Records Center.</u></p>

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
DIRECTOR'S OFFICE

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

4. RECORD SERIES TITLE
INMATE FILE (Item #1)

5. EARLIEST YEAR/LATEST YEAR
1955 TO 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)

General information about inmates presently under the jurisdiction of the Institution. This file is maintained for the convenience of the Director.

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

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

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

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
D.C. BUILDING, 1ST FLOOR, ROOM NUMBER 121

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
UPON RELEASE OF INMATE FILE IS SENT TO THE RECORDS DEPARTMENT TO BE MERGED WITH THE INMATE BASE FILE

19. NAME AND TITLE OF PREPARER
Susan Sherman,
Inmate Records Supervisor

20. TELEPHONE NUMBER
799-3400 ext. 451

21. DATE
APR 25 1990

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

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

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1. DEPARTMENT/AGENCY

PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION

PATUXENT INSTITUTION

3. UNIT

DIRECTOR'S OFFICE

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

4. RECORD SERIES TITLE

MINUTES OF THE BOARD OF PATUXENT MEETINGS (Item #2)

5. EARLIEST YEAR/LATEST YEAR

1955 TO 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)

Minutes of all meetings of the Board of Patuxent (formerly known as the Advisory Board).

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- N/A NUMBER MONTH(S) YEAR(S)
file folder

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

D.C. Bldg, 1 St Floor, Room 121

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

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

15. ACCESS RESTRICTIONS YES NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

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

- YES NO

18. RECOMMENDED RETENTION

Retain permanently

19. NAME AND TITLE OF PREPARER

Susan Sherman
Inmate Records Supervisor

20. TELEPHONE NUMBER

799-3400 ext. 451

21. DATE

APR 25 1990

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

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

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PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
DIRECTOR'S OFFICE

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

4. RECORD SERIES TITLE

MINUTES OF THE BOARD OF REVIEW (item #3)

5. EARLIEST YEAR/LATEST YEAR

1955 TO 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)

Minutes of all meeting of the Board of Review of Patuxent Institution.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
D.C. Bldg., 1st Floor, Room Number 121

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Permanent

NAME AND TITLE OF PREPARER
Susan Sherman,
Inmate Records Supervisor

20. TELEPHONE NUMBER
799-3400 ext. 451

21. DATE
APR 25 1990

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

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

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DEPARTMENT/AGENCY
PUBLIC SAFETY &
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2. DIVISION
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3. UNIT
DIRECTOR'S OFFICE

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

4. RECORD SERIES TITLE

LEGISLATIVE AUDIT REPORT (item # 4)

5. EARLIEST YEAR/LATEST YEAR

1974 TO 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)

Reports submitted as a result of the biennial Legislative Audit.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- 1/4
NUMBER

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- N/A
- MONTH(S)
- YEAR(S)

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

D.C. Bldg., 1st Floor, Room 121

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Dept. of Legislative Audits

15. ACCESS RESTRICTIONS YES NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

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

- YES NO

18. RECOMMENDED RETENTION

Retain three years, then destroy.

NAME AND TITLE OF PREPARER

Susan Sherman,
Inmate Records Supervisor

20. TELEPHONE NUMBER

799-3400 ext. 451

21. DATE

APR 25 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 380-1)

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

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
DIRECTOR'S OFFICE

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

4. RECORD SERIES TITLE

PATUXENT INSTITUTION REGULATIONS & BULLETINS (item #5)

5. EARLIEST YEAR/LATEST YEAR

1976 TO 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)

Originals of all Patuxent Institution Regulations and Bulletins.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- n/A MONTH(S) YEAR(S)
NUMBER

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

D.C. BLDG., 1st Floor, Room Number 121

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

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

15. ACCESS RESTRICTIONS YES NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

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

- YES NO

18. RECOMMENDED RETENTION

Permanent

NAME AND TITLE OF PREPARER

Susan Sherman,
Inmate Records Supervisor

20. TELEPHONE NUMBER

799-3400 ext. 451

21. DATE

APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

PUBLIC SAFETY &
CORRECTINAL SERVICES

2. DIVISION

PATUXENT INSTITUTION

3. UNIT

DIRECTOR'S OFFICE

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

4. RECORD SERIES TITLE

MARYLAND CORRECTIONAL STANDARDS AUDIT REPORT (item #6)

