DG6-880-1 PECV. 7/86

DÉPARTMENT OF GENÉRAL SÉRVICES Récords Management Division

PAGE NO. 1 of 6

RECORDS RETENTION AND INSPOSAL SCHEDULE

SECRETARY AND

| | DEPARTMENT OF JUVENILE SERVICES | DEPUTY SECRETARY |
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| | A S EN CY | OI VI MOM |
| ltem No. | Description | Retention |
| | OFFICE OF THE SECRETARY | |
| | Presently, the Office of the Secretary is responsible for the records maintained by four units. They are: Secretary's Files, Planning and Research and Management Information Systems, Attorney General, and Public Information. Each of the above units has a series of records which will be listed and described below. | |
| | SECRETARY'S FILES | |
| 1. | General Correspondence | |
| | The documents maintained in this file include, but are not limited to the following: | |
| | A - Internal memos pertaining to the Affairs of the Department; | Screen annually. Retain items 1-B and 1-C permanently; transfer periodically |
| | ც- Documents related to the Managment of the Juvenile Justice System; | to the Maryland State Archives. Retain items 1-A and 1-D |
| | C - Miscellaneous documents pertaining to Policies and Regulations; and | until no longer needed for current business, then destroy. |
| | D - Correspondence with other government or the public. | |
| 2. | <u>Legislative Correspondence</u> | |
| | This record series concerns documents relevant to the Maryland Legislative Branch of Government. It includes, but is not limited to letters, copies of memos, and general correspondence. | |
| 3. | Reports and Statistics . | A STATE OF THE STA |
| | Material in this series includes, but is not | |
| | Is Assembly Processed by | \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ |

Schodula Approved by Department, Agency, or Bivisian Representative Schodule Authorized by

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RECORDS RETEXTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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SCHEDULE NO. 1383 PAGE

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NO. 2 of 6

| Department's programs: Reports - Assorted Supporting Documents - Statistical Data (Monthly, Quarterly, and Yearly) 4. Program Plans This series concerns plans to provide services to meet the needs of Maryland's troubled youth. It includes, but is not limited to the following: Department's Three-Year Plan - Master Facility Plan - Short-term Program Plans PLANNING AND RESEARCH AND MANAGEMENT INFORMATION SYSTEMS This unit is the resource of research and statistical data that is used for long-range planning. Records maintained by this unit are the following: 5. General Correspondence This record series of Planning, Research, and MIS includes, but is not limited to the following: - Inter-office memos - Letters to the public - Correspondence - Miscellaneous documents This record includes supply purchase requisitions, contracts, and other documents related to the until audited, when the contracts are requisitions, contracts. | Retention | la. Description . | |
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| This series concerns plans to provide services to meet the needs of Maryland's troubled youth. It includes, but is not limited to the following: - Department's Three-Year Plan - Master Facility Plan - Short-term Program Plans PLANNING AND RESEARCH AND MANAGEMENT INFORMATION SYSTEMS This unit is the resource of research and statistical data that is used for long-range planning. Records maintained by this unit are the following: 5. General Correspondence This record series of Planning, Research, and MIS includes, but is not limited to the following: - Inter-office memos - Letters to the public - Correspondence - Miscellaneous documents 6. Purchase - Requisition / Contracts This record includes supply purchase requistions, contracts, and other documents related to the same. 7. [Management Information Source Documents] | to the Maryland State Archives. | Department's programs: - Reports - Assorted Supporting Documents - Statistical Data (Monthly, Qua | |
| to meet the needs of Maryland's troubled youth. It includes, but is not limited to the following: - Department's Three-Year Plan - Master Facility Plan - Short-term Program Plans PLANNING AND RESEARCH AND MANAGEMENT INFORMATION SYSTEMS This unit is the resource of research and statistical data that is used for long-range planning. Records maintained by this unit are the following: 5. General Correspondence This record series of Planning, Research, and MIS includes, but is not limited to the following: - Inter-office memos - Letters to the public - Correspondence - Miscellaneous documents 6. Purchase-Requisition / Contracts This record includes supply purchase requisitions, contracts, and other documents related to the same. 7. Management Information Source Documents | | 4. Program Plans | 4 |
| - Master Facility Plan - Short-term Program Plans PLANNING AND RESEARCH AND MANAGEMENT INFORMATION SYSTEMS This unit is the resource of research and statistical data that is used for long-range planning. Records maintained by this unit are the following: 5. General Correspondence This record series of Planning, Research, and MIS includes, but is not limited to the following: - Inter-office memos - Letters to the public - Correspondence - Miscellaneous documents 6. Purchase - Requisition / Contracts This record includes supply purchase requisitions, contracts, and other documents related to the same. 7. Management Information Source Documents | 's troubled youth. | to meet the needs of Maryland's | |
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| statistical data that is used for long-range planning. Records maintained by this unit are the following: 5. General Correspondence This record series of Planning, Research, and MIS includes, but is not limited to the following: - Inter-office memos - Letters to the public - Correspondence - Miscellaneous documents 6. Purchase - Requisition / Contracts This record includes supply purchase requistions, contracts, and other documents related to the same. 7. Management Information Source Documents | NT INFORMATION | I | |
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| MIS includes, but is not limited to the following: - Inter-office memos - Letters to the public - Correspondence - Miscellaneous documents 6. Purchase - Requisition / Contracts This record includes supply purchase requistions, contracts, and other documents related to the same. 7. Management Information Source Documents | | 5. General Correspondence | |
| - Letters to the public - Correspondence - Miscellaneous documents 6. Purchase - Requisition / Contracts This record includes supply purchase requistions, contracts, and other documents related to the same. Retain for five (until audited, wh first, then destricts) Management Information Source Documents | | MIS includes, but is not limite | |
| This record includes supply purchase requistions, contracts, and other documents related to the same. Retain for five (until audited, wh first, then destricts) 7. Management Information Source Documents | Screen annually. Destroy materials no longer needed for current business. | - Letters to the public - Correspondence | . |
| contracts, and other documents related to the same. 7. Management Information Source Documents | | 6. Purchase -Requisition /Contracts | |
| | Retain for five (5) years, or until audited, whichever is first, then destroy. | contracts, and other documents | |
| | | 7. Management Information Source Docume | |
| This record includes assorted management Retain for ten (10 information source documents. | d management Retain for ten (10) years, | This record includes assorted information source documents. | |
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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1383

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| item No. | Description | Retention |
|-------------|---|---|
| 8. | Research Documents | |
| | This record series concerns all documents related to research and includes, but is not limited to the following: | |
| | - Surveys - Research reports - Census data | Retain for ten (10) years, then destroy. |
| 9. | Planning Source Documents | |
| | This record series includes all source documents (population counts, survey, etc.) that are used in designing the Master Facility Plan and Program Plans. | Retain for ten (10) years, then destroy. |
| ीं0. | <u>Grants</u> | - |
| | This record series includes grants and all documents used - in obtaining Federal Government Grants and other State or local government grant | Retain for ten (10) years, s. then destroy. |
| | | |
| | ATTORNEY GÉNERAL | |
| 11. | General Correspondence | |
| | This record series of the Office of the Attorney General includes, but is not limited to: | |
| | Inter-office memosLetters to the publicCopies of Policies or RegulationsMiscellaneous documents | Screen annually. Destroy materials no longer needed for current business. |
| 12. | General Files | |
| | This series covers non-litigation subject matter, and includes, but is not limited to: Copies of budgets, regulations, and depart-mental procedures and policies. | Retain for five (5) years, then destroy. |
| 13. | Case Files | |
| | This series includes all documents related to court cases that are either open or closed. | Retain for thirty (30) years, then destroy. |
| 14. | Legislation Files | |
| | This file consists of copies of Legislative Bill from the Maryland House of Representatives and the Senate. | Retain for ten (10) years, then destroy. |

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REGORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1383

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| | He. | Description | Retention |
| | 15. | Chronological Files | |
| | | This record contains chronologically all external correspondence in the Attorney General's Office. | Retain for five (5) years, then destroy. |
| | | PUBLIC INFORMATION | |
| | 16. | General Information | |
| | | This record series of the Office of Public Information includes correspondence, memos, and miscellaneous documents. | Screen annually. Destroy materials no longer needed for current business. |
| | 17. | Legislative Information | |
| | | This file consists of Legislative Bills and Legislative Correspondence. | Retain for five (5) years, then destroy. |
| | 18. | <u>Press Releases</u> | |
| | | This record consists of video taped press releases. | Retain for five (5) years, then destroy. |
| | | | |
| | | OFFICE OF THE DEPUTY SECRETARY | |
| | | The Office of the Deputy Secretary is responsible for the records maintained by four units. They are: Deputy Secretary's files, Property Management, Inspector General, and Policy and Regulations. | |
| | | DEPUTY SECRETARY'S FILES | |
| | 19. | Investigations | |
| | | This file consists of Investigation Reports on youth incidents within the Department, including but not limited to routine monitoring reports of Department programs. | Retain for five (5) years, screen and destroy all materials no longer needed for business. |
| | 20. | Deputy Secretary's General Correspondence | |
|) deer |) | This file includes, but is not limited to correspondence, memos, budget documents, and miscellaneous documents. | Retain for five (5) years, then screen and destroy all material no longer needed for business. |
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RECORDS RETEXTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE
NO. 1383
PAGE
NO. 5 of 6

NO. Hen Description No. Retention 21. Management Reports Retain for five (5) years, This file consists of Monthly Management Reports and related documents relative to Department then destroy. programs. PROPERTY MANAGEMENT 22. General Correspondence Screen annually. Destroy This file of the Property Manager consists of material no longer needed correspondence, memos, and miscellaneous for current business. documents. 23. General Construction/Bond Program This file consists of General Construction Retain for ten (10) years, documents, including those related to the then destroy. Department Bond Program. 24. Capital Projects Retain for ten (10) years, This file consists of documents relating to-Annual Capital Project requests from the then destroy. Department. 25. Industrial Hygienist Retain for thirty (30) years, This record consists of Building Completion Reports showing the location of asbestos, and then destroy. pipe area that requires asbestos removal. 26. Contracts Retain for ten (10) years, This file contains copies of external work contracts for the Department, including then destroy. renovation projects and service contracts. 27. Plant Management/Work Projects Retain for five (5) years, This file contains internal documents relative then destroy. to plant management and in-house work projects completed by Department of Juvenile Services Maintenance staff. 28. Fleet Management Retain for five (5) years, This file contains memos, Fleet Management Regulations, copies of invoices, and then destroy. miscellaneous documents relative to the management of the Department fleet of cars.

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RECORDS RETEXTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1383

