

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF JUVENILE SERVICES		FIELD SERVICES
AGENCY		DIVISION
Item No.	Supersedes Schedules 670 and 598 Description	Retention
1.	<p><u>HEADQUARTERS RECORDS - Office of the Assistant Secretary for Field Services</u></p> <p>This series encompasses all records maintained at 321 Fallsway and includes all activity dealing with confidential issues with the Office of the Secretary and Deputy Secretary; inter and intra-state issues and policies involving Federal, state and local agencies; and matters dealing with the Judicial Branch of Government Court. Examples of files maintained at Headquarters are listed as follows:</p> <ul style="list-style-type: none"> - Files on Areas I-V including, but not limited to, issues of personnel, contracts, lease information, special incident reports, reports, documents, publications and all correspondences received from the Area Directors. - Research documents concerning the operation of the Department and field offices. 	<p>Screen annually. Destroy materials no longer needed for current business. Directives and other materials relating to planning and policy or that illustrate the development of the agency, retain permanently for eventual transfer to the Md. State Archives.</p> <p>Retain permanently. Transfer periodically to the Md. State Archives.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

1/24/91 *Thomas Murphy* Special Agent 3/18/91 *Edward [Signature]* State Archivist

Date Signature Title Date

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Item No.	Description	Retention
	<ul style="list-style-type: none"> - Correspondences and memoranda completed by Assistant Secretary responding to the issues regarding the internal organization as well as the external environment. - All correspondences received from the Office of the Secretary, Deputy Secretary and Assistant Secretaries, as well as administrators at Headquarters including, but not limited to, special programs, projects, issues involving the Legislature, policies and procedures defining intake, probation and aftercare, and other related issues. - From November 1988 through December 1989, all matters concerning the operation of the four DJS detention facilities (Boys' Village, Noyes, Carter and Waxter), and (2) Holdover Facilities in Western Maryland, and activities of Community Detention Program. 	<p>Screen annually. Destroy materials no longer needed for current business. Directives and other materials relating to planning and policy or that illustrate the development of the agency, retain permanently for eventual transfer to the Md. State Archives.</p> <p>Retain for thirty (30) years, then destroy.</p>
2.	<p><u>INTERSTATE COMPACT UNIT</u></p> <p>The Maryland Interstate Compact for Juveniles is responsible for the tracking and transferring of juveniles across state boundaries while serving the ends of justice, the welfare of the youth, and the protection of the community. Specific responsibilities include: (1) the return of those youth who leave Maryland or those youth who enter Maryland from another state; (2) tracking Maryland youth under courtesy surveillances in another state; (3) assuring that youth are transported securely to BWI Airport.</p>	

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

112461 Thomas Murphy Special Agent 2/18/79
Date Signature Title

Edward J. ...
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE

Item No.	Description	Retention
	<p>PERSONNEL FOLDERS - Contd During continued employment, the folder may contain the following:</p> <ul style="list-style-type: none"> - Police Checks - EAP Referral Letters and Correspondence - Grievance Actions - Orientation Program - MS 22 - MS 100 - Employment History - Commendations - Counseling Sessions - Efficiency Ratings - General Correspondence - Health Insurance Benefits Forms - Leave Forms - Probation - Promotions - Resumes - Reclassifications - Training Information - Sick Leave Control Conference Forms - Substance Abuse Policy Acknowledgement of Receipt - Summer Employment - Suspension Actions <p>The final documents in the folder are a personnel payroll form and the following:</p> <ul style="list-style-type: none"> i. Letter of Resignation ii. Retirement iii. Transfer iv. Dismissal <p>4. GENERAL FILES</p> <ul style="list-style-type: none"> - Copies of bills, expenses, and related documents relating to the following: Copy machine 	<p>Retain for five (5) years, then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

1/24/91 *Laura Murphy* Special Asst
Date Signature Title

3/18/91 *Edward J. Edwards*
Date State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Item No.	Description	Retention
	<p><u>General Files - Contd</u></p> <ul style="list-style-type: none"> Office rent beeper system telephone typewriter maintenance contract Janitorial Services Contract - Monthly Reports of Accident, Sick Leave, Vacancy - Law Related Information - Clinical Services - Form Letters - Sign In/Sign Out Sheets - Correspondence and Memos - General Information Not Pertaining to Juvenile Cases - Inventory Records - Outdated or Obsolete Forms - Interdepartmental Letters and Memos - Expense Reports - State Car Mileage Forms - Supply Requests - Correspondence and Memos on Programs and Facilities - Volunteer Coordinator Information - - Job Announcements of Maryland State Government - Certificates of Records Disposal - Monthly Caseload Reports - OSHA Documents - - Grievance Documents - Intake Material - ISYS Printouts - Restitution Information - Reference Correspondence 	

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

1/24/91 Thomas Murphy Special Asst
Date Signature Title

3/18/91 [Signature]
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Item No.	Description	Retention
5.	<p><u>MASTER CONTROL CARDS</u></p> <p>This record of 5" x 8" cards applies to the Department of Juvenile Services offices that maintain ongoing records of children referred to the local jurisdiction. These cards will contain all or part of the following information:</p> <ul style="list-style-type: none"> A. Information System Number B. Child's Name C. Sex D. Race E. Date of Birth F. Address G. Phone Number H. Case Number I. Date of Offense J. Offense K. Court Information L. Judge's Name M. Juvenile Counselor's Name N. Investigation Information O. Disposition Information 	<p>Retain for thirty (30) years, then destroy.</p>
6.	<p><u>INTAKE FILES</u></p> <p>This series applies to cases handled informally (i.e., Out-of-Court). The file may contain all or some of the following:</p> <ul style="list-style-type: none"> - Police Reports - Intake Interview/Decision Report - Correspondence Relating to the Case - Intake Referrals - School Reports - Referrals to Other Agencies or Programs - Reports of Progress from Other Agencies - Case Notes 	<p>Retain for three (3) years after case is closed, or youth's 21st birthday. Then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