5. EARLIEST YEAR/LATEST YEAR

1984 TO 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)

Reports and correspondence from the Maryland Commission on Correctional Standards.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

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

1
NUMBER

10. ANNUAL ACCUMULATION

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

1/2
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- N/A MONTH(S) YEAR(S)
NUMBER

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

d.c. Bldg., 1st Floor, Room 121

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Md. Commission on Correctional

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

16. AUDIT REQUIREMENTS

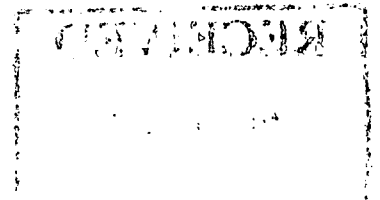
- NONE STATE FEDERAL INDEPENDENT

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

- YES NO

18. RECOMMENDED RETENTION

Permanent



19. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
DIRECTOR'S OFFICE

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

4. RECORD SERIES TITLE
LAW SUITS AND GRIEVANCE HEARING (item #7)

5. EARLIEST YEAR/LATEST YEAR
1984 TO 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 is a file on all law suits brought against the Institution.

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

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

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

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1/2
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Admin. Bldg. 1st Floor, Room 121

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain three years after final litigation then destroy.

19. NAME AND TITLE OF PREPARER
Susan Sherman
Inmate Records Supervisor

20. TELEPHONE NUMBER
799-3400 ext. 451

21. DATE
APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
DIRECTOR'S OFFICE

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

4. RECORD SERIES TITLE

Administrative Segregation Review (item #8)

5. EARLIEST YEAR/LATEST YEAR

1980 TO 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 is a file of the results of the month review of inmates on administrative segregation.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

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

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
12 other
NUMBER pages

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- n/A
NUMBER MONTH(S) YEAR(S)

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

D.C. Bldg., 1st Floor, Room 121

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

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

15. ACCESS RESTRICTIONS

- YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

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

- YES NO

18. RECOMMENDED RETENTION

Retain three years, then destroy.

19. NAME AND TITLE OF PREPARER

Susan Sherman,
Supervisor of Inmate Records

20. TELEPHONE NUMBER

799-3400 ext. 451

21. DATE

APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
DIRECTOR'S OFFICE

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

4. RECORD SERIES TITLE
General Correspondence File (item #9)

5. EARLIEST YEAR/LATEST YEAR
1977 TO 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 is a file containing copies of correspondence received and sent as a result of the daily administration of the Institution.

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

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

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

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
D.C. Bldg., 1st Floor, Room 121

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION

Retain three years then destroy

19. NAME AND TITLE OF PREPARER
Susan Sherman,
Inmate Records Supervisor

20. TELEPHONE NUMBER
799-3400 ext. 451

21. DATE
APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
Off. of the Associate Director
for Behavioral Sciences

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

4. RECORD SERIES TITLE
BOARD OF REVIEW FILE CARDS

5. EARLIEST YEAR/LATEST YEAR
1954 TO 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 file contains two cards on each inmate commitment of the Institution. The cards contain all of the information needed to schedule the inmate for annual review and the result of the review.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)
3" x 5" file card

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
4
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1/3
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- N/A MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Admin. Bldg., 1st Floor, Room number Z-102

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

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

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

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

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

- YES NO

18. RECOMMENDED RETENTION

Retain 75 years, then destroy. Records will not be accepted at the State Records Center.

19. NAME AND TITLE OF PREPARER

Susan Sherman
Inmate Records Supervisor

20. TELEPHONE NUMBER

799-3400 ext. 451

21. DATE

APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT Office of the Associate
Director for
Behavioral Sciences

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

4. RECORD SERIES TITLE
Diagnostic Staff Results (item #11)

5. EARLIEST YEAR/LATEST YEAR
1977 TO 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 is a file of the results of the Diagnostic Staff Meetings, It contains the names of each inmate seen at staff and the decision (eligible or not eligible).