PAGE 6 of 6

| r | -, | | NO. |
|--|----------------|---|--|
| | Ho. | Description | Retention |
| | | INSPECTOR GENERAL | |
| | 29. | General Correspondence | |
| | | This file of the Inspector General consists of memos, correspondence, copies of Department Policies and Regulations, and assorted documents | Screen annually. Destroy all material no longer needed for current business. |
| 1 | 30. | <u>Investigations</u> | • |
| | | This file contains documents related to Investigations conducted by the Inspector General's Office, of incidents and issues relative to the Department. | Retain for ten (10) years, then destroy. |
| | 31. | Inspection and Incident Reports | |
| | | This record series includes documents for inspections of various Department Programs developed for youth, and also Youth Incident Reports. | Retain for ten (10) years, then destroy. |
| | 32. | Child Advocacy Grievance Reports | |
| | | This record consists of documents related to Youths' Grievance Reports prepared by the Department's Child Advocate. | Retain for ten (10) years, then destroy. |
| 1 | | POLICY AND REGULATIONS | |
| | 33. | CHIEF'S FILES | • |
| | | This file includes, but is not limited to: Correspondence, memos, copies of drafts of policies or regulations, old copies of budgets, and miscellaneous documents. | Retain for three (3) years, then destroy. |
| | 34. | Surplus State Property | |
| | | This file contains State documents concerning information on the availability of land for sale or use by State Agencies, in coordination with the Maryland Office of Planning. | Retain for ten (10) years, then destroy. |
| | 35. | A-95 Grant Proposals | |
| ************************************** | | This file contains documents concerning the coordination with the Office of State Planning of proposals for federal funding for research or demonstration projects (often alcohol or drug related.) | Retain for ten (10) years, then destroy. |
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| SEPARATE FORM FOR EACH NEW OR | RECORDS MANAGEM | ENT DIVISION | - MODIACI VECOUDS THATHINKI | |
|---|-----------------------------------|---------------------------------|--|--|
| REVISED RECORD SERIES. FORWARD | 7275 WATER | LOO ROAD | | |
| TITH RECORDS RETENTION SCHEDULE | P.O. BOX 275 | | PAGE 1 OF 35 | |
| (DGS 550-1) | JESSUP, MARYLAND 20794 | | | |
| 1. DEFARTMENT/AGENCY | 2. DIVISION | | 3. UNIT | |
| Juveile Services | Office of t | he Secretary | Secretary | |
| | OF RELATED RECORD | | AND USED AS A UNIT FOR | |
| 4. RECORD SERIES TITLE | • | | 5. EARLIEST YEAR/LATEST YEAR | |
| Secretary's File - General | Correspondence | | <u>1987</u> TO <u>1990</u> | |
| 5. RECORD SERIES DESCRIPTION (IN | INFLY DESCRIBE THE THE SERIES. | TYPES OF INFORMATION OF THE PUR | ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES) | |
| General correspondence, mem of the Statewide Maryland J | | | tive to the management | |
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| T DECORD CEDIES FOR ALL SI | | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | | 9. VOLUME | |
| A LETTER SIZE D MICROFILM | □ ALPHABETICAL | | # File DRAWER(S) Microfilm Reel(S) | |
| D LEGAL SIZE D COMPUTER TAPE | □ NUMERICAL | | 3 COMPUTER TAPE(S) | |
| □ BOUND BOOK □ FLOPPY DISK | E CHRONOLOGI | CAL | NUMBER OTHER (SPECIFY) | |
| DAUDIO TAPE D VIDEO TAPE | □ GEOGRAPHIC | 'AL | | |
| THER(SPECIFY) | OTHER(SPEC | :IFY) | 10. ANNUAL ACCUMULATION D FILE DRAWER(S) | |
| • | • | | . D MICROFILM REEL(S) | |
| | | · · | NUMBER COMPUTER TAPE(S) | |
| 11 | <u> </u> | 12 | OTHER(SPECIFY) | |
| 11. FILE IS USED A DAILY WEEKLY | □ MONTHLY | | ES INACTIVE AFTER Varies MONTH(S) TYPEAR(S) | |
| | | NUMBER | MATRICAL H IDAR(S) | |
| 13. CURRENT LOCATION(S) (BLDG., FI | LOOR, ROOM) | | ERIES DUPLICATED ELSEWHERE? | |
| 321 Fallsway, Baltimore, Ma | ryland, 5th Flóor | tif YES, SPI | ECIFY AGENCY OR OFFICE) | |
| 15. ACCESS RESTRICTIONS D YES | | 16. AUDIT REQUI | REMENTS | |
| (IF YES, CITE LAB(S) & REGULA | T10H(S) | | 5 | |
| | | H NONE U ST | ATE FEDERAL INDEPENDENT | |
| 17. IS AN INDEX SYSTEM USED? (IF | | 18. RECOMMENDE | D RETENTION | |
| TYES TO NO | | | ually. Destroy material no ded for current-business. | |
| | | | | |
| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE | UMBER | 21. DATE | |
| Rudy Adams, Program Specialist | 333-678 | | 10/30/90 | |
| | | | | |

| SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1) | RECORDS MANAGEM 7278 WATER P.O. BC JESSUP, MARY | ELOO ROAD EX 275 | PAGE 2 OF 35 |
|--|--|--------------------------------------|--|
| 1. DEFARTMENT/AGENCY | 2. DIVISION | | 3. UNIT |
| Juvenile Services | Office of | the Secretary | Secretary |
| OS NITION-RECORD SERIES-A GROUP | OF RELATED RECORD | S HORMALLY FILED | AND USED AS A UNIT FOR |
| REFERENC | CE AS WELL AS RETS | COTEID DAA HOITH | ITION PURPOSES |
| 4. RECORD SERIES TITLE Legislative Correspondence | • | | 5. EARLIEST YEAR/LATEST YEAR |
| 5. RECORD SERIES DESCRIPTION (BR | THE SERIES. | TYPES OF INFORMATION INCLUDE THE PUR | ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES) |
| Copies of memos, letter branch of government. | rs and other corr | espondence with M | Maryland Legislative |
| | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | SEQUENCE | 9. VOLUME |
| LETTER SIZE MICROFILM | - ALPHARETIC | :AL | □ FILE DRAWER(S) |
| D LEGAL SIZE D COMPUTER TAPE | □ NUMERICAL | | ☐ MICROFILM REEL(S) 2 ☐ COMPUTER TAPE(S) |
| A BOUND BOOK D FLOPPY DISK | M CHRONOLOGI | CAL | NUMBER M OTHER(SPECIFY) |
| Q AUDIO TAPE Q VIDEO TAPE | □ GEOGRAPHIC | | Bookshelf |
| THER(SPECIFY) | OTHER(SPEC | | 10. ANNUAL ACCUMULATION |
| | - OTPER(SPEC | .181) | File DRAWER(S) , DMICROFILM REEL(S) |
| | | · · | NUMBER COMPUTER TAPE(S) |
| 11 | | 12 | Bookshelf S INACTIVE AFTER Varies |
| FILE IS USED A DAILY GWEEKLY | □ MONTHLY | | S INACTIVE AFTER Varies MONTH(S) YEAR(S) |
| 13. CURRENT LOCATION(S) (BLDG.,F) | LOOR, ROOM) | 14. IS RECORD ST | ERIES DUPLICATED ELSEWHERE? |
| 321 Fallsway, Baltimore, | 5th Floor | _ | ECIFY AGENCY OR OFFICE) |
| 15. ACCESS RESTRICTIONS U YES | | 16. AUDIT REQUIREMENTS | |
| (IF YES, CITE LAW(S) & REGULA | TION(B) | NONE D ST. | ATE O FEDERAL O INDEPENDENT |
| 17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H | | 18. RECOMMENDED RETENTION | |
| O YES ON NO | | | ually. Destroy material no ded for current business. |
| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE I | ·LIMEER | 21. DATE |
| Rudy Adams, Administrator | 792-7416 | | 5/13/91 |
| | <u> </u> | | <u></u> |

| SEPARATE FORM FOR EACH NEW OR | RECORDS MANAGEN | ENT DIVISION | MOCINCE VECTIONS THACHIONE | | |
|---|--------------------------------------|--|--|--|--|
| REVISED RECORD SERIES. FORWARD | 7278 WATERLOO ROAD | | · | | |
| TITH RECORDS RETENTION SCHEDULE (DGS 550-1) | P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE 3 OF 35 | | |
| 1 | | | | | |
| 1. DEFARTMENT/AGENCY | 2. DIVISION | | 3. UNIT | | |
| uvenile Services | | ne Secretary | Secretary | | |
| DE-INITION-RECORD SERIES-A GROUP | OF RELATED RECORD | DE NORMALLY FILED INTION AND DISPOS | AND USED AS A UNIT FOR | | |
| | | THE THE POS | | | |
| 4. RECORD SERIES TITLE Reports, Statistics | · | | 5. EARLIEST YEAR/LATEST YEAR 1982 TO 1990 | | |
| 5. RECORD SERIES DESCRIPTION (TH | THE SERIES. | TYPES OF INFORMAL INCLUDE THE PUR | ATION/DOCUMENTS/FORMS FOUND | | |
| | | | | | |
| Documents, reports, and stati | sticsdon the vari | lous Department's | programs. | | |
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| <u> </u> | | | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | SEQUENCE | 9. VOLUME | | |
| A LETTER SIZE D MICROFILM | - ALPHARETIC | -A1 | M FILE DRAWER(S) | | |
| LEGAL SIZE COMPUTER TAPE | □ NUMERICAL | | □ MICROFILM REEL(S) | | |
| | | | 1 COMPUTER TAPE(S) | | |
| DECEND BOOK DELOPPY DISK | M CHRONOLOGI | ICAL | NUMBER OTHER(SPECIFY) | | |
| audio tape U video tape | □ GEOGRAPHIC | :AL | 10. ANNUAL ACCUMULATION | | |
| THER(SPECIFY) | OTHER(SPE | IFY) | E FILE DRAWER(S) | | |
| | | · | .5 MICROFILM REEL(S) | | |
| | | · | NUMBER COMPUTER TAPE(S) | | |
| 11. FILE IS USED | 1 | 12. FILE RECOME | | | |
| M DAILY WEEKLY | □ MONTHLY | | S INACTIVE AFTER MONTH(S) D YEAR(S) | | |
| | | NUMBER | | | |
| 13. CURRENT LOCATION(S) (BLDG.,FI | LOOR, ROOM) | | ERIES DUPLICATED ELSEWHERE? | | |
| 321 Fallsway, 5th Floor | | TIP YES, SPI | ECIFY AGENCY OR OFFICE) | | |
| 15. ACCESS RESTRICTIONS TYE | s Alno | 16. AUDIT REQUI | REMENTS | | |
| (IF YES, CITE LAH(S) & REGULA- | | 16. ADDIT REGUIREMENTS | | | |
| | | NONE ST. | ATE FEDERAL INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF | YESIEDPLAIN | | | | |
| BRIEFLY AND DESCRIBE ANY H | ardware/software) | 18. RECOMMENDE | D RETENTION | | |
| TES INO | | Ten (10 |) years then destroy | | |
| - 125 W 110 | | | | | |
| | | | | | |
| | | | | | |
| | 1 | <u> </u> | r | | |
| 13. NAME AND TITLE OF PREPARER | 20. TELEPHONE | NUMBER | 21. DATE | | |
| Rudy Adams, Administrator | 792-74 | 16 | 5/13/91 | | |
| | | | 3/13/71 | | |

| SEPARATE FORM FOR EACH NEW OR | . RECORDS MANAGEN | | AGENCI MECOMOS INVENTORI | |
|---|--|-------------------|--|--|
| REVISED RECORD SERIES. FORWARD | 7278 WATER | | • | |
| YITH RECORDS RETENTION SCHEDULE (DGS 350-1) | P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE 4 OF 35 | |
| (DGS 330-1) | JESSUP, MARY | 7LAND 20794 | | |
| 1. DEFARTMENT/AGENCY | 2. DIVISION | | 3. UNIT | |
| Juvenile Services | Office of th | | Secretary | |
| DE NITION-RECORD SERIES - A GROUP | OF RELATED RECORD | OB NORMALLY FILED | AND USED AS A UNIT FOR | |
| 4. RECORD SERIES TITLE | • • • | | 5. EARLIEST YEAR/LATEST YEAR | |
| Program Plans | | | 1988 TO 1991 | |
| | THE SERIES. | | ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES; | |
| Department Program Plan surrelative to the plan to proyouths. | | | | |
| | | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | SEQUENCE | 9. VOLUME | |
| M LETTER SIZE D MICROFILM | □ ALPHAEETIC | AL | File DRAWER(S) | |
| LEGAL SIZE COMPUTER TAPE | i · | | MICROFILM REEL(S) | |
| | D NUMERICAL | | 1.5 COMPUTER TAPE(S) | |
| D BOUND BOOK D FLOPPY DISK | M CHRONOLOG | ICAL | NUMBER D OTHER(SPECIFY) | |
| AUDIO TAPE UVIDEO TAPE | □ GEOGRAPHIC | CAL | | |
| THER(SPECIFY) | OTHER(SPEC | · -1#7/ | 10. ANNUAL ACCUMULATION | |
| | - 011211121120 | | <pre>D FILE DRAWER(S) 1 D MICROFILM REEL(S)</pre> | |
| | | · | NUMBER COMPUTER TAPE(S) | |
| | | | O OTHER (SPECIFY) | |
| 11. FILE IS USED | x | 12. FILE BECOME | S INACTIVE AFTER | |
| Q DAILY O WEEKLY | □ MONTHLY | | MONTH(S) I YEAR(S) | |
| 13. CURRENT LOCATION(S) (BLDG.,FI | LOOR, ROOM) | 14. IS RECORD SE | ERIES DUPLICATED ELSEWHERE? | |
| 321 Fallsway, 5th Floor | | TIP YES, SPE | ECIFY AGENCY OR OFFICE) | |
| 15. ACCESS RESTRICTIONS O YES | | 16. AUDIT REQUIE | REMENTS | |
| (IF YES, CITE LAW(S) & REGULA- | TION(S) | ∯ NONE □ STA | ATE O FEDERAL O INDEPENDENT | |
| 17. IS AN INDEX SYSTEM USED? (IF | | 18. RECOMMENDE | D RETENTION | |
| Dyes & no | | Ten (10) ves | ars then destroy. | |
| · · · · · · · · · · · · · · · · · | | 10 (10) yes | ito then deoctoy. | |
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| | · | | | |
| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE | YUMBER | 21. DATE | |
| Rudy Adams, Administrator | 792-7 | 416 | 5/13/91 · | |
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| SEPARATE FORM FOR EACH NEW OR | RECORDS MANAGEN | ENT DIVISION | MACHAL VECOUND THAFHINKE |
|---|------------------------------------|--|--|
| REVISED RECORD SERIES, FORWARD | 7278 WATER | · - · . | · |
| (DGS 550-1) | P.O. BO JESSUP, MARY | : 1 | PAGE 5 OF 35 |
| 1. DEFARTMENT/AGENCY | 2. DIVISION | | |
| Juvenile Services | Office of the | Secretary | Planning & Research & MIS |
| | | DE NORMALLY FILED | AND USED AS A UNIT FOR |
| 4. RECORD SERIES TITLE | | | 5. EARLIEST YEAR/LATEST YEAR |
| General Correspondence | | | <u>1985</u> TO <u>1990</u> |
| | HEFLY DESCRIBE THE THE THE SERIES. | | ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES) |
| Correspondence, memos, and | miscellaneous do | cuments. | |
| | | | |
| | | | |
| | | | |
| | • | | 4 |
| | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | | |
| # LETTER SIZE D MICROFILM | | | 9. VOLUME # FILE DRAWER(S) |
| | □ ALPHABETIC | EAL. | MICROFILM REEL(S) |
| LEGAL SIZE COMPUTER TAPE | □ NUMERICAL | | 4 COMPUTER TAPE(S) |
| DECEND BOOK DEFLOPPY DISK | M CHRONOLOGI | ICAL | NUMBER D OTHER (SPECIFY) |
| UDIO TAPE UVIDEO TAPE | □ GEOGRAPHIC | EAL | 10. ANNUAL ACCUMULATION |
| THER(SPECIFY) | OTHER(SPEC | CIFY) | # File DRAWER(S) |
| | , | | 1 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) |
| | | ······································ | OTHER(SPECIEY) |
| 11. FILE IS USED | 1 | 12. FILE BECOME | s inactive after Varies |
| M DAILY WEEKLY | □ MONTHLY | NUMBER 0 | MONTH(S) N YEAR(S) |
| 13. CURRENT LOCATION(S) (BLDG.,FI | LOOR, ROOM) | 14. IS RECORD S | ERIES DUPLICATED ELSEWHERE? |
| 321 Fallsway, 4th Floor | , | tif yes, sp | ECIFY AGENCY OR OFFICE) |
| 15. ACCESS RESTRICTIONS D YES | | 16. AUDIT REQUI | REMENTS |
| (IF YES, CITE LAW(S) & REGULA- | TION(B) | W NOWE OF | ATE O FEDERAL O INDEPENDENT |
| | | A NOVE U SI | ATE D FEDERAL D INDEPENDENT |
| 7. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDEARE/SOFTBARE) | | 18. RECOMMENDE | D RETENTION |
| □ YES ₩ NO | | Screen ann longer nee | ually. Destroy material no ded for current business. |
| NAME AND TITLE OF PREPARER | 20. TELEPHONE I | NUMBER | Z1. DATE |
| Rudy Adams, Program Speciali | st 333-6781 | <u>.</u> | 10/30/90 |