4/24/91
Date

Thomas Murphy
Special Agent
Signature

3/19/91
Date

[Signature]
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE

Item No.	Description	Retention
	<p><u>INTAKE FILES - Contd</u></p> <ul style="list-style-type: none"> - Information System for Youth Services (ISYS) Forms and Printout - Standard Intake Forms - Face Sheet - Notice of Hearing - Notice of Decision - Parent and Victim Letters - Estimates for Restitution - Consent for Informal Adjustment - Community Service Referral - Disposition Letters - Master Card <p>7. <u>CASE FOLDERS</u></p> <p>This series applies to the Department of Juvenile Services case files that are maintained on children who are referred to our office. These files will contain part if not all of the following:</p> <ul style="list-style-type: none"> - Police Reports - Private Citizen Complaints - Board of Education Complaints - Parents Complaints - Intake Disposition Forms - Intake Process Forms - Appointment Letters - Disposition Letters - Restitution Information/Victim Impact Statement - Risk/Needs Forms - Petitions - Court Orders - Pre-Disposition Investigations - Waiver Investigations - ISP and Orientation Forms - Conditions of Probation 	<p>Retain for three (3) years after case is closed, or youth's 21st birthday. Then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

2/24/91 Thomas Murphy Special Asst
Date Signature Title

3/18/91 Shirley J. [Signature]
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE

Item No.	Description	Retention
8.	<p><u>CASE FOLDERS - Contd</u></p> <ul style="list-style-type: none"> - Consensual Agreement - Informal Supervision Consent Forms - Psychological Evaluations - Computer Printouts - Vendor Reports - Correspondence - Detention/Shelter Care Forms - Psychiatric Evaluations - Drug and Alcohol Assessments - Social Histories - Medical Information - Educational Information - Vocational Information - Computer Printout Data - Release of Information Forms - Court Summaries - Placement Progress Reports - Interstate Compact Documents <p><u>COURT FILES</u></p> <p>This series applies to cases referred to Juvenile Court by the Juvenile Intake Counselor and their disposition thereafter. This folder may contain all or some of the following documents:</p> <ul style="list-style-type: none"> - Police Reports - Juvenile Petitions - School Records - Psychiatric and Psychological Evaluations - Progress and Conduct Reports - Social History Investigations - Court Orders - Probation Agreements - Related Correspondence - Termination Summaries - Field Notes 	<p>Retain for three (3) years after case is closed, or youth's 21st birthday. Then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

1/24/91 *Thomas Murphy* Special Agent
Date Signature Title

3/19/91 *[Signature]*
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE

Item No.	Description	Retention
9.	<p><u>COURT FILES - Contd</u></p> <ul style="list-style-type: none"> - Information System for Youth Services (ISYS) Printouts - Individual Service Plan and Orientation Forms - Release Orders - Progress and Conduct Reports - Miscellaneous Correspondence - Case Notes - Adjudication Orders - Prior Record of Contacts - Index Card File (5" x 8") <p><u>PROBATION AND AFTERCARE CASE FOLDERS</u></p> <p>This series applies to DJS and includes all standard probation forms and all or some of the following documents:</p> <ul style="list-style-type: none"> - Court Orders - Social Histories, and other reports to the Court. - Evaluations, psychological and/or psychiatric - Correspondence relating to case. - Case Notes - School Reports - Referrals to other agencies or programs - Progress Reports from other agencies or programs - Police Reports - Petitions - ISYS forms - Court Related Reports - Computer Printouts - Treatment Plan - Release Orders - Terminated Summaries - Probation Agreements - Index Card File (3" x 5") 	<p>Retain for three (3) years after case is closed, or youth's 21st birthday. Then destroy</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

1/24/91
Date

Thomas Murphy
Signature

Special Asst
Title

3/12/91
Date

Edwade
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY	DIVISION	
Item No.	Description	Retention
10.	<u>RESTITUTION DATA CARDS</u> This series consists of index cards summarizing Court Costs and/or restitution owed by the youths. It contains the following information: - Youth's name and address - Victim's name and address - Restitution/Court Costs Collection Data - Assigned Counselor	Retain for twelve (12) years, then destroy.
11.	<u>RESTITUTION CASE FILES</u> This file is for both formal and informal cases in which the youth is ordered/required to pay Court Costs and/or restitution. Folders may include any or all of the following: - Restitution Input Document - Copies of Receipts - General Correspondence - Court Orders - Informal Agreements - Payment Records - Input Documents - Payment Authorizations - Intake Forms - Contract for Hours to be Worked - Parents Waiver for Liability - Worksite Time Sheet - Worksite Evaluation Form - Final Status Report	Retain for twelve (12) years, then destroy.
12.	<u>TIMEKEEPING RECORDS</u> This series concerns the time worked by personnel. Items may include some or all of the following: - Time Sheets completed daily by each employee - Copies of Time Sheets forwarded weekly to Headquarters.	Retain for five (5) years or until all audit requirements have been fulfilled, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

11/24/91 Thomas Murphy Special Agent
Date Signature Title

3/18/91 Edward J. ...
Date State Archivist

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Item No.	Description	Retention
	<p><u>TIME RECORDS - Contd</u></p> <ul style="list-style-type: none"> - Leave Cards - Physician verification of sick leave usage - Accident Reports - Vacancy Reports - Memo and Directives - Correspondence - Notices of Appointments for Doctor's Visits 	
13.	<p><u>SUPPLY REQUISITIONS</u></p> <p>This series applies to ordering office supplies and equipment. Folders may contain all or some of the following documents:</p> <ul style="list-style-type: none"> - Requisition Forms - Receiving Reports - Memos from the Chief of Contract Services - Memos from the Accounting Chief - Memos from the Fiscal Specialist - Related Correspondence 	Retain for five (5) years, then destroy.
14.	<p><u>RESOURCE INFORMATION</u></p> <p>Placement packets are retained on each child in care, and contracts and purchase orders outline the scope of services, clients population and billing information. A drawer is also provided for the minutes of LCC meetings, school information, and a resource book.</p> <ul style="list-style-type: none"> - Local Coordinating Council Information - Brochures - Placement Materials - in, and Out-of-State - Budget Packets - School Information - Contracts 	Retain for five (5) years, then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