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

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

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

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
2/3
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Admin. Bldg., 1st Floor Room Z-102

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain three years, then destroy.

19. NAME AND TITLE OF PREPARER
Susan Sherman,
Inmate Records Supervisor

20. TELEPHONE NUMBER
799-3400 ext. 451

21. DATE
APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
RECORDS DEPARTMENT

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

4. RECORD SERIES TITLE
INMATE RECORD BOOK (item #12)

5. EARLIEST YEAR/LATEST YEAR
1954 TO 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 book contains the names and number assignment of each inmate admitted to the Institution.

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

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

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

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Admin Bldg., 1st Floor, Room Z-135

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain 75 years, then destroy. Records will not be accepted at the State Records Center.

19. NAME AND TITLE OF PREPARER
Susan Sherman,
Inmate Records Supervisor

20. TELEPHONE NUMBER
799-3400 ext. 451

21. DATE
APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Public Safety &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
RECORDS DEPARTMENT

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

4. RECORD SERIES TITLE
INMATE BASE FILE (item #13)

5. EARLIEST YEAR/LATEST YEAR
1954 TO 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 file contains all the available information on the inmate's background and criminal history.

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

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

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
65
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
None
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Admin. Bldg., 1st Floor, Room Number Z131

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION - Retain the Microfilm or all Inmate Bases Files for 1976 and prior for thirty (30) years, then destroy. Retain all other Inmate Base Files for five years after complete release then, transfer to the State Records Center for an additional 15 years, or until microfilmed whichever occurs -

19. NAME AND TITLE OF PREPARER
Susan Sherman
Inmate Records Supervisor

20. TELEPHONE NUMBER
799-3400 ext. 451

21. DATE
APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
RECORDS DEPARTMENT

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

4. RECORD SERIES TITLE
PROGRESS REPORT FOLDER (item #14)

5. EARLIEST YEAR/LATEST YEAR
1954 TO 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)

Folder contains all contacts with the inmate. i.e., all movement outside the Institution, results of I.B.R. Hearings, results of Progress Review Committee, etc.

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

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

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
6.0
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1/4
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Admin. Bldg., 1st Floor, Room z-131

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Upon complete release merge with inmate base file (item #13).

NAME AND TITLE OF PREPARER
Susan Sherman,
Inmate Records Super.

20. TELEPHONE NUMBER
799-3400

21. DATE
APR 25 1990

<p>INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>15</u> OF <u>40</u></p>
<p>1. DEPARTMENT/AGENCY PUBLIC SAFETY & CORRECTIONAL SERVICES</p>	<p>2. DIVISION PATUXENT INSTITUTION</p>	<p>3. UNIT RECORDS DEPARTMENT</p>
<p>DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES</p>		
<p>4. RECORD SERIES TITLE INMATE COMMITMENT FOLDER (item #15)</p>	<p>5. EARLIEST YEAR/LATEST YEAR <u>1954</u> TO <u>present</u></p>	
<p>6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)</p> <p>This file contains off criminal commitments, writs of habeas corpus, detainers, authorization for final release and all correspondence related to these documents.</p>		
<p>7. RECORD SERIES FORMAT(S)</p> <p><input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)</p>	<p>8. RECORD SERIES SEQUENCE</p> <p><input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)</p>	<p>9. VOLUME</p> <p><input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)</p> <p><u>8</u> NUMBER</p> <p>10. ANNUAL ACCUMULATION</p> <p><input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)</p> <p><u>1/4</u> NUMBER</p>
<p>11. FILE IS USED</p> <p><input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY</p>	<p>12. FILE BECOMES INACTIVE AFTER release</p> <p><u>N/A</u> <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) NUMBER</p>	
<p>13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)</p> <p>Admin. Bldg. 1st. Floor, Room Number Z-135</p>	<p>14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>	
<p>15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))</p>	<p>16. AUDIT REQUIREMENTS</p> <p><input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT</p>	
<p>17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)</p> <p><input type="checkbox"/> YES <input checked="" type="checkbox"/> NO</p>	<p>18. RECOMMENDED RETENTION</p> <p>upon complete release, merge with inmate base file.</p> <p style="text-align: right;">RECORDED APR 25 1990</p>	
<p>19. NAME AND TITLE OF PREPARER Susan Sherman, Inmate Records Supervisor</p>	<p>20. TELEPHONE NUMBER 799-3400 ext. 451</p>	<p>21. DATE APR-25 1990</p>