| SEPARATE FORM FOR EACH NEW OR RECORDS MANAGEN REVISED RECORD SERIES. FORWARD 7278 WATER | | \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ | אַמבּאָנו הביסוים זוויבוווטהו | |
|---|--|---|--|--|
| SITH RECORDS RETENTION SCHEDULE (DGS 550-1) | P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE 6 0F 35 | |
| 1. DEFARTMENT/AGENCY | 2. DIVISION | | 3. UNIT | |
| uvenile Services | Office of the | Secretary | Planning & Research & MIS | |
| SERIES - | | | AND USED AS A UNIT FOR | |
| • | CE AS WELL AS RETE | NTION AND DISPOS | | |
| 4. RECORD SERIES TITLE Purchase - Requisions/ | Contracts | | 5. EARLIEST YEAR/LATEST YEAR | |
| 5. RECORD SERIES DESCRIPTION ("IN | IMPLY DESCRIBE THE THE SERIES. | TYPES OF INFORM INCLUDE THE PU | ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES) | |
| Supply purchase requisition | ons, Contracts and | d other documents | related to the same. | |
| | | | | |
| | | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | SEQUENCE | 9. VOLUME | |
| T LETTER SIZE D MICROFILM | - ALPHABETIC | :AL | # FILE DRAWER(S) | |
| U LEGAL SIZE U COMPUTER TAPE | D NUMERICAL | | ☐ MICROFILM REEL(S) 1 ☐ COMPUTER TAPE(S) | |
| D BOUND BOOK D FLOPPY DISK | A CHRONOLOGI | CAL | NUMBER OTHER (SPECIFY) | |
| audio Tape U VIDEO TAPE | □ GEOGRAPHIC | :AL | | |
| HER(SPECIFY) | OTHER(SPEC | :IFY) | # FILE DRAWER(S) MICROFILM REEL(S) | |
| | | | O OTHER(SPECIFY) | |
| II. FILE IS USED MALLY WEEKLY | □ MONTHLY | . E | E BECOMES INACTIVE AFTER MONTH(S) DYEAR(S) | |
| 321 Fallsway, 4th Floor | loor, room) | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES \$\mathbb{P}\$ NO | | |
| (1F YES, CITE LAB(S) & REGULATION(S) | | 16. AUDIT REQUI | REMENTS TATE FEDERAL INDEPENDENT | |
| 17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTBARE) U YES W NO | | 18. RECOMMENDED RETENTION | | |
| | | | r five (5) years or until audited is first, then destroy. | |
| : 9_ NAME AND TITLE OF PREPARER | 20. TELEPHONE ! | NUMBER | 21. DATE | |
| Rudy Adams, Administrator | 792-7416 | — — | 10/30/90 | |
| | <u></u> | | | |

| EPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD FITH RECORDS RETENTION SCHEDULE (DGS 550-1) | RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE 7 OF 35 |
|--|--|---------------------------|--|
| I. DEFARTMENT/AGENCY | 2. DIVISION | 20772 | 3. UNIT |
| Juvenile Services | Office of Secretary | | Planning & Research & MIS |
| CEPTAITION - RECORD SERIES - A GROUP | | | |
| REFERENCE | CE AS WELL AS RETE | NTION AND DISPOS | TION PURPOSES |
| Annagement Information Sou | · | | 5. EARLIEST YEAR/LATEST YEAR 1985 TO 1991 |
| Management Inforamtion Sou | | | |
| 3. RECORD SERIES DESCRIPTION (BR) | THE SERIES. | INCLUDE THE PUR | TION/DOCUMENTS/FORMS FOUND |
| Management Information so Juvenile Services. | ource documents fo | or the Department | of |
| | | | |
| | · | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | SEQUENCE | 9. VOLUME |
| A LETTER SIZE D MICROFILM | - ALPHABETIC | EAL | ∯ file drawer(s) □ microfilm reel(s) |
| □ LEGAL SIZE □ COMPUTER TAPE | D NUMERICAL | | 5 COMPUTER TAPE(S) |
| D BOUND BOOK D FLOPPY DISK | # CHRONOLOGI | CAL | NUMBER OTHER(SPECIFY) |
| O AUDIO TAPE D VIDEO TAPE | □ GEOGRAPHIC | :AL | 10. ANNUAL ACCUMULATION |
| HER(SPECIFY) | OTHER(SPEC | · :IFY) | # FILE DRAWER(S) |
| | | • | 1 MICROFILM REEL(S) |
| | | · · | NUMBER COMPUTER TAPE(S) |
| 11. FILE IS USED | , | 12. EUE EECOLE | OTHER(SPECIFY) S INACTIVE AFTER |
| M DAILY WEEKLY | □ MONTHLY | | S INACTIVE AFTER ACMTH(S) \(\frac{T}{2}\) YEAR(S) |
| 3. CURRENT LOCATION(S) (BLDG., FI | LOOR, ROOM) | 14. IS RECORD SE | ERIES DUPLICATED ELSEWHERE? |
| 321 Fallsway, 4th Floor | | | ECIFY AGENCY OR OFFICE) |
| S. ACCESS RESTRICTIONS D YES | _ 11 | 16. AUDIT REQUI | REMENTS |
| (IF YES, CITE LAW(S) & REGULA | TION(S) | | |
| | | A NONE STA | ATE O FEDERAL O INDEPENDENT |
| 7. IS AN INDEX SYSTEM USED? (IF YES.EDPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) O YES IX NO | | 18. RECOMMENDED RETENTION | |
| | | Ten (10) year | s then destroy. |
| | ÷ | | - <u>-</u> |
| NAME AND TITLE OF PREPARER | 20. TELEPHONE | YUMBER | 21. DATE |
| Rudy Adams, Administrator | 792-74 | 16 | 10/30790 |
| | | | |

| EPARATE FORM FOR EACH NEW OR | RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794 | | MOENCE VECOURS THAFHINKE |
|--|--|--|--|
| TEVISED RECORD SERIES. FORWARD FITH RECORDS RETENTION SCHEDULE [DGS 530-1] | | | PAGE 8 OF 35 |
| DEFARTMENT/AGENCY | 2. DIVISION | | 3. UNIT |
| Juvenile Services | Office of S | Secretary | Planning & Research & MIS |
| SEFTNITION-RECORD SERIES-A GROUP | OF RELATED RECORD | S NORMALLY FILED | AND USED AS A UNIT FOR |
| | E AS WELL AS RETE | SOTEID DIA HOITH | |
| Research Documents | • | | 5. EARLIEST YEAR/LATEST YEAR 1975 TO 1991 |
| 5. RECORD SERIES DESCRIPTION (BR) | THE SERIES. | TYPES OF INFORM. INCLUDE THE PU | ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES) |
| Research documents includ research reports and cens | ing surveys, popu us data. | ılation data,reso | urce library, |
| | | | |
| . RECORD SERIES FORMAT(S) | 8. RECORD SERIES | SEQUENCE | 9. VOLUME |
| A LETTER SIZE D MICROFILM | □ ALPHABETICAL | | ☑ FILE DRAWER(S) |
| LEGAL SIZE COMPUTER TAPE | D NUMERICAL | - - | □ MICROFILM REEL(S) |
| # BOUND BOOK - FLOPPY DISK | CHRONOLOGICAL | | 8 □ COMPUTER TAPE(S) NUMBER ** OTHER(SPECIFY) |
| UNIDIO TAPE UVIDEO TAPE | GEOGRAPHIC | | Library |
| . <u></u> | <u> </u> | • | 10. ANNUAL ACCUMULATION |
| FER(SPECIFY) | OTHER(SPEC | :IFY) | □ FILE DRAWER(S) □ MICROFILM REEL(S) |
| ****** | | · | NUMBER COMPUTER TAPE(S) |
| The is used Weekly | - MONTHLY | | S INACTIVE AFTER MONTH(S) TYEAR(S) |
| 3. CURRENT LOCATION(S) (BLDG., FI | OOR ROOM) | | EDIES DIDI ICATED ELSEWASES |
| 321 Fallsway, 3rd Floor | , | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) (IF YES, DO NO.) | |
| . ACCESS RESTRICTIONS O YES | | 16. AUDIT REQUI | REMENTS |
| (IF YES, CITE LAB(S) & REGULA- | rion(s) | NONE STATE FEDERAL INDEPENDENT | |
| 7. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) | | 18. RECOMMENDED RETENTION | |
| □ YES 01 NO | | Ten (10) y | ears then destroy. |
| | | | |
| NAME AND TITLE OF PREPARER | 20. TELEPHONE | NUMBER | 21. DATE |
| Rudy Adams, Administrato | | | |
| Adding, Administrato | /92-/410 | | 10/30/90 . |

| SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) | RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794 | | PAGE 9 OF 35 | |
|---|--|--|---|--|
| 1. DEFARTMENT/AGENCY | 2. DIVISION | EAGE 20794 | 3. UNIT | |
| Juvenile Services | | | | |
| | Office of Se | | Planning & Research & MIS AND USED AS A UNIT FOR | |
| | E AS WELL AS RETE | | | |
| 4. RECORD SERIES TITLE | | | 5. EARLIEST YEAR/LATEST YEAR | |
| Planning Source Doc | uments | | <u>1985</u> ™ 1991 | |
| 5. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) | | | | |
| Planning source documents | , master facility | plan documents | and program plans. | |
| | | | | |
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| | • | | | |
| | | | | |
| | | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES SEQUENCE | | 9. VOLUME | |
| M LETTER SIZE " MICROFILM | | | D FILE DRAWER(S) | |
| □ LEGAL SIZE □ COMPUTER TAPE | □ NUMERICAL | • | MICROFILM REEL(S) | |
| BOUND BOOK FLOPPY DISK | ID CHRONOLOGICAL | | O COMPUTER TAPE(S) | |
| G AUDIO TAPE U VIDEO TAPE | | - | | |
| | □ GEOGRAPHIO | | 10. ANNUAL ACCUMULATION | |
| HER(SPECIFY) | O OTHER (SPEC | IFY) | D FILE DRAWER(S) | |
| | | | | |
| *** | | | OTHER(SPECIFY) | |
| 11. FILE IS USED | , , | | S INACTIVE AFTER | |
| ₩ DAILY □ WEEKLY | □ MONTHLY | 10 D | MONTH(S) TYEAR(S) | |
| 13. CURRENT LOCATION(S) (BLDG., FI | LOOR, ROOM) | 14. IS RECORD S | ERIES DUPLICATED ELSEWHERE? | |
| 321 Fallsway, 4th Floor | | tip yes, specify agency or office) U yes M no | | |
| 321 Tallsway, 4th F1001 | ~ | | | |
| 15. ACCESS RESTRICTIONS DYES | | 16. AUDIT REQUIREMENTS | | |
| (IF YES, CITE LAW(S) & REGULA- | rion(s) | A NONE - STATE - FEDERAL - INDEPENDENT | | |
| | | # NOTE - 31 | ATE O PEDERAL O INDEPENDENT | |
| 17. IS AN INDEX SYSTEM USED! (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) | | 18. RECOMMENDED RETENTION | | |
| O YES M NO | | Ten (10) | years and then destroy | |
| | | | , | |
| | | | | |
| | • | | | |
| NAME AND TITLE OF PREPARER | 20. TELEPHONE | NUMBER | 21. DATE | |
| Rudy Adams, Administrator | 792-7 | 416 | 10/30/90 | |
| | | | | |

