DGS-550-1 REV. 7/86

## DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE NO.

1384

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### RECORDS RETENTION AND DISPOSAL SCHEDULE

DEF	PARTMENT OF JUVENILE SERVICES	RESIDENTIAL FACILITIES
item No.	Description	Retention
1	This schedule supercedes all the following previous outdated schedules: 224, 287, 598, 686, 686-A, 728, 1054 and 1144. This schedule covers all the records maintained by the Department in the following residential facilities: Charles H. Hickey, Jr. School, Montrose School, Boys' Village of Maryland, Thomas J.S. Waxter Children's Center, Arthur G. Murphy S. Youth Services Center, Maryland Youth Residence Center, Patterson House, Boys Group Home, Alfred D. Noyes Children's Center, J.DeWeese Carter Youth Facility, and all DJS Youth Centers.  Moreover, this schedule shall also apply to all future facilities administered by the Department.  HEADQUARTERS RECORDS - Office of the	
	Assistant Secretary for Residential Facilities  This series encompasses all records maintained at 321 Fallsway and includes all activity dealing with confidential issues with the Office of the Secretary and Deputy Secretary; inter and intra-state issues and policies involving Federal, State and Local agencies; and matters dealing with the Judicial Branch of the Government Court. Examples of the files maintained at Headquarters are listed as follows:  - Files on Residential Facilities including, but not limited to, issues of personnel, contracts, lease information, special incident reports, reports, documents, publications and all correspondences received from the Facility Superintendents.	

Schodule Approved by Department,
Agency, or Division Represendants

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Schedule Authorized by

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### RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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1:em 14e.	Description	Retention
	HEADQUARTERS RECORDS - Office of the Assistant Secretary for Residential Facilities (Continued)	,
	- Research documents concerning the operation of the Department and residential facilities.	
	- Correspondence and memoranda completed by Assistant Secretary responding to the issues regarding the internal organization as well as the external environment.	Screen annually. Destroy materials no longer needed for current business. Directives and other materials related
	- All correspondence received from the Office of the Secretary, Deputy Secretary and Assistant Secretaries, as well as administrators and superintendent including, but not limited to special programs, projects, issues involving the Legislature, policies and procedures defining residential facilities and other related issues.	to planning and policy of that illustrate the development of the agency, retain permanently for eventual transfer to the Maryland State Archives.
	- From January 1990 to present, all matters concerning the operation of all residential facilities for juvenile offenders.	
2	PERSONNEL FOLDERS	
	This series includes all standard personnel forms as well as other personnel media which provide supporting data for both special and general personnel records.	
	Upon selection of employment within the the Department of Juvenile Services, either as a new hire, transfer, reinstatement or temporary employee, a personnel folder is prepared. This folder may contain all or some of the following documents:	
	- Application - Appointment Letter - Correspondence Relating to New Appointment - Personnel Payroll Form	

## RECORDS RETENTION AND DISPOSAL SCHEDULE

(CONTINUATION SHEET)

SCHEDULE NO. 1384

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ten. No.	Description	Retention
	PERSONNEL FOLDERS (Continued)	
	- Personnel Position Act Request - Personnel Recruitment Screening Report - Personnel Transaction Form - Employee Withholding Exemption Certificate - Designation of Beneficiary Form - Retirement Form - Affirmative Action Plan	
	During continued employment, the folder may contain the following:	o
	- Police Checks - EAP Referral Letters and Correspondence - Grievance Actions - Orientation Program - MS 22 - MS 100 - Employment History - Commendations - Counseling Sessions - Efficiency Ratings - General Correspondence - Health.Insurance Benefits Forms - Leave Forms - Probations - Resumes - Reclassifications - Training Information - Sick Leave Control Conference Forms - Substance Abuse Police Acknowledgement of Receipt - Summer Employment - Suspension Actions	
	The final documents in the folder are a personnel payroll form and the following:  i. Letter of Resignation ii. Retirement	Retain for five (5) years after termina- tion of employment, then destroy
	iii. Transfer iv. Dismissal	
3	HISTORY CARDS	
	Upon being selected for employment within a residential facility as a new hire, transfer, reinstatement or a temporary	The state of the s

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### RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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		NO. 1 02 10
11em 14o.	Description	Retention
	<u>HISTORY CARDS</u> (Continued)	
	employee, a personnel history card is prepared. This record will contain, but is not limited to the following data:	
	- Name - Address - Social Security Number - Telephone Number - Race - Sex - Birthdate - Increment Date - Entry on Duty Date - Classification - Effective Date of Classification - Employment Status - Salary - Position Identification Number	
	Each reclassification, promotion, demotion, salary change, extended probation, title change, address or telephone number change is duly noted on the card.	
	The last entry on the history card would be one of the following:	
	- Resignation - Retirement - Transfer - Dismissal - Expiration	Retain for five (5) years after termina- tion of employment, then destroy
4	PERSONNEL IDENTIFICATION NUMBER CARDS	
	This record series contains information pertinent to the status of a specific position within the Department of Juvenile Services. This record includes, but is not limited to:	PIN Cards will be retained permanently, transfer periodically to State Archives
	- Position Identification Number - Classification - Last Encumbent	
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## RECORDS RETENTION AND DISPOSAL SCHEDULE

(CONTINUATION SHEET)

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NO. 5 or 16

		No. 5 or 16
No.	Description	Retention
5	SUPERINTENDENT FILES	
	The superintendent for each youth correctional facility is responsible for the coordination of all aspects of the operation of the facility, including plant, employee, and juvenile offenders. Files are maintained for all administrative activities involving the facility operation; with confidential issues with the Department's Headquarters; matters dealing with Department and State Policy. Examples of files maintained in the office of the Superintendent are:	Retain for five (5) years and then destroy if no longer applicable
	- General files of general correspondence from the various areas of the facility, DJS headquarters - Files of DJS and facility policies and procedures	
6	GENERAL FILES	
	This series is comprised of release documents used for supportive information. Examples are as follows:	
	- Bills for Supplies, Equipment or Services - Monthly Accident Reports, Sick Leave, Vacancy - Law Related Documents - Form Letters - Inventory Record - Outdated or Obsolete Forms - Clinical Services - Interdepartmental Letters and Memos - Expense Reports - Mileage Forms - Supply Requests - Correspondence and Memos on Programs or Field Services - Volunteer Coordinator Information - Departmental Policies and Regulations - Job Announcements - OSHA Documents - Certificates of Records Disposal - Monthly Statistical Requests	
	- ISYS Printouts - Minutes of Meetings	

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# RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1384

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		No. 6 or 16
140 ::en:	Description	Retention
	GENERAL FILES (Continued)	
	- Assorted Correspondence - General Requisition - Grievance Documents - Certificates of Records Disposal	Retain for three (3) years, then destroy
7	DAILY ADMISSION LOGS	
	This series contains the documentation of each youth's admission to the facility. Examples of the type of information contains is as follows:	Retain for three (3) years, then destroy
	- Admission Date - Admission Time - YOuth's Name - Race - Sex - Date of Birth - Admitting County - County of Residence - Admitting Judge - Initial or Continued Detention - Name of Intake Person	
8	DAILY RELEASE LOGS	
	This series is the documentation of a youth's release from the facility. Examples of the type of information contained is as follows:	Retain for three (3) years, then destroy
	- Release Date - Youth's Name - County Detaining - Name and Agency of Person Receiving Custody of Youth	
9 ?	DAILY POPULATION RECORD	
	This series contains records of the day-to-day population of the facility. Examples of the contained information are:	
;	- Date - Facility Name - Listing of Residents - Number of Consecutive Nights of Detention - County Detaining	

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### RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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		No. 7 of 16
item No.	Description	Retention
	DAILY POPULATION RECORD (Continued)	
	- Assigned Juvenile Counselor - Court Date - ISYS Report - Daily Totals of Youth Detained and	
	Released - Authorized Absences	2 1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
	- Unauthorized Absences - Number of Youth in Detention 21 Days and Over	Retain for three (3) years, then destroy
	- Number of Male and Female Youth	1
10	WORKERS COMPENSATION FIRST REPORT OF INJURY	
	This series encompasses all materials related to employee related on duty accidents. The record will consist of:	Retained by facility until final disposition then destroyed after fi
	- Accident Leave Information - Medical Documentation - Related Correspondence with the State Accident Fund, Medical Providers and Workmen's Compensation	
11	DEPARTMENT OF PERSONNEL ANNUAL REPORTS	
	This series contains all state-wide Department of Personnel and Department of Juvenile Services Annual Reports. Examples of the contents are:	Retain for five (5) years, then destroy
	- Personnel Data and Statistics - Each Department's Number of Transactions, Grievances and Positions - Related Memos and Correspondence	
12	YOUTH RECORDS (CENTRAL FILES)	
:	This series is comprised of all materials related to youth while attending the facility. Examples of the materials included are:	
,	- Juvenile Court Order - Psychological Evaluation - Psychiatric Evaluation - Social History - Medical Consent Form	

### RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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item No.	Description	Retention
	YOUTH RECORDS (CENTRAL FILES) (Continued)	
	- Progress Reports - Incident Reports - Drug and Alcohol Assessment - Behavioral Reports - Pre-admission Slip - Risk/Needs Form - Medical Information - Related Correspondence - Unit Notes - Court Reports - Case Notes - ISYS Printouts	Retain for three (3) years following youth's release or until youth's 21st Birthday, whichever is sooner, then destroy.
13	FIRE DRILL LOGS	
	This series contains the documentation of the length of time used to evacuate facility buildings in a practice fire drill. Included will be the dates of the drills, along with the time involved.	Retain three (3) years, then destroy
14	YOUTH MEDICAL RECORDS	
	This series consists of all health care files of the youth in residence.  Examples of the contents are:  - Face Sheet - Medical Consent - Admission Health Screen - Progress Notes - Physician's Order Sheet - Referral Forms - Laboratory Reports - Community Referral Reports - Medication Administration Records - Incident Reports - Psychotropic Drug Reports - Throat Culture Reports - Juvenile Court Orders Prescribing Specific Medical Care	Retained until youth reaches age twenty-one (21) years old, then destroy
15	PSYCHOLOGICAL/PSYCHIATRIC REPORTS  This series is comprised of psychological and psychiatric youth evaluation reports ordered by the Court.	Retain for five (5) years following youth's release or until youth's 21st Birthday, whichever is sooner, then destroy.
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# RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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No.	Description	Retention
16	ACCOUNTING RECORDS  This record series encompasses files on the budgetary record of the facility. Examples of the contents are as follows:	Retain for three (3) years, then destroy
	- Payroll - Accounts Payable - Cash Receipts - Purchasing Orders	
. 17	VOLUNTEER SERVICES	·
	This series incorporates all materials pertaining to donations of time, services, and materials to the facility. Examples of the record are:	Retain for five (5) years, then destroy
	<ul> <li>Monthly Reports</li> <li>Policies and Procedures</li> <li>Individual Volunteer Records</li> <li>Activity Sheets</li> <li>Donations</li> <li>Acceptance Letters</li> <li>Chapter I By-Laws, Notices, Meetings, and Announcements</li> <li>Receipts</li> <li>Purchase Orders</li> <li>Notices</li> <li>Related Correspondence</li> </ul>	
18	DEPUTY SUPERINTENDENT'S FILES	·
	This series contains assorted documents which are kept by the Deputy Superintendent office. Examples of the contained materials are:	Retain for five (5) years, then destroy
	- Informal Staff Records - General Correspondence - State, Departmental and Facility Related Policies and Procedures - Monthly Statistics	
19	DIETARY SERVICES	
	This series consist of general records of food and equipment ordered and current price lists. Content examples are:	

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### RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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No.	Description .	Retention
	DIETARY SERVICES (Continued)	
	- Purchase Orders - Receipts of Food - Receipts of Dietary Equipment - Contracts	Retain for three (3) years, then destroy
20	GENERAL MAINTENANCE FILES	
ı	This series contains files for facility buildings, grounds and equipment. Examples of the materials included are:	Retain for five (5) years, then destroy
	- Vehicle Accident Reports - Building Renovations - Permits and Licenses - Maintenance Contracts - Equipment Information - Inventory Records - Related Correspondence and Memos - Fire Marshall Reports - Bid Documents - Form Letters - Maps - Toll Tickets - Timesheets - Personnel Policies	
21	VEHICLE RECORDS	ı
	This series is comprised of documents used for information on cars, trucks, buses, vans, tractors, and heavy equipment.  Content examples are:  - Copies of Titles and Registration - Bills of Sale - Vehicle Service Information - Repair Invoices - Inspection Reports - Emission Test Results - Purchase Dates	Retain for one (1) year after the life of the vehicle, then destroy
22	- Disposal Dates  BLUEPRINT FILE	
	This series consists of blueprints of the facility buildings, grounds and under-ground wires and pipes and is used for renovation information. Examples are:	

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# RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1384