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

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

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
RECORDS DEPARTMENT

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

4. RECORD SERIES TITLE

DIMINUTION OF CONFINEMENT CARD (item #16)

5. EARLIEST YEAR/LATEST YEAR
1954 TO 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)

Under Article 27, Section 700 (ACM) each inmate is entitled to a reduction of his term of confinement for good behavior and, work performance or school attendnace. This card is kept on each inmate to record period of confinement for good behavior and, work performance or school attendnace. This card determines the Mandatory Release date.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)
6" x 9"

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

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

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1/4
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

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

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

Admin. Bldg. 1 st Floor, Room Number Z-135

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

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

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

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

- YES NO

18. RECOMMENDED RETENTION

Upon complete release file in
Inmate Base File.

19. NAME AND TITLE OF PREPARER
Susan Sherman,
Inmate Records Supervisor

20. TELEPHONE NUMBER

799-3400 ext. 451

21. DATE

APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
PUBLIC SAFETY &
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2. DIVISION
PATUXENT INSTITUTION

3. UNIT
RECORDS DEPARTMENT

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

4. RECORD SERIES TITLE
MICROFILM OF INMATE BASE FILE (item number 18)

5. EARLIEST YEAR/LATEST YEAR
1976 TO 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)

A cassette of all inmate base files that were in our possession as of 1976 and updated in accordance with the Records Retention and Disposal Schedule #325A to date.

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

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

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

10. ANNUAL ACCUMULATION
1/4
NUMBER
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Admin. Bldg., 1 St Floor, Z-135

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION

Retain permanently

APR 25 1990

19. NAME AND TITLE OF PREPARER
Susan Sherman
Inmate Records Supervisor

20. TELEPHONE NUMBER
799-3400 ext. 451

21. DATE APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
PERSONNEL DEPARTMENT

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

4. RECORD SERIES TITLE

POSITION CONTROL CARD (Item No. 20)

5. EARLIEST YEAR/LATEST YEAR

1944 TO 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 card is kept on each employee current and past.

7. RECORD SERIES FORMAT(S)

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

OTHER(SPECIFY)
4' x 6"

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

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

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1/4
NUMBER

11. FILE IS USED

DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

N/A MONTH(S) YEAR(S)
NUMBER

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

Admin, Bldg., 1st Floor, Room Number Z-105

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

NONE STATE FEDERAL INDEPENDENT

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

YES NO

18. RECOMMENDED RETENTION

Retain for 10 years, then destroy.

NAME AND TITLE OF PREPARER
Susan Sherman, Supervisor
Inmate Records

20. TELEPHONE NUMBER

799-3400 ext. 451

21. DATE

APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
PERSONNEL DEPARTMENT

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

4. RECORD SERIES TITLE
INDIVIDUAL EMPLOYEE TIME RECORDS (item 20)

5. EARLIEST YEAR/LATEST YEAR
1972 TO 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)

Employee time records are kept in two way, i.e., Custodial personnel use the time clock and all other personnel time cards filled out by hand. There is also an automated listing taken from the time clock each pay period.

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

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

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
15
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
4.5
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

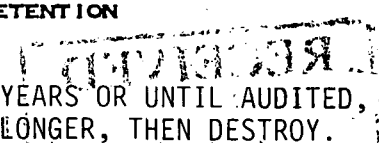
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Admin. Bldg. 1 st Floor, Room Number Z-105

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
RETAIN THREE YEARS OR UNTIL AUDITED,
WHICHEVER IS LONGER, THEN DESTROY.


19. NAME AND TITLE OF PREPARER
Susan Sherman
Inmate Records Supervisor

20. TELEPHONE NUMBER
799-3400 ext. 451

21. DATE
APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
PERSONNEL DEPARTMENT

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

4. RECORD SERIES TITLE
PERSONNEL HISTORY FOLDER (item 21)

5. EARLIEST YEAR/LATEST YEAR
1954 TO 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 file contains all forms and correspondence, not of a confidential nature, in all present and former employees.