| EPARATE FORM FOR EACH NEW OR | RECORDS MANAGEN | ENT DIVISION | MOEIRCE VECONDO TRAFILIDAE |
|---|--|---------------------------------------|--|
| EVISED RECORD SERIES. FORWARD | 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | · |
| 11TH RECORDS RETENTION SCHEDULE DGS 550-1) | | | PAGE 10 OF 35 |
| . DEFARTMENT/AGENCY | 2. DIVISION | | 3. UNIT |
| Juvenile Services | Office of | Secretary | Planning & Research & MIS |
| | | E NORMALLY FILED | AND USED AS A UNIT FOR |
| . RECORD SERIES TITLE | , | | 5. EARLIEST YEAR/LATEST YEAR |
| Grants | | | <u>1985</u> то <u>1991</u> |
| 3. RECORD SERIES DESCRIPTION (IN | EFLY DESCRIBE THE THE SERIES. | TYPES OF INFORMATION INCLUDE THE PUR | ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES) |
| Federal government gran | nts, and other de | epartment grants. | |
| | | | · |
| • | | | |
| | | | 4 |
| · | | | |
| . RECORD SERIES FORMAT(S) | 8. RECORD SERIES SEQUENCE | | 9. VOLUME |
| R LETTER SIZE □ MICROFILM | - ALPHABETICAL | | File DRAWER(S) |
| C LEGAL SIZE COMPUTER TAPE | □ NUMERICAL | | ☐ MICROFILM REEL(S) 1 ☐ COMPUTER TAPE(S) |
| D BOUND BOOK D FLOPPY DISK | M CHRONOLOGICAL | | NUMBER OTHER(SPECIFY) |
| audio Tape U Video Tape | □ GEOGRAPHIC | :AL | |
| HER(SPECIFY) | OTHER(SPEC | • | 10. ANNUAL ACCUMULATION # FILE DRAWER(S) |
| · | • | • | 5 MICROFILM REEL(S) |
| | • | · · | NUMBER COMPUTER TAPE(S) |
| .1. FILE IS USED | 1 | 12. FILE BECOME | S INACTIVE AFTER |
| X DAILY D WEEKLY | □ MONTHLY | | MONTH(S) (F YEAR(S) |
| 3. CURRENT LOCATION(S) (BLDG.,FL | .00R,R00M) | <u>.</u> | ERIES DUPLICATED ELSEWHERE? |
| 321 Fallsway, 4th Floor | , | | ECIFY AGENCY OR OFFICE) |
| 5. ACCESS RESTRICTIONS O YES | | 16. AUDIT REQUIREMENTS | |
| (IF YES, CITE LAW(S) & REGULAT | 10N(S) | NONE O STATE O FEDERAL O INDEPENDENT | |
| 7. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) | | 18. RECOMMENDE | D RETENTION |
| □ YES \$ NO | | , , , , , , , , , , , , , , , , , , , | |
| | · | Ten (10) y | ears then destroy |
| · · · · · · · · · · · · · · · · · · · | | | |
| | | • | |
| . NAME AND TITLE OF PREPARER | 20. TELEPHONE | NUMBER . | 21. DATE |
| Rudy Adams, Administrator | 792-7416 | | 10/30/90 |

| SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD FITH RECORDS RETENTION SCHEDULE (DGS 330-1) | RECORDS MANAGEN 7278 WATER P.O. BO JESSUP, MARY | RLOO ROAD DX 275 | PAGE 11 OF 35 |
|---|--|--|--|
| 1. DEFARTMENT/AGENCY | 2. DIVISION | 20792 | |
| Juvenile Services | Secretar | | Attorney General |
| A GROUP | | <u> </u> | AND USED AS A UNIT FOR |
| | | NTION AND DISPOSE | |
| General Correspondence | | | 5. EARLIEST YEAR/LATEST YEAR |
| | | | ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES; |
| Correspondence, memos, c | opies of policy o | of regulations and | d miscellaneous documents. |
| | | · · · · · · · · · · · · · · · · · · · | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | SEQUENCE | 9. VOLUME |
| A LETTER SIZE D MICROFILM | alphatetical | | File DRAWER(S) |
| □ LEGAL SIZE □ COMPUTER TAPE | □ NUMERICAL | | ☐ MICROFILM REEL(S) 3 ☐ COMPUTER TAPE(S) |
| D BOUND BOOK D FLOPPY DISK | M CHRONOLOGICAL | | NUMBER OTHER (SPECIFY) |
| UDIO TAPE UVIDEO TAPE | □ GEOGRAPHIO | AL | |
| THER(SPECIFY) | | | 10. ANNUAL ACCUMULATION |
| | OTHER(SPECIFY) | | # FILE DRAWER(S) MICROFILM REEL(S) |
| | | | . O OTHER (SPECIFY) |
| 11. FILE IS USED | ı | 12. FILE BECOME | s inactive after Varies |
| M DAILY WEEKLY | □ MONTHLY | NUMBER D) | MONTH(S) YEAR(S) |
| 321 Fallsway, Room 306 | | Į. | ERIES DUPLICATED ELSEWHERE? |
| (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) | | 18. RECOMMENDED RETENTION | |
| □ YES \$ NO | Screen and longer new | | nually. Destroy materials no eded for current business. |
| NAME AND TITLE OF PREPARER | 20. TELEPHONE | VILMEE R | 21. DATE |
| Rudy Adams, Administrator | 792-74 | | 5/13/91 |
| | 1 | | |

| SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES FORWARD | RECORDS MANAGEM | | AGENC! RECORDS INVENTOR! | |
|--|--|--|--|--|
| SITH RECORDS RETENTION SCHEDULE | 7278 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | 12 35 | |
| DGS 550-1) | | | PACE 12 OF 35 | |
| . DEFARTMENT/AGENCY | 2. DIVISION | | 3. UNIT | |
| Juvenile Services | Office of Sec | retary | Attorney General | |
| | OF RELATED RECORD | | AND USED AS A UNIT FOR | |
| . RECORD SERIES TITLE | | | 5. EARLIEST YEAR/LATEST YEAR | |
| General Files | | | <u>1984</u> to <u>1991</u> | |
| | | | ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES) | |
| General Files on non-litiga Department procedures and p | 7 | er, including bu | dgets, regulations, | |
| | | | | |
| | | | | |
| | | 36 | | |
| . RECORD SERIES FORMAT(S) | 8. RECORD SERIES | SEQUENCE | 9. VOLUME | |
| LETTER SIZE MICROFILM | □ ALPHABETICAL | | # FILE DRAWER(S) | |
| X LEGAL SIZE COMPUTER TAPE | □ NUMERICAL | | □ MICROFILM REEL(S) | |
| BOUND BOOK D FLOPPY DISK | # CHRONOLOGICAL | | 4.5 COMPUTER TAPE(S) NUMBER COMPUTER TAPE(S) | |
| O NIDIO TAPE O VIDEO TAPE | | | | |
| OTHER(SPECIFY) | GEOGRAPHIC | • | 10. ANNUAL ACCUMULATION | |
| O WIRER(SPECIFI) | OTHER(SPEC | IFY) | FILE DRAWER(S) MICROFILM REEL(S) | |
| | · | · | RUNBER COMPUTER TAPE(S) | |
| .1. FILE IS USED | | 12. FILE BECOME | S INACTIVE AFTER | |
| A DAILY D WEEKLY | - MONTHLY | 5 DINEER | es inactive after month(s) A year(s) | |
| 3. CURRENT LOCATION(S) (BLDG.,F | LOOR, ROOM) | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? | | |
| 321 Fallsway, Room 306 | | TIF YES, SP | ECIFY AGENCY OR OFFICE) | |
| .5. ACCESS RESTRICTIONS D YE | | 16. AUDIT REQUI | REMENTS | |
| (IF YES, CITE LAW(S) & REGULA | T10N(B) | N NONE D STATE D FEDERAL D INDEPENDENT | | |
| 7. IS AN INDEX SYSTEM USED? (IF | | 18. RECOMMENDE | D RETENTION | |
| TYES W NO | | Retain for fi | ve (5) years, then destroy. | |
| | · | | | |
| | • | | | |
| NAME AND TITLE OF PREPARER | 20. TELEPHONE | NUMBER | 21. DATE | |
| Rudy Adams, Administrator | 792-7416 | , , | 5/13/91 | |
| | 1 | | <u> </u> | |

| SEPARATE FORM FOR EACH NEW OR SEVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE | RECORDS MANAGEM 7278 WATER P.O. BC | ZLOO ROAD DX 275 | PAGE 13 OF 35 | |
|--|--|--------------------------------------|---|--|
| DGS 550-1) | JESSUP, MARY | LAND 20794 | | |
| DEFARTMENT/AGENCY | 2. DIVISION | | 3. UNIT | |
| Juvenile Services | Office of S | | Attorney General | |
| CEFINITION-RECORD SERIES - A GROUP | OF RELATED RECORD | THE HOPMALLY FILED (NTION AND DISPOS | AND USED AS A UNIT FOR ITION PURPOSES | |
| Case Files | | | 5. EARLIEST YEAR/LATEST YEAR 1984 TO 1991 | |
| . RECORD SERIES DESCRIPTION (BR) | | | ATION/DOCUMENTS/FORMS FOUND | |
| · in | THE SERIES. | . INCLUDE THE PUI | RPOSE OR FUNCTION OF THE SERIES | |
| Documents related to cou | rt cases that are | e either closed o | r opened. | |
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| • | | | · | |
| | | | | |
| . RECORD SERIES FORMAT(S) | 8. RECORD SERIES | SEQUENCE | 9. VOLUME | |
| LETTER SIZE " MICROFILM | □ ALPHABETICAL | | File DRAWER(S) | |
| M LEGAL SIZE COMPUTER TAPE | □ NUMERICAL | | ☐ MICROFILM REEL(S) 3.5 ☐ COMPUTER TAPE(S) | |
| D BOUND BOOK D FLOPPY DISK | W CHRONOLOGICAL | | NUMBER O OTHER(SPECIFY) | |
| DIO TAPE DI VIDEO TAPE | □ GEOGRAPHIC | CAL | · | |
| OTHER(SPECIFY) | OTHER(SPEC | | 10. ANNUAL ACCUMULATION # File DRAWER(5) | |
| • | | | | |
| | | | NUMBER COMPUTER TAPE(S) | |
| 11. FILE IS USED | | 12. FILE BECOME | OTHER(SPECIFY). | |
| DAILY WEEKLY | □ MONTHLY | | MONTH(S) TYEAR(S) | |
| :3. CURRENT LOCATION(S) (BLDG.,FI | LCOR, ROOM) | 14. IS RECORD S | ERIES DUPLICATED ELSEWHERE? | |
| 321 Fallsway, Room 306 | | TES P NO | ECIFY AGENCY OR OFFICE) | |
| 15. ACCESS RESTRICTIONS D YES | | 16. AUDIT REQUIREMENTS | | |
| (IF YES, CITE LAW(S) & REGULA- | TION(S) | NONE STATE STEERAL SINDEPENDENT | | |
| 7. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) | | 18. RECOMMENDED RETENTION | | |
| TES ME NO | | | | |
| | - | Thirty (30) |) years then destroy | |
| | | | | |
| | | | | |
| NAME AND TITLE OF PREPARER | 20. TELEPHONE | NUMBER | 21. DATE | |
| Rudy Adams, Administrator | 792-74 | 16 | 5/13/91 . | |
| | | | | |

| SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD SITH RECORDS RETENTION SCHEDULE (DGS 330-1) | RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE 14 OF 35 |
|---|--|---|--|
| 1. DEFARTMENT/AGENCY | 2. DIVISION | | 3. UNIT |
| uvenile Services | Office of Se | cretary | Attorney General |
| | | | AND USED AS A UNIT FOR |
| | CE AS WELL AS RETE | TEOTEID DIA HOITH | |
| Legislation Files | , | | 5. EARLIEST YEAR/LATEST YEAR |
| | | | TION/DOCUMENTS/FORMS FOUND POSE OR FUNCTION OF THE SERIES) |
| Copies of Legislati and the Senate. | ve Bills from the | e Maryland House | of Representatives |
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| | | | ı |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | SEQUENCE | 9. VOLUME |
| LETTER SIZE D MICROFILM | □ ALPHABETICAL | | W FILE DRAWER(S) |
| R LEGAL SIZE □ COMPUTER TAPE | D NUMERICAL | | □ MICROFILM REEL(S) |
| BOUND BOOK FLOPPY DISK | | | 4.5 COMPUTER TAPE(S) NUMBER COMPUTER TAPE(S) |
| | ₹ CHRONOLOGI | 1 | 02(0. 2011) |
| AUDIO TAPE VIDEO TAPE | □ GEOGRAPHIC | · 1 | 10. ANNUAL ACCUMULATION |
| HER(SPECIFY) | OTHER(SPEC | IFY) | FILE DRAWER(S) |
| | | | I MICROFILM REEL(S) |
| | | | OTHER(SPECIFY) |
| M DAILY DWEEKLY | □ MONTHLY | 12. FILE BECOMES INACTIVE AFTER 10 | |
| 321 Fallsway, Room 306 | LOOR, ROOM) | | ERIES DUPLICATED ELSEWHERE? |
| (1F YES, CITE LAW(S) & REGULA | | 16. AUDIT REQUIREMENTS M NONE STATE FEDERAL INDEPENDENT | |
| | | H NOW 517 | TE C FEDERAL C INDEPENDENT |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) | | 18. RECOMMENDED RETENTION | |
| □ YES T NO | | Ten (10) | years then destroy |
| | | | |
| NAME AND TITLE OF PREPARER | 20. TELEPHONE | YUMBER | 21. DATE |
| Rudy Adams, Administrator 792-7416 | | 6 | 5/13/91 |

| EPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD | . RECORDS MANAGEM 7278 WATER | LOO ROAD | AGENCI NECONDO INVENTORI | |
|--|---------------------------------------|--|--------------------------------------|--|
| 11TH RECORDS RETENTION SCHEDULE DGS 350-1) | P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE 15 OF 35 | |
| L. DEFARTMENT/AGENCY | 2. DIVISION | | 3. UNIT | |
| Juvenile Services | Office of Se | | Attorney General | |
| SEFINITION-RECORD SERIES-A GROUP | OF RELATED RECORD | S NORMALLY FILED | AND USED AS A UNIT FOR | |
| REFERENC | E AS WELL AS RETE | NTION AND DISPOSI | | |
| . RECORD SERIES TITLE | • | | 5. EARLIEST YEAR/LATEST YEAR | |
| Chronological File | S | <u> </u> | 1984_ то | |
| | | | TION/DOCUMENTS/FORMS FOUND | |
| Copies of all external | correspondence f | rom Attorney Gene | ral's Office | |
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| . RECORD SERIES FORMAT(S) | 8. RECORD SERIES SEQUENCE | | 9. VOLUME | |
| LETTER SIZE D MICROFILM | - ALPHAETIC | :AL | File DRAWER(S) MICROFILM REEL(S) | |
| LEGAL SIZE COMPUTER TAPE | □ NUMERICAL | | 3 COMPUTER TAPE(S) | |
| M BOUND BOOK OFLOPPY DISK | ₩ CHRONOLOGI | CAL | OTHER(SPECIFY) | |
| DIO TAPE UVIDEO TAPE | □ GEOGRAPHIC | EAL | 10. ANNUAL ACCUMULATION | |
| OTHER(SPECIFY) | OTHER(SPEC | IFY) | T FILE DRAWER(S) | |
| | | | 1 MICROFILM REEL(S) | |
| | | | NUMBER COMPUTER TAPE(S) | |
| 1. FILE IS USED |) | 12. FILE BECOME | S INACTIVE AFTER | |
| M DAILY D WEEKLY | □ MONTHLY | 5 □; | MONTH(S) TEAR(S) | |
| 3. CURRENT LOCATION(S) (ELDG.,F) | LOOR, ROOM) | | ERIES DUPLICATED ELSEYHERE? | |
| | • | (IF YES, SPECIFY AGENCY OR OFFICE) | | |
| 321 Fallsway, Room 306 | | TES ID NO | | |
| 5. ACCESS RESTRICTIONS Q | | 16. AUDIT REQUIREMENTS D NONE - STATE - FEDERAL - INDEPENDENT | | |
| (IF YES, CITE LAW(S) & REGULA | TION(S) | | | |
| | | A NOVE - SI | THE PRESENCE - INCLUDENT | |
| 7. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) | | 18. RECOMMENDED RETENTION | | |
| U YES M NO | | Retain for fiv | e (5) years, then destroy. | |
| • | | | | |
| | · · | | | |
| NAME AND TITLE OF PREPARER | 20. TELEPHONE I | NUMBER | 21. DATE | |
| Rudy Adams, Administrato | r 792-741 | 6 | 5/13/91 | |

| SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD SITH RECORDS RETENTION SCHEDULE (DGS 330-1) | RECORDS MANAGEM | ELOO ROAD EX 275 | PAGE 16 OF 35 | |
|---|-------------------------------------|--|--|--|
| 1. DEFARTMENT/AGENCY | JESSUP, MARYLAND 20794 2. DIVISION | | 3. UNIT | |
| Juvenile Services | Office of S | ecretary | Public Information | |
| | OF RELATED RECORD | | AND USED AS A UNIT FOR | |
| General Correspondences | · · | | 5. EARLIEST YEAR/LATEST YEAR 1987 TO 1991 | |
| 5. RECORD SERIES DESCRIPTION (BR | THE SERIES. | TYPES OF INFORMATION INCLUDE THE PUR | ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES) | |
| Correspondence, memos and m | iscellaneous doc | uments. | | |
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| | | | • | |
| · | | | <u> </u> | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES SEQUENCE | | 9. VOLUME | |
| M LETTER SIZE D MICROFILM | D ALPHABETIC | EAL | ∏ File DRAWER(S) □ MICROFILM REEL(S) | |
| C LEGAL SIZE COMPUTER TAPE | □ NUMERICAL ▼ CHRONOLOGICAL | | 1 COMPUTER TAPE(S) NUMBER COTHER(SPECIFY) | |
| D BOUND BOOK D FLOPPY DISK | | | | |
| DIO TAPE UVIDEO TAPE | GEOGRAPHIC | CAL | 10. ANNUAL ACCUMULATION | |
| O OTHER (SPECIFY) | OTHER(SPEC | :IFY) | # FILE DRAWER(S) | |
| | | | MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) COTHER(SPECIEY) | |
| | | · · | | |
| 11. FILE IS USED | , | 12. FILE BECOME | s inactive after Varies | |
| M DAILY WEEKLY | □ MONTHLY | į | MONTH(S) | |
| :3. CURRENT LOCATION(S) (BLDG.,F | LOOR, ROOM) | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) (YES (NO | | |
| 321 Fallsway, 5th Floor | | | | |
| 15. ACCESS RESTRICTIONS D YE | | 16. AUDIT REQUIREMENTS | | |
| (IF YES, CITE LAB(S) & REGULA | TION(S) | N NONE O STATE O FEDERAL O INDEPENDENT | | |
| 7. IS AN INDEX SYSTEM USED? (IF | | 18. RECOMMENDED RETENTION | | |
| TYES ON NO | | Screen annual longer needed | ly. Destroy materials no for current business. | |
| | <i>:</i> | | | |
| O. MANO AND TITE OF | T | 1 | | |
| NAME AND TITLE OF PREPARER | 20. TELEPHONE | | 21. DATE | |
| Rudy Adams, Administrator | 792-741 | 16 | 5/10/91 | |
| · · · · · · · · · · · · · · · · · · | | | | |

| SEPARATE FORM FOR EACH NEW OR | RECORDS MANAGEN | ENT DIVISION | MACIACI VECOUNDO THACHION! | |
|--|---|--|--|--|
| REVISED RECORD SERIES, FORWARD | 7278 WATER | | · | |
| ITH RECORDS RETENTION SCHEDULE (DGS 550-1) | P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE 17 OF 35 | |
| 1. DEFARTMENT/AGENCY | 2. DIVISION | | | |
| | | | 3. UNIT | |
| Juvenile Services | Office of Sec | | Public Information AND USED AS A UNIT FOR | |
| | | NTION AND DISPOS | | |
| 4. RECORD SERIES TITLE | | | 5. EARLIEST YEAR/LATEST YEAR | |
| Legislative Info | rmation | | <u>1987</u> to <u>1991</u> | |
| | | | ATION/DOCUMENTS/FORMS FOUND | |
| • | | | | |
| | | | | |
| Copies of Legislative bill | s, and copies of | Legislative corre | espondence. | |
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| | | | 1 | |
| | | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | SECUENCE | 0 201175 | |
| ₩ LETTER SIZE □ MICROFILM | | | 9. VOLUME ### FILE DRAWER(S) | |
| · | - ALPHABETIC | IAL . | □ MICROFILM REEL(S) | |
| LEGAL SIZE COMPUTER TAPE | □ NUMERICAL | | 1.0 COMPUTER TAPE(S) | |
| D BOUND BOOK D FLOPPY DISK | ₩ CHRONOLOGI | ICAL | NUMBER D OTHER(SPECIFY) | |
| DIO TAPE UVIDEO TAPE | □ GEOGRAPHIC | EAL | 10. ANNUAL ACCUMULATION | |
| OTHER(SPECIFY) | O OTHER(SPEC | :IFY) | A FILE DRAWER(S) | |
| | • . | | .5 MICROFILM REEL(S) | |
| | - | | NUMBER COMPUTER TAPE(S) | |
| 11. FILE IS USED | 1 | 12. FILE BECOME | S INACTIVE AFTER | |
| D DAILY WEEKLY | □ MONTHLY | 5 D 1 | MONTH(S) X YEAR(S) | |
| 3. CURRENT LOCATION(S) (BLDG.,FI | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? | | |
| 321 Fallsway, 5th Floor | | (IF YES, SPECIFY AGENCY OR OFFICE) | | |
| | | □ YES NO | | |
| 15. ACCESS RESTRICTIONS O YES | | 16. AUDIT REQUIREMENTS | | |
| (IF YES, CITE LAB(S) & REGULA- | rion(s) | M NONE D STATE D FEDERAL D INDEPENDENT | | |
| 7. IS AN INDEX SYSTEM USED? (IF | | 18. RECOMMENDED RETENTION | | |
| • | BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) | | | |
| TYES W NO | | Five (5) yea | ars then destroy | |
| · · | | | | |
| | | | | |
| | | | | |
| NAME AND TITLE OF PREPARER | 20. TELEPHONE | NUMBER | 21. DATE | |
| Rudy Adams | 792-741 | 6 | 5/10/91 | |
| | | | | |

| SEPARATE FORM FOR EACH NEW OR SEVISED RECORD SERIES. FORWARD 11TH RECORDS RETENTION SCHEDULE (DGS 330-1) | RECORDS MANAGEM 7278 WATER P.O. BO JESSUP, MARY | ZLOO ROAD DX 275 | PAGE 18 of 35 | |
|---|--|--------------------------------|--|--|
| . DEFARTMENT/AGENCY | 2. DIVISION | 20/74 | 3. UNIT | |
| Juvenile Services | Office of S | ecretary | Public Information | |
| | | | AND USED AS A UNIT POR | |
| REFERENC | E AS WELL AS RETS | TEOMETO DIA MOITRE | TION PURPOSES | |
| . RECORD SERIES TITLE | • | | 5. EARLIEST YEAR/LATEST YEAR | |
| Press Releases | | | <u>1987</u> TO <u>1991</u> | |
| | | | TION/DOCUMENTS/FORMS FOUND | |
| Copies of video tape | ed DJS press rele | ases. | | |
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| | · | | , | |
| | | | | |
| 7. RECORD SERIES FORMAT(S) | | | | |
| LETTER SIZE D MICROFILM | 8. RECORD SERIES SEQUENCE | | 9. VOLUME M FILE DRAWER(S) | |
| · | D ALPHABETICAL | | □ MICROFILM REEL(S) | |
| G LEGAL SIZE G COMPUTER TAPE | U NUMERICAL | | 2 COMPUTER TAPE(S) NUMBER COMPUTER (SPECIFY) | |
| BOUND BOOK FLOPPY DISK | ₹ CHRONOLOGICAL | | · CIPER(SPECIFI) | |
| UDIO TAPE W VIDEO TAPE | □ GEOGRAPHIC | | 10. ANNUAL ACCUMULATION | |
| OFFER(SPECIFY) | OTHER(SPEC | :IFY) | <pre>D FILE DRAWER(S)</pre> | |
| | | | NUMBER COMPUTER TAPE(S) | |
| 11. FILE IS USED | 1 | 12 | OTHER(SPECIFY) | |
| DAILY WEEKLY | □ MONTHLY | 5 0, | S INACTIVE AFTER ACNTH(S) | |
| | | NUMBER | | |
| :3. CURRENT LOCATION(S) (BLDG.,FI | LOOR, ROOM) | | ERIES DUPLICATED ELSEWHERE? | |
| 321 Fallsway, 5th Floor | | TES 10 NO | | |
| 15. ACCESS RESTRICTIONS O YES | | 16. AUDIT REQUIREMENTS | | |
| (IF YES, CITE LAB(S) & REGULA- | T10N(B) | NONE STATE FEDERAL INDEPENDENT | | |
| | | # NOVE = ST | TE O FEDERAL O INDEPENDENT | |
| 17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) | | 18. RECOMMENDE | PETENTION | |
| □ YES 및 NO | Five (5 | | ears, then destroy. | |
| | | | | |
| | | | • | |
| NAME AND TITLE OF PREPARER | 20. TELEPHONE | NUMBER | 21. DATE | |
| Rudy Adams, Administrator | 792-7416 | | 5/10/91 | |
| | | | | |

