

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1266

PAGE
NO. 1 of 5

RECORDS RETENTION AND DISPOSAL SCHEDULE

DEPARTMENT OF JUVENILE SERVICES - COMMUNITY SERVICES

AGENCY		DIVISION
Item No.	Description	Retention
	<p>The Community Services Division is responsible for planning, developing and providing direction and Coordination to residential and non-residential services for youth in the community. The division maintains a linkage between the Department of Juvenile Services and a full range of community-based service programs; monitors the programs to ensure that services are provided; and assists case managers in identifying and accessing appropriate services for each youth.</p> <p>The Community Services Division was reorganized in February, 1990, and is comprised of five functional units:</p> <ul style="list-style-type: none">- Contracts and Program Development- Licensing, Foster Care, Title IV-E and Training- Placement- Non-Residential Programs, and- Residential Programs <p>This schedule applies to the records maintained at the Central Office as well as those held by the field units.</p>	
1.	<p><u>CONTRACTS BETWEEN VENDORS AND DJS</u></p> <p>Files contain legal agreements between the Department of Juvenile Services (DJS) and vendors to operate or run a youth facility, and/or provide services needed to care for youth. Documents contained in these files include, but are not limited to the following:</p> <p>A. Per Diem Contracts with Program Cost Sheets or DHR Rate Letter,</p>	

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

4/17/91
Date

Signature

Title

Date

State Archivist

Item No.	Description	Retention
1.	<p><u>CONTRACTS BETWEEN VENDORS AND DJS (continued)</u></p> <p>B. Standard Contracts with Exhibits Attached</p> <p>C. Advance Payments Contracts with Exhibits Attached</p> <p>D. Clinical Agreements</p> <p>E. Intergovernmental Agreements</p> <p>F. Invitation for Bids, and</p> <p>G. General Correspondence</p> <p>H. RFP's for Charles Hickey School</p> <p>I. Population Reduction Initiative (Hickey School), and</p> <p>J. Purchase Orders</p>	Retain for five (5) years after expiration of contract extensions, or modifications of contract, thereafter destroy.
2.	<p><u>FINANCIAL AND TECHNICAL PROPOSALS</u></p> <p>This record series includes financial and technical invitations by the Department to Profit and Non-Profit Organizations to run or operate certain types of youth programs and/or services. The files include but are not limited to the following:</p> <p>A. Requests for Proposals (RFP's)</p> <p>B. Bidders Response to these Requests, and</p> <p>C. Correspondence</p>	Retain for five (5) years, then destroy.
3.	<p><u>LICENSING OF APPROVED FACILITIES</u></p> <p>This series contains documentation pertaining to the licensing of all of the facilities that have contracted to provide services to Department youth. Documents include, but are not limited to, the following:</p> <p>A. Licenses of the facility</p> <p>B. Budgets of the facility</p> <p>C. Inspection forms</p> <p>D. Articles of Incorporation</p> <p>E. By-Laws</p> <p>F. Board of Directors (Names and Addresses)</p> <p>G. Program Descriptions</p> <p>H. Personnel Information</p> <p>I. Health Records of Staff and Youth</p> <p>J. Fire and Safety Information</p> <p>K. Insurance, and</p> <p>L. Correspondence</p>	Retain for five (5) years after facility is closed, then destroy.

Item No.	Description	Retention
4.	<p><u>INSTITUTIONAL PLACEMENTS</u></p> <p>This record series contains documents pertaining to the placement of youth in residential facilities. It includes, but is not limited to, the following:</p> <ul style="list-style-type: none"> A. Program Proposal B. Admission Criteria C. Community Detention D. Feasibility Studies E. Special Projects F. Montrose School Closing G. Residential Programs, and H. General Correspondence 	<p>Retain for five (5) years, then destroy.</p>
5.	<p><u>PERSONNEL STAFF/OFFICE MANAGEMENT</u></p> <p>This record series concerns staff and office management of the Community Services Division. The record includes, but is not limited to the following documents:</p> <ul style="list-style-type: none"> A. Resumes B. Monthly Reports C. Acting Capacity Forms D. Affirmative Action Plan Forms E. Certificate Forms F. Clearance Sheets G. Criminal Record Checks, and H. General Correspondence 	<p>Retain for five (5) years, then destroy.</p>
6.	<p><u>YOUTH SERVICE BUREAUS (YSB)</u></p> <p>YSB'S re state-certified, non-residential community programs that provide counseling, referral and information services, crisis intervention, suicide prevention, and other services in accordance with particular community needs. The documents in this record series include, but are not limited to, the following:</p> <ul style="list-style-type: none"> A. Contracts (certification certificates) B. Agreements C. Statistical Reports (monthly & yearly) D. Monitoring Reports (monthly) E. Yearly Reports F. Program Evaluations G. Incident Reports, and H. Correspondence 	<p>Retain for five (5) years, then destroy.</p>