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

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

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
36
NUMBER

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Admin. Bldg. 1st Floor, Room Number Z-105

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain five years after separation then destroy.

19. NAME AND TITLE OF PREPARER
Susan Sherman,
Inmate Records Supervisor

20. TELEPHONE NUMBER
799-3400 ext. 4511

21. DATE
APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
PERSONNEL DEPARTMENT

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

4. RECORD SERIES TITLE
EMPLOYEE BACKGROUND INFORMATION FOLDER (item 23)

5. EARLIEST YEAR/LATEST YEAR
_____ TO 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 file contains all information that is confidential, i.e., fingerprints, F.B.I. and State Police Reports, reference letters, credit checks, etc.

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

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

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

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1/4
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Admin Bldg., 1 st Floor, Room Z-105

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain five years after separation then destroy.

19. NAME AND TITLE OF PREPARER
Susan Sherman
Inmate Records Supervisor

20. TELEPHONE NUMBER
799-3400 ext. 451

21. DATE
APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION

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3. UNIT

PERSONNEL DEPARTMENT

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

4. RECORD SERIES TITLE

EMPLOYEE HISTORY CARD (item # 24)

5. EARLIEST YEAR/LATEST YEAR

_____ TO 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 card is maintained on all employees past and present containing name, address, race, sex, etc.

7. RECORD SERIES FORMAT(S)

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

5 " x 8"

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

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

3
NUMBER

10. ANNUAL ACCUMULATION

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

1/4
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- N/A MONTH(S) YEAR(S)
NUMBER

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

Admin, Bldg., 1 st Floor, Room Z-105

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

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

15. ACCESS RESTRICTIONS YES NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

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

- YES NO

18. RECOMMENDED RETENTION

Retain for 10 years after termination of employment, then destroy.

19. NAME AND TITLE OF PREPARER

Susan Sherman
Inmate Records Supervisor

20. TELEPHONE NUMBER

799-3400 ext. 451

21. DATE

APR 25 1990

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

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

AGENCY RECORDS INVENTORY

PAGE 24 OF 40

1. DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
PERSONNEL DEPARTMENT

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

4. RECORD SERIES TITLE
EMPLOYEE LEAVE CARD (item # 24)

5. EARLIEST YEAR/LATEST YEAR
_____ TO 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 card is for recording annual leave, sick leave and compensatory time earned and used by each employee is an calendar year.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)
5

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

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
6
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1/4
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Admin. Bldg., 1st Floor, Room Number Z-105

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain five years then destroy.

19. NAME AND TITLE OF PREPARER
Susan Sherman
Inmate Records Supervisor

20. TELEPHONE NUMBER
799-3400 ext. 451

21. DATE
APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
DISPENSARY

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

4. RECORD SERIES TITLE
INMATE MEDICAL HISTORY FILE (item number 25)

5. EARLIEST YEAR/LATEST YEAR
_____ TO 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)

File is maintained by the Medical Services Contractor. They have control of its contents while the inmate is incarcerated. It follows the inmate in all transfers the same as the Base File (item #13).

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

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

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
10
NUMBER

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
D.C. Bldg., Second Floor

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Records follows inmates in all transfers. However, when the inmate is completely released from Patuxent this file is sent to the Records Department. It is file with the Base File.

19. NAME AND TITLE OF PREPARER
Susan Sherman,
Inmate Records Supervisor

20. TELEPHONE NUMBER
799-3400 ext. 451

21. DATE
APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
EDUCATION DEPARTMENT

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

4. RECORD SERIES TITLE

INMATES' EDUCATIONAL AND VOCATIONAL FILE (item # 29)

5. EARLIEST YEAR/LATEST YEAR
_____ TO 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)

File is maintained on each inmate. It contains all information about his or her vocational and educational activities and or aptitude.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

36
NUMBER

10. ANNUAL ACCUMULATION

FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

4.5
NUMBER

11. FILE IS USED

DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

2
NUMBER MONTH(S) YEAR(S)

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

School Office i..