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		NO
Hem No.	Description	Retention
	BLUEPRINT FILE (Continued)	
	- Blueprints of Existing and Proposed Buildings - Underground wires and pipes	Retain permanently; transfer periodically to State Archives
23	WORK ORDER FILES	
	This series is comprised of copies of all work orders completed by the facility maintenance department for future use in building maintenance. The file will contain completed work orders for all buildings, grounds and vehicles.	Retain for four (4) years, then destroy
24	MILEAGE FORM FILES	
	This series contains copies of all mileage forms filed with the Department of Budget and Fiscal Planning for future reference as required. Examples of this record are:	Retain for five (5) years, then destroy
·	- Copies of Monthly Mileage Forms - Vehicle Acquisition and Disposal Reports - Related Correspondence and Memos	
25	TIMEKEEPING	
	This series encompasses all materials related to employee working hours. Examples of the file are:	Retain for five (5) years or until audited, whichever is sooner, then destroy.
	<ul> <li>Employee Time/Status Reports</li> <li>Day Corrections and 10 Corrections</li> <li>Time Cards- and overtime Authorizations</li> <li>FABS Printouts for Employee Leave Records</li> <li>Monthly Sick Leave Reports</li> <li>Quarterly and Annual Sick Leave Reports</li> </ul>	·
2,6	PRINCIPAL'S FILES	
	This series incorporates all documentation and correspondence regarding the Education Program; Funding Sources; Budgetary; and Program Management from the office of the Principal. Examples are:	GEVEENER .
*	- Cumulative Student Educational Records - Program Results involving Achievement Test Data	English on the latest Chamber of the second
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## RECORDS RETENTION AND DISPOSAL SCHEDULE

(CONTINUATION SHEET)

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Ho.	Description	Retention
	PRINCIPAL'S FILES (Continued)	
	- Budgetary and Purchasing Information - General Program Procedures - Policies - State and Federal Projects	Retain for len (10) years, then destroy
27	SPEECH/LANGUAGE FILES	
	This series consist of all materials relating to youth's speech and language assessment needs and treatment. Examples of the contents are:	Retain for five (5) years following youth's release or until youth's 21st Birthday, whichever is sooner, then destroy.
	- Individual Educational Plans - Contracts - Policies and Procedures - Assessment Plans - Instructiona' '' rinls - Test Forms - Testing Materials - Statistics - I.E.P. Goals - Therapy Materials - Related Correspondence and Memos	
28	ADMINISTRATIVE FILE FOR EDUCATION PROGRAM	
	This series is comprised of materials relates to the operation of the Educational Component of the facility. Material examples are:	Retain for five (5) years, then destroy
	- Personnel Records - Administrative Directives - Timesheets - Attendance Forms for Staff and Students - Policies and Procedures - Supply Requisitions - Educational Committee Records - Staff Evaluations - Unit Rosters - Permission Slips - Commisary Records - Detention Records - Special Education Forms - Inventories - Related Correspondence	
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### RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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			<b>NO.</b> 13 of 16
Hen No.	Description	Rete	ntron
29	REGULAR EDUCATION FILES		
	This series contains all materials related to youth in the regular educational program while attending a residential facility. Examples of contents are as follows:	l '	books endance) for ) years, then
30	- Roll Books - Daily Logs - Lesson Plan Books - Test Scores - Inventory of School Supplies - Teacher's Individual Work Folders - Teacher Evaluations - Tapes (Student Record, Courses) - Educational Progress Reports - Computer Reports - Attendance Reports - Transcripts - Educational Management Plan Forms (w/Data) - Face Sheets - Classroom Contracts - Teacher Resource Material - Related Correspondence  SPECIAL EDUCATION FILES  This series consists of all materials related to youth in the Special Education Program while attending a residential facility. File examples are:  - Face Sheets - Review Record - Tracking Sheet - SSIS Form - IEP - ARD Minutes - Psychological Report - Educational Assessment - Consentual Forms - Screening Forms - Social History - Public School Record - Maryland Student Transfer Record - Report Card - Progress Notes Related Correspondence - Copies of Blank Forms - Statistical Reports - ARD Notices and Summaries	Retain all other for five (5) yes destroy.  Retain for five (5) yes destroy.  Retain for five (5) yes destroy.	ee (5) years h's release s's 21st

### RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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Hen No.	Description	Retention
31	EDUCATIONAL GENERAL FILES	
	This series consist of all the general files of the education department of the facility. Content examples are:	Retain for five (5) years following youth's release or until youth's 21st Birthday, whichever is
	- Statistical Report Forms - Memos and Correspondence - IEP Forms - ARD forms - Initial Screening Forms - Referral Forms - Notification Forms - Parental Release of Records Forms - Maryland State Transfer Record Forms - COMAR Regulations - Consent Decree - SSIS Forms - Sample Forms - Outdated Forms, Reports and Information	sooner, then destroy.  Keep forms until no longer needed
	- Sample Tests - MDLC Documents	
32	EDUCATIONAL BUDGET FILES	
	This series encompasses information concerning budget funding, as it pertains to the Education Program. Materials consist of information concerning Vocational, State and Special Education Funds, along with ECIA, Chapter I Funds.	Retain for five (5) years, then destroy
33	ON-SITE AUDITS, MONITORING AND EVALUATIONS	
	This series consists of information and data resulting from the ECIA and MSDE Audits and Evaluations. Material examples are:	Retain for five (5) years, then destroy
	<ul> <li>ECIA On-Site Audits</li> <li>Maryland State Department of Education Special Education Monitoring</li> <li>Evaluations</li> <li>Special Education Audits</li> </ul>	
2 /	GRAPHIC ARTS WORK SHEETS	CUVINIA
34	This series materials related to the graphic arts class of the educational program. Examples of the contents are:	<b>\</b> \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
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# RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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Heni No.	Description	Retention
:	GRAPHIC ARTS WORK SHEETS (Continued)	
	- Blank Student Worksheets - Completed Worksheets - Lesson Plans - Contracts	Retain for five (5) years, then destroy
35	VOCATION EDUCATION GENERAL FILE	
	This series contains information and data on Vocational Education funds. Examples of the materials are:	Retain for five (5) years, then destroy
	- Proposals - Grants - Budget Information - General Correspondence	
36	MASONRY RECORDS	
	This series encompasses information pertaining to the facility education program. Material examples are:	Retain for five (5) years, then destroy
	- Inventory Files - Instructional Materials - Student Records	
37	SHOP RECORDS	
	This series is comprised of all information dealing with students involved in the shop class of the Educational Program. Material examples are:	Retain for five (5) years, then destroy
	<ul> <li>Competency Profiles</li> <li>Contracts</li> <li>Incident Reports</li> <li>Review Forms</li> <li>Instructional Materials on the Electric Trades</li> </ul>	
38	DAILY SHIFT REPORTS	
	This series consists of daily reports of all activities that transpired on the Shift Coordinator's tour of duty.	Retain for five (5) years, then destroy
39	FLOPPY DISC FILES	
•	This series consists of the back-up for the hard disc in the computer. Examples of materials are:	
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# RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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Description   Retent	ion
- Form copies - Documents - Statistical Reports  40 ACADEMIC CLASSROOM RECORDS  This series consists of all materials relative to the academic classroom or the facility education program. Examples are:  - Pre- and Post-test Scores - Hickey Scope and Sequence - WICAT Manuals - GED Materials ARD Referral and Minutes - Answer Sheets - Computer Printouts - Incident and Review Reports - Woodrock Johnson Test Scores - Placement and Transfer Forms  41 UNIT LOG REPORTS  This series encompasses the individual unit daily log record of all activities that take place on the unit. Examples of contents are - Shift Supervisors - Shift Population - All Population Changes - Unit Assignments - Special Incidents - All Population Activities	
- Documents - Statistical Reports  40 ACADEMIC CLASSROOM RECORDS  This series consists of all materials relative to the academic classroom or the facility education program. Examples are:  - Pre- and Post-test Scores - Hickey Scope and Sequence - WICAT Manuals - GED Materials ARD Referral and Minutes - Answer Sheets - Computer Printouts - Incident and Review Reports - Woodrock Johnson Test Scores - Placement and Transfer Forms  41 UNIT LOG REPORTS  This series encompasses the individual unit daily log record of all activities that take place on the unit. Examples of contents are  - Shift Supervisors - Shift Population - All Population Changes - Unit Assignments - Special Incidents - All Population Activities	
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- Shift Population - All Population Changes - Unit Assignments - Special Incidents - All Population Activities	
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SEPARATE FORM FOR EACH NEW OR	RECORDS MANAGE	ENERAL SERVICES EMENT DIVISION	AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50.1)	P.O. E	TRLOO ROAD SOX 275 TYLAND 20794	PAGE 1 OF 41		
1. DEFARTMENT/AGENCY partment of Juvenile Services	2. DIVISION Residential H	Facilities	3. UNIT Headquarters		
DEFINITION-RECORD SERIES - A GROUP	OF RELATED RECOR	ENTION AND DISPOS	AND USED AS A UNIT FOR		
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR  1988 TO Present		
The Assistant Secretary for Residential Facilities is responsible for the coordination of all aspects of facilities that house juvenile offenders. Files are maintained for all administrative activities involving the facilities operations in the 24 jurisdictions of the state; inter-state issues and procedures involving federal, state and local agencies; all administrative matters dealing with confidential issues with the office of the Secretary and Deputy Secretary; matters dealing with the Executive, Judiciary and Legislative Branches of the Government. Other materials might include but are not limited to: files for each facility, research documents, internal organization; and correspondence relating to facility programs.					
7. RECORD SERIES FORMAT(S)  **PLETTER SIZE **D MICROFILM  **D LEGAL SIZE **D COMPUTER TAPE  **D BOUND BOOK **D FLOPPY DISK	COMPUTER TAPE   NUMERICAL		9. VOLUME    I FILE DRAWER(S)   MICROFILM REEL(S)   L COMPUTER TAPE(S)   NUMBER   COTHER(SPECIFY)		
AUDIO TAPE D VIDEO TAPE	GEOGRAPHICAL OTHER(SPECIFY)		10. ANNUAL ACCUMULATION  To FILE DRAWER(S)  1		
11. FILE IS USED A WEEKLY	□ MONTHLY	_	S INACTIVE AFTER MONTH(S) X YEAR(S)		
13. CURRENT LOCATION(S) (BLDG.,FL Headquarters	.OOR, ROOM)		ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)		
(IF YES, CITE LAB(S) & REGULAT Annotated Code of Maryland Court	rion(s) s and Judicial	16. AUDIT REQUIR	REMENTS  ATE   FEDERAL   INDEPENDENT		
Proceedings, Section 3-828 17. IS AN INDEX SYSTEM USED? (IF BEIEFLY AND DESCRIBE ANY HA		needed for curre other materials or that illustra agency, retain p	Destroy materials no longer on business. Directives and related to planning and policy ate the development of the ermanently for eventual Maryland State Archives.		
S NAME AND TITLE OF PREPARER STA Werther Assistant Records Coordinator	20. TELEPHONE 1 461-0365	YUMBER	7/15/91		
DGS 550-4 (REVISED 2/87)					

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	EPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION EVISED RECORD SERIES, FORWARD 7278 WATERLOO ROAD ITH RECORDS RETENTION SCHEDULE P.O. BOX 278		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)			PAGE 2 OF 41	
DEFARTMENT/AGENCY artment of Juvenile Services	2. pivision Residential		Youth Correctional Facility	
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECOR	DS NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Personnel Records	•		8. EARLIEST YEAR/LATEST YEAR  1955 TO Present	
6. RECORD SERIES DESCRIPTION (BR	IEFLY DESCRIBE THE	K TYPES OF INFORM		
Files include all standard personnel forms as well as other media which support data for both special & general personnel records. Files may include, but are not limited to the following: MS 22; MS 100; Appointment Letter, Payroll Forms; Position Action Request; Recruitment Screening Report; Transaction Form; Withholding Exemption Certificate, Designation of Beneficiary Form; Retirement Form, Affirmative Action Plan; Police checks; grievance actions, orientation program, employment history; commendations; counseling sessions; efficiency ratings; Health insurance benefits, leave cards; probations; promotions; resumes; reclassifications; training information; sick leave; substance abuse; suspensions; temporary employment; letters of retirement, resignation, transfer, or dismissal; general				
correspondence, etc. 7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	2. VOLUME	
₩ LETTER SIZE I MICROFILM	CK ALPHABET I		T FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	☐ NUMERICAL ☐ CHRONOLOGICAL		D MICROFILM REEL(S)  560 D COMPUTER TAPE(S)  NUMBER D OTHER(SPECIFY)	
BOUND BOOK FLOPPY DISK				
AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHI	CAL.	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPECIFY)		FILE DRAWER(S)  20 MICROFILM REEL(S)  NUMBER COMPUTER TAPE(S)	
11. FILE IS USED	<b>I</b>	12. FUE BECOME	O OTHER(SPECIFY) S INACTIVE AFTER	
M DAILY O WEEKLY	O MONTHLY	I .	MONTH(S) DYEAR(S) Ingenployment termination	
Any youth Correctional Facility	OOR, ROOM)	14. IS RECORD SI	eries duplicated elsewhere?  Ecify Agency or Office)  DJS Headquarters	
15. ACCESS RESTRICTIONS GYES (IF YES, CITE LAW(S) & REGULAT State Government Article Section	rion(s)	16. AUDIT REQUI	REMENTS  ATE   FEDERAL   INDEPENDENT	
Annotated Code of Maryland 17. IS AN INDEX SYSTEM USED? (IF	YES, EXPLAIN		D RETENTION	
TYES D NO		Retain for five of employment,	e (5) years after termination then destroy.	
NAME AND TITLE OF PREPARER	20. TELEPHONE I	NUMBER	21. DATE	
Sandra Werther  -Assistant Records Coordinator	461–0365		7/15/91	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GE RECORDS MANAGEM	NENT DIVISION	AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 3 OF 41		
artment of Juvenile Services	2. DIVISION Residential Facilities		3. UNIT Youth Correctional Facility		
DEFINITION-RECORD SERIES - A GROUP	OF RELATED RECORD				
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR  1980 TO Present		
History Cards	EFLY DESCRIBE THE	TYPES OF INSORM			
Upon being selected for employment within a residential facility as a new hire, transfer, reinstatement or a temporary employee, a personnel history card is prepared. This record will contain, but is not limited to, the following data: Name, Address; Social Security number; telephone number; race; sex; birthdate; increment date; entry on duty date; classification; effective date of classification; employment status; salary; position identification number. Each reclassification, promotion, demotion, salary change, extended probation, title change, address or telephone number change is duly noted on the card. The last entry on the History card would be one of the following: resignation, retirement; transfer; dismissal; expiration.					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME		
LETTER SIZE " MICROFILM	ALPHABETICAL		D FILE DRAWER(S)		
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMERICAL		MICROFILM REEL(S)  11 COMPUTER TAPE(S)		
D BOUND BOOK D FLOPPY DISK	□ CHRONOLOGI	CAL	NUMBER XX OTHER (SPECIFY)		
UDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	:AL	10. ANNUAL ACCUMULATION		
OTHER(SPECIFY)	OTHER(SPEC	:IFY)	GK FILE DRAWER(S)		
5'' X 8''			1/2 MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S) . C OTHER(SPECIFY)		
X DAILY G WEEKLY	O MONTHLY	immediately following	s inactive after ne employee temmination worth(s) Year(s)		
13. CURRENT LOCATION(S) (BLDG.,FL	OOR, ROOM)	14. IS RECORD SE	ERIES DUPLICATED ELSEWHERE?		
Any Youth Correctional Facility	,	(IF YES, SPECIFY AGENCY OR OFFICE)			
15. ACCESS RESTRICTIONS TYES		16. AUDIT REQUIREMENTS			
(IF YES, CITE LAB(S) & REGULAT State Government Article Section	on 10–616	□ NONE À STA	ATE D FEDERAL D INDEPENDENT		
Annotated Code of Maryland 17. IS AN INDEX SYSTEM USED! (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDED RETENTION			
□ YES CK NO		_	five (5) years after termination nt, then destroy.		
1 NAME AND TITLE OF PREPARER	20. TELEPHONE N	<b>IUMBER</b>	21. DATE		
Sandra Werther Asst. Records Coordinator	461–0365		7/15/91		
DGS 550-4 (REVISED 2/87)					

