DG5-530-1 REV. 7/86

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## DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE 1266

MO. 1 of 5

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## RECORDS RETENTION AND DISPOSAL SCHEDULE

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	The <u>Community</u> 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.	
	The Community Services Division was reorganized in February, 1990, and is comprised of five functional units:	
	<ul> <li>Contracts and Program Development</li> <li>Licensing, Foster Care, Title IV-E and Training</li> <li>Placement</li> <li>Non-Residential Programs, and</li> <li>Residential Programs</li> </ul>	
	This schedule applies to the records maintained at the Central Office as well as those held by the field units.	
1.	CONTRACTS BETWEEN VENDORS AND DJS	
	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:	
	A. Per Diem Contracts with Program Cost Sheets or DHR Rate Letter,	
	Approved by Department, or Division Representative	

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## (CONTINUATION SHEET)

PAGE NO. 2 of 5

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		Kerention
1.	<ul> <li>CONTRACTS BETWEEN VENDORS AND DJS (continued)</li> <li>B. Standard Contracts with Exhibits Attached</li> <li>C. Advance Payments Contracts with Exhibits Attached</li> <li>D. Clinical Agreements</li> <li>E. Intergovernmental Agreements</li> <li>F. Invitation for Bids, and</li> <li>G. General Correspondence</li> <li>H. RFP*s for Charles Hickey School</li> <li>I. Population Reduction Initiative (Hickey School), and</li> <li>J. Purchase Orders</li> </ul>	Retain for five (5) years after expiration of contract extensions, or modifications of contract, thereafter destroy.
2.	<ul> <li>FINANCIAL AND TECHNICAL PROPOSALS</li> <li>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:</li> <li>A. Requests for Proposals (RFP's)</li> <li>B. Bidders Response to these Requests, and</li> <li>C. Correspondence</li> <li>LICENSING OF APPROVED FACILITIES</li> </ul>	Retain for five (5) years, then destroy.
	<ul> <li>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:</li> <li>A. Licenses of the facility</li> <li>B. Budgets of the facility</li> <li>C. Inspection forms</li> <li>D. Articles of Incorporation</li> <li>E. By-Laws</li> <li>F. Board of Directors (Names and Addresses)</li> <li>G. Program Descriptions</li> <li>H. Personnel Information</li> <li>I. Health Records of Staff and Youth</li> <li>J. Fire and Safety Information</li> <li>K. Insurance, and</li> <li>L. Correspondence</li> </ul>	Retain for five (5) years after facility is closed, then destroy.

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## (CONTINUATION SHEET)

No.	Description	Retention
4.	INSTITUTIONAL PLACEMENTS	
	This record series contains documents pertaining to the placement of youth in residential facilities. It includes, but is not limited to, the following:	
	<ul> <li>A. Program Proposal</li> <li>B. Admission Criteria</li> <li>C. Community Detention</li> <li>D. Feasibility Studies</li> <li>E. Special Projects</li> <li>F. Montrose School Closing</li> <li>G. Residential Programs, and</li> <li>H. General Correspondence</li> </ul>	Retain for five (5) years, then destroy.
5.	PERSONNEL STAFF/OFFICE MANAGEMENT	
	This record series concerns staff and office management of the Community Services Division. The record includes, but is not limited to the following documents:	
	<ul> <li>A. Resumes</li> <li>B. Monthly Reports</li> <li>C. Acting Capacity Forms</li> <li>D. Affirmative Action Plan Forms</li> <li>E. Certificate Forms</li> <li>F. Clearance Sheets</li> <li>G. Criminal Record Checks, and</li> <li>H. General Correspondence</li> </ul>	Retain for five (5) years, then destroy.
6.	YOUTH SERVICE BUREAUS (YSB)	
	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:	
	<ul> <li>A. Contracts (certification certificates)</li> <li>B. Agreements</li> <li>C. Statistical Reports (monthly &amp; yearly)</li> <li>D. Monitoring Reports (monthly)</li> <li>E. Yearly Reports</li> <li>F. Program Evaluations</li> <li>G. Incident Reports, and</li> </ul>	Retain for five (5)
	H. Correspondence	years, then destroy.