Item No.	Description	Retention
7.	<p><u>DIVERSION PROGRAMS</u></p> <p>Community agencies contract with the Department of Juvenile Services to provide direct services to youth who are usually first time offenders. Services are provided after arrest, but before formal court adjudication. Documents in this series (as above for YSB's) include but are not limited to the following:</p> <ul style="list-style-type: none"> A. Contracts (certification certificates) B. Agreements C. Statistical Reports (monthly and yearly) D. Monitoring Reports (monthly) E. Yearly Reports F. Program Evaluations G. Incident Reports, and H. Correspondence 	<p>Retain five (5) years, then destroy.</p>
8.	<p><u>PREVENTION PROGRAMS</u></p> <p>This program includes formal counseling, information, referral, crisis intervention leisure time activities, jobs and job related activities, community development and consultation, and other services tailored to the needs of the community. Documents in this series are similar to those for the Youth Service Bureaus and the Diversion Programs, and include, but are not limited to, the following:</p> <ul style="list-style-type: none"> A. Contracts (certification, certificates) B. Agreements C. Statistical Reports (monthly and yearly) D. Yearly Reports E. Incident Reports F. Monthly Monitoring Reports G. Program Evaluations, and H. Correspondence 	<p>Retain for five (5) years, then destroy.</p>
9.	<p><u>DJS LICENSED/OWNED FACILITIES</u></p> <p>This record series consists of hard copies (i.e., paper) of:</p> <ul style="list-style-type: none"> A. Licenses issued to non-DJS owned residential facilities, and B. General Correspondence to DJS Owned facilities, which monitor the programs or services provided to youth under the supervision of the Department of Juvenile Services. 	<p>Retain for six (6) years, then destroy.</p>

Item No.	Description	Retention
10.	<p><u>DJS LICENSED/OWNED FACILITIES</u></p> <p>This record series consists of diskettes (floppy disks) which contain:</p> <ul style="list-style-type: none">A. Licenses to non-DJS owned residential facilities, andB. general correspondence to DJS owned facilities which monitor the programs or services provided to youth under the supervision of the Department of Juvenile Services.	Retain for six (6) years, then destroy.
11.	<p><u>LEGISLATIVE</u></p> <p>This record series concerns documents pertaining to the Governor or the Legislative. It includes, but is not limited to the following:</p> <ul style="list-style-type: none">A. Executive Fellows ProgramB. Governor's Internship ProgramC. Governor's Project Information DatabaseD. Governor's Policy Fellowship ProgramE. Legislative WorkplanF. Mailing ListG. Joint Oversight CommitteeH. Legislative (1987-1991), andI. Correspondence	Retain for five (5) years, then destroy.
12.	<p><u>BUDGET</u></p> <p>This record series consists of documents used in the budgetary process for the Community Services Division. It includes, but is not limited to, the following:</p> <ul style="list-style-type: none">A. Budget LedgerB. Capital BudgetC. FY 1988 - 1991 BudgetD. General Files	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.

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 1 OF 12

1. DEPARTMENT/AGENCY
Department of Juvenile Services

2. DIVISION
Community Services Division

3. UNIT
Contracts & Program Development

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
Contract Between Vendors and DJS

5. EARLIEST YEAR/LATEST YEAR
1983 TO 1986

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 series concerns the contracting process for all residential and non-residential services to Department youth. It concerns contract evaluations, contract negotiations, and the writing and processing of contracts for service. Specifically the files contain legal agreements between the Department and vendors to operate or run a youth facility and/or provide services needed to care for youth. Documents contained in these files include, but are not limited to the following:

A. Per Diem Contracts with Program Cost Sheets or DHR Rate Letter,	F. Invitation of Bids
B. Standard Contracts with Exhibits Attached	G. General Correspondence
C. Advance Payments Contracts with Exhibits Attached	H. RFP's for Charles Hickey School
D. Clinical Agreement	I. Population Reduction Initiative (Hickey School), and
E. Intergovernmental Agreements	J. Purchase Orders

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

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

9. VOLUME
☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
5 ☐ 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 to Bi-Weekly
☐ DAILY ☐ WEEKLY ☐ MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
DJS Headquarters, Contracts Unit, 3Rd. Floor, Rm. 302

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
☒ YES ☐ NO DJS, Contractual Services Division

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

16. AUDIT REQUIREMENTS
☐ NONE ☒ STATE ☒ FEDERAL ☐ INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain 5 years after expiration of contract, extensions
or modifications of contract, thereafter destroy.