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF GE RECORDS MANAGEN	MENT DIVISION	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	7275 WATER P.O. BO JESSUP, MARY	X 275	PAGE $4$ of $41$
artment of Juvenile Services	2. DIVISION Residential	Facilities	3. UNIT Youth Correctional Facility
DEFINITION RECORD SERIES.	OF RELATED RECORD CE AS WELL AS REYS		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	•		8. EARLIEST YEAR/LATEST YEAR
Personnel Identification Number			1974 TO Present
This record series contains inforwithing the Department of Juveni PIN (Position Identification Number)	mation pertinent Le Services. Thi	to the status of the record include	f a specific position s, but is not limited to,
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME
LETTER SIZE D MICROFILM	□ ALPHABETIC	, =	☐ FILE DRAWER(S)
LEGAL SIZE COMPUTER TAPE	K NUMER I CAL	<del></del>	9
D BOUND BOOK D FLOPPY DISK	CHRONOLOGI	ICAL.	NUMBER A OTHER(SPECIFY)
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	:AL	10. ANNUAL ACCUMINATION  CAID  TO FILE DRAWER(S)
R OTHER (SPECIFY)	OTHER(SPEC	IFY)	
511 X 811		·	□ MICROFILM REEL(S)  RUMBER □ COMPUTER TAPE(S)  □ OTHER(SPECIFY)
11. FILE IS USED WEEKLY	□ MONTHLY	when position Number	S INACTIVE AFTER IS ADDITHED PYEAR(S)
Any Youth Correctional Facil	•		ERIES DUPLICATED ELSEWHERE? EGIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS TYPES	s 🗆 NO	16. AUDIT REQUII	REMENTS
State Government Article Sec Annotated Code of Maryland	t-10H-10-616	O NONE X ST.	ATE    FEDERAL    INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	D RETENTION
□ YES X NO			ill be retained permanently, riodically to State Archives.
NAME AND TITLE OF PREPARER  dra Werther  Assistant Records Coordinator	20. TELEPHONE N 461-0365	(UMBER	7/15/91
DGS 550-4 (REVISED 2/87)	•		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD	EPARATE FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION EVISED RECORD SERIES, FORWARD 7278 WATERLOO ROAD ITH RECORDS RETENTION SCHEDULE P.O. BOX 278		AGENCY RECORDS INVENTORY		
(DGS 850-1)			PAGE <u>5</u> OF <u>41</u>		
1. DEFARTMENT/AGENCY artment of Juvenile Services	2. pivision Residential		3. UNIT Youth Correctional Facility		
DEFINITION-RECORD SERIES-A GROUP		DELIT YLLAMNON BO BOTEID DNA HOLTHE			
4. RECORD SERIES TITLE Superintendent's Files	·		5. EARLIEST YEAR/LATEST YEAR 1988 TO Present		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) The Superintendent for each Youth Correctional Facility is responsible for the coordination of all aspects of the operation of the facility, including plant, employee and juvenile offenders. Files are maintained for all administrative activities involving the facility operation with confidential issues with the Department's Headquarters, matters dealing with Department & State Policy. Other materials might include, but are not limited to: Informal Staff files, Internal organization, General Correspondence, Special Incidents.					
7. RECORD SERIES FORMAT(S)  CK LETTER SIZE COMPUTER TAPE  C BOUND BOOK C FLOPPY DISK	8. RECORD SERIES SEQUENCE  C ALPHABETICAL  C NUMERICAL  CHRONOLOGICAL		FILE DRAWER(S)  MICROFILM REEL(S)  44		
AUDIO TAPE UVIDEO TAPE OTHER(SPECIFY)	GEOGRAPHICAL GOTHER(SPECIFY)		OF THE DRAWER(S)  OF THE DRAWER(S)  OF THE DRAWER(S)  OF THE DRAWER(S)  TO THE DRAWER(S)		
11. FILE IS USED WEEKLY	□ MONTHLY		S INACTIVE AFTER MONTH(S) (YEAR(S)		
Any Youth Correctional Facility	.oor, room)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE?		
15. ACCESS RESTRICTIONS X YES  (IF YES, CITE LAW(S) & REGULAT  Arnotated Code of Maryland, Courts & Jud. \$3-828	rion(s)	16. AUDIT REQUII	REMENTS ATE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA			five (5) years and then no longer applicable		
NAME AND TITLE OF PREPARER Ta Werther Assistant Records Coordinator	20. TELEPHONE N 461-0365	(UMBER	21. DATE 7/15/91		
DGS 550-4 (REVISED 2/87)					

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF G RECORDS MANAGE	j	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	727% WATE P.O. B JESSUP, MAR	OX 275	PAGE 6 OF 41	
1. DEFARTMENT/AGENCY DJS	2. DIVISION  Residential Facilities		3. UNIT Youth Correctional Facility	
	OF RELATED RECOR		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE  General Files			5. EARLIEST YEAR/LATEST YEAR  1982 ToPresent	
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES	
Release documents used finclude, but is not limi equipment, or services; form letters; inventory services; interdepartment forms; supply requests; Services; Volunteer Coorregulations; job announce disposal; monthly statis meetings; assorted corre	ted to the formonthly accidented records; outdoesn't all letters a correspondence dinator informements; OSHA estical request	llowing: Bill ent reports; l ated or obsole nd memos; expe e and memos on mation; depart documents; cer s; ISYS printo	s for supplies; aw related documents; te forms; clinical nse reports; mileage programs or Field mental policies and tificates of records	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME	
M LETTER SIZE MICROFILM	D ALPHAGETICAL		I file drawer(s)  □ Microfilm Reel(s)	
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		56 COMPUTER TAPE(S)	
DEPUND BOOK DELOPPY DISK	D CHRONOLOGICAL		OTHER(SPECIFY)	
OTHER(SPECIFY)	GEOGRAPHIC OTHER(SPEC		10. ANNUAL ACCUMULATION  ### FILE DRAWER(S)	
			MICROFILM REEL(S)  NUMBER COMPUTER TAPE(S)  OTHER(SPECIFY)	
11. FILE IS USED	MONTHLY		S INACTIVE AFTER MONTH(S) & YEAR(S)	
		NUMBER		
Any Youth Correctional Facil		\$	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS & YES		16. AUDIT REQUI	REMENTS	
State Government Article Section Annotated Code of Maryland	ion 10-616	X NONE D ST.	ATE O FEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	D RETENTION	
TES TO NO		<sup>-</sup> Retain for	three (3) years, then destroy	
	•			
NAME AND TITLE OF PREPARER	20. TELEPHONE	YUMBER	21. DATE	
Asst. Records Coordinator	461-0365	j	7/15/91	
DGS 550-4 (REVISED 2/87)				

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GE RECORDS MANAGEN		AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 7 OF 41		
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT		
DJS	Residential	Facilities	Youth Correctional Facility		
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECORD	OS NORMALLY FILED	AND USED AS A UNIT FOR		
4. RECORD SERIES TITLE Daily Admission Logs			5. EARLIEST YEAR/LATEST YEAR		
6. RECORD SERIES DESCRIPTION (BR	INFLY DESCRIBE THE		ATION/DOCUMENTS/FORMS FOUND		
This series contains documentation of each youth's admission to the facility. The materials may contain, but may not be limited to the following: Admission Date and Time; Youth's Name, Race, Sex, and Date of Birth; Admitting County; County of Residence; Admitting Judge; Initial or Continued Detention; Name of Intake Person					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME		
ELETTER SIZE MICROFILM	□ ALPHABETICAL		FILE DRAWER(S)		
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		☐ MICROFILM REEL(S)  16 ☐ COMPUTER TAPE(S)		
D BOUND BOOK D FLOPPY DISK	I CHRONOLOGICAL		NUMBER DOTHER(SPECIFY)		
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	CAL,			
THER(SPECIFY)	OTHER(SPEC	EIFY)	10. ANNUAL ACCUMULATION  B FILE DRAWER(S)		
·		,	MICROFILM REEL(S)		
***************************************			NUMBER COMPUTER TAPE(S)		
11. FILE IS USED	· ·	12. FILE BECOME	S INACTIVE AFTER		
Q DAILY G WEEKLY	□ MONTHLY	NUMBER D MONTH(S) E YEAR(S)			
Any Youth Correctional Facil	.OOR,ROOM)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)		
15. ACCESS RESTRICTIONS TYPE	5 D NO	16. AUDIT REQUI	REMENTS		
Annotated Code of Maryland Co Judicial Proceedings, S3-828	rion(s) ourts and	M NONE - ST.	ATE DEPENDENT DEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE	D RETENTION		
O YES OX NO		Retain for	three (3) years, then destroy		
and TITLE OF PREPARER andra Werther Asst. Records Coordinator	20. TELEPHONE N 461-0365	NUMBER	7/15/91		
DGS 550-4 (REVISED 2/87)					

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD			AGENCY RECORDS INVENTURY		
WITH RECORDS RETENTION SCHEDULE (DGS 880-1)			PAGE <u>8</u> OF <u>41</u>		
1. DEFARTMENT/AGENCY DJS	2. DIVISION Residential		3. UNIT Youth Correctional Facility		
		DS HORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR		
4. RECORD SERIES TITLE Daily Release Logs	•		5. EARLIEST YEAR/LATEST YEAR 1987 To Present		
6. RECORD SERIES DESCRIPTION (BR.	INFLY DESCRIBE THE	K TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND		
This series documents the release of each youth that leaves. Record may contain, but may not be limited to the following: Release Date; Youth Name; County Detaining; Name of person releasing youth and agency they are from.					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME		
A LETTER SIZE O MICROFILM	□ ALPHABETICAL □ NUMERICAL		### FILE DRAWER(S)  ### MICROFILM REEL(S)  #### COMPUTER TAPE(S)		
C LEGAL SIZE COMPUTER TAPE					
D BOUND BOOK D FLOPPY DISK	A CHRONOLOG	ICAL	NUMBER   OTHER(SPECIFY)		
UDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION		
OTHER(SPECIFY)	O OTHER(SPEC	CIFY)	R FILE DRAWER(S)		
			MICROFILM REEL(S)		
		<del></del>	OTHER(SPECIFY)		
11. FILE IS USED	٠	1 ~	S INACTIVE AFTER		
DAILY WEEKLY	□ MONTHLY	NUMBER D	MONTH(S) NEAR(S)		
13. CURRENT LOCATION(S) (BLDG.,FL		14. IS RECORD S	ERIES DUPLICATED ELSEWHERE?		
' Any Youth Correctional Facil	ity	TIF YES, SP	ECIFY AGENCY OR OFFICE)		
LE ACCESS PESTPLETIONS D					
15. ACCESS RESTRICTIONS ON YES		16. AUDIT REQUI	REMENTS		
Annotated Code of Maryland C Judicial Proceedings S-3828	ourts and	Ø NONE □ ST	ATE D FEDERAL D INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	D RETENTION		
CIYES & NO	i	Retain for	three (3) years, then destroy		
			,		
19 NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE		
Sandra Werther Asst. Records Coordinator	461-0365		7/15/91		
	l		L		
DGS 550-4 (REVISED 2/87)					