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iteni No.	Description	R	etention
7.	DIVERSION_PROGRAMS		
	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:	Retain five ( then destroy.	· · ·
	<ul> <li>A. Contracts (certification certificates)</li> <li>B. Agreements</li> <li>C. Statistical Reports (monthly and yearly)</li> <li>D. Monitoring Reports (monthly)</li> <li>E. Yearly Reports</li> <li>F. Program Evaluations</li> <li>G. Incident Reports, and</li> <li>H. Correspondence</li> </ul>		
8.	PREVENTION PROGRAMS		
	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:		,
	<ul> <li>A. Contracts (certification, certificates)</li> <li>B. Agreements</li> <li>C. Statistical Reports (monthly and yearly)</li> <li>D. Yearly Reports</li> <li>E. Incident Reports</li> <li>F. Monthly Monitoring Reports</li> <li>G. Program Evaluations, and</li> <li>H. Correspondence</li> </ul>	Retain for f years, then	• •
9.	DJS LICENSED/OWNED FACILITIES		
	This record series consists of hard copies (i.e., paper) 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.	Retain for e years, then	

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NO 1266 PAGE NO. 5 OF 5

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	10.	DJS LICENSED/OWNED FACILITIES This record series consists of diskettes (floppy disks) which contain:	
		<ul> <li>A. Licenses to non-DJS owned residential facilities, and</li> <li>B. general correspondence to DJS owned facilities which monitor the programs facilities which monitor the programs for services provided to youth under the supervision of the Department of Juvenile Services.</li> </ul>	Retain for six (6) years, then destroy.
	11.	LEGISLATIVE This record series concerns documents pertaining to the Governor or the Legislatíve. It includes, but is not limited to the following:	
		<ul> <li>A. Executive Fellows Program</li> <li>B. Governor's Internship Program</li> <li>C. Governor's Project Information Database</li> <li>D. Governor's Policy Fellowship Program</li> <li>E. Legislative Workplan</li> <li>F. Mailing List</li> <li>G. Joint Oversight Committee</li> <li>H. Legislative (1987-1991), and</li> <li>I. Correspondence</li> </ul>	Retain for five (5) years, then destroy.
	12.	BUDGET 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	Retain for five (5) years and until all audit requirements have been fulfilled, then destroy.
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STRUCTIONS TYPE OR PRINT A PARATE FORM FOR EACH NEW OR VISED RECORD SERIES. FORWARD	TE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
TH RECORDS RETENTION SCHEDULE GS 550-1)	P.O. BO JESSUP, MARY	X 275	PAGE 1 OF 12	
DE TRENT / AGENCY	2. DIVISION Community Services D	Division	3. UNIT Contracts & Program Development	
FINITION-RECORD SERIES .A GROUP	OF RELATED RECORD	S NORMALLY FILED	AND USED AS A UNIT FOR	
RECORD SERIES TITLE	CE AS WELL AS RETE	NTION AND DISPOS		
Contract Between Vendors and DJS			5. EARLIEST YEAR/LATEST YEAR	
RECORD SERIES DESCRIPTION ("IN This record series concerns the contractin contract evaluations, contract negotiation	THE SERIES. g process for all residen s, and the writing and pu- ments between the Departu- nts contained in these fi- heets or DHR Rate Letter, hed	INCLUDE THE PU ntial and non-residenti rocessing of contracts ment and vendors to ope iles include, but are n F. Invitation of G. General Corre H. RFP's for Cha	ATION/DOCUMENTS/FORMS FOUND RFOSE OR FUNCTION OF THE SERIES] al services to Department youth. It concern for service. Frate or run a youth facility and/or provide to t limited to the following: Bids Spondence rles Hickey School duction Initiative (Hickey School). and	
RECORD SERIES FORMAT(S) LETTER SIZE D MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK D FLOPPY DISK TIO TAPE VIDEO TAPE OTHER(SPECIFY)	8. RECORD SERIES ALPHABETIC NUMERICAL CHRONOLOGI GEOGRAPHIC OTHER(SPEC	LAL ICAL	9. VOLUME	
• FILE IS USED Daily to Bi-Week	ly MONTHLY		ES INACTIVE AFTER MONTH(S) (YEAR(S)	
. CURRENT LOCATION(S) (BLDG.,F S Headquarters, Contracts Unit, 3Rd. 1			ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE) DJS, Contractual Services Division	
. ACCESS RESTRICTIONS D YE (IF YES, CITE LAW(S) & REGULA		16. AUDIT REQUI	REMENTS	
. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H YES D NO Cross Reference			ED RETENTION fter expiration of contract, extensions of contract, thereafter destroy.	
LANE AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	ZI. DATE	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD 11TH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GE RECORDS MANAGEM 7275 WATER P.O. BO	ENT DIVISION LOO ROAD X 275	AGENCY RECORDS INVENTORY	
DGS 550-1)	JESSUP, MARY	LAND 20794		
I. CARTMENT/AGENCY	2. DIVISION		3. UNIT	
Department of Juvenile Services	Community Service:	s Division	Contracts and Program Development	
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECORD	NORMALLY FILE	D AND USED AS A UNIT FOR Sition purposes	
1. RECORD SERIES TITLE Financial and Technical Proposals	·		5. EARLIEST YEAR/LATEST YEAR 	
5. RECORD SERIES DESCRIPTION (BRI IN This record series includes financial and tec operate certain types of youth programs and/c	the series.	ne Department to Profi	it and Non-Profit Organizations to run or	
A. Requests for Proposals (RFP's) B. Bidders Response to These Requests, and C. Correspondence				
	<b></b>			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	
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<sup>11.</sup> FILE IS USED DailyetòyBi-Weekl	y	12. FILE BECO	MES INACTIVE AFTER	
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13. CURRENT LOCATION(S) (BLDG.,FI DJS Headquarters, Contracts Unit, 3		(IF YES, S	SERIES DUPLICATED ELSEWHERE? SPECIFY AGENCY OR OFFICE) NO DJS, Contractual Services Division	
15. ACCESS RESTRICTIONS	S D NO	16. AUDIT REQU	JI REMENTS	
(IF YES, CITE LAW(S) & REGULATION(S)		D NONE D's	STATE D FEDERAL D INDEPENDENT	
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DYES DNO Cross Reference		Retain 5 years after expiration of contmact Extensions or Modifications of Contract,		
		Thereafter		
· · ·	·			
IS CLAME AND TITLE OF PREPARER	20. TELEPHONE	l	21. DATE	
Valerie Neal, Office Secretary	(301) 333-6844		4/15/91	
DGS 550-4 (REVISED 2/87)	L			

