

DE-530-1
REV. 7/86

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1272

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Public Safety and Correctional Services Criminal Injuries
Compensation Board

AGENCY DIVISION

Item No.	Description	Retention
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1.	<p><u>Claimant's Record File.</u></p> <p>This series includes the entire claim file. The file contains all materials obtained by the Board during the investigation of the claim in order to determine the claimant's eligibility for compensation under the provisions of Article 26A of the Annotated Code of Maryland. The file also contains all materials submitted by the claimant or the claimant's attorney in order to support the claim. Materials contained in this claim file include, but are not limited to the following: claim application, acknowledgement letter, requests for information, claim application, denial letter, State's Attorney notification letter, Police Report, Court Dockets, medical bills, hospital/doctor reports, funeral bills, birth certificate, death certificate, employment/lost wage verification, welfare benefit information, tax returns and W-2 forms, Workmen's Compensation decisions, Social Security/SSI benefits information, child support orders, paternity decrees, life insurance information, health insurance benefit statements, investigator's final report, tentative decision, final decision, hearing notes/tapes, payment processing sheets, notice of Appeal to Circuit Court, Circuit Court decisions, General correspondence relating to the claim, receipts for out-of-pocket expenses.</p> <p>Claims can be reopened at any time for consideration of additional losses resulting from the crime. Certain categories of Claims are eligible for compensation of different issues. Therefore, the series is divided by different claim categories and retention is based on the length of a claim's inactivity after it has been closed, suspended or last transaction completed.</p> <p>A. <u>Personal Injury Claims.</u></p> <p>Claims awarded for medical expenses and/or lost wages only.</p>	<p>Retain for ten (10) years and transfer to Record Center for twenty (20) years, then destroy.</p>
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Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

4/29/91 *Edna Selig*
Date Signature

Ex. Director 5/17/91
Title Date

Edward J. ...
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
B.	<u>Death Claims.</u> Claims awarded funeral expenses only.	Retain for five (5) years and transfer to Record Center for Twenty (20) years then destroy.
C.	<u>Denials.</u> 1. Claims denied for no serious financial hardship. 2. Claims denied for reasons other than no serious financial hardship.	Retain for ten (10) years and transfer to Record Center for Twenty (20) years then destroy. Retain for five (5) years and transfer to Record Center for Twenty (20) years then destroy.
D.	<u>Protracted disability Claims.</u> Claims awarded monthly disability payments and/or medical expenses. 1. Protracted Disability Claims where monthly payments have been made in last ten (10) years 2. Protracted Disability Claims awarded prior to July 1, 1988 and full amount of award paid out. 3. Protracted Disability Claims awarded after July 1, 1988 and full amount of award paid out.	Retain for ten (10) years and transfer to Record Center for Twenty (20) years then destroy. Retain ten (10) years and transfer to Record Center for Twenty (20) years then destroy. Retain five (5) years and transfer to Record Center for Twenty (20) years then destroy.
E.	<u>Protracted Dependency Claims:</u> Claims where monthly dependency payments are awarded. 1. Protracted dependency claims that have had monthly payments suspended. 2. Protracted dependency claims that have had full amount of award paid out.	Retain ten (10) years and transfer to Record Center for Twenty (20) years then destroy. Retain Five (5) years and transfer to Record Center for twenty (20) years then destroy.
F.	<u>Maximum Award Claim:</u> Claims where maximum award of \$45,000 has been awarded and paid out in a lump sum (decisions after 7/1/88).	Retain for Five (5) years and transfer to Record Center for Twenty (20) years then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
	<p>G. <u>Administrative Closings.</u></p> <p>Claims that are closed on a Show Cause Order or Administratively Closed and no action within Five (5) years.</p>	<p>Retain Five (5) years and transfer to Record Center for Twenty (20) years then destroy.</p>
	<p>H. <u>Miscellaneous Claims</u></p> <p>1. Claims where victim was a minor at the time of the incident and was disabled as a result of the incident.</p> <p>2. Claims where victim/claimant dies and death was not related to incident which claim was based.</p> <p>3. Claims received which do not meet statutory filing requirements.</p>	<p>Retain 20 years from victim's 18th birthday and transfer to Record Center for Twenty (20) years then destroy.</p> <p>Retain two (2) years and transfer to Record Center for Twenty (20) years then destroy.</p> <p>Retain five (5) years then destroy.</p>
2.	<p><u>Administrative Records.</u></p> <p>This Series includes materials pertaining to the Agency's overall operation and Budget.</p> <p>A. <u>General Correspondence and Memos.</u></p> <p>General correspondence and memos which do not pertain to a specific claim.</p> <p>B. <u>Monthly Status Reports.</u></p> <p>Contains statistics regarding the number of claims accepted, claims denied and awarded, claims, decisions, hearings scheduled and held and Appeals filed in Circuit Court.</p> <p>C. <u>Claims Log.</u></p> <p>Ledger containing claimants' names, Claim Number, date claim received and jurisdiction of crime.</p> <p>D. <u>Decisions.</u></p> <p>1. Photostated copies of decisions.</p> <p>2. Computer discs containing decisions</p>	<p>Screen files every year and purge any material no longer needed. Retain inactive files for five (5) years and destroy. Retain selected material permanently due to precedented value.</p> <p>Retain three (3) years until all audit requirements are met then destroy.</p> <p>Retain seven (7) years until all audit requirements are met then destroy.</p> <p>Retain five (5) years then destroy. Retain for three (3) years until all audit requirements are met then erase.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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E.	<u>Annual Report.</u> All background information used for Annual Report	Retain three (3) years until all audit requirements are met then destroy.
F.	<u>Budget Materials.</u> Copies of operating Budget, Stars report and payroll records.	Retain three (3) years until all audit requirements are met then destroy.
G.	<u>Federal Grant.</u> All background information used for the preparation of the Federal Performance Report and Federal Grant Application.	Retain then (10) years 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 2