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF GE RECORDS MANAGER	MENT DIVISION	AGENCY RECORDS INVENTORY		
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	7275 WATER P.O. BO JESSUP, MARY	OX 275	PAGE 9 OF 41		
1. DEFARTMENT/AGENCY  Thrent of Juvenile Services	2. DIVISION  Residential F	Facilities	3. UNIT Youth Correctional Facility		
DEFINITION RECORD SERIES.			AND USED AS A UNIT FOR		
4. RECORD SERIES TITLE	CE AS WELL AS RETE	BOTES ON MOTTO	S. EARLIEST YEAR/LATEST YEAR		
Daily Population Record			1987 To Present		
This series contains recorded daily population of the facility. The record may contain, but is not limited to: the date; facility name; listing of residents; consecutive nights of detention; county detaining; juvenile counselor; court date; ISYS reports; daily totals of youth detained & released; authorized absences; unauthorized absences, youth in detention 21 days and over; number of male and female youth.					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	5 SEQUENCE	9. VOLUME		
X LETTER SIZE D MICROFILM	- ALPHABETIC	CAL	X FILE DRAWER(S)		
□ LEGAL SIZE □ COMFUTER TAPE	□ NUMERICAL		10 GOMPUTER TAPE(S)		
D BOUND BOOK D FLOPPY DISK	X CHRONOLOGICAL		NUMBER   OTHER(SPECIFY)		
UDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION		
OTHER(SPECIFY)	OTHER(SPEC	IFY)	FILE DRAWER(S)		
			2   MICROFILM REEL(S) NUMBER   COMPUTER TAPE(S)		
11. FILE IS USED  MEEKLY			s inactive after (s) (X year(s)		
13. CURRENT LOCATION(S) (BLDG.,FL	OOR, ROOM)	14. IS RECORD S	14. IS RECORD SERIES DUPLICATED ELSEWHERE?		
Any Youth Correctional Facility		(IF YES, SPECIFY AGENCY OR OFFICE)			
15. ACCESS RESTRICTIONS X YES		16. AUDIT REQUI	REMENTS ;		
Arnotated Code of Maryland Courts & Judi	cial Proceedings	X NONE ST	ATE   FEDERAL   INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDE	D RETENTION		
TYES X NO		Retain for three (3) years, then destroy.			
19 NAME AND TITLE OF PREPARER	20. TELEPHONE	(UMBER	21. DATE		
Sandra Werther Assistant Records Coordinator	461–0365		7/15/91		
DGS 550-4 (REVISED 2/87)					

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF C	MENT DIVISION	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$80-1)	7278 WATE P.O. B JESSUP, MAR	QX 275	PAGE 10 OF 41	
1. DEFARTMENT/AGENCY artment of Juvenile Services	2. DIVISION Residential I	Facilities	3. UNIT Youth Correctional Facility	
		DS NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR	
Workers Compensation First Repor			5. EARLIEST YEAR/LATEST YEAR  1985 To Present	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND 'IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES  This series contains all materials related to employee related on duty accidents. The record will contain, but not be limited to accident leave information; medical documentation; and general correspondence with State Accident Fund, medical providers and Workman's Compensation.				
7. RECORD SERIES FORMAT(S)  **X LETTER SIZE **D MICROFILM  **D LEGAL SIZE **D COMFUTER TAPE  **D BOUND BOOK **D FLOPPY DISK	8. RECORD SERIES SEQUENCE  X ALPHABETICAL  D NUMERICAL  CHRONOLOGICAL		9. VOLUME  Q FILE DRAWER(S)  O MICROFILM REEL(S)  O COMPUTER TAPE(S)  NUMBER  O OTHER(SPECIFY)	
OTHER(SPECIFY)	© GEOGRAPHICAL  © OTHER(SPECIFY)		10. ANNUAL ACCUMULATION  OF FILE DRAWER(S)  OF MICROFILM REEL(S)  NUMBER COMPUTER TAPE(S)  OTHER(SPECIFY)	
11. FILE IS USED  X DAILY WEEKLY	□ MONTHLY		S INACTIVE AFTER MONTH(S) X YEAR(S)	
Any Youth Correctional Facility	OOR, ROOM)		ERIES DUPLICATED ELSEWHERE! ECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS TYPES TO NO (IF YES, CITE LAB(B) & REGULATION(B)		16. AUDIT REQUIR	REMENTS  ATE   FEDERAL   INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EDPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) U YES XV NO		Retain by	facility until final on, then destroyed after years	
NAME AND TITLE OF PREPARER  Tra Werther  Assistant Records Coordinator  DGS 550-4 (REVISED 2/87)	20. TELEPHONE N 461-0365		7/15/91	

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GE RECORDS MANAGEM	ENT DIVISION	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		PAGE 11 OF 41	
DEFARTMENT/AGENCY Defartment of Juvenile Services	2. DIVISION Residential	. Facilities	3. UNIT Youth Correctional Facility	
DEFINITION-RECORD SERIES - A GROUP	OF RELATED RECORD	S NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR  1985 TO Present	
Department of Personnel Annual Reports  6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND 'IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)  This series consists of all state—wide Department of Personnel and Department of Juvenile  Services Annual Reports, containing, but not limited to, the following: Personnel Data and statistics; each Department's number of transactions, grievances, positions; related memos and correspondence.				
7. RECORD SERIES FORMAT(S)  X LETTER SIZE D MICROFILM  D LEGAL SIZE D COMPUTER TAPE  BOUND BOOK D FLOPPY DISK	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL		9. VOLUME  FILE DRAWER(S)  MICROFILM REEL(S)  A COMPUTER TAPE(S)  NUMBER COMPUTER TAPE(S)	
DIO TAPE UVIDEO TAPE OTHER(SPECIFY)	© GEOGRAPHICAL  OTHER(SPECIFY)		10. ANNUAL ACCUMULATION  CK FILE DRAWER(S)  2	
11. FILE IS USED DAILY DWEEKLY	& WOULHTA	_	S INACTIVE AFTER MONTH(S) X YEAR(S)	
Any Youth Correctional Facility	.00R , R00M )	14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  12 YES M NO		
15. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(S) & REGULAT		16. AUDIT REQUIREMENTS  NONE - STATE - FEDERAL - INDEPENDENT		
17. IS AN INDEX SYSTEM USED! (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDED RETENTION		
TYES XO NO			etained by the facility ears then destroyed.	
Santra Werther	20. TELEPHONE N	UMBER	21. DATE	
Assistant Records Coordinator	461–0365		7/15/91	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR DEVISED RECORD SERIES FORWARD	DEFARTMENT OF GI RECORDS MANAGEI	MENT DIVISION	AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)	7278 WATEI P.O. BO JESSUP, MAR	OX 275	PAGE 12 OF 41
1. DEFARTMENT/AGENCY artment of Juvenile Services	2. pivision Residential F	Facilities	Youth Correctional Facility
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECORD	DE NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Youth Records (Central File)	•		5. EARLIEST YEAR/LATEST YEAR 1982 TO Present
	THE SERIES.	. INCLUDE THE PU	RPOSE ON FUNCTION OF THE SERIES)
This series contains all materials related to youth while attending a residential fa The record may include, but is not limited to the following: Juvenile Court Order; Sheet; Risk/Needs Forms; Psychological evaluation; Progressive reports; Medical info Psychiatric evaluation; Incident reports; related correspondence; social history; dr alcohol assessment; unit notes; medical consent form; behavioral reports; court reports—admission slips; case notes; and ISYS print outs.			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
CKLETTER SIZE D MICROFILM	OXALPHABET IC	EAL	S FILE DRAWER(S)  MICROFILM REEL(S)
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMERICAL		800 COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	□ CHRONOLOG	ICAL	NUMBER OTHER(SPECIFY)
AUDIO TAPE U VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPEC	IFY)	B FILE DRAWER(S)
			MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SPECIFY)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
DAILY WEEKLY	R MONTHLY	NUMBER D J	MONTH(S) TY YEAR(S)
Any Youth Correctional Facility	.cor, room)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)  C YES () NO	
15. ACCESS RESTRICTIONS & YES  (IF YES, CITE LAW(S) & REGULAT  Amountated Code of Maryland Courts & Judi	toul = 1	16. AUDIT REQUII	REMENTS  ATE D FEDERAL D INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDE	D RETENTION
TYES ON NO		following you until youth's whichever is	ree (3) years th's release or 21st Birthday, sooner, then
		destroy.	i
NAME AND TITLE OF PREPARER  dra Werther  Assistant Records Coordinator	20. TELEPHONE N 461-0365	(UMBER	7/15/94# 15/16 CIFA 1970 1
DGS 550-4 (REVISED 2/87)			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GI RECORDS MANAGED		AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	7278 WATEJ P.O. B JESSUP, MAR	OX 275	PAGE 13 OF 41
1. DEPARTMENT/AGENCY DJS	2. DIVISION Residential	Facilities	Youth Correctional Facility
DEFINITION-RECORD SERIES-	OF RELATED RECORD		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Fire Drill Logs	•		8. EARLIEST YEAR/LATEST YEAR 1989 TO Present
'IN	THE SERIES.	. INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)
This series contains the evacuate facility buildi	ngs in a pract	n of the lengt tice fire dril	h of time used to 1.
,			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
CX LETTER SIZE D MICROFILM	□ ALPHABETICAL		X FILE DRAWER(S) □ MICROFILM REEL(S)
G LEGAL SIZE G COMPUTER TAPE	□ NUMERICAL		4
D BOUND BOOK D FLOPPY DISK	₩ CHRONOLOGICAL		NUMBER D OTHER(SPECIFY)
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	-	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPEC	CIFY)	I FILE DRAWER(S)  O MICROFILM REEL(S)  RUMBER O COMPUTER TAPE(S)
			OTHER(SPECIFY)
DAILY DEEKLY	D MONTHLY	š	S INACTIVE AFTER MONTH(S) YEAR(S)
Any Youth Correctional Facil		§	ERIES DUPLICATED ELSEWHERE?
15. ACCESS RESTRICTIONS Q YES	•	16. AUDIT REQUIREMENTS	
(IF YES, CITE LAW(S) & REGULAT	rion(B)	A NONE D ST	ATE   FEDERAL   INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)		18. RECOMMENDE	D RETENTION
CIYES & NO		Retain thre	ee (3) years, then destroy
·			
<del></del>	•	<u>.</u>	
NAME AND TITLE OF PREPARER Sandra Werther Asst. Records Coordinator	20. TELEPHONE N 461-0365	NUMEE'R	<b>21. DATE</b> 7/15/91
DGS 550-4 (REVISED 2/87)	•		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GE RECORDS MANAGEN		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	7278 WATER P.O. EX JESSUP, MARY	OX 275	PAGE 14 OF 41	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
US	Residential		Youth Correctional Facility	
DEFINITION RECORD SERIES.	OF RELATED RECORD CE AS WELL AS RETE		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Youth Medical Records	•		8. EARLIEST YEAR/LATEST YEAR  1982 TO Present	
1. RECORD SERIES DESCRIPTION ( BR	THE SERIES.	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES	
This record series consists of the Health Care Files on youth committed and detained at each Youth Correctional Facility. This medical file includes, but is not limited to the following: Face sheet; medical consent; admission health screen; progress notes; physician's order sheet; referral forms; laboratory reports; community referral reports; medication administration records; incident reports; psychotropic drug reports; throat culture reports.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
C LETTER SIZE D MICROFILM	& ALPHARETICAL		X FILE DRAWER(S)	
C LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		100 COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	□ CHRONOLOG	ICAL	NUMBER   OTHER(SPECIFY)	
UDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	O OTHER(SPE	IFY)	XP FILE DRAWER(S)	
·			64 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) COMPUTER (SPECIFY)	
TO DAILY O WEEKLY	□ MONTHLY	١	S INACTIVE AFTER MONTH(S) YEAR(S)	
Any Youth Correctional Facil		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  UYES UNO		
Annotated Code of Maryland C	ourts and	16. AUDIT REQUI	REMENTS  ATE   FEDERAL   INDEPENDENT	
Judicial Proceedings, S3-828				
BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	D RETENTION	
D YES ₹ NO		Retain until youth reaches age twenty-one years old, then destroy		
			^;	
andra Werther Asst. Records Coordinator	20. TELEPHONE NUMBER 461-0365		<b>21. DATE</b> 7/15/91	
DGS 550-4 (REVISED 2/87)				

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GE RECORDS MANAGEM	ENT DIVISION	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	7278 WATER P.O. BO JESSUP, MARY	X 275	PAGE 15 OF 41	
1. DEFARTMENT/AGENCY DJS	2. DIVISION Residential Facilities		3. UNIT Youth Correctional Facility	
DEFINITION-RECORD SERIES-	OF RELATED RECORD		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Psychological/Psychiatric Re	eports		8. EARLIEST YEAR/LATEST YEAR  1987 TO Present	
This series is comprised of psychological and psychotra that have been ordered by the Court.			RPOSE OR FUNCTION OF THE SERIES	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	
T LETTER SIZE " MICROFILM	Ø ALPHABETIC	AL .	☐ FILE DRAWER(S) ☐ MICROFILM REEL(S)	
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMERICAL		20 COMPUTER TAPE(S)	
DEBOUND BOOK TO FLOPPY DISK	□ CHRONOLOGI	CAL	NUMBER X OTHER(SPECIFY) Floppies	
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	'AL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPEC	IFY)	8 % FILE DRAWER(S)	
			MICROFILM REEL(S)  RUMBER COMPUTER TAPE(S)  THER(SPECIFY)  FIODDIES	
DAILY WEEKLY	□ MONTHLY	_	S INACTIVE AFTER WONTH(S) YEAR(S)	
Any Youth Correctional Faci	•	_	eries duplicated elsewhere? ECIFY AGENCY OR OFFICE) Youth Records	
Annotated Code of Maryland Courts and		16. AUDIT REQUII	REMENTS  ATE D FEDERAL D INDEPENDENT	
Judicial Proceedings, S-3828  17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTBARE)  WYES D NO For floppy disks, last name of youth and month of evaluation is recorded		following y or until yo	five (5) years youth's release outh's 21st whichever is	
name and title of preparer indra Werther Asst. Records Coordinator	20. TELEPHONE NUMBER 461-0365		7/15/91, A 1 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3	
DGS 550-4 (REVISED 2/87)				