ISTRUCTIONS TYPE OR PRINT A IPARATE FORM FOR EACH NEW OR EVISED RECORD SERIES. FORWARD ITH RECORDS RETENTION SCHEDULE DGS 350-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 2. DIVISION		AGENCY RECORDS INVENTORY PAGE 3 OF 12	
. I ARTMENT/AGENCY			3. UNIT	
Department of Juvenile Services	Community Services		Licensina	
FINITION-RECORD SERIES . A GROUP	OF RELATED RECORD	S NORMALLY FILED	AND USED AS A UNIT FOR	
	E AS WELL AS RETE	INTION AND DISPOS		
. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR <u>1970</u> To <u>Present</u>	
Licensing of Approved Facilities 5. RECORD SERIES DESCRIPTION (BRI	FLY DESCRIBE TH	TYPE OF INFORM		
This series contains documentation pertaining Department youth. Documents include, but an A. Licenses of the Facility B. Budgets for the Facility C. Inspection Forms D. Articles of Incorporation E. By-Laws F. Board of Directors (Names and Addresses)	THE SERIES. Ing to the licensing of a re not limited to the fo	INCLUDE THE PU Ill the facilities that Ilowing types of inform G. Program Descri H. Personnel Info	have contracted to provide services to ation which are contained in bound books: ptions rmation of Staff and Youth y Information	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES		9. VOLUME	
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TYES DE NO	•	Retain for fiv closed, then d	e (5) years after facility is estroy.	
NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Don Dailey	333-6337		03/15/91	
DGS 550-4 (REVISED 2/87)				