19. NAME AND TITLE OF PREPARER
Valerie Neal, Office Secretary

20. TELEPHONE NUMBER
333-6844

21. DATE
04/15/91

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 12

1. DEPARTMENT/AGENCY

Department of Juvenile Services

2. DIVISION

Community Services Division

3. UNIT

Contracts and Program Development

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

Financial and Technical Proposals

5. EARLIEST YEAR/LATEST YEAR

1983 TO 1986

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 series includes financial and technical invitations by the Department to Profit and Non-Profit Organizations to run or operate certain types of youth programs and/or services. The files include, but are not limited to the following:

- A. Requests for Proposals (RFP's)
- B. Bidders Response to These Requests, and
- C. 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)
- 5
NUMBER

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
 - ☐ MICROFILM REEL(S)
 - ☐ COMPUTER TAPE(S)
 - ☐ OTHER(SPECIFY)
- 5
NUMBER

11. FILE IS USED Daily to Bi-Weekly

- ☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 5 MONTH(S) ☒ YEAR(S)
- NUMBER

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

DJS Headquarters, Contracts Unit, 3rd Fl., Rm. 302

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
- ☒ YES ☐ NO DJS, Contractual Services Division

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

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

16. AUDIT REQUIREMENTS

- ☐ NONE ☒ STATE ☒ FEDERAL ☐ INDEPENDENT

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

- ☒ YES ☐ NO Cross Reference

18. RECOMMENDED RETENTION

Retain 5 years after expiration of contract
Extensions or Modifications of Contract,
Thereafter Destroy.

19. NAME AND TITLE OF PREPARER

Valerie Neal, Office Secretary

20. TELEPHONE NUMBER

(301) 333-6844

21. DATE

4/15/91

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

PAGE 3 OF 12

1. DEPARTMENT/AGENCY
Department of Juvenile Services

2. DIVISION
Community Services

3. UNIT
Licensing

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
Licensing of Approved Facilities

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 contains documentation pertaining to the licensing of all the facilities that have contracted to provide services to
Department youth. Documents include, but are not limited to the following types of information which are contained in bound books:

A. Licenses of the Facility	G. Program Descriptions
B. Budgets for the Facility	H. Personnel Information
C. Inspection Forms	I. Health Records of Staff and Youth
D. Articles of Incorporation	J. Fire and Safety Information
E. By-Laws	K. Insurance, and
F. Board of Directors (Names and Addresses)	L. 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)
30 ☐ COMPUTER TAPE(S)
NUMBER ☒ OTHER(SPECIFY)
Books

10. ANNUAL ACCUMULATION

☐ FILE DRAWER(S)
☐ MICROFILM REEL(S)
continuous ☐ COMPUTER TAPE(S)
NUMBER ☒ OTHER(SPECIFY)

11. FILE IS USED
☒ DAILY ☐ WEEKLY ☐ MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
321 Fallsway - 1st Floor

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

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

16. AUDIT REQUIREMENTS
☐ NONE ☒ STATE ☒ FEDERAL ☐ INDEPENDENT

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

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain for five (5) years after facility is
closed, then destroy.

19. NAME AND TITLE OF PREPARER

Don Dailey

20. TELEPHONE NUMBER

333-6337

21. DATE

03/15/91

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

PAGE 4 OF 12

1. DEPARTMENT/AGENCY Maryland
Department of Juvenile Services

2. DIVISION
Community Services

3. UNIT
Placement

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
Institutional Placements

5. EARLIEST YEAR/LATEST YEAR
1980 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)

This record series contains documents pertaining to placement of youth in residential facilities. It includes, but is not limited to, the following:

- A. Program Proposal.
- B. Admission Criteria
- C. Community Detention
- D. Feasibility Studies
- E. Special Projects
- F. Montrose School Closing
- G. Residential Programs, and
- H. 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)
 - ☐ COMPUTER TAPE(S)
 - ☐ OTHER(SPECIFY)
- 2
NUMBER

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

- ☒ DAILY
- ☐ WEEKLY
- ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 5
NUMBER
- ☐ MONTH(S)
- ☒ YEAR(S)

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

321 Fallsway

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
- ☒ YES ☐ NO Institution Files

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

Patt Carter, Support Staff Person

20. TELEPHONE NUMBER

333-6841

21. DATE

3/15/91

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 5 OF 12

1. DEPARTMENT/AGENCY
Department of Juvenile Services

2. DIVISION
Community Services

3. UNIT
placements

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 Staff/Office Management

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)
This record series concerns personnel staff and office management of the Community Services Division. It includes, but is not limited to, the following:

- A. Resumes
- B. Monthly Reports
- C. Acting Capacity Forms
- D. Affirmative Action Plan Forms
- E. Certificate Forms
- F. Clearance Sheets
- G. Criminal Record Checks, and
- H. 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)
1 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

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

11. FILE IS USED
☒ DAILY ☐ WEEKLY ☐ MONTHLY

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

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

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

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
PATT CARTER, ,SUPPORT STAFF PERSON

20. TELEPHONE NUMBER
333-6841

21. DATE
4/15/91

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 6 OF 12

1. DEPARTMENT/AGENCY
Department of Juvenile Services

2. DIVISION
Community Services Division

3. UNIT
Non-Residential Programs 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
Youth Services Bureaus (YSB)

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)
Youth Service Bureaus are state - certified, non-residential community programs that provide counseling, referral and information
services, crisis intervention, suicide prevention and other services in accordance with particular community needs. The documents in
this record series include but are not limited to the following:

A. Contracts (certification, certificates)
B. Agreements
C. Statistics (monthly and yearly)
D. Monitoring Reports (monthly)

E. Yearly Reports
F. Program Evaluations
G. Incident Reports, and
H. 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)
1 ☐ 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)
321 Fallsway, 1st Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
☒ YES ☐ NO Youth Services Bureaus Offices

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
Cindy L. Hanneman, Office Sec. III

20. TELEPHONE NUMBER
333-2665

21. DATE
4/15/91

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 7 OF 12

1. DEPARTMENT/AGENCY
Department of Juvenile Services

2. DIVISION
Community Services Division

3. UNIT
Non-Residential Services 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
Diversion Programs

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)
The Youth Diversion Projects are community agencies which contract with the Department of Juvenile Services to provide direct services clients. The services are provided to youth who are usually first-time offenders and between the ages of 10-17. Services are provided after arrest, but before formal court adjudication. Diversion services reduce the child's contact with the juvenile justice system and decrease the likelihood of further delinquent behavior. Documents in this series include, but are not limited to the following:

A. Contracts (certification, certificates)
B. Agreements
C. Statistics (monthly and yearly)
D. Monitoring Reports (monthly)

E. Yearly Reports
F. Program Evaluations
G. Incident Reports, and
H. 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)
1/2 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
1/2 ☐ 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)
321 Fallsway, 1st Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
☒ YES ☐ NO Diversion Program Offices

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
Cindy L. Hanneman, Office Sec. III

20. TELEPHONE NUMBER
33302665

21. DATE
4/15/91

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

PAGE 8 OF 12

1. DEPARTMENT/AGENCY
Department of Juvenile Services

2. DIVISION
Community Services Division

3. UNIT
Non-Residential Services 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
Prevention Programs

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)
These programs provide primary or secondary delinquency prevention, which may include formal counseling, information, referral, crisis intervention, leisure time activities, job and job related activities, community development and consultation, community education, youth advocacy, resource mobilization, positive youth development, parent education and special education alternatives. These programs are tailored to the needs of the local community. Documents in this series include, but are not limited to the following:

- | | |
|--|--------------------------|
| A. Contracts (certification, certificates) | E. Yearly Reports |
| B. Agreements | F. Program Evaluations |
| C. Statistics (monthly and yearly) | G. Incident Reports, and |
| D. Monitoring Reports (monthly) | H. 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)
1/2 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
170 ☐ 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)
321 Fallsview, 1st Floor

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
☒ YES ☐ NO Prevention Program Offices

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 then destroy.