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SEPARATE FORM FOR EACH NEW OR	RECORDS MANAGED	- <del>-</del> -	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD	7278 WATE			
WITH RECORDS RETENTION SCHEDULE	P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 16 OF 41	
(DGS 850-1)				
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
DJS ·	Residential		Youth Correctional Facility	
ber itti i dt-itteoid bertieb.	OF RELATED RECORD CE AS BELL AS RET		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	•		S. EARLIEST YEAR/LATEST YEAR	
Accounting Records			1982 To Present	
6. RECORD SERIES DESCRIPTION ( BR	IEFLY DESCRIBE THE THE SERIES.	E TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND	
This record series encompasses files on the budgetary record of the facility. Materials may include but are not limited to the following: Payroll; accounts payable; cash receipts; purchasing orders				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES		9. VOLUME ### FILE DRAWER(S)	
K LETTER SIZE O MICROFILM	ALPHABETICAL		MICROFILM REEL(S)	
C LEGAL SIZE COMPUTER TAPE	M NUMERICAL		106 COMPUTER TAPE(S) NUMBER COMPUTER TAPE(S)	
DEDUND BOOK DEFLOPPY DISK	CHRONOLOGICAL		· OTHER(SPECIFI)	
audio Tape U Video Tape	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
OTHER (SPECIFY)	OTHER(SPEC	IFY)	FILE DRAWER(S)	
			MICROFILM REEL(S)  A()  RUMBER COMPUTER TAPE(S)	
			O OTHER (SPECIFY)	
11. FILE IS USED	·	12. FILE BECOME	S INACTIVE AFTER	
D DAILY WEEKLY	DX MONTHLY	NUMBER D	MONTH(S) R YEAR(S)	
Any Youth Correctional Facil		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  C YES & NO		
15. ACCESS RESTRICTIONS D YES	s ₹ NO	16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULAT	-10N(S)	O NOME OF STATE OF FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	D RETENTION	
•	- Tanker			
□ YES й NO		Retain for destroy	three (3) years, then	
andra Werther Asst. Records Coordinator	20. TELEPHONE NUMBER 461-0365		<b>21. DATE</b> 7/15/91	
DGS 550-4 (REVISED 2/87)		,		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF CE RECORDS MANAGEN	MENT DIVISION	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 350-1)	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 17 OF 41	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
DJS ·	Residential H	Facilities	Youth Correctional Facility	
DEFINITION-RECORD SERIES-	OF RELATED RECORD		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE		CATTON AND DISPOS	5. EARLIEST YEAR/LATEST YEAR	
Volunteer Services			1974 To Present	
6. RECORD SERIES DESCRIPTION ( "IN	THE SERIES.	, INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)	
This record series incorporates all materials pertaining to donations that assist in enhancing the existing facility programs and meeting the needs of the youth residing at the facility. Files are maintained for monthly reports; policies and procedures; individual volunteer records; activity sheets; donations; acceptance letters; Chapter I by laws, notices, meetings and announcements. Other materials might include, but are not limited to are: receipts, purchase orders, notices and related correspondence.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SECUENCE	9. VOLUME	
M LETTER SIZE MICROFILM	M ALPHABETIC		% File Drawer(S)	
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		□ MICROFILM REEL(S)	
BOUND BOOK FLOPPY DISK	CHRONOLOGI		18 COMPUTER TAPE(S) NUMBER COMPUTER TAPE(S)	
AUDIO TAPE UVIDEO TAPE				
OTHER(SPECIFY)	GEOGRAPHIC	-	10. ANNUAL ACCUMULATION	
- OTHER(SPECIFY)	OTHER(SPEC	:TFY)	# FILE DRAWER(S)  MICROFILM REEL(S)	
-			NUMBER COMPUTER TAPE(S)	
11. FILE IS USED		12. FUE PECONE	S INACTIVE AFTER	
A DAILY WEEKLY	□ MONTHLY	5 🗖 :	MONTH(S) YEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL Any Youth Correctional Facili		NUMBER  14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  12 YES NO		
15. ACCESS RESTRICTIONS "YES	. У ио	16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULAT	710N(s)	7 NONE O STATE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDED RETENTION		
TYES ON NO		Retain five (5) years, then destroy		
			•9	
			. •	
12 NAME AND TITLE OF PREPARER	20. TELEPHONE N	rumber	21. DATE	
Sandra Werther Asst. Records Coordinator	461-0365		7/15/91	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A	DEPARTMENT OF GE		AGENCY RECORDS INVENTORY
SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD	RECORDS MANAGEN		
WITH RECORDS RETENTION SCHEDULE	P.O. EX		18 41
(DGS 880-1)	JESSUP, MARY	YLAND 20794	PAGE 18 OF 41
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT
DJS	Residential I	Facilities	Youth Correctional Facility
DEFINITION-RECORD SERIES-	OF RELATED RECORD		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR
Deputy Superintendent's Files	3		1975 <b>ro</b> Present
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)
This series contains ass			
Superintendent. The doc			
following: Informal sta departmental and facilit			
statistics			
			•
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME
T LETTER SIZE D MICROFILM	M ALPHABETIC	CAL	☐ FILE DRAWER(S) ☐ MICROFILM REEL(S)
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMERICAL		40 COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	□ CHRONOLOGI	ICAL	NUMBER [ OTHER(SPECIFY)
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	CAL	
OTHER(SPECIFY)	OTHER(SPEC	IFY)	10. ANNUAL ACCUMULATION  5 FILE DRAWER(S)
		,	MICROFILM REEL(S)
	• • • • • • • • • • • • • • • • • • • •		NUMBER COMPUTER TAPE(S)
11. FILE IS USED		12. FILE RECOVE	S INACTIVE AFTER
K DAILY WEEKLY	□ MONTHLY	5 🗖 1	MONTH(S) TYEAR(S)
		NUMBER	
Any Youth Correctional Facil:	-		ERIES DUPLICATED ELSEWHERE?
Any fouch correctional facili	rty	O YES D NO	ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS A YES	5 DNO	16. AUDIT REQUI	REMENTS
Annotated Code of Maryland Co			
Judicial Proceedings, 53-828		M NONE U ST.	ATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED! (IF		18. RECOMMENDE	D RETENTION
BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTBARE)			
TYES & NO		Retain for five (5) years, then destroy	
			•
19 NAME AND TITLE OF PREPARER	20. TELEPHONE N	······································	21. DATE
Sandra Werther	461-0365		7/15/91
Asst. Records Coordinator			1
DGS 550-4 (REVISED 2/87)			

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SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GI RECORDS MANAGED		AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD	7278 WATERLOO ROAD		
WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	P.O. BOX 278  JESSUP, MARYLAND 20794		PAGE $19$ of $41$
1. DEFARTMENT/AGENCY	2. DIVISION	- 1	3. UNIT
DJS	Residential		Youth Correctional Facility
Del III I OIL INECOID DELLES		DS NORMALLY FILED Ention and dispos	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	•		S. EARLIEST YEAR/LATEST YEAR
Dietary Services			1980 to Present
1 4. Incom sening product for 1	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)
This series contains gent current price lists. Ot Files on the purchasing	her materials	might include	but are not limited to:
,			
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
X LETTER SIZE □ MICROFILM	X ALPHABETICAL  NUMERICAL		FILE DRAWER(S)
□ LEGAL SIZE □ COMPUTER TAPE			☐ MICROFILM REEL(S)  18 ☐ COMPUTER TAPE(S)
□ BOUND BOOK □ FLOPPY DISK	□ CHRONOLOG	ICAL,	NUMBER   OTHER(SPECIFY)
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIO	CAL,	
OTHER(SPECIFY)	OTHER(SPEC	EIFY)	10. ANNUAL ACCUMULATION Description Descri
•			MICROFILM REEL(S)
			NUMBER COMPUTER TAPE(S)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
A DAILY O WEEKLY	□ MONTHLY	NUMBER D	MONTH(S) ≝ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FI		14. IS RECORD S	ERIES DUPLICATED ELSEWHERE?
' Any Youth Correctional Facil	ity	(IF YES, SP	EGIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS U YES		16. AUDIT REQUI	REMENTS
(IF YES, CITE LAW(S) & REGULAT	rion(s)	M NONE - ST	ATE D FEDERAL D INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF	Veg. Ever and		
BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE	D RETENTION
D YES CK NO		Retain for three (3) years, then destroy	
	<del></del>		
NAME AND TITLE OF PREPARER	20. TELEPHONE N	(UMBER	21. DATE
Sandra Werther Asst. Records Coordinator	461-0365		7/15/91
DGS 550-4 (REVISED 2/87)	1		L

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GI RECORDS MANAGEI	ENERAL SERVICES   MENT DIVISION	AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD	7278 WATERLOO ROAD		
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	P.O. B		PAGE 20 OF 41
(DGS 550-1)	JESSUP, MARYLAND 20794		
1. DEFARTMENT/AGENCY	2. DIVISION	m_ = 11111 = = - 1	3. UNIT
DJS	Residential		Youth Correctional Facility
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECORD	DS NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	•		S. EARLIEST YEAR/LATEST YEAR
General Maintenance Files			1960 <b>TO</b> Present
6. RECORD SERIES DESCRIPTION ("IN	THE SERIES.	E TYPES OF INFORM INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES
General maintenance files in this series. Records Vehicle accident reports maintenance contracts; ecorrespondence and memos documents; form letters; policies.	d to the following: mits and licenses; tory records; all reports; bid		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME
A LETTER SIZE " MICROFILM	M ALPHABETICAL		XP FILE DRAWER(S)
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		☐ MICROFILM REEL(S)  ☐ COMPUTER TAPE(S)
DECUND BOOK DELOPPY DISK	CHRONOLOG	I CAL	NUMBER COMPUTER TAPE(S)
_audio Tape	□ GEOGRAPHIC		
THER(SPECIFY)			10. ANNUAL ACCUMULATION  FILE DRAWER(S)
	OTHER(SPECIFY)		☐ FILE DRAWER(S)
	*****		NUMBER COMPUTER TAPE(S)
11. FILE IS USED	. 12		O OTHER(SPECIFY)
M DAILY WEEKLY	□ MONTHLY	1 _	S INACTIVE AFTER MONTH(S) % YEAR(S)
	NUMBER		
13. CURRENT LOCATION(S) (ELDG.,FL	·	14. IS RECORD SERIES DUPLICATED ELSEWHERE?	
Any Youth Correctional Facil	ity	(IF YES, SPECIFY AGENCY OR OFFICE)  TYES X NO	
15. ACCESS RESTRICTIONS Q YES			
(IF YES, CITE LAW(S) & REQULAT		16. AUDIT REQUIREMENTS	
	· - · · · · · · · · · · · · · · · · · ·	Q NONE STATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDE	D RETENTION
D Yes CK No		Retain Reco	ords for five (5) years, then
	d tes 4 No		222 223 (5) 10015, 4101
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	YUMBER	21. DATE
Sandra Werther	461-0365		7/15/91
Asst. Records Coordinator			.,,
DGS 550-4 (REVISED 2/87)			

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GE RECORDS MANAGEN	MENT DIVISION	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 21 OF 41	
1. DEFARTMENT/AGENCY DJS	2. DIVISION Residential	Facilities	3. UNIT Youth Correctional Facility	
DEFINITION RECORD SERIES.	OF RELATED RECORD		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE  Vehicle Records	•		5. EARLIEST YEAR/LATEST YEAR 1963 TO Present	
** :	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)	
This series contains documents used for information on cars, trucks, buses, vans, tractors and heavy equipment. Records include but are not limited to the following: Copies of titles and registration cards, bill of sales, vehicle service information, repair invoices, vehicle inspection reports for emission test, dates of purchase and disposal.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	
A LETTER SIZE D MICROFILM	□ ALPHAĐETICAL		CX file drawer(s)  D microfilm reel(s)	
□ LEGAL SIZE □ COMPUTER TAPE	M NUMERICAL		6 COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	□ CHRONOLOGI	CAL	NUMBER D OTHER(SPECIFY)	
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	:AL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPEC	::FY)	XP FILE DRAWER(S)  MICROFILM REEL(S)  NUMBER COMPUTER TAPE(S)  OTHER(SPECIFY)	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
M DAILY WEEKLY	□ MONTHILY		MONTH(S) YEAR(S)	
Any Youth Correctional Facility	• •		ERIES DUPLICATED ELSEWHERE? EGIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS U YES M NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIE	REMENTS  ATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) U YES XD NO		18. RECOMMENDED RETENTION  Retain for one (1) year after the life of the vehicle, then destroy		
NAME AND TITLE OF PREPARER Sandra Werther Asst. Records Coordinator	20. TELEPHONE NUMBER 461-0365		21. DATE 7/15/91	
DGS 550-4 (REVISED 2/87)			/****	