(STRUCTIONS - TYPE OR PRINT A IPARATE FORM FOR EACH NEW OR EVISED RECORD SERIES. FORWARD ITH RECORDS RETENTION SCHEDULE DGS \$50-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 4 OF 12
Artment of Juvenile Servicess	2. DIVISION Community Service:	5	3. UNIT Placement AND USED AS A UNIT FOR
	E AS WELL AS RETE		
. RECORD SERIES TITLE Institutional Placements	•		5. EARLIEST YEAR/LATEST YEAR <u>1080</u> TO <u>1000</u>
	THE SERIES.	INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RFOSE OR FUNCTION OF THE SEPIES) lities. It includes, but is not limited to,
<ul> <li>A. Program Proposal.</li> <li>B. Admission Criteria</li> <li>C. Community Detention</li> <li>D. Feasibility Studies</li> <li>E. Special Projects</li> <li>F. Montrose School Closing</li> <li>G. Residential Programs, and</li> <li>H. Concral Correspondence</li> </ul>			
. RECORD SERIES FORMAT(S)	8. RECORD SERIES	5 SEQUENCE	9. VOLUME
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3. ACCESS RESTRICTIONS Q YES	5 <sup>[]</sup> NO	16. AUDIT REQUI	REMENTS
(IF YES, CITE LAW(S) & REGULAT	TION ( 5 )	Ø NONE I ST	ATE FEDERAL INDEPENDENT
7. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HU		18. RECOMMENDE	
TYES & NO		Ketain for fiv	ve (5) years, then destroy.
	•	-	
NAME AND TITLE OF PREPARER	20. TELEPHONE	YLMBER	21. DATE
Patt Carter, Support Staff Person	333-6841		3/15/91
DGS 550-4 (REVISED 2/87)	L		

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<u>STRUCTIONS</u> TYPE OR PRINT A EPARATE FORM FOR EACH NEW OR EVISED RECORD SERIES. FORWARD 1TH RECORDS RETENTION SCHEDULE DGS 550-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY		
Department of Juvenile Services	2. DIVISION Community Services		3. UNIT placements		
EFINITION-RECORD SERIES A GROUP	OF RELATED RECORD	S NORMALLY FILED	AND USED AS A UNIT FOR		
REFERENCE AS WELL AS RETENTION AND DISPOS RECORD SERIES TITLE Personnel Staff/Office Management			5. EARLIEST YEAR/LATEST YEAR <u>1989</u> TO <u>1990</u>		
This record series concerns personnel staff to, the following:	5. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/PORMS 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	thly Reports ing Capacity Forms irmative Action Plan Forms tificate Forms arance Sheets minal Record Checks, and				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME		
LETTER SIZE D MICROFILM	A ALPHABETIC	AL.	<pre>D FILE DRAWER(S) D MICROFILM REEL(S)</pre>		
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<sup>11</sup> . FILE IS USED ☐ DAILY □ WEEKLY			S INACTIVE AFTER MONTH(S) Ø YEAR(S)		
321 Fallsway	3. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 321 Fallsway		14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE) D YES D NO Personnel		
	15. ACCESS RESTRICTIONS UYES W NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS		
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION Retain for five (5) years, then destroy.			
CYES D NO			ve (3) years, then destroy.		
	•				
NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE		
PATT CARTER, ,SUPPORT STAFF PERSON	333-6841		4/15/91		
DGS 550-4 (REVISED 2/87)					

ISTRUCTIONS TYPE OR PRINT A PARATE FORM FOR EACH NEW OR VISED RECORD SERIES. FORWARD TH RECORDS RETENTION SCHEDULE NGS 350-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 6 OF 12	
PARTMENT / AGENCY	2. DIVISION		3. UNIT	
Department of Juvenile Services	Community Services	Division	Non-Residential Programs Unit	
			AND USED AS A UNIT FOR	
REFERENCE AS WELL AS RETENTION AND DISPOS . RECORD SERIES TITLE Youth Services Bureaus (YSB)			5. EARLIEST YEAR/LATEST YEAR 1989 TO 1990	
RECORD SERIES DESCRIPTION ( Youth Service Bureaus are state - certifie services, crisis intervention, suicide pre this record series include but are not lim A. Contracts (certification, certificates B. Agreements C. Statistics (monthly and yearly) D. Monitoring Reports (monthly)	d, non-residential comm vention and other servi- ited to the following:	INCLUDE THE PU	vide counseling, referral and information particular community needs. The documents in ts mations ports, and	
RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME	
LETTER SIZE D MICROFILM	a Alphabetic	TAL	<pre>5 File DRAWER(S) 5 Microfilm Reel(S)</pre>	
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5. ACCESS RESTRICTIONS D YES & NO (IF YES, CITE LAE(S) & REGULATION(S)		16. AUDIT REQUIREMENTS		
7. IS AN INDEX SYSTEM USED? (IP YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTBARE)		18. RECOMMENDED RETENTION		
TYES D'NO	Retain for fi		ve (5) years then destroy.	
<u>`</u>	•			
NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Cindy L. Hanneman, Office Sec. III	333-2665		4/15/91	
DGS 550-4 (REVISED 2/87)				