1/24/91
Thomas Murphy
3/18/91
[Signature]

Date
Signature
Date
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Item No.	Description	Retention
	<u>RESOURCE INFORMATION - Contd</u> - Purchase Orders - Invoices - Program Material - Requests for Proposal - Regulations for State Coordinating Council - Monthly Reports - Negotiated Rates of Payment - Files on Youths Previously in Placement - Related Correspondence	
15.	<u>SUPERVISOR'S RECORDS</u> - Government Policies and Procedures - State - Departmental - Local - State Vehicle Statistics - Sample Forms - Descriptions of Vendor Programs - Personnel Information - Applications - Yearly Evaluations - Employee Memos - Leave Documents - Employee Commendations - Employee Reprimands - Caseload Statistics - Population Counts - Case Assignments - Notes of Meetings and Conferences - General Correspondence	Retain for five (5) years, then destroy.
16.	<u>CHILDREN IN NEED OF SUPERVISION (CINS) FILES</u> - Referrals for Services from: - Board of Education - School Services - Families	Retain for three (3) years after case is closed, or youth's 21st birthday. Then destroy

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

1/24/91 *Thomas Murphy Special Agent*
Date Signature Title

2/8/91 *Edward J. ...*
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Item No.	Description	Retention
	<p><u>CHILDREN IN NEED OF SUPERVISION - Contd</u> <u>(CINS) FILES</u></p> <ul style="list-style-type: none"> - Police Reports - School Reports - Psychological Evaluations - Psychiatric Evaluations - Case Notes - Correspondence Regarding the Case 	
17.	<p><u>CHILDREN IN NEED OF ASSISTANCE</u> <u>(CINA) FILES</u></p> <ul style="list-style-type: none"> - Referrals for Services from: <ul style="list-style-type: none"> - Board of Education - School Services - Families - School Reports - Psychological Evaluations - Psychiatric Evaluations - Case Notes - Correspondence Relating to the Case 	Retain for three (3) years after case is closed, or youth's 21st birthday. Then destroy.
18.	<p><u>CLOSED ADOPTION HOME STUDY RECORDS</u></p> <ul style="list-style-type: none"> - Court Orders - Caseworker's Notes - Adult Criminal Record Checks - Family Income Information - Completed Report with Recommendations - Correspondence 	Retain for twenty (20) years, (files and cross-referenced on juvenile delinquency cases), then destroy.
19.	<p><u>CLOSED CUSTODY STUDY CASE RECORDS</u></p> <ul style="list-style-type: none"> - Court Orders - Caseworker's Notes - Adult Criminal Record Checks - Family Income Information 	Retain for twenty (20) years, (files are cross-referenced on juvenile delinquency cases and custody cases may be re-opened by the Court), then destroy.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

1/24/91 Thomas Murphy Specialist
Date Signature Title

7/18/91 [Signature]
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE

Item No.	Description	Retention
	<p><u>CLOSED CUSTODY STUDY CASE RECORDS - Contd</u></p> <ul style="list-style-type: none"> - Motor Vehicle Administration Record Checks - Completed Report with Recommendations - Correspondence 	
20.	<p><u>COMMUNITY SERVICES UNIT FILES</u></p> <ul style="list-style-type: none"> - Fiscal Records <ul style="list-style-type: none"> - Monthly Expenditures from Purchase of Care, Service, or Clinical - Vendor Files <ul style="list-style-type: none"> - Informational Data on Placements - Foster Care Files <ul style="list-style-type: none"> - Individual, Licensed Foster Care Files - Contracts <ul style="list-style-type: none"> - Long Form Contracts for Local Services (Shelter Care and Group Home) - Child Files <ul style="list-style-type: none"> - Individual Child Care Files for Youth in Placement 	Retain for five (5) years, then destroy.
21.	<p><u>APPLICATION FOR MEDICAL ASSISTANCE</u></p> <ul style="list-style-type: none"> - Application Form - Citizenship/Alien Form - Fraud Form - Birth Certificate - Copies of Social Security Card - Record of Eligibility - Related Correspondence 	Retain for three (3) years, after case closed or youth's 21st birthday. Then destroy.
22.	<p><u>TRANSPORTATION FILES</u></p> <ul style="list-style-type: none"> - Statistical Reports - Trip Tickets - Monthly Calendar - Overtime Vouchers - Receipts 	Retain for five (5) years, then destroy.

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

12/4/91 Thomas Murphy Special Asst
Date Signature Title

3/13/91 [Signature] State Archivist
Date

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Item No.	Description	Retention
	<p><u>TRANSPORTATION FILES - Contd</u></p> <ul style="list-style-type: none"> - Expense Accounts - Sign-in/Sign-out Sheets - Related Correspondence 	
23.	<p><u>LOG BOOKS</u></p> <p>These books contain a log of all referrals made to a local office by the Maryland State Police, Sheriff's Department, Board of Education, Parents, etc., which includes the date received, youth's name, offense, offense number, and date of birth.</p>	Retain for thirty (30) years, then destroy.
24.	<p><u>PROGRAM FOLDERS</u></p> <p>This series applies to programs filed in alphabetical order containing materials and brochures of various programs utilized by the Department of Juvenile Services in the treatment of juveniles.</p>	Retain permanently, transfer periodically to State Archives.
25.	<p><u>BUSINESS RECORDS AND INVOICES</u></p> <p>This series consists of documents relating to bills, expenses, invoices and receipts for the following:</p> <ul style="list-style-type: none"> - Automobile Maintenance - Equipment Maintenance - Telephone Usage - Invoices for Purchases - Supply Requests - Vouchers - Related Correspondence 	Retain for three (3) years and audit, then destroy.
26.	<p><u>INTERGOVERNMENTAL AGREEMENT GRANTS/STATISTICS</u></p> <ul style="list-style-type: none"> - Bills - Budgets 	Screen annually. Destroy materials no longer needed for current business.