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|---|---|--|--|
| INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD YESH RECORDS RETENTION SCHEDULE | DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY |
| 5 550-1) | | | PAGE 19 OF 35 |
| 1. DEFARTMENT/AGENCY Juvenile Services | 2. DIVISION Office of Dep | uty Secretary | 3. UNIT Deputy Secretary |
| DELIMITION VECOUD SENIES. | | | AND USED AS A UNIT FOR |
| 4. RECORD SERIES TITLE Investigations | | | 5. EARLIEST YEAR/LATEST YEAR 1989 TO 1991 |
| * 1 | | | TION/DOCUMENTS/FORMS FOUND |
| Investigation Report on incid routine monitoring reports of | | Department, inclu | ding but not limited to |
| | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | S SEQUENCE | 9. VOLUME |
| E LETTER SIZE D MICROFILM | D ALPHABETICAL | | M FILE DRAWER(S) |
| LEGAL SIZE COMPUTER TAPE | | | MICROFILM REEL(S) |
| D BOUND BOOK D FLOPPY DISK | Ö CHRONOLOGICAL | | NUMBER D OTHER (SPECIFY) |
| □ AUDIO TAPE □ VIDEO TAPE | □ GEOGRAPHIC | CAL | 10. ANNUAL ACCUMULATION |
| OTHER(SPECIFY) | OTHER(SPECIFY) | | FILE DRAWER(S) MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) |
| 11. FILE IS USED | | 12. FILE BECOME | S INACTIVE AFTER |
| Ø DAILY □ WEEKLY | □ MONTHLY | | MONTH(S) YEAR(S) |
| 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 321 Fallsway Stok 71608 | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES & NO | |
| 15. ACCESS RESTRICTIONS TYPES TO NO (IF YES, CITE LAW(S) & REGULATION(S) | | 16. AUDIT REQUIREMENTS MONE - STATE - FEDERAL - INDEPENDENT | |
| 17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) | | 18. RECOMMENDED RETENTION | |
| TYES & NO | | | 5 years then screen and material not needed s. |
| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE | NUMBER | 21. DATE |
| Rudy Adams, Administrator | 792-74 | 116 | May 2, 1991 |
| | 1 | | l . |

| INSTRUCTIONSTYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD TH RECORDS RETENTION SCHEDULE GS \$50-1) 1. DEPARTMENT/AGENCY | DEPARTMENT OF GI RECORDS MANAGEI 7278 WATEI P.O. BI JESSUP, MAR | MENT DIVISION RLOO ROAD DX 275 | AGENCY RECORDS INVENTORY PAGE 20 OF 35 |
|---|---|--------------------------------------|---|
| Juvenile Services | Office of Depu | aty Secretary | Deputy Secretary |
| DEFINITION RECORD BERTES. | | | AND USED AS A UNIT FOR |
| 4. RECORD SERIES TITLE Deputy Secretary General Cor | respondence | ENTION AND DISPOS | 5. EARLIEST YEAR/LATEST YEAR |
| | THE SERIES. | . INCLUDE THE PU | ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES) cuments. |
| | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIE | 5 SEQUENCE | 9. VOLUME |
| N LETTER SIZE D MICROFILM | D ALPHABETICAL | | 5 FILE DRAWER(S) |
| LEGAL SIZE COMPUTER TAPE | D NUMERICAL | | D MICROFILM REEL(S) |
| D BOUND BOOK D FLOPPY DISK | E CHRONOLOG | ICAL | NUMBER OTHER(SPECIFY) |
| D AUDIO TAPE D VIDEO TAPE | □ GEOGRAPHI | CAL | |
| OTHER(SPECIFY) | O OTHER(SPE | CIFY) | 10. ANNUAL ACCUMULATION A FILE DRAWER(S) |
| | | | 2.0 DMICROFILM REEL(S) RUMBER D COMPUTER TAPE(S) D OTHER(SPECIFY) |
| 11. FILE IS USED | | 12. FILE BECOME | S INACTIVE AFTER |
| DAILY DEEKLY | □ MONTHLY | | MONTH(S) YEAR(S) |
| 13. CURRENT LOCATION(S) (BLDG.,F | LOOR, ROOM) | | ERIES DUPLICATED ELSEWHERE? |
| | Ylour | | ECIFY AGENCY OR OFFICE) |
| 15. ACCESS RESTRICTIONS DYES D'NO (IF YES, CITE LAW(S) & REGULATION(S) | | 16. AUDIT REQUI | REMENTS ATE D FEDERAL D INDEPENDENT |
| 17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) O YES & NO | | | D RETENTION ears then screen and destroy al not needed for business. |
| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE | .I | 21. DATE |
| Rudy Adams, Administrator | 333-678 | 1 | Many 5, 1991 |

| | * | | |
|--|---|--|---|
| INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794 | | AGENCY RECORDS INVENTORY |
| H RECORDS RETENTION SCHEDULE S \$50-1) | | | PAGE 21 OF 35 |
| 1. DEFARTMENT/AGENCY Juvenile Services | 2. DIVISION Office of Depr | uty Secretary | Deputy Secretary |
| ELFINITION RECORD SERIES. | | : | AND USED AS A UNIT FOR |
| 4. RECORD SERIES TITLE Management Report | | | 5. EARLIEST YEAR/LATEST YEAR 1989 TO 1991 |
| · · · · · · · · · · · · · · · | THE SERIES. | INCLUDE THE PU | IATION/DOCUMENTS/FORMS FOUND INPOSE OR FUNCTION OF THE SERIES |
| | | | |
| 7. RECORD SERIES FORMAT(S) © LETTER SIZE D MICROFILM LEGAL SIZE D COMPUTER TAPE D BOUND BOOK D FLOPPY DISK AUDIO TAPE D VIDEO TAPE OTHER(SPECIFY) | 8. RECORD SERIES ALPHABETIC NUMERICAL CHRONOLOG GEOGRAPHIC OTHER(SPEC | ICAL CAL | 9. VOLUME FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY) 10. ANNUAL ACCUMULATION FILE DRAWER(S) 1.0 MICROFILM REEL(S) |
| 11. FILE IS USED | | 12. FILE BECOM | NUMBER COMPUTER TAPE(S) OTHER(SPECIFY) ES INACTIVE AFTER |
| DAILY DWEEKLY | MONTHLY | i | MONTH(S) YEAR(S) |
| 13. CURRENT LOCATION(S) (BLDG.,F. 321 Fallsway | LOOR, ROOM) | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) D YES D NO | |
| 15. ACCESS RESTRICTIONS TYES TO NO (IF YES, CITE LAW(S) & REGULATION(S) | | 16. AUDIT REQUIREMENTS WI NONE DISTATE DIFEDERAL DINDEPENDENT | |
| 17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) | | 18. RECOMMENDED RETENTION | |
| O YES EL NO | | Five (5) | years. |
| | | | |
| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE | NUMBER | 21. DATE |
| Rudy Adams, Administrator | 792-741 | 16 | May 2, 1991 |

| SEPARATE FORM FOR EACH NEW OR | RECORDS MANAGEM | ENT DIVISION | MACIACI VECOVOS THACHION | |
|---|-------------------|--------------------------------|-----------------------------------|--|
| REVISED RECORD SERIES. FORWARD | 7278 WATER | RLOO ROAD | | |
| TITH RECORDS RETENTION SCHEDULE | P.O. BOX 275 | | PAGE 22 OF 35 | |
| (DGS 550-1) | JESSUP, MARY | LAND 20794 | | |
| 1. DEFARTMENT/AGENCY | 2. DIVISION | | 3. UNIT | |
| Juvenile Services | Deputy Sec | retary | Property Management | |
| CEL-MITION-RECORD SERIES - A GROUP | OF RELATED RECORD | S NORMALLY FILED | AND USED AS A UNIT FOR | |
| REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES | | | | |
| 4. RECORD SERIES TITLE | • | , | 5. EARLIEST YEAR/LATEST YEAR | |
| General Correspondence | | | <u>1975</u> TO <u>1990</u> | |
| 5. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) | | | | |
| Correspondence, memos, and | miscellaneous do | ocuments. | | |
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| | | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | SECUENCE | 9. VOLUME | |
| M LETTER SIZE - MICROFILM | _ | | ₩ FILE DRAWER(S) | |
| | - ALPHABETICAL | | □ MICROFILM REEL(S) | |
| CLEGAL SIZE COMPUTER TAPE | □ NUMERICAL | | 3 COMPUTER TAPE(S) | |
| O BOUND BOOK OFLOPPY DISK | ₹ CHRONOLOGICAL | | OTHER(SPECIFY) | |
| audio Tape Uvideo Tape | GEOGRAPHIC | :AL | | |
| THER (SPECIFY) | OTHER(SPEC | | 10. ANNUAL ACCUMULATION | |
| | - OTTER(SPEC | | | |
| | | | NUMBER COMPUTER TAPE(S) | |
| | · | | OTHER(SPECIFY) | |
| 11. FILE IS USED | , | 12. FILE BECOME | s inactive after Varies | |
| M DAILY D WEEKLY | □ MONTHLY | NUMBER C | MONTH(S) TYEAR(S) | |
| 13. CURRENT LOCATION(S) (BLDG.,FI | OOR ROOM) | | ERIES DUPLICATED ELSEYHERE? | |
| | • | | ECIFY AGENCY OR OFFICE) | |
| 321 Fallsway, Mezzanine | 1 | TES THO | | |
| 15. ACCESS RESTRICTIONS Q YES | 5 R NO | 16. AUDIT REQUI | REMENTS | |
| (IF YES, CITE LAW(S) & REGULA | T10H(S) | NONE STATE FEDERAL INDEPENDENT | | |
| | | | | |
| 17. IS AN INDEX SYSTEM USED! (IF | YES, EXPLAIN | | | |
| BRIEFLY AND DESCRIBE ANY HARDWARE SOFTWARE | | 18. RECOMMENDE | D RETENTION | |
| TYES IN NO | | Screen annuall | y. Destroy materials no | |
| | • | _longer needed | for current business. | |
| | | | | |
| | · | | | |
| ` | | <u> </u> | | |
| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE | TUMBER | 21. DATE | |
| Rudy Adams | | | | |
| Program Specialist | 333-67 | 81 | 4/22/91 | |
| | | | | |

| SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD | RECORDS MANAGEM | L | AGENCY RECORDS TRVERTORY | | |
|--|--|---|---------------------------------------|--|--|
| WITH RECORDS RETENTION SCHEDULE | P.O. BC | | 00 05 | | |
| (DGS 550-1) | JESSUP, MARY | LAND 20794 | PAGE 23 OF 35 | | |
| 1. DEFARTMENT/AGENCY | 2. DIVISION | | 3. UNIT | | |
| Juvenile Services | Office of D | eputy Secretary | Property Management | | |
| | | E NORMALLY FILED | AND USED AS A UNIT FOR | | |
| 4. RECORD SERIES TITLE | • | | 5. EARLIEST YEAR/LATEST YEAR | | |
| General Construction/Bo | ond Program | | <u>1975</u> TO | | |
| 5. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND 'IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) | | | | | |
| General construction docum Bond program documents. | to Department | | | | |
| · | | | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | SEQUENCE | 9. VOLUME | | |
| A LETTER SIZE " MICROFILM | □ ALPHABETICAL □ NUMERICAL Ⅵ CHRONOLOGICAL | | □ FILE DRAWER(S) | | |
| D LEGAL SIZE D COMPUTER TAPE | | | O MICROFILM REEL(S) 1 | | |
| D BOUND BOOK D FLOPPY DISK | | | NUMBER I OTHER (SPECIFY) | | |
| _audio Tape | □ GEOGRAPHIC | 1 | Books | | |
| THER(SPECIFY) | OTHER(SPEC | | 10. ANNUAL ACCUMULATION | | |
| | - OTHER SPEC | ilet) | □ file drawer(s) □ microfilm reel(s) | | |
| | | · | NUMBER COMPUTER TAPE(S) | | |
| 11 | | 12. 51.5 5555 | O OTHER (SPECIFY) | | |
| DAILY WEEKLY | □ MONTHILY | FILE BECOME | S INACTIVE AFTER ACNTH(S) W YEAR(S) | | |
| 13. CURRENT LOCATION(S) (BLDG.,FL | .00R, R00M) | 14. IS RECORD SE | RIES DUPLICATED ELSEWHERE? | | |
| 321 Fallsway, Mezzanine | | fif yes, specify agency or office) P yes D no DBFP | | | |
| 15. ACCESS RESTRICTIONS D YES | • • • • | 16. AUDIT REQUIREMENTS | | | |
| (IF YES, CITE LAB(S) & REGULAT | rion(s) | O NONE O STATE O FEDERAL O INDEPENDENT | | | |
| 17. IS AN INDEX SYSTEM USED? (IF YES.EDPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) | | 18. RECOMMENDED RETENTION | | | |
| □ YES ¼ NO | | Retain for ten (10) years, then destroy. | | | |
| | <i>:</i> | | · · · · · · · · · · · · · · · · · · · | | |
| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE | (UMSER | 21. DATE. | | |
| Rudy Adams, Administrator | 792-7416 | | 5/3/91 | | |