1. DEPARTMENT/AGENCY
Public Safety and Correctional Services

2. DIVISION Criminal Injuries Compensation Board

3. UNIT Criminal Injuries Compensation Board

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

4. RECORD SERIES TITLE Administrative Records

5. EARLIEST YEAR/LATEST YEAR
1984 TO Present

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

This series includes materials pertaining to the agency's overall operation and Budget. Materials contained in these records include, but are not limited to the following: General Correspondence and memos not pertaining to a specific claim; monthly status reports, contains Statistics regarding number of claims received, claims denied and awarded, number of hearings scheduled and held, appeals to Circuit Court; Claims Log-Ledger containing claimant's names, Claim Number, date Claim received and jurisdiction of crime; photostated copies of and computer discs containing decisions; background material for preparation of Annual Report; Copies of Stars Reports, payroll records for Budget information; background information/statistics for preparation of Federal Performance Report and Federal Grant Application used for request of Federal Funds.

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 by year
 GEOGRAPHICAL
 OTHER(SPECIFY)
Subject Matter

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
27
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
6
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER When no longer
NUMBER MONTH(S) YEAR(S) needed

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Suite 313 Plaza Office Center
6776 Reisterstown Road
Baltimore, Maryland 21215-2340

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Budget materials backup in Div. of Finance - DPSCS

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 Screen files every year and purge according to schedule materials no longer needed. Send Memo to State Records Center as indicated. Destroy those materials no longer needed.

19. NAME AND TITLE OF PREPARER

Mary Ann Brylske
Administrative Specialist

20. TELEPHONE NUMBER

764-4223

21. DATE

April 23, 1991

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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Public Safety and Correctional Services

2. DIVISION Criminal Injuries Compensation Board

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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 Claimant's Record File

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)

Claim files containing, but not limited to the following: Claim Application; request for information letters; hospital and physicians reports; employment questionnaire; welfare and public assistance information; Notification to State's Attorney; police reports; Investigator reports; Show Cause Order; Quick Close report; medical providers charges; financial affidavits which may include rental information, wage and salary, Social Security information including widows benefits Supplement Security Income and disability awards; Federal and State Income Tax Returns; W-2 forms; list of assets, liabilities and living expenses; general correspondence; tentative decision letter final decision letter; acceptance letter; protest letter, hearing transcript or tape; attorney letters; court decisions; payment sheets; verification sheets of final payment; advice of counsel; prescription receipts, other receipts for various other charges to the claimant, (continued)

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)
295
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
15.0
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER last payment to claimant is completed.
NUMBER MONTH(S) YEAR(S)

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

Suite 313 Plaza Office Center
6776 Reisterstown Road
Baltimore, Maryland 21215-2340

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Computer-partial backup only for records 1988 to present & Res. & Statis. same time frame

15. ACCESS RESTRICTIONS YES NO

(IF YES, CITE LAW(S) & REGULATION(S)
Public Information Act

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT
DPSCSA 854s & Compliance

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

YES NO Computer from 1986 forward
Card System for name and claim number only.

18. RECOMMENDED RETENTION

Screen files every year and purge according to schedule sending those indicated to State Record Center.

19. NAME AND TITLE OF PREPARER

Mary Ann Brylske
Administrative Specialist

20. TELEPHONE NUMBER

764-4223

21. DATE

April 23, 1991

6. Record Series Description (continued)

insurance policy information; Workmen's Compensation information; paternity or divorce decrees, Veterans Administration benefits. The claim file is a record of all the supporting materials that have been gathered and reviewed by the investigator and presented to the Board in order to make a determination as to whether or not the claimant is an innocent victim of a crime ^{AND} if an award is to be made. The records therein supply information that would be used in making the awards in terms of medical bills, disability, dependency and funeral bills.