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

1/24/91 Thomas Murphy Special Asst 3/17/91 E. Swartz State Archivist

Date Signature Title Date

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Item No.	Description	Retention
	<u>INTERGOVERNMENTAL AGREEMENT GRANTS/STATISTICS - Contd</u>	
	<ul style="list-style-type: none"> - Transportation Reports - Statistical Reports <ul style="list-style-type: none"> - Monthly - Quarterly - Annually - Related Correspondence 	
27.	<u>AREA DIRECTORS FILES</u> These files are used for projected management reports and planning (statistical and budgetary). Folders contain all or some of the following: <ul style="list-style-type: none"> - Workload Information - Budgetary Information - Child Related Statistics - Staff Related Information - Physical Plant Information - Related Correspondence 	Retain for ten (10) years, then destroy.
28.	<u>OPEN ADMINISTRATIVE PROBATION RECORD</u> Records in this series are the case folders of juvenile probationers who are currently under courtesy probation supervision in another jurisdiction, but were ordered on supervision by the County Court System. These folders contain such information as the following: <ul style="list-style-type: none"> - Court Orders - Social Histories and Evaluations - Psychological Reports - Case Memorandums - Police Reports - Interstate or Inter-region - Correspondence and Forms - Computer Printouts 	Retain for three (3) years after case is closed or youth's 21st birthday. Then destroy.

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

1/24/91 Thomas Murphy Special Asst
Date Signature Title

3/18/91 [Signature]
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Item No.	Description	Retention
29.	<p><u>DEPARTMENTAL MEMORANDA, POLICIES AND PROCEDURES</u></p> <ul style="list-style-type: none"> - Department Memoranda - Policies, Procedures, and Regulations - Community Resource Information - Minutes of Meetings - Unit Information 	<p>Retain permanently. Transfer periodically to Md. State Archives.</p>
30.	<p><u>CASE FILES/ARBITRATION</u></p> <p>This file consists of reports and forms used in the arbitration process. Documents include, but are not limited to, the following:</p> <ul style="list-style-type: none"> - Police Reports - Arbitration Reports - Restitution orders - Related Correspondence 	<p>Retain for three (3) years years, after case closed or youth's 21st birthday. Then destroy.</p>
31.	<p><u>JUVENILE COUNSELOR'S CASE FILES</u></p> <p>This series applies to client cases assigned to specific Juvenile Counselors. Documents include, but are not limited to, the following:</p> <ul style="list-style-type: none"> - Monthly Printouts of the Information System for Youth Services (ISYS) - Face Sheets - Social Histories - Case Notes - Computer Printouts - Contact Sheets - Psychiatric Reports - Psychological Reports - Addiction Records, and - Related Correspondence 	<p>Retain for three (3) years, after case closed or youth's 21st birthday. Then destroy.</p>

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

12/4/91 *Thomas Murphy* Special Asst
Date Signature Title

3/2/91 *Edward J. ...*
Date State Archivist

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>1</u> OF <u>31</u>	
1. DEPARTMENT/AGENCY Dept. of Juvenile Services	2. DIVISION Field Services	3. UNIT Headquarters	
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 Office of Assistant Secretary - Headquarters		5. EARLIEST YEAR/LATEST YEAR <u>1988</u> TO <u>Present</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) The Assistant Secretary for Field Services is responsible for the coordination of all aspects of intake, probation, and aftercare of juvenile offenders. Files are maintained for all administrative activities involving the field operations in the 24 jurisdictions of the state; inter-state issues and procedures involving federal, state and local agencies; all administrative matters dealing with confidential issues with the Office of the Secretary and Deputy Secretary; matters dealing with the Executive, Judiciary and Legislative Branches of Government. Other materials might include, but are not limited to: Files for Areas I-IV; Research Documents; Internal Organization; and Correspondence relating to Treatment Programs on Detention Facilities.			
7. RECORD SERIES FORMAT(S) <input 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 type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)	9. VOLUME <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>4</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY)	
		10. ANNUAL ACCUMULATION <input type="checkbox"/> FILE DRAWER(S) <u>1</u> <input type="checkbox"/> MICROFILM REEL(S) NUMBER <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 <u>5</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		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 checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S) Annotated Code of Maryland; Courts and Judicial Proceedings, S 3-828		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 thirty (30) years, then destroy.	
19. NAME AND TITLE OF PREPARER Don Dailey Management Analyst	20. TELEPHONE NUMBER 333-6337	21. DATE 11/30/90	

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

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

AGENCY RECORDS INVENTORY

PAGE 2 OF 31

1. DEPARTMENT/AGENCY
D. of Juvenile Services

2. DIVISION
Field Services

3. UNIT
Inter-State Compact

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
Inter-State Compact - Headquarters

5. EARLIEST YEAR/LATEST YEAR
1970 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 Maryland Interstate Compact for Juveniles is responsible for the tracking and transferring of youth across state boundaries while serving the ends of justice, the welfare of the youth, and the protection of the community. Files generally consist of all correspondence between the various states involved, the field offices, and this unit. Files consist of, but are not limited to, the following: Pre-dispositional Investigation Long Form; Rules of Probation; Disposition Order, Application for Compact Services; Memorandum of Understanding and Waiver Request for Placement; Investigation and/or Out-of-State Supervision; Correspondence from other States; Report Cards and Transcripts; Psychological, Psychiatric, and Medical Evaluations; and Social Histories.