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

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

16. AUDIT REQUIREMENTS

NONE STATE FEDERAL INDEPENDENT

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

YES NO

18. RECOMMENDED RETENTION

Retain three years after release or transfer then destroy.

19. NAME AND TITLE OF PREPARER

Susan Sherman
Inmate Records Supervisor

20. TELEPHONE NUMBER

799-3400 ext. 451

21. DATE

APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION

PATUXENT INSTITUTION

3. UNIT

CUSTODY DEPARTMENT

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

4. RECORD SERIES TITLE

VOLUNTEERS SERVICES FILE (item # 28)

5. EARLIEST YEAR/LATEST YEAR

1954 TO 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 file is kept on all volunteer workers. It contains then application, background check and correspondence regarding the individual.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3 MONTH(S) YEAR(S)
NUMBER

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

D.D. Bldg. 1st Floor
Volunteer Services Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

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

15. ACCESS RESTRICTIONS YES NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

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

- YES NO

18. RECOMMENDED RETENTION

Retain three years after service ends then destroy.

19. NAME AND TITLE OF PREPARER

Susan Sherman,
Inmate Records Supervisor

20. TELEPHONE NUMBER

799-3400 ext. 451

21. DATE

APR 25 1990

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION

PATUXENT INSTITUTION

3. UNIT

CUSTODY DEPARTMENT

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

4. RECORD SERIES TITLE

SPECIAL PROJECTS FILE (item # 20)

5. EARLIEST YEAR/LATEST YEAR

1954 TO 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 file contains all information on special project

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3
NUMBER MONTH(S) YEAR(S)

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

Special Project Coordinator's Office
D.B. Bldg., 1 st Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

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

15. ACCESS RESTRICTIONS YES NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

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

- YES NO

18. RECOMMENDED RETENTION

Retain three years after project completion then destroy.

19. NAME AND TITLE OF PREPARER

Susan Sherman
Inmate Records Supervisor

20. TELEPHONE NUMBER

799-3400 ext. 451

21. DATE

APR 25 1990

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

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

AGENCY RECORDS INVENTORY

PAGE 29 OF 40

1. DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
ACCOUNTING DEPARTMENT

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

4. RECORD SERIES TITLE
ACCOUNTING RECORDS (item #30)

5. EARLIEST YEAR/LATEST YEAR
1954 TO 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 file includes all standard forms used by State agencies as supporting data to the final books of entry. 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).

Specifically these records are:

Comptroller of the Treasury

Memorandum of Adjustment
Distribution of Charges

Transmittals

Certificate of Deposit and Bank (see attachment)

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

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

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
36
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
9
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
3
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Admin, Bldg. 1 st Floor
Room Number z-127

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
The files are retained three years or until audited, whichever is longer, then destroyed.
The ledgers are retained permanently.

19. NAME AND TITLE OF PREPARER
Susan Sherman
Inmate Records Supervisor

20. TELEPHONE NUMBER
799-3400 ext. 451

21. DATE
APR 25 1990

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

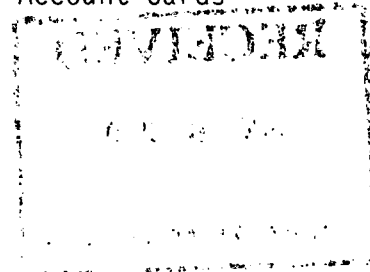
Budget Bureau
(Department of Budget and Fiscal Planning)

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

Vendors Invoices
Bank Deposit Slips
Bank Statements
Bank Deposition Receipts
Storeroom Requisitions
Storeroom Requisitions
Storeroom Receipts
Meat Tickets
Cash Receipts
Inmate Cash Receipts
Petty Cash Vouchers
Inmate Petty Cash Vouchers
Commissary Orders - Inmate
Purchase Requests

Receiving Reports
Daily Report of Inmates Employed
Inmate Payroll Sheets
Inmate Account Cards



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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
ACCOUNTING DEPARTMENT

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

4. RECORD SERIES TITLE
MASTER AUTHORIZATION (Exception Time Report) (item #30)

5. EARLIEST YEAR/LATEST YEAR
1954 TO 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 Statewide form of the Department of Personnel 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.