| SEPARATE FORM FOR EACH NEW OR | RECORDS MANAGEM | ENT DIVISION | MOCIACI VECOVOS TUACULOUS | |
|---|-------------------------------------|--|--|--|
| REVISED RECORD SERIES. FORWARD | 7278 WATERLOO ROAD | | | |
| 44TH RECORDS RETENTION SCHEDULE (DGS 350-1) | P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE 24 OF 35 | |
| (200 330-1) | JESSUP, MART | LAND 20794 | | |
| 1. DEFARTMENT/AGENCY | 2. DIVISION | | 3. UNIT | |
| Juvenile Services | Deputy Secre | etary | Property Management | |
| CELTNITION-RECORD SERIES-A GROUP | OF RELATED RECORD | S NORMALLY FILED | AND USED AS A UNIT FOR | |
| REFERENC | E AS WELL AS RETE | EOTEID DIA HOITH | ITION PURPOSES | |
| 4. RECORD SERIES TITLE Capital Projects | • | | 5. EARLIEST YEAR/LATEST YEAR _1975 TO _1991 | |
| | | | ATION/DOCUMENTS/FORMS FOUND | |
| | iur sekirs. | INCLUDE THE PU | RPOSE OR FUNCTION OF THE SERIES | |
| Annual Canital Prairet rague | at from the Done | rtmont | | |
| Annual Capital Project reque | est from the Depar | rument. | | |
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| <u> </u> | | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | SECLIENCE | 9. VOLUME | |
| CLETTER SIZE D MICROFILM | □ ALPHABETIC | | ☐ FILE DRAWER(S) | |
| | | .AL | D MICROFILM REEL(S) | |
| LEGAL SIZE COMPUTER TAPE | D NUMERICAL | | 1 COMPUTER TAPE(S) | |
| M BOUND BOOK D FLOPPY DISK | M CHRONOLOGICAL | | NUMBER D OTHER(SPECIFY) | |
| audio Tape Video Tape | GEOGRAPHIC | :AL | | |
| THER(SPECIFY) | OTHER(SPEC | :IFYI | 10. ANNUAL ACCUMULATION | |
| , | J. 2.1. | | ∯ file DRAWER(S) □ MICROFILM REEL(S) | |
| | | | NUMBER COMPUTER TAPE(S) | |
| | <u> </u> | | OTHER(SPECIFY) | |
| 11. FILE IS USED | , | 12. FILE BECOME | S INACTIVE AFTER | |
| DAILY WEEKLY | □ MONTHLY | 10. Di | MONTH(S) X YEAR(S) | |
| 13. CURRENT LOCATION(S) (BLDG.,FI | OOR ROOM) | 14. IS PECORD S | EDIES DIE ICATED ELSEWAEDE | |
| , | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (1F YES, SPECIFY AGENCY OR OFFICE) RYES D NO DBFP | | |
| 321 Fallsway, Mezzanine | | | | |
| 15. ACCESS RESTRICTIONS DYES | 5 A NO | 16 AUDIT DECUI | DEVENTS | |
| (IF YES, CITE LAW(S) & REGULA | | 16. AUDIT REQUIREMENTS NONE DISTATE DIFEDERAL DINDEPENDENT | | |
| | | | | |
| 17. IS AN INDEX SYSTEM USED? (IF | V | · · · · · · · · · · · · · · · · · · · | | |
| BRIEFLY AND DESCRIBE ANY H | | 18. RECOMMENDE | D RETENTION | |
| • | | | | |
| □ YES ∰ NO | | Retain for | 10 years then destroy | |
| | atronomer (s. 144 | - | | |
| | · · · | | | |
| | | | | |
| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE I | ·UMBER | 21. DATE | |
| | | | | |
| Rudy Adams, Administrator | 792-7416 | | 5/3/91 . | |

| SEPARATE FORM FOR EACH NEW OR | . RECORDS MANAGEN | NENT DIVISION | Addito NECONDS INVENTORY | |
|--|--|--|--|--|
| REVISED RECORD SERIES. FORWARD | 7278 WATER | : t | | |
| TITH RECORDS RETENTION SCHEDULE | P.O. BOX 275 | | PAGE 25 OF 35 | |
| (DGS 550-1) | JESSUP, MART | 1LAND 20794 | | |
| 1. DEPARTMENT/AGENCY | 2. DIVISION | | 3. UNIT | |
| Juvenile Services | | | Property Management | |
| A GROUP | OF RELATED RECORD | S NORMALLY FILTS | AND USED AS A UNIT POR | |
| | CE AS WELL AS RETE | | | |
| 4. RECORD SERIES TITLE | | | | |
| | 1 | | 5. EARLIEST YEAR/LATEST YEAR | |
| Industri | al Hygienist | | <u>1975</u> TO <u>1991</u> | |
| | | TYPES OF INFORM | ATION/DOCUMENTS/FORMS FOUND | |
| IN | THE SERIES. | INCLUDE THE PU | RPOSE OR FUNCTION OF THE SERIES | |
| | | | | |
| Building completion r | | cations of asbes | tos, pipe | |
| area that requires as | bestos removal. | | | |
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| 7. RECORD SERIES FORMAT(S) | | | | |
| • • • | 8. RECORD SERIES SEQUENCE | | 9. VOLUME | |
| A LETTER SIZE D MICROFILM | | | X FILE DRAWER(S) | |
| COMPUTER TAPE | D NUMERICAL | | ☐ MICROFILM REEL(S). 5 ☐ COMPUTER TAPE(S) | |
| G BOUND BOOK G FLOPPY DISK | O CHRONOLOGICAL | | NUMBER D OTHER(SPECIFY) | |
| | | | | |
| audio Tape Uvideo Tape | □ GEOGRAPHIC | CAL | 10. ANNUAL ACCUMULATION | |
| THER(SPECIFY) | OTHER(SPECIFY) | | ₽ FILE DRAWER(S) | |
| | | | MICROFILM REEL(S) | |
| | | | NUMBER COMPUTER TAPE(S) | |
| | <u>. </u> | r | OTHER(SPECIFY) | |
| 11. FILE IS USED | 1 | 12. FILE BECOME | S INACTIVE AFTER | |
| M DAILY D WEEKLY | □ MONTHLY | | MONTH(S) X YEAR(S) | |
| 13 510000 100100161 1000 | | | | |
| 13. CURRENT LOCATION(S) (BLDG., FI | LOOR, ROOM) | 1 | ERIES DUPLICATED ELSEWHERE1 | |
| 321 Fallsway, Mezzanine | | TIF YES, SP | ECIFY AGENCY OR OFFICE) | |
| on range in the same in the sa | <u> </u> | - IES Y NO | | |
| 15. ACCESS RESTRICTIONS O YES | | 16. AUDIT REQUIREMENTS | | |
| (IF YES, CITE LAW(S) & REGULA | TION(B) | _ | | |
| | | M NONE O STATE O FEDERAL O INDEPENDENT | | |
| 17. IS AN INDEX SYSTEM USED? (IF | YES.EXPLAIN | | | |
| BRIEFLY AND DESCRIBE ANY H | | 18. RECOMMENDE | D RETENTION | |
| • | | | | |
| D YES & NO | | Thirty (30) | years then destroy. | |
| | | | | |
| | , | 1 | | |
| | | | | |
| | · | 1 | | |
| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE | NUMBER | 21. DATE | |
| | | | | |
| Rudy Adams, Administrator | 792-7416 | | 5/3-/91 | |
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| SERVINATE FORM FOR FACULATIVE OR 1 | | | MUCIACI VECOUNDO TIAAEMIONI | |
|------------------------------------|------------------------------------|------------------------|--|--|
| SEPARATE FORM FOR EACH NEW OR | . RECORDS MANAGEM | i, | THE STATE OF THE S | |
| REVISED RECORD SERIES. FORWARD | 7275 WATERLOO ROAD P.O. BOX 275 | | | |
| WITH RECORDS RETENTION SCHEDULE | | | PAGE 26 OF 35 | |
| (DGS 550-1) | JESSUP, MARY | 7LAND 20794 | PAGE OF | |
| 1. DEFARTMENT/AGENCY | | | | |
| DEPARTMENT/AGENCT | 2. DIVISION | | 3. UNIT | |
| Juvenile Services | | | Property Management | |
| CEL-NITION-RECORD SERIES-A GROUP | OF RELATED RECORD | S NORMALLY FILED | AND USED AS A UNIT FOR | |
| REFERENC | E AS WELL AS RETE | NTION AND DISPOS | TION PURPOSES | |
| 4. RECORD SERIES TITLE | • | i | 5. EARLIEST YEAR/LATEST YEAR | |
| · | | | • | |
| Contracts | | | 1975 to 1991 | |
| 5. RECORD SERIES DESCRIPTION (BRI | EFLY DESCRIBE THE | TYPES OF INFORM | ATION/DOCUMENTS/FORMS FOUND | |
| NI, | THE SERIES. | INCLUDE THE PU | RPOSE OR FUNCTION OF THE SERIES | |
| · | | | | |
| Copies of external work o | ontract for the i | Department includ | ling renovation | |
| projects, and service con | tract. | separ tment therac | ing removation | |
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| · · | | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | SEQUENCE | 9. VOLUME | |
| | □ ALPHABETICAL | | # FILE DRAWER(S) | |
| T LETTER SIZE D MICROFILM | | | · · · | |
| LEGAL SIZE COMPUTER TAPE | □ NUMERICAL | • | MICROFILM REEL(S) | |
| • | M CHRONOLOGICAL | | 3 COMPUTER TAPE(S) | |
| D BOUND BOOK D FLOPPY DISK | | | NUMBER D OTHER(SPECIFY) | |
| AUDIO TAPE UVIDEO TAPE | □ GEOGRAPHIC | :AL | | |
| | | | 10. ANNUAL ACCUMULATION | |
| THER(SPECIFY) | OTHER(SPECIFY) | | √ File DRAWER(S) | |
| | | | 1 MICROFILM REEL(S) | |
| | | | NUMBER COMPUTER TAPE(S) | |
| 4. | <u> </u> | | OTHER(SPECIFY) | |
| 11. FILE IS USED | 1 | 12. FILE BECOME | ES INACTIVE AFTER | |
| M DAILY WEEKLY | □ MONTHLY | <u> </u> | MCNTH(S) X YEAR(S) | |
| | | NUMBER | | |
| 13. CURRENT LOCATION(S) (BLDG.,FL | .COR, ROOM) | 14. IS RECORD SI | ERIES DUPLICATED ELSEWHERE! | |
| | | tir yes, sh | ECIFY AGENCY OR OFFICE) | |
| 321 Fallsway, Mezzanine | | PYES □ NO | some at DBFP | |
| | _ | | | |
| 15. ACCESS RESTRICTIONS YES | | 16. AUDIT REQUIREMENTS | | |
| (IF YES, CITE LAW(S) & REGULAT | rión(s) | 35 | | |
| | | NONE ST | ATE O FEDERAL O INDEPENDENT | |
| 17. IS AN INDEX SYSTEM USED? (IF | | | | |
| | | 18. RECOMMENDE | D RETENTION | |
| BRIEFLY AND DESCRIBE ANY HA | RDWARE/SOFTWARE) | | | |
| TYES ON NO | | . | | |
| - 7 IV | | Retain for ten | (10) years, then destroy. | |
| | - | | | |
| | • | | | |
| | | | | |
| | | | | |
| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE N | VI IMESE EI | 21. DATE | |
| |] | TURBER | LI. DAIR | |
| Rudy Adams, Administrator | 792-7416 | | 5/3/91 . | |
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| | | | | |