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)
12
NUMBER
10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
- 0 -
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

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)
Annotated Code of Maryland - Courts and
Judicial Proceedings S 3-828

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain for three (3) years after case closed, or youth's 21st birthday.

19. NAME AND TITLE OF PREPARER
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
D. of Juvenile Services

2. DIVISION
Field Services

3. UNIT
Local Offices

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 Records

5. EARLIEST YEAR/LATEST YEAR
1967 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)
Files include all standard personnel forms as well as other media which support data for both special and general personnel records. Files may include, but are not limited to, the following: MS22; MS100; Appointment Letter, Payroll Forms; Position Action Request; Recruitment Screening Report; Transaction Form; Withholding Exemption Certificate; Designation of Beneficiary Form; Retirement Form; Affirmative Action Plan; Police Checks; Grievance Actions; Orientation Program; Employment History; Commendations; Counseling Sessions; Efficiency Ratings; Health Insurance Benefits; Leave Cards; Probations; Promotions; Resumes; Reclassifications; Training Information; Sick Leave; Substance Abuse; Suspensions; Temporary Employment; Letters of Retirement; Resignation, Transfer, on Dismissal; General Correspondence; 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)
39
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
6.5
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)
All Local Offices in State

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

15. ACCESS RESTRICTIONS YES NO (IF YES, CITE LAW(S) & REGULATION(S))
State Government Article Section 10-616 Annotated Code of Maryland

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 five (5) years after termination of employment, then destroy

19. NAME AND TITLE OF PREPARER
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90

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

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

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1. DEPARTMENT/AGENCY
I of Juvenile Services

2. DIVISION
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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 Files

5. EARLIEST YEAR/LATEST YEAR
1967 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)
Release Documents used for supportive information. Record series may include, but is not limited to, the following: Bills for supplies; equipment, or services; Monthly Accident Reports; Law Related Documents; Form Letters; Inventory Records; Outdated or Obsolete Forms; Clinical Services; Interdepartmental Letters and Memos; Expense Reports; Mileage Forms; Supply Requests; Correspondence and Memos on Programs or Facilities; Volunteer Coordinator Information; Departmental Policies and Regulations; Job Announcements; OSHA Documents; Certificates of Records Disposal; Monthly Caseload Requests; ISYS Printouts; Minutes of Meetings, and Assorted Correspondence.

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)
124
NUMBER
10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
64.5
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)
All Local Offices

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)
State Government Article Section 10-616
Annotated Code of Maryland

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
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90

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

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

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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 Control Cards

5. EARLIEST YEAR/LATEST YEAR
1968 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 record of 5"x8" Cards applies to all local offices that maintain ongoing records of children referred to a particular jurisdiction. These cards may contain all or some of the following information for each child: Information System Number; Youth's Name; Sex; Race; Date of Birth; Address; Phone Number; Case Number; Date of Offense; Offense; Court Information; Judge's Name; Juvenile Counselor's Name; Investigation Information; and Disposition Papers Information.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)
5"x8" Index Cards

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

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
262.5
NUMBER
10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
19
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
Age 21+5 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
All Local Offices

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)
Annotated Code of Maryland; Courts and
Judicial Proceedings Sec. 3-828

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 thirty (30) years, then destroy.

19. NAME AND TITLE OF PREPARER
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
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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
Intake Files

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)
The purpose of this series is to monitor and track youth under DJS supervision. The series may contain, but is not limited to, the following documents: Police Reports; Intake Interview/ Decision Report; Correspondence Relative to the Case; Intake Referrals; School Reports; Referrals to Other Agencies or Programs; Reports of Progress from Other Agencies; Case Notes; Information System for Youth Services (ISYS) Forms and Printouts; Standard Intake Forms; Face Sheet; Notice of Hearing; Notice of Decision; Parent and Victim Letters; Estimates for Restitution; Consent for Informal Adjustment; Community Service Referral; Disposition Letters; and Master Card.

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
Age 21+5 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
All Local Offices

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)
Annotated Code of Mary;and; Courts and Judicial Proceedings, Sec. 3-828

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain for three (3) years, after 18th or 21st birthday, case closed. *ST Butsky*
Case closed

19. NAME AND TITLE OF PREPARER
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90

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

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

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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
Case Folders

5. EARLIEST YEAR/LATEST YEAR
1965 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)
Series contains pertinent information on youth involved in the juvenile justice system. Documents may include, but are not limited to, the following: Police Reports; Citizen Complaints; Board of Education Complaints; Parents' Complaints; Intake Disposition Forms; Intake Process Forms; Appointment or Disposition Letters; Restitution/Victim Impact Statements; Risk/Needs Forms; Petitions; Court Orders; Investigations; ISP and Orientation Forms; Conditions of Probation; Consensual Agreements; Informal Supervision Consent Forms; Psychological/Psychiatric Evaluations; Computer Printouts; Vendor Reports; Detention/Shelter Care Forms; Drug and Alcohol Assessments; Social Studies; Medical and Education Information; and Related Correspondence.

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)
780.5
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
196
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
Age 21+5 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
All Local Offices

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)
Courts and Judicial Proceedings, Sec. 3-828

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain for three (3) years after case closed or 21st birthday.