STRUCTIONS TYPE OR PRINT A PARATE FORM FOR EACH NEW OR VISED RECORD SERIES. FORWARD ITH RECORDS RETENTION SCHEDULE DGS 550-1)	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY		
ARTMENT/AGENCY					
Department of Juvenile Services	2. DIVISION Community Services	Division	3. UNIT		
A			Non-Residential Services Unit		
	Z AS WELL AS RETS				
. RECORD SERIES TITLE Diversion Programs	· · ·		5. EARLIEST YEAR/LATEST YEAR <u>1989</u> TO <u>1990</u>		
5. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORME FOUND 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 reduces the philippe					
decrease the likelihood of further delinque A. Contracts (certification, certificates) B. Agreements C. Statistics (monthly and yearly) D. Monitoring Reports (monthly)	in this series include, E. Yearly Reports F. Program Evalua G. Incident Repor H. Correspondence	but are not limited to the following: tions ts, and			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	5 SEQUENCE	9. VOLUME		
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DAILY DEEKLY DMONTHLY		12. FILE BECOMES INACTIVE AFTER			
321 Fallsway, 1st floor		14. IS RECORD SERIES DUPLICATED ELSENTERET (IF YES, SPECIFY AGENCY OR OFFICE) IX YES I NO Diversion Program Offices			
15. ACCESS RESTRICTIONS VES VINO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS D NONE D STATE D FEDERAL D INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE	D RETENTION		
CYES PNO		Reetain for five (5) years then destroy.			
NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE		
Cindy L. Hanneman, Office Sec. III	33302665		4/15/91		
DGS 550-4 (REVISED 2/87)	· · · · · · · · · · · · · · · · · · ·	·	: : :		