| SEPARATE FORM FOR EACH NEW OR | . RECORDS MANAGEM | ENT DIVISION | MORING ACCOURTS THACHAINKE |
|---|--|--|--|
| REVISED RECORD SERIES. FORWARD | 7278 WATER | : 1 | |
| YITH RECORDS RETENTION SCHEDULE (DGS 550-1) | P.O. BO JESSUP, MARY | : 1 | PAGE _27 OF 35 |
| 1. DEFARTMENT/AGENCY | 2. DIVISION | | 3. UNIT |
| Juvenile Services | | | Property Management |
| CS NITION-RECORD SERIES - A GROUP | OF RELATED RECORD | B NORMALLY FILED | AND USED AS A UNIT FOR |
| 4. RECORD SERIES TITLE Plant Management/Work Pro | jects | | 5. EARLIEST YEAR/LATEST YEAR 1975 TO 1991 |
| | | | ATION/DOCUMENTS/FORMS FOUND REOSE OR FUNCTION OF THE SERIES) |
| Internal documents relaticompleted by Dept. of Juv | | | se work projects |
| | | | |
| | | | , |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | SEQUENCE | 9. VOLUME |
| A LETTER SIZE D MICROFILM | □ ALPHABETICAL | | FILE DRAWER(S) |
| U LEGAL SIZE U COMPUTER TAPE | □ NUMERICAL | | ☐ MICROFILM REEL(S) 2 ☐ COMPUTER TAPE(S) |
| D BOUND BOOK D FLOPPY DISK | | | NUMBER OTHER(SPECIFY) |
| _AUDIO TAPE _ VIDEO TAPE | M CHRONOLOGICAL | | |
| | □ GEOGRAPHIC | • | 10. ANNUAL ACCUMULATION |
| THER(SPECIFY) | OTHER(SPEC | IFY) | 東 file DRAWER(S) |
| | ************************************** | | .5 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SPECIFY) |
| 11. FILE IS USED | V | 12. FILE BECOME | S INACTIVE AFTER |
| A DAILY DEEKLY | □ MONTHLY | | MONTH(S) DYEAR(S) |
| 13. CURRENT LOCATION(S) (BLDG., FI | LOOR, ROOM) | | ERIES DUPLICATED FI SEW-FRF? |
| | | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? [IF YES, SPECIFY AGENCY OR OFFICE) | |
| 321 Fallsway, Mezzanine | | PYES NO | |
| 15. ACCESS RESTRICTIONS DYES | _ 11 | 16. AUDIT REQUI | REMENTS |
| (IF YES, CITE LAB(S) & REGULA | TION(S) | NONE STATE OFEDERAL DINDEPENDENT | |
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) | | 18. RECOMMENDE | D RETENTION |
| □ YES Ø NO | | Retain for five (5) years, then destroy. | |
| | | - | |
| 19. NAME AND TITLE OF PREPARER | 20. TELEPHONE | YUMBER | 21. DATE |
| Rudy Adams, Administrator | 792-74 | 16 | 5/3/91 |
| DGS REAL (DEVICED 7/07) | | | |

| SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD | RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 | | PAGE 28 OF 35 |
|---|---|---------------------------------------|--|
| (DGS 350-1) | JESSUP, MARY | LAND 20794 | |
| 1. DEFARTMENT/AGENCY | 2. DIVISION | | 3. UNIT |
| Juvenile Services | 05 05 155 | · · · · · · · · · · · · · · · · · · · | Property management |
| | CE AS WELL AS RETE | | AND USED AS A UNIT FOR |
| 4. RECORD SERIES TITLE Fleet Management | , | | 5. EARLIEST YEAR/LATEST YEAR 1975 TO 1991 |
| | | | ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES) |
| Documents, memos, Fleet I miscellaneous documents | | | |
| | | • | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | SECIENCE | 9. VOLUME |
| A LETTER SIZE D MICROFILM | □ ALPHABETICAL □ NUMERICAL □ CHRONOLOGICAL | | ₩ FILE DRAWER(S) |
| LEGAL SIZE COMPUTER TAPE | | | MICROFILM REEL(S) 5 COMPUTER TAPE(S) NUMBER COMPUTER TAPE(S) |
| BOUND BOOK FLOPPY DISK | | | |
| QAUDIO TAPE UVIDEO TAPE | □ GEOGRAPHIC | | |
| THER(SPECIFY) | | • | 10. ANNUAL ACCUMULATION |
| | OTHER(SPECIFY) | | # FILE DRAWER(S) 1 |
| 11. FILE IS USED | , | 12. FILE BECOME | S INACTIVE AFTER |
| M DAILY WEEKLY | □ MONTHLY | i | MONTH(S) M YEAR(S) |
| 321 Fallsway, Mezzanine | Ť | | ERIES DUPLICATED ELSEWHERE? |
| 15. ACCESS RESTRICTIONS O YES | s M no | 16. AUDIT REQUIREMENTS | |
| (IF YES, CITE LAW(S) & REGULA | TION(S) | NONE "STATE "FEDERAL "INDEPENDENT | |
| 17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) | | 18. RECOMMENDED RETENTION | |
| □ YES Ø NO | | Retain for fiv | e (5) years, then destroy. |
| | | | |
| NAME AND TITLE OF PREPARER | 20. TELEPHONE | NUMBER | 21. DATE |
| Rudy Adams, Administrator | r792–74 | 16 | 5/3/91 |
| | | | |

| SEPARATE FORM FOR EACH NEW OR | RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794 | | MOENCE RECORDS INVENTOR |
|---|--|--|--|
| REVISED RECORD SERIES, FORWARD | | | |
| 11TH RECORDS RETENTION SCHEDULE (DGS 350-1) | | | PAGE 29 OF 35 |
| 1. DEPARTMENT/AGENCY | 2. DIVISION | | 3. UNIT |
| Juvenile Services | Deputy Seco | retary | Inspector General |
| | OF RELATED RECORD | | AND USED AS A UNIT FOR |
| 4. RECORD SERIES TITLE | Ya Kuma Ka Kaja | ATTON AND BISPOS | 5. EARLIEST YEAR/LATEST YEAR |
| General Correspondence | | | <u>1987</u> το <u>1991</u> |
| 5. RECORD SERIES DESCRIPTION ("IN | THE SERIES. | TYPES OF INFORMATION OF THE PURPOSE THE PU | ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES) |
| Correspondence, memos, o | copies of Departme | ent Policies and | Regulations. |
| | | | |
| | | | |
| | | | |
| | | | • |
| | | | |
| 7. RECORD SERIES FORMAT(S) | 8. RECORD SERIES | S SEQUENCE | 9. VOLUME |
| A LETTER SIZE D MICROFILM | □ ALPHABETICAL □ NUMERICAL □ CHRONOLOGICAL | | # FILE DRAWER(S) |
| C LEGAL SIZE COMPUTER TAPE | | | □ MICROFILM REEL(S) 1 □ COMPUTER TAPE(S) |
| D BOUND BOOK D FLOPPY DISK | | | NUMBER DOTHER(SPECIFY) |
| UDIO TAPE UVIDEO TAPE | □ GEOGRAPHIC | CAL | |
| OTHER(SPECIFY) | OTHER(SPEC | · CIFY) | 10. ANNUAL ACCUMULATION **P FILE DRAWER(S) |
| | | | MICROFILM REEL(S) |
| | | · | NUMBER COMPUTER TAPE(S) |
| 11. FILE IS USED | 1 | 12. FILE BECOME | s inactive after Varies |
| DAILY WEEKLY | □ MONTHLY | NUMBER D | MONTH(S) NYEAR(S) |
| 13. CURRENT LOCATION(S) (BLDG.,F | LOOR, ROOM) | 14. IS RECORD S | ERIES DUPLICATED ELSEWHERE? |
| 321 Fallsway, 2nd Floor | | (IF YES, SPECIFY AGENCY OR OFFICE) | |
| 15. ACCESS RESTRICTIONS D YES | s N NO | 16. AUDIT REQUI | REMENTS |
| ('IF YES, CITE LAB(S) & REGULA | T10N(S) | | |
| | | A NOVE 5 51. | ATE D FEDERAL D INDEPENDENT |
| :7. IS AN INDEX SYSTEM USED? (IF | | 18. RECOMMENDED RETENTION | |
| O YES M NO | | Screen annually. Destroy all materials no longer needed for current business. | |
| | | | |
| . NAME AND TITLE OF PREPARER | 20. TELEPHONE | NUMBER | 21. DATE |
| Rudy Adams, Administrator | 792-7416 | 5 | 5/13/91 |
| | | | |

| SEPARATE FORM FOR EACH NEW OR | . RECORDS MANAGEN | ENT DIVISION | MACACI VECOUDS THAFHIOLI | |
|---|--------------------------------------|---------------------------------|--|--|
| TEVISED RECORD SERIES, FORWARD | 7278 WATER | | · | |
| [DGS 550-1] | P.O. BOX 275 JESSUP, MARYLAND 20794 | | PAGE 30 OF 35 | |
| DEPARTMENT/AGENCY | 2. DIVISION | | 3. UNIT | |
| Juvenile Services | Office of Depu | ty Secretary | Inspector General | |
| SEFTNITION-RECORD SERIES-A GROUP | | _ | | |
| REFERENCE | E AS WELL AS RETS | SOMEIQ DIA HOITH | ITION PURPOSES | |
| . RECORD SERIES TITLE | • | | 5. EARLIEST YEAR/LATEST YEAR | |
| Investigations | | | <u>1987</u> to <u>1991</u> | |
| | | | ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES} | |
| Investigations conducted by relative to the Department. | - | enerals Office, o | of incidents, issues | |
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| | | | | |
| . RECORD SERIES FORMAT(S) | 8. RECORD SERIES | SECIENCE | 9. VOLUME | |
| ₩ LETTER SIZE □ MICROFILM | | | # FILE DRAWER(S) | |
| | □ ALPHAEETIC | IAL. | □ MICROFILM REEL(S) | |
| LEGAL SIZE COMPUTER TAPE | □ NUMERICAL | | 2 COMPUTER TAPE(S) | |
| D BOUND BOOK D FLOPPY DISK | % CHRONOLOGICAL | | OTHER(SPECIFY) | |
| UDIO TAPE UVIDEO TAPE | □ GEOGRAPHIC | CAL | 10. ANNUAL ACCUMULATION | |
| HER(SPECIFY) | OTHER(SPEC | IFY) | ₩ File DRAWER(S) | |
| | · . | · . | 1 D MICROFILM REEL(S) | |
| | | | NUMBER COMPUTER TAPE(S) | |
| 1. FILE IS USED | 1 | 12. FILE RECOME | S INACTIVE AFTER | |
| M DAILY D WEEKLY | □ MONTHLY | | MONTH(S) A YEAR(S) | |
| 3. CURRENT LOCATION(S) (BLDG.,FI | OOB BOOM) | | EDIES DUDY LOADED ELSEVEREN | |
| | | | ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE) | |
| 321 Fallsway, 2nd Floor | | A YES Deputy Secretary's Office | | |
| 5. ACCESS RESTRICTIONS TYPE | 5 Ø NO | 16. AUDIT REQUIREMENTS | | |
| (IF YES, CITE LAW(S) & REGULAT | r10N(s) | NONE STATE FEDERAL INDEPENDENT | | |
| | | | | |
| 7. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H | | 18. RECOMMENDED RETENTION | | |
| TYES OF NO | | Ten (10) years then destroy | | |
| ~ | | - 1en (10) y | cars then destroy | |
| | | | | |
| | | | | |
| | T | | 1 | |
| NAME AND TITLE OF PREPARER | 20. TELEPHONE | NUMBER | 21. DATE | |
| Rudy Adams, Administrator | 792-741 | 6 | 5/13/91 . | |
| | | | | |

| SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1) | RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794 | | PAGE 31 OF 35 | |
|---|--|--------------------------------------|--|--|
| 1. DEPARTMENT/AGENCY | 2. DIVISION | | 3. UNIT | |
| uvenile Services | Deputy Secre | etary | Inspector General | |
| | | | AND USED AS A UNIT FOR | |
| | CE AS WELL AS RETS | EOTEID DIA HOITH | ITION PURPOSES | |
| Inspections and Inciden | ts Reports | | 1987 TO 1991 | |
| 5. RECORD SERIES DESCRIPTION (IN | THE SERIES. | TYPES OF INFORM | ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES) | |
| Program inspection and in | cident report dev | reloped. | | |
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| EPARATE FORM FOR EACH NEW OR RECORDS MANAGEME | | ENT DIVISION | MOCACI VECOUDO THACHIONI | | | | | |
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| FITH RECORDS RETENTION SCHEDULE (DGS 550-1) | | | PAGE 32 OF 35 | | | | | |
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| Juvenile Services | Deputy Sec | | Inspector General | | | | | |
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| 4. RECORD SERIES TITLE | • | | 5. EARLIEST YEAR/LATEST YEAR | | | | | |
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| Copies of client Grievance | Report prepared h | y the Department | 's child advocate. | | | | | |
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Don Dailey, Management Analyst

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