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

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

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

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Admin. Bldg. 1 st Floor, Room Number Z-133

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain five years then destroy.

19. NAME AND TITLE OF PREPARER
Susan Sherman
Inmate Records Supervisor

20. TELEPHONE NUMBER
799-3400 ext. 451

21. DATE
APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
ACCOUNTING DEPARTMENT

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

4. RECORD SERIES TITLE
OTHER ACCOUNTING RECORDS (item # 31)

5. EARLIEST YEAR/LATEST YEAR
1954 TO 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)

These are records for which retention and disposal is provided by a General Records and Retention Schedule. They are Payroll, Payroll Journal, Payroll Exceptions, Additions and Deductions, Pay Warrants, Receiving Warrants and Transmittal Forms.

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

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

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

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Admin. Bldg., 1 st Floor, Room Number Z-130

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain in accordance with General Schedule.

19. NAME AND TITLE OF PREPARER
Susan Sherman
Inmate records Supervisor

20. TELEPHONE NUMBER
799-3400 ext. 451

21. DATE
APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
RESEARCH DEPARTMENT

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

4. RECORD SERIES TITLE
RESEARCH PROJECTS (item #32)

5. EARLIEST YEAR/LATEST YEAR
1954 TO 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)

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.

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

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

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

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
1/4 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
D.D. Bldg. 1 st Floor, Room G 110

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain as long as project has research value or five years after completion, whichever is longer, then destroy.

19. NAME AND TITLE OF PREPARER
Susan Sherman
Inmate Records Supervisor

20. TELEPHONE NUMBER
799-3400 ext 235

21. DATE
APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION

PATUXENT INSTITUTION

3. UNIT

TRAINING DEPARTMENT

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

4. RECORD SERIES TITLE

EMPLOYEE TRAINING FOLDER (item #34)

5. EARLIEST YEAR/LATEST YEAR

1954 TO 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 file contains all information about training received by each employee.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3 yrs MONTH(S) YEAR(S)
NUMBER

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

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

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

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

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

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

- YES NO

18. RECOMMENDED RETENTION

Retain three years
after separation then destroy.

19. NAME AND TITLE OF PREPARER

Susan Sherman

20. TELEPHONE NUMBER

799-3400 ext. 451

21. DATE

APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION

PATUXENT INSTITUTION

3. UNIT

CUSTODIAL DEPARTMENT

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

4. RECORD SERIES TITLE

DAILY LOG (item #35)

5. EARLIEST YEAR/LATEST YEAR

1987 TO 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)

Ledged is used for recording, in chronological order, all routine matters handled by the Custodial Department daily. Entries consist of short notations concerning employee absence, inmate movement, etc.

7. RECORD SERIES FORMAT(S)

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

10" x 9" x 1"

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3 NUMBER MONTH(S) YEAR(S)

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

D.C. BLDG, Control Center

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

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

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

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

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

- YES NO

18. RECOMMENDED RETENTION

Retain three years after last entry, then destroy.

19. NAME AND TITLE OF PREPARER

Susan Sherman,
Inmate Records Supervisor

20. TELEPHONE NUMBER

799-3400 ext. 451

21. DATE

APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
CUSTODIAL DEPARTMENT

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

4. RECORD SERIES TITLE
VISITORS CARD FILE (item #36)

5. EARLIEST YEAR/LATEST YEAR
1987 TO 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 card is maintained on each inmate that lists the names of all persons authorized to visit that inmate. It also has space to record all visits.

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

5 1/2" x 8 1/2"

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

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

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1/4 cubic
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Main Gate Post

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Upon release or transfer of inmate send to Records Department for filing in Inmate Base File

19. NAME AND TITLE OF PREPARER
Susan Sherman,
Inmate Records Supervisor

20. TELEPHONE NUMBER
799-3400 ext. 451

21. DATE
APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
CUSTODIAL DEPARTMENT

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

4. RECORD SERIES TITLE
VISITORS' REGISTER (item #31)

5. EARLIEST YEAR/LATEST YEAR
1987 TO 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 file is used for recording the date, name, address, time in and out and purpose of all visitors to the Institution.