STRUCTIONS - TYPE OR PRINT A	DEPARTMENT OF GE RECORDS MANAGEN	ENT DIVISION	AGENCY RECORDS INVENTORY		
EVISED RECORD SERIES. FORWARD ITH RECORDS RETENTION SCHEDULE DGS 330-1)	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 8 OF 12		
. ARTMENT / AGENCY	2. DIVISION		S. UNIT		
Department of Juvenile Services	Community Services	Division	Non-Residential Services Unit		
A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
. RECORD SERIES TITLE		ATTON AND DIBLOS	5. EARLIEST YEAR/LATEST YEAR		
Prevention Programss			<u>1989</u> TO <u>1990</u>		
<ul> <li>RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIPE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND These programs provide primary or secondary delinquency prevention, which may include formal counseling, information, referral, cris 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:         <ul> <li>A. Contracts (certification, certificates)</li> <li>B. Agreements</li> <li>C. Statistics (monthly and yearly)</li> <li>Monitoring Reports (monthly)</li> <li>B. Monitoring Reports (monthly)</li> </ul> </li> </ul>					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME		
LETTER SIZE MICROFILM	ALPHADETIC	CAL.	FILE DRAWER(S)		
d LEGAL SIZE COMPUTER TAPE	D NUMERICAL		MICROFILM REEL(S) 1/2 COMPUTER TAPE(S)		
- FLOPPY DISK			NUMBER OTHER(SPECIFY)		
DAUDIO TAPE D VIDEO TAPE	GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION		
O OTHER (SPECIFY)	OTHER(SPEC	IFY)	D FILE DRAWER(S)		
			D MICROFILM REEL(S) 170 NUMBER D COMPUTER TAPE(S) D OTHER(SPECIFY)		
11. FILE IS USED DAILY DWEEKLY	D MONTHLY		ES INACTIVE AFTER MONTH(S) ÖYEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FI	LOOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSENHERE!			
321 Fallsway, 1st Floor		(IF YES, SPECIFY AGENCY OR OFFICE) YES D NO Prevention Program Offices			
13. ACCESS RESTRICTIONS Q YES	•••	16. AUDIT REQUIREMENTS			
(IP YES, CITE LAW(S) & REGULA	TION(S)	D NONE & STATE D FEDERAL D INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES.EDPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) 18. RECOMMENDED RETENTION					
TYES ON NO		Retain five (5) years then destroy.			
T. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE		
Cindy L. Hanneman, Office.Sec. III	333-2665		4/15/91		
DGS 550-4 (REVISED 2/87)	· · · · · · · · · · · · · · · · · · ·		1		
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DEpartment of Juvenile Services	JESSUP, MARY 2. DIVISION Community Services			
Department of Juvenile Services	Community Services		3. UNIT	
	COMMUTE Secrices	<b></b>	Residential	
	OF RELATED RECORD	DIVISION DE NORMALLY FILED		
REFERENC	E AS WELL AS RETE	INTION AND DISPOS	TTION PURPOSES	
RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR 1988 TO 1990	
Departmento of Juvenile Services Li . RECORD SERIES DESCRIPTION (BRID	<del>consed/Owned Facilit</del> EFLY DESCRIBE THE	TYPES OF INFORM	ATION / DOCUMENTS / FORME FOUND	
This series consists of :	THE SERIES.	INCLUDE THE PU	RPOSE OR FUNCTION OF THE SEPIES	
<ul> <li>A. Licenses issued to non-DJS owned resident</li> <li>B. General correspondence to DJS owned facily</li> <li>the Department of Juvenile Services.</li> </ul>	tial facilities, and lities, which monitor t	he programs or services	provided to youth under the supervision of	
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. RECORD SERIES FORMAT(S)	8. RECORD SERIES	5 SEQUENCE	9. VOLUME	
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3. CURRENT LOCATION(S) (BLDG., FL		14. IS RECORD SERIES DUPLICATED ELSEVIERE!		
		14. IS RECORD SERIES DUPLICATED ELSEWHERE! (IF YES, SPECIFY AGENCY OR OFFICE)		
321 Fallsway - Headquarters		Q YES D NO Floppy Disk		
15. ACCESS RESTRICTIONS Q YES		16. AUDIT RECUI	DETENTS	
(IF YES, CITE LAN(S) & REGULAT		16. AUDIT REQUIREMENTS		
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	D RETENTION	
□YES 20 NO		Retain for ŝix (6) years thereafter destroy.		
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. NAME AND TITLE OF PREPARER	20. TELEPHONE N	NUMBER	ZI. DATE	
Paula Bazemore, Sec.	333-6860		4/15/91	
DGS 350-4 (REVISED 2/87)	· ·			
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STRUCTIONS - TYPE OR PRINT A	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7273 WATERLOO ROAD P.O. BOX 273 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY		
EVISED RECORD SERIES. FORWARD 1TH RECORDS RETENTION SCHEDULE DGS 330-1)			PAGE 10 OF 12		
. ARTMENT / AGENCY	2. DIVISION		3. UNIT		
Department of Juvenile Services	Community Services Division		Residential		
FINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR					
REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
. RECORD SERIES TITLE Department of Juvenile Services Lic	ensed/Owend Faciliti		5. EARLIEST YEAR/LATEST YEAR <u>1988</u> to <u>1990</u>		
. RECORD SERIES DESCRIPTION / BRI	RFLY DESCRIBE THE	TYPES OF INFORM	ATION/DOCUMENTS/FORME FOUND		
These records are Diskettes containing:					
A. Licenses to Non-DJS Residential Facilitie					
<ul> <li>B. General correspondence to DJS owned facily</li> <li>Department of Juvenile Services.</li> </ul>	es, and lities which monitor the	Programs or services p	provided, to youth under the supervision of the		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME		
LETTER SIZE D MICROFILM	ALPHABETIC	IAL.	□ FILE DRAWER(S) □ MICROFILM REEL(S)		
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AUDIO TAPE UVIDEO TAPE	GEOGRAPHIC	AL.	10. ANNUAL ACCUMULATION		
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	Program Specialists		U MICROFILM REEL(S)		
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C DAILY D WEEKLY	D MONTHLY		MONTH(S) DYEAR(S)		
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) 321 Fallsway - Headquarters 1 st floor		14. IS RECORD SERIES DUPLICATED ELSENHERE! (IF YES, SPECIFY AGENCY OR OFFICE) Q YES ON Hard Copies			
15. ACCESS RESTRICTIONS Q YES	S D NO	16. AUDIT REQUI			
(IF YES, CITE LAW(S) & REGULAT	V	DI NONE DI STATE DI FEDERAL DI INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDED RETENTION			
TYES ON NO		Retain for six (	(6) years then destroy.		
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NAME AND TITLE OF PREPARER	20. TELEPHONE	1 1LMEER	21. DATE		
Paula Bazemore, Secretary	333-6860		4/15/91		
DGS 350-4 (REVISED 2/87)	<u></u>				