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GE RECORDS MANAGEN	MENT DIVISION	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 22 OF 41	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
DJS	Residential 1	Facilities	Youth Correctional Facility	
DEFINITION-RECORD SERIES.			AND USED AS A UNIT FOR	
	E AS WELL AS RETT	ENTION AND DISPOS		
4. RECORD SERIES TITLE  Blueprint File			5. EARLIEST YEAR/LATEST YEAR  1960 TO Present	
v. recomb series pescription (	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)	
This record consists of Blueprints of buildings, grounds and underground wires and pipes needed for new building and renovation information. This file contains but is not limited to: blueprints of existing buildings; proposed buildings; underground wires and pipes.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SECLIENCE	9. VOLUME	
LETTER SIZE D MICROFILM	□ ALPHABETICAL □ NUMERICAL		G FILE DRAWER(S)	
□ LEGAL SIZE □ COMPUTER TAPE			□ MICROFILM REEL(S)	
_			2 COMPUTER TAPE(S) NUMBER © OTHER(SPECIFY)	
	CHRONOLOGICAL		Blæprint cabinet	
UDIO TAPE UVIDEO TAPE	GEOGRAPHICAL		10. ANNUAL ACCUMULATION	
OTHER (SPECIFY)	other(specify)		☐ FILE DRAWER(S) ☐ MICROFILM REEL(S)	
Full Size Blueprints	Buildings & Renovations		NUMBER COMPUTER TAPE(S)	
11. FILE IS USED	12. FUE BECOME		Blueprints S INACTIVE AFTER N/A	
DAILY D WEEKLY	D MONTHLY		MONTH(S) YEAR(S)	
Any Youth Correctional Facil	-	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE! ECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS Q YES	S S NO	16. AUDIT REQUI	DELIENTS	
(IF YES, CITE LAW(S) & REGULAT			ATE G FEDERAL G INDEPENDENT	
17. IS AN INDEX SYSTEM USED! (IP		18. RECOMMENDE	D RETENTION	
O YES S NO		Retain permanently; transfer		
- 1E3 A NO		periodically to State Archives		
Sandra Werther Asst. Records Coordinator	20. TELEPHONE NUMBER 461-0365		<b>21. DATE</b> 7/15/91	
DGS 550-4 (REVISED 2/87)				

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GE RECORDS MANAGEM		AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	7275 WATER P.O. BO	- · · · · · · · · · · · · · · · · · · ·	
(DGS 550-1)		/LAND-20794	PAGE 23 OF 41
DUS DEFARTMENT/AGENCY	2. DIVISION Residential		Youth Correctional Facility
DEFINITION-RECORD SERIES A GROUP	OF RELATED RECORD	OB NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE		ATTON AND DIBFOR	5. EARLIEST YEAR/LATEST YEAR
Work Order Files			1986 <b>TO</b> Present
v. meem senies sessini ion	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)
This record series contains copies of work orders completed by the maintenance department for future use in building maintenance. The file may include but is not limited to completed work orders for all buildings, grounds and vehicles.			
7 PECODO CEDIDO FORMATION	T		
7. RECORD SERIES FORMAT(S)  D LETTER SIZE D MICROFILM	8. RECORD SERIES		9. VOLUME  X FILE DRAWER(S)
D LEGAL SIZE D COMPUTER TAPE	D ALPHABETICAL D NUMERICAL CHRONOLOGICAL		□ MICROFILM REEL(S)
BOUND BOOK D FLOPPY DISK			12 COMPUTER TAPE(S) NUMBER COMPUTER TAPE(S)
UDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	CAL .	10. ANNUAL ACCUMULATION
CX OTHER (SPECIFY) 85X55	CX OTHER(SPECIFY)  By Building & Vehicle		FILE DRAWER(S)
			MICROFILM REEL(S) NUMBER COMPUTER TAPE(S)  COMPUTER SPECIFY)
11. FILE IS USED			S INACTIVE AFTER
X DAILY WEEKLY	O MONTHLY NUMBER		MONTH(S) YEAR(S)
Any Youth Correctional Facil	-	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)  THE YES NO	
15. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(S) & REGULATIONS	- A	16. AUDIT REQUIREMENTS	
17. IS AN INDEX SYSTEM USED! (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDED RETENTION	
O YES A NO		Retain for four (4) years, then destroy	
Sandra Werther Asst. Records Coordinator	20. TELEPHONE NUMBER 461-0365		21. DATE 7/15/91
DGS 550-4 (REVISED 2/87)			•

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF GE RECORDS MANAGEN	CENT DIVISION	AGENCY RECORDS INVENTURY
WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		PAGE 24 OF 41
DJS	2. DIVISION Residential F	Facilities	3. UNIT Youth Correctional Facility
DEFINITION * RECORD BERTES *	OF RELATED RECORD		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Mileage Form Files			5. EARLIEST YEAR/LATEST YEAR 1986 TO Present
v. Mcchb series bescription	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)
This series contains coping of Budget and Fiscal Plant include but are not limit mileage forms, vehicle accepted memos regarding vehicles.	nning for futu: ted to the fol cquisition and	re reference a lowing: Copie	s required. Records sof all monthly
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SECIENCE	9. VOLUME
K LETTER SIZE " MICROFILM	a Alphaetical		M FILE DRAWER(S)
C LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		6 COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	X CHRONOLOGICAL		NUMBER D OTHER(SPECIFY)
UDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	:AL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPEC	:IFY)	# FILE DRAWER(S)
		<del></del> .	3 D MICROFILM REEL(S) NUMBER D COMPUTER TAPE(S) . D OTHER(SPECIFY)
DAILY WEEKLY	學 монтніч	_	S INACTIVE AFTER MONTH(S)
Any Youth Correctional Facil		fir yes, se	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE) Dept. of Budget and Fiscal
15. ACCESS RESTRICTIONS D YES (IF YES, CITE LAW(S) & REGULAT	1	Planning  16. AUDIT REQUIREMENTS  D NONE STATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED: I		x 3	
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIBELY AND DESCRIBE ANY MARDHARE/SOFTHARE)		18. RECOMMENDE	D RETENTION
□ YES Ā NO		Retain for	five (5) years, then destroy
Sandra Werther Asst. Records Coordinator	20. TELEPHONE N 461-0365	(UMBER	7/15/91
DGS 550-4 (REVISED 2/87)			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF G		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES, FORWARD	7278 WATE			
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	P.O. B Jessup, Mar		PAGE25 OF41_	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
JS	Residential	Facilities	Youth Correctional Facility	
DEFINITION-RECORD SERIES-A GROUP	OF RELATED RECOR	DS NORMALLY FILED	AND USED AS A UNIT FOR	
REFERENC	CE AS WELL AS RET	ENTION AND DISPOS	_	
4. RECORD SERIES TITLE	·		5. EAFLIEST YEAR/LATEST YEAR	
Time Keeping			1987 <b>TO</b> Present	
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES;	
This series encompasses all materials relating to employee working hours. Materials may include but may not be limited to: Employee time/status report for all employees; day corrections and 10 corrections to employee time/status reports; time cards and overtime authorizations; leave cards; doctor slips; Workmen's compensation authorization; FABS printouts for employees' leave records; monthly sick leave reports; quarterly annual and sick leave reports.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	S SEQUENCE	9. VOLUME	
LETTER SIZE "MICROFILM	R ALPHABETICAL		A FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		☐ MICROFILM REEL(S) 225 ☐ COMPUTER TARE(S)	
D BOUND BOOK D FLOPPY DISK	□ CHRONOLOGICAL		NUMBER OTHER (SPECIFY)	
JUDIO TAPE UVIDEO TAPE	□ GEOGRAPHICAL			
OTHER(SPECIFY)	OTHER(SPE		10. ANNUAL ACCUMULATION  This file drawer(s)	
			MICROFILM REEL(S)	
	**************************************		NUMBER COMPUTER TAPE(S)	
11. FILE IS USED	<u> </u>	12. FILE BECOME	S INACTIVE AFTER	
A DAILY WEEKLY	Remain active o			
13. CURRENT LOCATION(S) (BLDGFL Any Youth Correctional Facili		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  (FYES D NO DJS Headquarters		
15. ACCESS RESTRICTIONS MYES ONO (IF YES, CITE LAW(S) & REGULATION(S) COMAR Title 06, Chapter 04		16. AUDIT REQUIREMENTS  O NOME STATE O FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) O YES D NO		18. RECOMMENDED RETENTION  Retain for five (5) years or until audited, whichever is sooner, then		
•		destroy.		
andra Werther Asst. Records Coordinator	461-0365		21. DATE 7/15/91	
DGS 550-4 (REVISED 2/87)				

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GE RECORDS MANAGES	MENT DIVISION	AGENCY RECORDS INVENTURY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		PAGE 26 OF 41	
DJS  DJS	2. DIVISION Residential	Facilities	3. UNIT Youth Correctional Facility	
DEFINITION-RECORD SERIES.	OF RELATED RECORD		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Principal's Files	·		5. EARLIEST YEAR/LATEST YEAR 1972 TO Present	
THE STATE STATES AND THE THE	THE SERIES.	. INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)	
This series incorporates all documentation and correspondence regarding the ducation program; funding sources; budgetary and program management. Other materials that my be included but not limited to are: cumulative students' educational records; program results involving achievement test data and budgetary and purchasing information; general program procedures policies; state and federal projects.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
K LETTER SIZE D MICROFILM	N ALPHABETIC	EAL	₹ FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		75 COMPUTER TAPE(S)	
BOUND BOOK FLOPPY DISK	M CHRONOLOG	ICAL	NUMBER   OTHER(SPECIFY)	
AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPE	CIFY)	# FILE DRAWER(S)	
		· <del></del>	40 MICROFILM REEL(S) RUMBER COMPUTER TAPE(S)  COTHER(SPECIFY)	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
DAILY WEEKLY	□ MONTHLY	NUMBER D 1	MONTH(S) DYEAR(S)	
Any Youth Correctional Facil	•	14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  U YES \$\text{P}\$ NO		
15. ACCESS RESTRICTIONS X YES	S D NO	16. AUDIT REQUIREMENTS		
Annotated Code of Maryland C Judicial Proceedings, Section	ourts and n 3-828	O NONE O STATE XP FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDED RETENTION		
Dyes M No		Retain for destroy	ten (10) years and then	
NAME AND TITLE OF PREPARER Sandra Werther Asst. Records Coordinator	20. TELEPHONE N 461-0365	NUMBER	<b>21. DATE</b> 7/15/91	
DGS 550-4 (REVISED 2/87)				

SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 150-1)	DEFARTMENT OF GI RECORDS MANAGED 7275 WATED P.O. BO JESSUP, MAR	MENT DIVISION RLOO ROAD DX 275	AGENCY RECORDS INVENTORY  PAGE 27 or 41
1. DEFARTMENT/AGENCY DJS	2. DIVISION Residential Facilities		3. UNIT Youth Correctional Facility
	OF RELATED RECORD		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Speech/Language Files	•		5. EARLIEST YEAR/LATEST YEAR  1987 TO Present
This series consist of all	. INCLUDE THE PUR elating to you		
language assessment needs not limited to: Individu procedures; assessment pl materials; statistics; I. memorandums; therapy mate	ual educationa lans; instruct .E.P. goals; r	l plans, contrional material	acts, policies and ls,test forms; testing
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME
N LETTER SIZE □ MICROFILM	M ALPHABETICAL		XP FILE DRAWER(S)  D MICROFILM REEL(S)
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		28 COMPUTER TAPE(S)
G BOUND BOOK G FLOPPY DISK	□ CHRONOLOG	ICAL,	NUMBER COTHER(SPECIFY)
- AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
THER(SPECIFY)	OTHER(SPEC	IFY)	X FILE DRAWER(S)
			MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SPECIFY)
11. FILE IS USED	•	12. FILE BECOME	S INACTIVE AFTER
M DAILY O WEEKLY	□ MONTHLY	5 D ;	MONTH(S) YEAR(S)
Any Youth Correctional Facil		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  XP YES O NO Youth Records	
15. ACCESS RESTRICTIONS TYPES ONO  (IF YES, CITE LAW(S) & REGULATION(S) Annotated Code of Maryland and Judicial Proceedings Section 3-828		16. AUDIT REQUIREMENTS  D NONE D STATE W FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDE	RETENTION
BRIEFLY AND DESCRIBE ANY HA	RDBARE/SOFTHARE)		
C YES M NO		youth's rel	five (5) years following a lease, or until their 21st whichever is sooner, then
andra Werther Asst. Records Coordinator	20. TELEPHONE NUMBER 461-0365		21. DATE 7/15/91
DGS 550-4 (REVISED 2/87)			•

SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GI RECORDS MANAGED	MENT DIVISION	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	7275 WATEI P.O. B JESSUP, MAR	OX 275	PAGE _28_ OF _41_	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
DJS ·	Residential	لـــــــــــــــــــــــــــــــــــــ	Youth Correctional Facility	
	OF RELATED RECORD		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	•		8. EARLIEST YEAR/LATEST YEAR	
Administrative File for Educ			1980 to Present	
6. RECORD SERIES DESCRIPTION (BR	THE SERIES.	r types of inform Include the pu	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES;	
This series is comprised of materials related to the operation of the educational component of the facility. The materials include but are not limited to: Personnel records; administrative directives; time sheets; attendance forms for staff and students; policies and procedures; supply requisition; educational committee records; staff evaluations; unit rosters; permission slips; commissary records; detention records; special education forms; inventories; related correspondence.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
N LETTER SIZE D MICROFILM	Ø ALPHABETICAL		File DRAWER(S)	
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMERICAL		□ MICROFILM REEL(S)  60 □ COMPUTER TAPE(S)	
N BOUND BOOK OFLOPPY DISK	A CHRONOLOGICAL		NUMBER (STECIFY) 36 Bound Books	
Q AUDIO TAPE Q VIDEO TAPE	□ GEOGRAPHIC	EAL	10. ANNUAL ACCUMULATION	
HER(SPECIFY)	OTHER(SPECIFY)		& FILE DRAWER(S)	
			MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) . COTHER(SPECIFY)	
11. FILE IS USED	·	12. FILE BECOME	S INACTIVE AFTER	
C DAILY WEEKLY	□ WOULHTA	NUMBER D :	MONTH(S) NY YEAR(S)	
Any Youth Correctional Facil		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  X) YES D NO DJS Headquarters; Youth Records;  Personnel File		
15. ACCESS RESTRICTIONS PYES  (IF YES, CITE LAWS) & REGULAT  Annotated Code of Maryland an		16. AUDIT REQUI	REMENTS	
Proceedings, Section 3-828		NONE USTA	ATE A FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDED RETENTION		
TYES OX NO		Retain for five (5) years, then destroy		
			-	
andra Werther Asst. Records Coordinator	20. TELEPHONE NUMBER 461-0365		<b>21. DATE</b> 7/15/91	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GI RECORDS MANAGED	MENT DIVISION	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD	7278 WATE			
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	P.Q. B. JESSUP, MAR		PAGE 29 OF 41	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
DJS ·	Residential	Facilities	Youth Correctional Facility	
DEFINITION RECORD SERIES.	OF RELATED RECORI CE AS WELL AS RETI		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR	
Regular Educational Files			1980 to Present	
IN THE SELECTION OF THE	THE SERIES.	INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES)	
This series contains all materials related to youth in the regular educational program while attending a residential facility. The record may include but is not limited to the following: Roll books; daily logs; lesson plan books; test scores; inventory of school supplies; teachers individual work folder; teacher evaluations; tapes (student records, courses); educational progress reports; computer reports; attendance reports; transcripts; educational management plan forms; teacher resource material; correspondence; classroom contracts; face sheet; youth contracts.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	5 SEQUENCE	9. VOLUME	
CK LETTER SIZE " MICROFILM	- ALPHABETIC	EAL.	7 FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	S NUMERICAL		460 S COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL	NUMBER O OTHER(SPECIFY)	
AUDIO TAPE U VIDEO TAPE	□ GEOGRAPHIC	CAL,	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPEC	EIFY)	# FILE DRAWER(S)	
			60 MICROFILM REEL(S)	
			NUMBER (COMPUTER TAPE(S) (2)	
11. FILE IS USED	•	12. FILE BECOME	S INACTIVE AFTER	
CX DAILY D WEEKLY	□ MONTHLY	NUMBER C	MONTH(S) X YEAR(S)	
13. CURRENT LOCATION(5) (BLDG.,FI	.OOR, ROOM)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE?	
Any Youth Correctional Facil	ity	tif YES, SP	ECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS A YES		16. AUDIT REQUI	REMENTS	
Annotated Code of Maryland a Proceedings, Section 3-828	nd Judicial	O NONE X STATE X FEDERAL O INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES.EDPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION		
TES TO NO		Retain r	oll books (student attendance)	
		for four Retain a	teen (14) years, then destroy  ll other listed items for five s then destroy.	
NAME AND TITLE OF PREPARER	20. TELEPHONE N	<b>ILMEER</b>	21. DATE	
Sandra Werther	461-0365		7/15/91	
Asst. Records Coordinator	L		L	
DGS 550-4 (REVISED 2/87)				

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SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	RECORDS MANAGE		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	P.O. B JESSUP, MAR	OX 275	PACE 30 OF 41	
1. DEFARTMENT/AGENCY DJS	2. DIVISION Residential	Facilities	Youth Correctional Facility	
::::::::::::::::::::::::::::::::::		DE NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Special Education Files	•		5. EARLIEST YEAR/LATEST YEAR  1986 To Present	
, ,, ,	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND	
This series contains all materials related to youth in the Special Educational Program while attending a residential facility. The record may include but is not limited to the following: Face sheets; review records; tracking sheet; \$SIS form; IEP; ARD minutes; psychological report; educational assessment; consentual forms; screening forms; social history; public school records; Maryland Student Transfer Records; report card; progress notes; related correspondence; copies of blank forms; statistical report; ARD notices and summaries.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE		9. VOLUME	
C LETTER SIZE D MICROFILM	ALPHABETIC	EAL	D FILE DRAWER(S)	
□ LEGAL SIZE □ COMPUTER TAPE	□ NUMERICAL		20 COMPLITER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	CHRONOLOGICAL		NUMBER OTHER(SPECIFY)	
audio Tape U Video Tape	□ GEOGRAPHIC	EAL.	10. ANNUAL ACCUMULATION	
OTHER (SPECIFY)	OTHER(SPEC	:IFY)	FILE DRAWER(S)	
			I MICROFILM REEL(S)  NUMBER COMPUTER TAPE(S)  OTHER(SPECIFY)	
11. FILE IS USED	·	12. FILE BECOME	S INACTIVE AFTER	
T DAILY D WEEKLY	□ MONTHLY	5 CI NUMBER	MONTH(S) X YEAR(S)	
Any Youth Correctional Facil:	<del>-</del>	14. IS RECORD SERIES DUPLICATED ELSEWHERE?  [IF YES, SPECIFY AGENCY OR OFFICE]  D YES XP NO		
(IF YES, CITE LAB(S) & REGULAT COMAR 94-142		16. AUDIT REQUIREMENTS  Once % State % Federal D independent		
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDED RETENTION		
□ YES 첫 NO		following a	ained for five (5) years lay, whichever is sooner,	
Sandra Werther Asst. Records Coordinator	20. TELEPHONE NUMBER 461-0365		7/15/91	
DGS 550-4 (REVISED 2/87)				

SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF C	MENT DIVISION	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		PAGE 31 OF 41	
1. DEFARTMENT/AGENCY  DJS	2. DIVISION Residential	Facilities	3. UNIT Youth Correctional Facility	
			AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	CE AS WELL AS RET	BOTEID DIA NOITHE		
Educational General Files			1986 TO Present	
1 6. RECORD SERIES DESCRIPTION (BR	INFLY DESCRIBE THE	E TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)	
This series includes, but is not limited to the following: Statistical report forms; memos; correspondence; IEP forms; ARD forms; initial screening forms; referral forms; notification forms; parental release of records forms; maryland student transfer record forms; COMAR Regulations; consent decree; SSIS forms; sample forms; outdated forms; reports and Information; sample tests; MDLC documents.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
A LETTER SIZE " MICROFILM	O ALPHABETIC	CAL	% file DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		13 COMPUTER TAPE(S)	
DECUND BOOK DEFLOPPY DISK	CHRONOLOGICAL		NUMBER D OTHER(SPECIFY)	
AUDIO TAPE U VIDEO TAPE	□ GEOGRAPHIC	CAL		
OTHER(SPECIFY)	OTHER(SPE	CIFY)	10. ANNUAL ACCUMULATION  ### FILE DRAWER(S)	
			MICROFILM REEL(S)	
	Per Cated	ory	NUMBER COMPUTER TAPE(S)	
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER	
D DAILY G WEEKLY	□ MONTHLY		MONTH(S) E YEAR(S)	
Any Youth Correctional Facil	•	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS TYPES		16. AUDIT REQUI	REMENTS	
Annotated Code of Maryland C Judicial Proceedings, Section	ourts and on 3-828	D NONE X ST.	ATE D FEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	D RETENTION	
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Sandra Werther Asst. Records Coordinator	20. TELEPHONE N 461-0365	YUMEER	21. DATE 7/15/91	
DGS 550-4 (REVISED 2/87)				

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF G	MENT DIVISION	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		PAGE 32 OF 41	
DJS .	2. DIVISION Residential		Youth Correctional Facility	
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECORD	ds normally filed Ention and dispos	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE  Educational Budget Files	•		5. EARLIEST YEAR/LATEST YEAR  1990 TO Present	
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES;	
This series encompasses information concerning budget funding, as it pertains to the operation of the education program. The materials consist of but are not limited to information concerning Vocational Education; State; Special Education Funds, and ECIA, Chapter I Funds.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	s sequence	9. VOLUME	
LETTER SIZE MICROFILM	A ALPHABETIC	EAL	X file drawer(s)  Microfilm reel(s)	
K LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		4 COMPUTER TAPE(S)	
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11. FILE IS USED	•	I .	S INACTIVE AFTER	
CX DAILY G WEEKLY	□ MONTHLY	NUMBER CI	MONTH(S) DYEAR(S)	
Any Youth Correctional Facil:	•	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)  U YES \$\text{P}\$ NO		
15. ACCESS RESTRICTIONS TYPES (IF YES, CITE LAW(S) & REGULAT	: ½ NO :10N(s)	16. AUDIT REQUIE	REMENTS  ATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	D RETENTION	
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Sandra Werther Asst. Records Coordinator	20. TELEPHONE NUMBER 461-0365		<b>21. DATE</b> 7/15/91 .	
DGS 550-4 (REVISED 2/87)				

INSTRUCTIONSTYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 180-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794  2. DIVISION Residential Facilities		AGENCY RECORDS INVENTORY  PAGE 33 OF 41	
1. DEFARTMENT/AGENCY DJS			3. UNIT Youth Correctional Facility	
			AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE On-Site Audits and Monitoring	•	ENTION AND DISPOS	3. EARLIEST YEAR/LATEST YEAR 1986 TO Present	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) The series consists of information and data resulting from the ECIA and MSDE audits and evaluations. The materials include but are not limited to ECIA On-Site Audits and Maryland State Department of Education Special Education Monitoring and Evaluations, and Special Education Audits.				
7. RECORD SERIES FORMAT(S)  \$\forall \text{ LETTER SIZE } \text{ MICROFILM} \$  \$\forall \text{ LEGAL SIZE } \text{ COMPUTER TAPE} \\  \$\text{ BOUND BOOK } \text{ FLOPPY DISK} \\  \$\text{ UDIO TAPE } \text{ VIDEO TAPE} \\  \$\text{ OTHER(SPECIFY)}	8. RECORD SERIES SEQUENCE  ALPHABETICAL  NUMERICAL  CHRONOLOGICAL  GEOGRAPHICAL  OTHER(SPECIFY)  by Subject Category		9. VOLUME  XP FILE DRAWER(S)  MICROFILM REEL(S)  6 COMPUTER TAPE(S)  NUMBER COMPUTER TAPE(S)  10. ANNUAL ACCUMULATION  XP FILE DRAWER(S)  MICROFILM REEL(S)  RUMBER COMPUTER TAPE(S)	
11. FILE IS USED Q WEEKLY	ı		S INACTIVE AFTER WONTH(S) YEAR(S)	
Any Youth Correctional Facility		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)  U YES XO NO		
15. ACCESS RESTRICTIONS TYPES TO NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS  NONE DISTATE DIFEDERAL DINDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION		
о Yes प्र No		Retain for	five (5) years, then destroy	
sandra Werther Asst. Records Coordinator  DGS 550-4 (REVISED 2/87)	20. TELEPHONE NUMBER 461-0365		7/15/91	

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INSTRUCTIONS TYPE OR PRINT A	DEPARTMENT OF C	ENERAL SERVICES	
SEPARATE FORM FOR EACH NEW OR	RECORDS MANAGE	MENT DIVISION	AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	7275 WATEL	• • • • •	
(DGS 880-1)	P.O. EX JESSUP, MART	1	PAGE 34 OF 41
1. DEFARTMENT/AGENCY DJS	2. DIVISION Residential	Facilities	Youth Correctional Facility
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECORE	DS NORMALLY FILED	AND USED AS A UNIT FOR
DEFINITION RECORD SERIES.		ENTION AND DISPOS	ITION PURPOSES
4. RECORD SERIES TITLE Graphic Arts Work Sheets	•		5. EARLIEST YEAR/LATEST YEAR 1990 TO Present
6. RECORD SERIES DESCRIPTION (BRI	INFLY DESCRIBE THE	E TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND
This series contains students of the materials may include contracts, lesson plans and the contracts.	dent work shee ude but not be	ets from the gree limited to ar	raphic arts text book.
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7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	5 SEQUENCE	9. VOLUME
LETTER SIZE O MICROFILM	ALPHABETIC		₩ File DRAWER(S)
T LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		MICROFILM REEL(S)  8
D BOUND BOOK D FLOPPY DISK	A CHRONOLOGI		NUMBER D OTHER(SPECIFY)
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11. FILE IS USED	·	12. FILE BECOME	S INACTIVE AFTER
# DAILY WEEKLY	□ MCNTHLY		MONTH(S) YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FL	,00R,R00M)	14. IS RECORD SE	ERIES DUPLICATED ELSEWHERE?
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	5 № ио	16. AUDIT REQUIE	REMENTS
(IF YES, CITE LAW(S) & REGULAT			
		O NONE STATE STEDERAL DINDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY MARDBARE/SOFTEARE)		18. RECOMMENDED RETENTION	
C YES ON NO		Retain for five (5) years, then destroy	
			,
NAME AND TITLE OF PREPARER	20. TELEPHONE N	UMBER	21. DATE
Sandra Werther	461-0365	i	7/15/91
Asst. Records Coordinator			
DGS 550-4 (REVISED 2/87)			

