DGS-550-1 REV. 7/86	DEPARTMENT OF GENERAL SERVICES Records Management Division RECORDS RETENTION AND DISPOSAL SCHEDULE	SCHEDULE NO. 1406 - 3 PAGE NO. 1 of 2

Department of Public Safety and Correctional Services — Agency

Division of Correction — Division

Item No.	Description	Retention
	ADMINISTRATIVE OFFICES AREA:	
1.	**ADMINISTRATIVE GENERAL CORRESPONDENCE:** Subject arrangement of original incoming and outgoing letters and memoranda, reports, studies, surveys, investigations, press releases, legislative material and other miscellaneous documents related to the administration of the Division and its institutions.	Retain for three (3) years then destroy. Material relating to planning and policy that illustrate the development of the Division, retain permanently for periodic transfer to the State Archives.
2.	**Manuals and Publications:**	Screen annually, destroying materials not needed for the conduct of business. Retain one official copy of each publication or manual permanently for periodic transfer to the State Archives.
3.	**Minutes** Including, but not limited to: a. Managing Officer Meetings b. Warden's Staff Meetings c. Inmate Advisory Committee Meetings d. Union Representative Advisory Meetings	Retain permanently. Transfer periodically to the State Archives.

Schedule Approved by Department, Agency, or Division Representative			Schedule Authorized by	
11/1/91	Basil B. Day	Asst. Comm.	JAN 20 1992	Edward C. Papenfuse
Date	Signature	Title	Date	State Archivist

DGS-550-1A RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO. 1406 - 3
PAGE NO. 2 of 2

Item No.	Description	Retention
4.	<u>Legal Materials</u> Including, but not limited to: a. Law suits b. Advice of Counsel c. Attorney General Opinions	Screen Annually. Retain permanently for periodic transfer to the State Archives.
5.	<u>I.D./Information Bulletin Sign-Off Sheets</u> Lists of employee signatures indicating receipt of or having read institutional directives and information bulletins.	Retain for five (5) years after the I.D. is rescinded, then destroy.

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Public Safety and Correctional Services	Division of Correction	Administrative Offices

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

4. RECORD SERIES TITLE	5. EARLIEST YEAR/LATEST YEAR
Administrative Offices General Correspondence	____ TO ____

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

Subject arrangement of original incoming and outgoing letters and memoranda, reports, studies, surveys, investigations, press releases, legislative material and other miscellaneous documents related to the administration of the Division and its institutions.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

NUMBER ☐ MONTH(S) ☐ YEAR(S)

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

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)

☐ YES ☐ NO

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

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

16. AUDIT REQUIREMENTS

☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

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

☐ YES ☐ NO

18. RECOMMENDED RETENTION

Retain for three (3) years then destroy. Material relating to planning and policy that illustrate the development of the Division, retain permanently for periodic transfer to the State Archives.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	5/1/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Public Safety and Correctional Services	Division of Correction	Administrative Offices

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

4. RECORD SERIES TITLE	5. EARLIEST YEAR/LATEST YEAR
Administrative Offices General Correspondence Manuals and Publications	____ TO ____

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

Subject arrangement of original incoming and outgoing letters and memoranda, reports, studies, surveys, investigations, press releases, legislative material and other miscellaneous documents related to the administration of the Division and its institutions.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

☒ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

NUMBER ☐ MONTH(S) ☐ YEAR(S)

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

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)

☐ YES ☐ NO

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

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

16. AUDIT REQUIREMENTS

☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

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

☐ YES ☐ NO

18. RECOMMENDED RETENTION

Screen annually, destroying materials not needed for the conduct of business. Retain one official copy of each publication or manual permanently for periodic transfe to the State Archives.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	5/1/91

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY
Public Safety and Correctional Services

2. DIVISION
Division of Correction

3. UNIT
Administrative Offices

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

4. RECORD SERIES TITLE Administrative Offices General Correspondence Minutes

5. EARLIEST YEAR/LATEST YEAR
_____ TO _____

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

Minutes

Including, but not limited to:

a. Managing Officer Meetings
b. Warden's Staff Meetings
c. Inmate Advisory Committee Meetings
d. Union Representative Advisory Meetings