19. NAME AND TITLE OF PREPARER
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90

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

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

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1. DEPARTMENT/AGENCY
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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
Court Files

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 series consists of cases referred to Juvenile Court and their disposition thereafter. Documents include, but are not limited to, the following: Police Reports; Juvenile Petitions; School Records; Psychiatric and Psychological Evaluations; Progress and Conduct Reports; Social History Investigations; Court Orders; Probation Agreements; Termination Summaries; Field Notes; Information System for Youth Services (ISYS) Printouts; Individual Service Plan and Orientation Forms; Progress and Conduct Reports; Adjudication Orders; Prior Record of Contacts; Case Notes; Index Master Cards; and Related Correspondence.

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)
75
NUMBER
10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
31
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)
All Local Offices

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)
Courts and Judicial Proceedings, Subtitle 8,
~~Section 3-828~~

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain for three (3) years after case closed or 21st birthday.

19. NAME AND TITLE OF PREPARER
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90

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

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

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C. of Juvenile Services

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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
Probation and Aftercare Case Folders

5. EARLIEST YEAR/LATEST YEAR
1970 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 series applies to youths under court probation. Documents include; but are not limited to, the following: Court Orders, Social Histories and Other Reports to the Court; Psychiatric and/or Psychological Evaluations; Case Notes; School Reports; Referrals to Other Agencies or Programs; Progress Reports from Other Agencies or Programs; Police Reports; Petitions; ISYS Forms; Court Related Reports; Computer Printouts; Treatment Plans; Release Orders; Terminated Summaries; Probation Agreements; Index Master Cards; and Related Correspondence.

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)
231
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
38
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
All Local Offices

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

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S)
Article of Courts and Judicial Proceedings,
Sec. 3-828

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain for three (3) years after case closed or 21st birthday.

19. NAME AND TITLE OF PREPARER
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90

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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1. DEPARTMENT/AGENCY
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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
Restitution Data Cards

5. EARLIEST YEAR/LATEST YEAR
1985 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 series consists of index cards summarizing court costs, and/or monetary restitution owed by youths. Information contained on the card include, but is not limited to, the following: Youth's Name and Address; Victim's Name and Address; Restitution/Court Costs Collection Data; and Assigned Counselor.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)
5"x8" Cards

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

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
7 NUMBER OTHER(SPECIFY)
5"x8" File Boxes
10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
1.5 NUMBER COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Some Local Offices

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)
Annotated Code of Maryland, Article of Courts
and Judicial Proceedings, Sec. 3-828

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 twelve (12) years, then destroy.

19. NAME AND TITLE OF PREPARER
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90

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

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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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
Restitution Case Files

5. EARLIEST YEAR/LATEST YEAR
1978 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 for both formal and informal cases in which the youth is required or ordered to pay court costs and/or restitution. Documents may include, but are not limited to, the following: Restitution Input Documents; Copies of Receipts; Court Orders; Informal Agreements; Payment Records; Input Documents; Payment Authorizations; Intake Form; Contract for Hours to be Worked; Parents Waiver for Liability; Worksite Timesheet; Worksite Evaluation Form; Final Status Report; and Related Correspondence.

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)
32
NUMBER
10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
12
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
X12
NUMBER MONTH(S) YEAR(S)

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

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)
Annotated Code of Maryland, Courts and
Judicial Proceedings, Sec. 3-828

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 twelve (12) years, then destroy.

19. NAME AND TITLE OF PREPARER
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90

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

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

AGENCY RECORDS INVENTORY
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1. DEPARTMENT/AGENCY
De of Juvenile Services

2. DIVISION
Field Services

3. UNIT
Local Offices

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 Timekeeping Records

5. EARLIEST YEAR/LATEST YEAR
1985 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 series concerns the time worked by personnel. Documents may include, but are not limited to, the following: Time Sheets Completed Daily by Each Employee; Copies of Timesheets Forwarded Weekly to Headquarters; Leave Cards; Physicians' Verification of Sick Leave Usage; Notices of Appointments for Doctor's Visits; Accident Reports; Vacancy Reports; Memos and Directives; and Related Correspondence.

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)
2.5 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
1 MICROFILM REEL(S)
NUMBER COMPUTER TAPE(S)
 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)
All Local Offices

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 five (5) years, or until all audit requirements have been fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
D. of Juvenile Services

2. DIVISION
Field Services

3. UNIT
Local Offices

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
Resource Consultant Information

5. EARLIEST YEAR/LATEST YEAR
1981 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 pertains to information on programs available for possible placement of youth under DJS supervision. Documents may include, but are not limited to, the following: LCC Information; Brochures; Placement Materials - In, and Out-of-State; Budget Packets; School Information; Contracts; Purchase Orders, Invoices; Programs Material; Requests for Proposal; Regulations for SCC; Monthly Reports; Negotiated Rates of Payment; Files on Youth Previously in Placement; and Related Correspondence.

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)
63
NUMBER
10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
10
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

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

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 five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90

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
D. of Juvenile Services

2. DIVISION
Field Services

3. UNIT
Local Offices

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
Supervisor's Records

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)
This series contains assorted documents which are kept by the supervisors. The documents include; but are not limited to, the following: Government Policies and Procedures (State Departmental, and Local); State Vehicle Statistics; Sample Forms; Descriptions of Vendor Programs; Job Application Forms; Yearly Evaluations; Employee Memos; Leave Documents; Employee Commendations; Employee Reprimands; Caseload Statistical; Population Counts; Case Assginments; Notes of Meetings and Conferences; and General Correspondence.

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

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 five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
D. of Juvenile Services

2. DIVISION
Field Services

3. UNIT
Local Offices

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
Children in Need of Supervision (CINS)

5. EARLIEST YEAR/LATEST YEAR
1985 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 series contains documents for those youths found in need of supervision. Documents include, but are not limited to, the following: Referrals for Services from the Board of Education, School Services, or Families; Police Reports; School Reports; Psychological and/or Psychiatric Evaluations; Case Notes; and Correspondence Regarding the Case.