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF G RECORDS MANAGE 7278 WATE	MENT DIVISION	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	P.O. B JESSUP, MAR	XX 275	PAGE 35 OF 41	
1. DEFARTMENT/AGENCY DJS	2. DIVISION Residential	Facilities	3. UNIT Youth Correctional Facility	
DEFINITION-RECORD SERIES -A GROUP	OF RELATED RECOR	DE NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	4. RECORD SERIES TITLE Vocational Education General File		5. EARLIEST YEAR/LATEST YEAR  1989 ToPresent	
,	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)	
This series contains information and data on vocational education funds.  Materials included but not limited to are as follows: Proposals; grants; budget information and general correspondence.				
7. RECORD SERIES FORMAT(S)			υ. ν	
A LETTER SIZE MICROFILM	8. RECORD SERIES	- ·	9. VOLUME # FILE DRAWER(S)	
A LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		MICROFILM REEL(S)	
BOUND BOOK D FLOPPY DISK	□ CHRONOLOG		NUMBER COMPUTER TAPE(S)	
AUDIO TAPE UVIDEO TAPE	□ GEOGRAPHIC		-	
OTHER(SPECIFY)	D OTHER(SPE		10. ANNUAL ACCUMULATION  5 FILE DRAWER(5)	
	By Funding Source		2 MICROFILM REEL(S)	
			. G OTHER(SPECIFY)	
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A DAILY O WEEKLY	□ MONTHLY	NUMBER DI	MONTH(S) X YEAR(S)	
Any Youth Correctional Facili	•	14. IS RECORD SERIES DUPLICATED ELSEWHERE?  [IF YES, SPECIFY AGENCY OR OFFICE]  CI YES \$\foating\$ NO		
15. ACCESS RESTRICTIONS   YES	ON R	16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULATION(S)		NONE C STATE C FEDERAL C INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTBARE)		18. RECOMMENDED RETENTION		
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NAME AND TITLE OF PREPARER Sandra Werther Asst. Records Coordinator	20. TELEPHONE N 461-0365	NUMBER	<b>21. DATE</b> 7/15/91	
DGS 550-4 (REVISED 2/87)				

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD	DEFARTMENT OF G	MENT DIVISION	AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.G. BOX 275 JESSUP, MARYLAND 20794		PAGE 36 OF 41
DJS .	2. DIVISION Residential	Facilities	3. UNIT Youth Correctional Facility
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECOR	DS NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR
Masonry Records	·····		1986 To Present
6. RECORD SERIES DESCRIPTION (BR.	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)
This series encompasses the facility education p limited to: Inventory f	rogram. The m	materials may	include but not be
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
XI LETTER SIZE I MICROFILM	□ ALPHABETIC	CAL	# FILE DRAWER(S)  □ MICROFILM REEL(S)
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OTHER(SPECIFY)	OTHER(SPEC	IFY)	File DRAWER(S)
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M DAILY O WEEKLY	□ MONTHLY		MONTH(S) X YEAR(S)
Any Youth Correctional Facil		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  (YES ONO	
15. ACCESS RESTRICTIONS A YES		16. AUDIT REQUIREMENTS	
Annotated Code of Maryland C Judicial Proceedings, Section	ourts'and n 3-828	d none \$ st.	ATE W FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDED	RETENTION
O YES D NO		Retain for five (5) years, then destroy	
Sandra Werther Asst. Records Coordinator	20. TELEPHONE NUMBER 461-0365		21. DATE 7/15/91
DGS 550-4 (REVISED 2/87)		· · · · · · · · · · · · · · · · · · ·	

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF G	MENT DIVISION	AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	7278 WATE P.O. B JESSUP, MAR	•	PAGE 37 OF 41	
JS	2. DIVISION Residential H	Facilities	3. UNIT Youth Correctional Facility	
Del IIII I OII - RECORD DELIED -	OF RELATED RECOR		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Shop Records			5. EARLIEST YEAR/LATEST YEAR  1987 TO Present	
at the cold metalism bemarial told i			ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES	
This series is comprised of all information dealing with students involved in the shop class of the educational program. Materials include, but may not be limited to the following: Compentency profiles; contracts; incident reports; instructional materials on electrical trades; review forms.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
K LETTER SIZE " MICROFILM	M ALPHABETIC	CAL	M FILE DRAWER(S)	
C LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		12	
D BOUND BOOK D FLOPPY DISK	CHRONOLOGICAL		NUMBER   OTHER(SPECIFY)	
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11. FILE IS USED	•		S INACTIVE AFTER	
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15. ACCESS RESTRICTIONS CX YES	no no	16. AUDIT REQUI	REMENTS	
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Sandra Werther Asst. Records Coordinator	20. TELEPHONE NUMBER 461-0365		21. DATE 7/15/91	
DGS 550-4 (REVISED 2/87)				

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)			PAGE 38 OF 41
DEFARTMENT/AGENCY	2. DIVISION Residential I	Facilities	Youth Correctional Facility
	OF RELATED RECOR! CE AS WELL AS RETI		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Daily Shift Reports	•		5. EARLIEST YEAR/LATEST YEAR  1988 TO Present
I as smeaster entriting products 1104 /	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)
This series consists of the Shift Coordinator's		of all activi	ties that transpired on
			,
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
☐ LETTER SIZE ☐ MICROFILM  ☐	□ ALPHAEETICAL		ि file drawer(s) ☐ Microfilm Reel(s)
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		4 COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	₹ CHRONOLOGICAL		NUMBER   OTHER(SPECIFY)
UDIO TAPE UVIDEO TAPE	. GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPE	CIFY)	· Kile DRAWER(S)
			1 MICROFILM REEL(S)
			RUMBER COMPUTER TAPE(S)
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
A DAILY WEEKLY	□ MONTHLY	•	MONTH(S) A YEAR(S)
Any Youth Correctional Facility		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  PYES NO	
15. ACCESS RESTRICTIONS A YES		16. AUDIT REQUIREMENTS	
Annotated Code of Maryland C Judicial Proceedings, Section	ourts and n 3-828	5 NONE - STATE - FEDERAL - INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE)		18. RECOMMENDED RETENTION	
· · · · · · · · · · · · · · · · · · ·		Retain for five (5) years, then destroy	
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Sandra Werther Asst. Records Coordinator	20. TELEPHONE NUMBER 461-0365		<b>21. DATE</b> 7/15/91
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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	
WITH RECORDS RETENTION SCHEDULE (DGS 350-1)			PAGE 39 OF 41	
DJS	2. DIVISION Residential	Facilities	3. UNIT Youth Correctional Facility	
DEFINITION RECORD SERVES.	OF RELATED RECOR		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Floppy Disc Files	•		5. EARLIEST YEAR/LATEST YEAR  1970 TO Present	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND 'IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)				
This series consists of the backup for the hard disc in the computer. The materials include but are not limited to: Copies of forms; documents; statistical reports.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SECUENCE	9. VOLUME	
LETTER SIZE MICROFILM	R ALPHABETICAL		□ FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	□ NUMERICAL		<pre>0 Microfilm Reel(S) 5</pre>	
D BOUND BOOK OF FLOPPY DISK	☐ CHRONOLOGICAL		Floppy disc case	
DIO TAPE UVIDEO TAPE	□ GEOGRAPHIC	EAL,	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPECIFY)		File DRAWER(S)	
			3 MICROFILM REEL(S) NUMBER COMPUTER TAPE(S)	
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Any Youth Correctional Facility		14. IS RECORD SERIES DUPLICATED ELSEWHERE?  (IF YES, SPECIFY AGENCY OR OFFICE)  (IF YES, MANO)		
(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 HARDBARE/SOFTBARE)		18. RECOMMENDED RETENTION		
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WE AND TITLE OF PREPARER	20. TELEPHONE N	NUMBER	21. DATE	
Sandra Werther Asst. Records Coordinator	461~0365		7/15/91	
DGS 550-4 (REVISED 2/87)		· · · · · · · · · · · · · · · · · · ·	,	

P.O. BOX 278   PAGE 40 of 41	INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
DESTRICT   JUNISION   STATE   PAGE 10 OF 11	REVISED RECORD SERIES. FORWARD		··		
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR METERIES. AS WELL AS RETRINYION AND DISPOSITION PLANGUAGE.  4. RECORD SERIES TITLE  5. RECORD SERIES TITLE  6. RECORD SERIES DESCRIPTION (**RIFFLY DESCRIBE THE TYPES OF IMPORMATION DOCUMENTS FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSES ON FUNCTION OF THE SERIES THE SERIES THE SERIES OF		l ·		PAGE 40 OF 41	
DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR NEWFICIAL AS WELL AS RETENTION AND DISPOSITION. PURPOSES.  4. RECORD SERIES TITLE  Academic Classroom Records  5. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIER THE TYPES OF INFORMATION)DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OF FUNCTION OF THE SERIES INCLUDE THE PURPOSE OF FUNCTION OF THE SERIES AND ADDRESS OF SERIES SEQUENCE. INCLUDE THE PURPOSE OF FUNCTION OF THE SERIES AND ADDRESS OF SERIES SEQUENCE. SEQUENCE AND PRODUCED AND ADDRESS OF SERIES FORMATICS.  7. RECORD SERIES FORMATICS. SOURCE STRUCK STRUCK AND RECORD SERIES SEQUENCE. SEQUENCE SEQUENCE STRUCK AND RECORD SERIES SEQUENCE. SEQUENCE SEQUENCE SEQUENCE SEQUENCE. SEQUENCE SEQUENCE SEQUENCE SEQUENCE SEQUENCE SEQUENCE. SEQUENCE	1. DEFARTMENT/AGENCY			· · · · · · · · · · · · · · · · · · ·	
A. RECORD SERIES TITLE Academic Classroom Records  4. RECORD SERIES DESCRIPTION (					
Academic Classroom Records  1275 TO Present  Record Series Decription ("Relevity Describe the Types of Information/Sociente Types of Present  Record Series Decription ("In The Series" Include the Function of the series")  This record series contains materials relative to a youth's involvement in an academic class of the educational program. Content examples: Pre-test and post-test scores; Hickey Scope and Sequence; WICAT Manuals; DJS  Glossary; Review lists; Woodrock Johnson Test Scores; placement and transfer forms; contracts; computer printouts; incident and review reports; answer sheets; ARD referrals and minutes; GED materials.  7. RECORD SERIES FORMAT(S)  RE	DEFINITION-RECORD SERIES -A GROUP	OF RELATED RECORD	DS NORMALLY FILED ENTION AND DISPOS	AND USED AS A UNIT FOR	
*** RECORD SERIES DESCRIPTION (*** PRESENTS***)  This record series contains materials relative to a youth's involvement in an academic class of the educational program. Content examples: Pre-test and post-test scores; Hickey Scope and Sequence; WICAT Manuals; DrS Glossary; Review lists; Woodrock Johnson Test Scores; placement and transfer forms; contracts; computer printouts; incident and review reports; answer sheets; ARD referrals and minutes; GED materials.  7. RECORD SERIES FORMAT[S]  7. RECORD SERIES FORMAT[S]  8. RECORD SERIES SEQUENCE  9. VOLUME  7. RECORD SERIES FORMAT[S]  9. VOLUME  10. MICROFILM REEL(S)  80. MICROFILM REEL(S)	4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR	
This record series contains materials relative to a youth's involvement in an academic class of the educational program. Content examples: Pre-test and post-test scores; Hickey Scope and Sequence; WICAT Manuals; DJS Glossary; Review lists; Woodrock Johnson Test Scores; placement and transfer forms; contracts; computer printouts; incident and review reports; answer sheets; ARD referrals and minutes; GED materials.  7. RECORD SERIES FORMAT(S)  8. RECORD SERIES SECUENCE  9. VOLUME  7. RECORD SERIES FORMAT(S)  8. RECORD SERIES SECUENCE  9. VOLUME  9. VOLUME  9. VOLUME  9. FILE DRAWER(S)  0. MICROFILM REEL(S)  8. MICROFILM REEL(S)  9. WOLUME  9. VOLUME  9. VOLUME  9. FILE DRAWER(S)  0. MICROFILM REEL(S)  8. MICROFILM REEL(S)  9. MICROFILM REEL(S)  8. MICROFILM REEL(S)  9. WOLUME  9. VOLUME  9. FILE DRAWER(S)  10. MICROFILM REEL(S)  8. MICROFILM REEL(S)  9. WOLUME  9. VOLUME  9. VOLUME  9. VOLUME  9. VOLUME  9. FILE DRAWER(S)  10. MICROFILM REEL(S)  10. MICROFILM REEL(S)  10. MICROFILM REEL(S)  10. AND REEL SECONDATION REPORT OF OFFICE SECONDATION REPORT OF THE REPORT O					
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REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 850-1)	7278 WATER P.O. EX JESSUP, MARY	OX 275	PAGE 41 OF 41	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
DJS	Residential		Youth Correctional Facility	
	OF RELATED RECORD		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Unit Log Reports	•		5. EARLIEST YEAR/LATEST YEAR 1960 TO Present	
6. RECORD SERIES DESCRIPTION ( "IN	THE SERIES.	TYPES OF INFORM. INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES	
This series encompasses the individual unit daily log record of all activities that take place on each unit of the facility as it pertains to youth and staff. Information contents will include but not be limited to the following: Shift Supervisors; shift population; population changes; assignment; special incidents; all population activities.				
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
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