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

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

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

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
1/4 cub. MICROFILM REEL(S)
NUMBER COMPUTER TAPE(S)
foot OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER 3 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Main Gate Post

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain three years after last entry then destroy.

19. NAME AND TITLE OF PREPARER
Susan Sherman,
Inmate Records Supervisor

20. TELEPHONE NUMBER
799-3400 ext. 451

21. DATE
APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
IDENTIFICATION DEPARTMENT

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

4. RECORD SERIES TITLE
FINGERPRINT FILE (item #38)

5. EARLIEST YEAR/LATEST YEAR
1954 TO 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 file contains the inmate's fingerprints, picture and other identification data.

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

8 " x 8 "

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

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

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
D.C. Bldg, Basement
Identification Office

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain 20 years after release
or inmate transfer then destroy.

APR 25 1990

19. NAME AND TITLE OF PREPARER
Susan Sherman
Inmate Records Supervisor

20. TELEPHONE NUMBER
7--3400 ext. 451

21. DATE
APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
IDENTIFICATION DEPARTMENT

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

4. RECORD SERIES TITLE
INMATE SUMMARY BOOK (Inmate's Description) (item #30)

5. EARLIEST YEAR/LATEST YEAR
1954 TO 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 is a summary of the descriptive information each inmate received into the program. It lists along with the basic descriptive data physical appearance, marks and scars, drug and alcohol habits, etc.

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

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

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1/8 cubic ft
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1/8 cubic ft
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
D.C. Building,
Identification Department

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain permanently.

19. NAME AND TITLE OF PREPARER
Susan Sherman,
Inmate Records Supervisor

20. TELEPHONE NUMBER
799-3400 ext. 451

21. DATE
APR 25 1990

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE <u>39</u> OF <u>40</u>
DEPARTMENT/AGENCY PUBLIC SAFETY & CORRECTIONAL SERVICES	2. DIVISION PATUXENT INSTITUTION	3. UNIT MAINTENANCE DEPARTMENT
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES		
4. RECORD SERIES TITLE MAINTENANCE CONTRACTS (item #40)	5. EARLIEST YEAR/LATEST YEAR 1954 TO 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 is a file of all Maintenance contracts.		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)	8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input checked="" type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER N/A NUMBER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) D.C. Bldg., 1st Floor	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION Retain for three years after completion or termination of the contract, then destroy.	
19. NAME AND TITLE OF PREPARER Susan Sherman, Inamte Records Supervisor	20. TELEPHONE NUMBER 799-3400 ext. 451	21. DATE APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION

PATUXENT INSTITUTION

3. UNIT

CLINICAL SERVICES

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

4. RECORD SERIES TITLE

UNIT TREATMENT FILE (item #40)

5. EARLIEST YEAR/LATEST YEAR

1983 TO 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)

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)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- N/A MONTH(S) YEAR(S)
NUMBER

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

D.D. Bldg., Second and Third Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

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

15. ACCESS RESTRICTIONS YES NO

(IF YES, CITE LAW(S) & REGULATION(S)

Art. 31B. Section 11

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

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

- YES NO

18. RECOMMENDED RETENTION

Retain for 50 years, then destroy.
Records will not be accepted at the
State Records Center.

19. NAME AND TITLE OF PREPARER

Susan Sherman,
Inmate Records Supervisor

20. TELEPHONE NUMBER

799-3400 ext. 451

21. DATE

APR 25 1990

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
PUBLIC SAFETY &
CORRECTIONAL SERVICES

2. DIVISION
PATUXENT INSTITUTION

3. UNIT
RECORDS DEPARTMENT

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

4. RECORD SERIES TITLE
ARRIVAL NOTICE (Item #19)

5. EARLIEST YEAR/LATEST YEAR
1987 TO 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)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

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

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

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1/8
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
3
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
D.D. Building, First Floor
Records Supervisors's Office

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

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain three years then destroy

19. NAME AND TITLE OF PREPARER
Susan Sherman

20. TELEPHONE NUMBER
799-3400 ext. 430

21. DATE
7-23-90