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)
1.5
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
3
NUMBER MONTH(S) YEAR(S)

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

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Tri-County Youth Services Bureau

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S)
Courts and Judicial Proceedings, Sec. 3-828

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain for three (3) years after case closed or youth's 21st birthday.

19. NAME AND TITLE OF PREPARER
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
t. of Juvenile Services

2. DIVISION
Field Services

3. UNIT
Local Offices

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
Children in Need of Assistance (CINA)

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)

This series applies to Children in Need of Assistance (CINA) cases. Documents may include, but are not limited to, the following: Referrals for Services from the Board of Education; School Services, and Families; School Reports; Psychiatric and Psychological Evaluations; Case Notes; and Correspondence Relating to the Case.

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

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

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

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

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

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)
Courts and Judicial Proceedings, Sec. 3-828

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain for three (3) years after case closed or youth's 21st birthday.

19. NAME AND TITLE OF PREPARER
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY: Dept. of Juvenile Services
2. DIVISION: Field Services
3. UNIT: Local Offices

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: Closed Adoption Home Study Records
5. EARLIEST YEAR/LATEST YEAR: 1969 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)
Records in this series are the case folders for closed adoption home study cases. Documents include, but are not limited to the following: Court Orders; Caseworker's Notes; Adult Criminal Record Checks; Family Income Information; Completed Report with Recommendations; and Related Correspondence.

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
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
9
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
15223 Old Marlboro Pike
Upper Marlboro, Maryland 20770

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)
Court and Judicial Proceedings, Sec. 3-828

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 twenty (20) years (files and cross-referenced on juvenile delinquency cases), then destroy.

19. NAME AND TITLE OF PREPARER
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Dept. of Juvenile Services

2. DIVISION

Field Services

3. UNIT

Local Offices

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

Closed Custody Study Case Records

5. EARLIEST YEAR/LATEST YEAR

1969 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)

Records in this series are the case folders for closed custody study cases. Documents in the series include, but are not limited to, the following: Court Orders; Caseworker's Notes; Adult Criminal Record Checks; Family Income Information; Motor Vehicle Administration Record Checks; Completed Report with Recommendations; and Related Correspondence.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 6-9
NUMBER MONTH(S) YEAR(S)

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

15223 Old Marlboro Pike
Upper Marlboro, Maryland 20772

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))

Court and Judicial Proceedings; Sec. 3-828

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 twenty (20) years (files are cross-referenced on juvenile delinquency cases and custody cases may be re-opened by the Court), then destroy.

19. NAME AND TITLE OF PREPARER

Don Dailey
Management Analyst

20. TELEPHONE NUMBER

333-6337

21. DATE

11/30/90

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
t. of Juvenile Services

2. DIVISION
Field Services

3. UNIT
Resource Consultant Unit

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
Community Services Unit Files

5. EARLIEST YEAR/LATEST YEAR
1986 TO 1991

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

Community Services Unit Files

- 1. Fiscal Records - Monthly expenditures & invoices from Purchase of Care, Service, Clinical
- 2. Vendor Files - Informational data on placements
- 3. Foster-Care Files - Individual, licensed Foster-Care files.
- 4. Contracts - Long form contracts for local services (Shelter-Care & Group Home)
- 5. Child Files - Individual child care files for youth in placement

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
5 NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
200 North Washington Street
Snow Hill, Maryland 21863

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 (5) years, thereafter destroy.

19. NAME AND TITLE OF PREPARER
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90

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

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Dept. of Juvenile Services

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Field Services

3. UNIT
Area III, Washington County

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
Medical Assistance Records

5. EARLIEST YEAR/LATEST YEAR
1987 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
Application for Medical Assistance, completed forms including citizenship/alien and fraud form, Birth Certificate and Social Security Card copies, Record of Eligibility.

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)
20
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
.07
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)
5th Floor, 5 Public Square
Hagerstown, Maryland 21740

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

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S)
Annotated Code of Maryland Title 3-828

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain for three (3) years, after case closed or youth's 21st birthday.

19. NAME AND TITLE OF PREPARER
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
D. of Juvenile Services

2. DIVISION
Field Services

3. UNIT
Local Offices

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
Transportation Files

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 series applies to Maryland Fleet Operations and Management Systems. Documents to include; but not limited to, the following: Statistical Reports; Trip Tickets; Monthly Calendar; Overtime Vouchers; Receipts; Expense Accounts; Sign-in/Sign-out Sheets; and Related Correspondence.

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

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
5 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)
Local Offices

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 five (5) years, then destroy.

19. NAME AND TITLE OF PREPARER
n Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90

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

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

AGENCY RECORDS INVENTORY

PAGE 23 OF 31

1. DEPARTMENT/AGENCY

D. of Juvenile Services

2. DIVISION

Field Services

3. UNIT

Local 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

Log Books

5. EARLIEST YEAR/LATEST YEAR

1970 TO 1990

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

These books contain a log of all referrals made to this office by the Maryland State Police, Sheriff's Department, Board of Education, Parents, etc., which includes the date received, juvenile's name, offense, offense number and Date of Birth.

7. RECORD SERIES FORMAT(S)

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

Three ring binder

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

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

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
50 COMPUTER TAPE(S)
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)

Joseph D. Carter Building
First Floor, Room 1040

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))

Maryland Annotated Code, Article 54, Section 10

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

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

- YES NO

Information System for Youth Services (ISYS)

18. RECOMMENDED RETENTION

Retain for thirty (30) years,
then destroy.

19. NAME AND TITLE OF PREPARER

Don Dailey
Management Analyst

20. TELEPHONE NUMBER

333-6337

21. DATE

11/30/90

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 <u>Dept. of Juvenile Services</u>	2. DIVISION <u>Field Services</u>	3. UNIT <u>Local Office</u>
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DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE <u>Program Folders</u>	5. EARLIEST YEAR/LATEST YEAR <u>1985</u> TO <u>1990</u>
--	--

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

This series applies to program filed in alphabetical order containing materials and brochures of various programs/placements utilized by this office in the treatment of juveniles.