19. NAME AND TITLE OF PREPARER
Cindy L. Hanneman, Office Sec. III

20. TELEPHONE NUMBER
333-2665

21. DATE
4/15/91

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
Department of Juvenile Services

2. DIVISION
Community Services Division

3. UNIT
Residential

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
Department of Juvenile Services Licensed/Owned Facilities

5. EARLIEST YEAR/LATEST YEAR
1988 TO 1990

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

- A. Licenses issued to non-DJS owned residential facilities, and
- B. General correspondence to DJS owned facilities, which monitor the programs or services provided to youth under the supervision of the Department of Juvenile Services.

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)
- 5
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
2 MONTH(S) ☐ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
321 Fallsway - Headquarters

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

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

16. AUDIT REQUIREMENTS
☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

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

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain for six (6) years thereafter destroy.

19. NAME AND TITLE OF PREPARER

Paula Bazemore, Sec.

20. TELEPHONE NUMBER

333-6860

21. DATE

4/15/91

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 10 OF 12

1. DEPARTMENT/AGENCY
Department of Juvenile Services

2. DIVISION
Community Services Division

3. UNIT
Residential

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
Department of Juvenile Services Licensed/Owned Facilities

5. EARLIEST YEAR/LATEST YEAR
1988 TO 1990

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

These records are Diskettes containing:

- A. Licenses to Non-DJS Residential Facilities, and
- B. General correspondence to DJS owned facilities which monitor the programs or services provided, to youth under the supervision of the Department of Juvenile Services.

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)
Program Specialists

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED
☒ DAILY ☐ WEEKLY ☐ MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
321 Fallsway - Headquarters 1 st floor

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

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

16. AUDIT REQUIREMENTS
☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

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

18. RECOMMENDED RETENTION

Retain for six (6) years then destroy.

19. NAME AND TITLE OF PREPARER
Paula Bazemore, Secretary

20. TELEPHONE NUMBER
333-6860

21. DATE
4/15/91

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 11 OF 12

1. DEPARTMENT/AGENCY
Department of Juvenile Services

2. DIVISION
Community Services Division

3. UNIT
Placement

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

5. RECORD SERIES TITLE
Legislative

6. EARLIEST YEAR/LATEST YEAR
1987 TO Present

7. 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 series involves matters pertaining to the Governor or the legislative. Documents in the record include, but are not limited to the following:

A. Executive Fellows Program
B. Governor's Internship Program
C. Governor's Project Information Database
D. Governor's Policy Fellowship Program
E. Legislative Workplan

F. Mailing List
G. Joint Oversight Committee
H. Legislative (1987 - 1991)
I. Correspondence

8. RECORD SERIES FORMAT(S)

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

9. RECORD SERIES SEQUENCE

☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER(SPECIFY)

10. VOLUME

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

11. ANNUAL ACCUMULATION

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
.5 ☐ COMPUTER TAPE(S)
NUMBER ☐ OTHER(SPECIFY)

12. FILE IS USED
☒ DAILY ☐ WEEKLY ☐ MONTHLY

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

14. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
321 Fallsview - Headquarters 2 St floor.

15. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
☒ YES ☐ NO Governor's Office

16. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S))

17. AUDIT REQUIREMENTS
☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

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

☐ YES ☒ NO

19. RECOMMENDED RETENTION

Retain for five (5) years, then destroy.

20. NAME AND TITLE OF PREPARER

Patt Carter, Support staff

21. TELEPHONE NUMBER

333-6841

22. DATE

4/15/91

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 12 OF 12

1. DEPARTMENT/AGENCY
Department of Juvenile Services

2. DIVISION
Community Services Division

3. UNIT
Placement

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
Budget

5. EARLIEST YEAR/LATEST YEAR
1988 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 series consists of documents used in the budgetary process for the Community Services Division. It includes, but is not limited, to the following:

- A. Budget Ledger
- B. Capital Budget
- C. FY 1988 - 1991 Budget
- D. General Files

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
 - ☐ MICROFILM REEL(S)
 - ☐ COMPUTER TAPE(S)
 - ☐ OTHER(SPECIFY)
- 1
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)
321 Fallsway, Headquarters 1 St Floor

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

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

16. AUDIT REQUIREMENTS
☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain for five (5) years and until all audit requirements are fulfilled, then destroy.

19. NAME AND TITLE OF PREPARER
PATT Carter, Support Staff

20. TELEPHONE NUMBER
333-6841

21. DATE
4/15/91