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STRUCTIONS TYPE OR PRINT A EPARATE FORM FOR EACH NEW OR EVISED RECORD SERIES. FORWARD ITH 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 11 OF 12	
. ARTMENT/AGENCY	2. DIVISION		3. UNIT Placement	
Department of Juvenile Services	Community Services	s_Division		
EFINITION - RECORD SERIES . A GROUP	OF RELATED RECORD E As well as rete	NORMALLY FILED	AND USED AS A UNIT FOR	
. RECORD SERIES TITLE Legislative				
5. RECORD SERIES DESCRIPTION (BRI	THE SERIES.	TYPES OF INFORM	ATION/DOCUMENTS/FORME FOUND RPOSE OR FUNCTION OF THE SERIES	
This record series involves matters pertain to the following:	ing to the Governor or	the legislative. Docum	ents in the record include, but are not limited	
A. Executive Fellows ProgramF. Mailing ListB. Governor's Internship ProgramG. Joint Oversight CommitteeC. Governor's Project Information DatabaseH. Legislative (1987 - 1991)D. Governor's Policy Fellowship ProgramI. CorrespondenceE. Legislative WorkplanI. Correspondence				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	5 SEQUENCE	9. VOLUME	
LETTER SIZE D MICROFILM	C ALPHABETIC	AL.	W FILE DRAWER(S)	
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3. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM) 321 Fallsway - Headquarters 2 St floor.		14. IS RECORD SERIES DUPLICATED ELSENHERE? (IF YES, SPECIFY MEENCY OR OFFICE) X YES D NO Governor's Office		
15. ACCESS RESTRICTIONS DYES DO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS Q NONE I STATE I FEDERAL I INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES.EDPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION		
C YES OK NO	· .	Retain for five (	e (5) years, then destroy.	
	•			
. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE	
Patt Carter, Support staff	333-6841		4/15/91	
DGS 350-4 (REVISED 2/87)				

STRUCTIONS TYPE OR PRINT A	DEPARTMENT OF GE RECORDS MANAGEN 7278 WATER	ENT DIVISION	AGENCY RECORDS INVENTORY		
TH RECORDS RETENTION SCHEDULE	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 12 OF 12		
. UTHENT / AGENCY	2. DIVISION		3. UNIT		
Department of Juvenile Services	Community Services	Division	Placement		
FINITION-RECORD SERIES . A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR					
REFERENCE AS WELL AS RETENTION AND DISPO			3. EARLIEST YEAR/LATEST YEAR		
Budget					
אזי "יייי ביייב אוי	THE SERIES.	INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES		
This record series consists of documents use limited, to the following:	d in the budgetary proce	ss for the Community Se	rvices Division. It includes, but is not		
A. Budget Ledger B. Capital Budget C. FY 1988 - 1991 Budget		·			
D. General Files			· · · · · ·		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME		
4 LETTER SIZE D MICROFILM	Q ALPHABETIC	AL	FILE DRAWER(S)		
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DISK DELOPPY DISK			NUMBER OTHER (SPECIFY)		
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13. CURRENT LOCATION(S) (BLDG., FI	OOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE?			
321 Fallsway, Headquarters 1 St Flo	oor .	tif yes, specify agency or office) I yes IX no			
15. ACCESS RESTRICTIONS		16. AUDIT REQUIREMENTS			
(1F YES; CITE LAW(S) & REGULAT	rion( <del>5</del> )	DINONE O STATE DIFEDERAL DINDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF	YESIEDPLAIN				
BRIEFLY AND DESCRIBE ANY HA	ARDHARE / SOFTHARE )	18. RECOMMENDED RETENTION Retain for five (5) years and until all audit			
TYES OK NO	requirements a		are fulfilled, then destroy.		
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	T	l	T		
	20. TELEPHONE N	UMBER	21. DATE		
PATT Carter, Support Staff	333-6841		4/15/91		
DGS 550-4 (REVISED 2/87)			1 :		
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