7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) <u>1</u> NUMBER
		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) <u>1/8</u> NUMBER

11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>10</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)
--	--

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) <u>Joseph D. Carter Building First Floor, Room 1040</u>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
---	---

15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S) <u>Maryland Annotated Code of Maryland, Art. 54, Sec. 10</u>	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
--	---

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	18. RECOMMENDED RETENTION <u>Retain permanently; Transfer periodically to State Archives.</u>
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19. NAME AND TITLE OF PREPARER <u>Don Dailey Management Analyst</u>	20. TELEPHONE NUMBER <u>333-6337</u>	21. DATE <u>11/30/90</u>
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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

Dept. of Juvenile Services

2. DIVISION

Field Services

3. UNIT

Local Offices

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

Business Records and Invoices

5. EARLIEST YEAR/LATEST YEAR

1985 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 series applies to expense account reports submitted to General Accounting for reimbursement of work related expenses. Documents include, but are not limited to, the following: Automobile Maintenance; Photocopy Equipment Maintenance; Telephone Usage; Invoices for Purchases; Supply Requests; Vouchers; and Related Correspondence.

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)
25 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
10 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)

Local Offices

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))

Maryland Annotated Code, Art. 54, Sec. 10

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

Don Dailey
Management Analyst

20. TELEPHONE NUMBER

333-6337

21. DATE

11/30/90

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY DJS,
Washington County Commissioners

2. DIVISION
Field Services

3. UNIT
Area III, Washington County

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
Intergovernmental Agreement Grants/Statistics

5. EARLIEST YEAR/LATEST YEAR
1989 TO 1990

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
Intergovernmental Agreement Grants/Statistics including: bills; budgets; transportation reports; statistics (monthly, quarterly, annually); and Related Correspondence.

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)
1.5
NUMBER
10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
25
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
10
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
5 Public Square, 5th Floor
Hagerstown, Maryland 21740

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)
Title 3-828 Maryland Annotated Code

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
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Dept. of Juvenile Services

2. DIVISION
Field Services

3. UNIT
AREAS
All Regions

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
Area Directors
Regional Managers Files

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)
These files are used for projected management reports and planning (Statistical and Budgetary). Documents include, but are not limited to, the following: Workload Information; Budgetary Information; Child-Related Statistics; Staff-Related Information; Physical Plant Information; and Related Correspondence.

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
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
3
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Regional Managers Office
Area Directors

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)
Maryland Annotated Code, Art. 54, Sec. 10

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 ten (10) years,
then destroy.

19. NAME AND TITLE OF PREPARER
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333 6337

21. DATE
11/30/90

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Dept. of Juvenile Services

2. DIVISION
Field Services

3. UNIT
Local Offices

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
Open Administrative Probation Record

5. EARLIEST YEAR/LATEST YEAR
1986 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)
Records in this series are the case folders of juvenile probationers who are currently under courtesy probation supervision in another jurisdiction, but were ordered on supervision by the County Court system. Documents include, but are not limited to; Court Orders; Social Histories and Evaluations; Psychological Reports; Case Memorandums; Police Reports; Inter-state or Inter-region correspondence and forms; Computer Printouts and Related Correspondence.

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

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

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

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

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

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)
Annotated Code, Courts and Judicial Proceedings,
Sec. 3-828

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain for three (3) years after case closed or youth's 21st birthday.

19. NAME AND TITLE OF PREPARER
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90

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

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

AGENCY RECORDS INVENTORY

PAGE 29 OF 31

1. DEPARTMENT/AGENCY
Dept. of Juvenile Services

2. DIVISION
Field Services

3. UNIT
Local Offices

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
Departmental Memoranda, Policies and Procedures

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)

This series consists of binders which contain, but are not limited to, the following: Department Memoranda; Policies, Procedures and Regulations; Community Resource Information; Minutes of Meetings; Unit Information; and Correspondence.

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)
18 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

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

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
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY Dept. of Juvenile Services	2. DIVISION Field Services	3. UNIT Local Offices
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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 Case Files/Arbitration	5. EARLIEST YEAR/LATEST YEAR <u>1987</u> TO <u>Present</u>
--	---

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

This file consists of forms and reports used in the arbitration process. Documents include, but are not limited to, the following: Police Reports; Arbitration Reports; Restitution Orders; and Related Correspondence.

7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>32</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>8</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY)

11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>5</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER
--	---

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Local Offices	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
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15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S) Annotated Code; Sec. 3-828(b), Court and Judicial Proceedings	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
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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 (3) years after case closed or youth's 21st birthday.
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19. NAME AND TITLE OF PREPARER Don Dailey Management Analyst	20. TELEPHONE NUMBER 333-6337	21. DATE 11/30/90
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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
Dept. of Juvenile Services

2. DIVISION
Field Services

3. UNIT
Local Offices

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
Juvenile Counselor's Case Files

5. EARLIEST YEAR/LATEST YEAR
1985 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 series applies to client cases assigned to specific Juvenile Counselors, Documents include, but are not limited to, the following: Monthly Printouts of the Information System for Youth Services (ISYS) of each probation counselor's caseload; Face Sheets; Social Histories; Case Notes; Computer Printouts; Contact Sheets; Psychiatric/Psychological Reports; Addiction Records; and Related Correspondence.

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)
24
NUMBER
10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
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)
Local Offices

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)
Maryland Annotated Code, Title 30828

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain for three (3) years after case closed or youth's 21st birthday.

19. NAME AND TITLE OF PREPARER
Don Dailey
Management Analyst

20. TELEPHONE NUMBER
333-6337

21. DATE
11/30/90