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

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

9. VOLUME
NUMBER
- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

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

11. FILE IS USED
☐ DAILY ☐ WEEKLY ☒ MONTHLY

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

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

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

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

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

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

18. RECOMMENDED RETENTION
Retain permanently. Transfer periodically to the State Archives.

19. NAME AND TITLE OF PREPARER
Myles Carpeneto, Director of Procurement Services

20. TELEPHONE NUMBER
(301) 764-4113

21. DATE
5/1/91

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Public Safety and Correctional Services	Division of Correction	Administrative Offices

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

4. RECORD SERIES TITLE	5. EARLIEST YEAR/LATEST YEAR
Administrative Offices General Correspondence Legal Materials	_____ TO _____

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

Legal Materials

Including, but not limited to:

a. Law suits
b. Advice of Counsel
c. Attorney General Opinions

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

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

9. VOLUME
NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

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

11. FILE IS USED
☐ DAILY ☐ WEEKLY ☒ MONTHLY

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

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

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

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

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

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

18. RECOMMENDED RETENTION

Screen Annually. Retain permanently for periodic transfer to the State Archives.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	5/1/91

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY: Public Safety and Correctional Services

2. DIVISION: Division of Correction

3. UNIT: Administrative Offices

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

4. RECORD SERIES TITLE: Administrative Offices General Correspondence I.D./Information Bulletin Sign-Off Sheets

5. EARLIEST YEAR/LATEST YEAR: _____ TO _____

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

I.D./Information Bulletin Sign-Off Sheets

Lists of employee signatures indicating receipt of or having read institutional directives and information bulletins.

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

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

9. VOLUME
NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

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

11. FILE IS USED
☐ DAILY ☐ WEEKLY ☒ MONTHLY

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

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

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

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

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

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

18. RECOMMENDED RETENTION
Retain for five (5) years after the I.D. is rescinded, then destroy.

19. NAME AND TITLE OF PREPARER: Myles Carpeneto, Director of Procurement Services

20. TELEPHONE NUMBER: (301) 764-4113

21. DATE: 5/1/91

DGS 550-4 (REVISED 2/87)

This inventory was isolated from its retention schedule and we have not been able to find the exact retention schedule that matches the unit. However, it seems that many of the records covered in this inventory would be under Administration and thus it is being placed with this schedule due to it being the most closely related.

-June 5, 2007

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7278 WATERLOO ROAD
P.O. BOX 278
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 5

1. DEPARTMENT/AGENCY
Public Safety and Correctional Services

2. DIVISION
Division of Correction

3. UNIT
Strategic Planning

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

4. RECORD SERIES TITLE
Strategic Planning State Capital Project Files

5. EARLIEST YEAR/LATEST YEAR
_____ TO _____

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 file includes capital project files, all State correctional facilities and local jails, miscellaneous correspondence files, vendor/construction literature files and capital budget material.

State Capital Project Files:

Project Approval
Site Plans
Change Orders
Progress Meeting Minutes

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

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

9. VOLUME
NUMBER
- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

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

11. FILE IS USED
☒ DAILY ☐ WEEKLY ☐ MONTHLY

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

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

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

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

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

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

18. RECOMMENDED RETENTION Retain for five (5) years after project completion, then transfer to the State Archives for permanent retention.

19. NAME AND TITLE OF PREPARER
Myles Carpeneto, Director of Procurement Services

20. TELEPHONE NUMBER
(301) 764-4113

21. DATE
5/1/91

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 2 OF 5
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Correction	3. UNIT Strategic Planning

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

4. RECORD SERIES TITLE	5. EARLIEST YEAR/LATEST YEAR
Strategic Planning Local Jail Capital Project Files	_____ TO _____

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

Local Jail Capital Project Files:

Project Approval
Site Plans
Progress Meeting Minutes
General Correspondence
Miscellaneous - i.e., letters, memos,
Program and Program Addenda

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☐ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY) _____	☐ ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY) _____	NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY) 10. ANNUAL ACCUMULATION NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ☒ WEEKLY ☐ MONTHLY	NUMBER ☐ MONTH(S) ☐ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☐ NO
15. ACCESS RESTRICTIONS ☐ YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☐ NO	18. RECOMMENDED RETENTION Retain for five (5) years after project completion, then transfer to the State Archives for permanent retention.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	5/1/91

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Public Safety and Correctional Services	Division of Correction	Strategic Planning

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

4. RECORD SERIES TITLE	5. EARLIEST YEAR/LATEST YEAR
Strategic Planning Vendor/Construction Literature Files	____ TO ____

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

Vendor/Construction Literature Files:

Pamphlets
Packets of Material
Literature
Printed Articles
Letters

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

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

9. VOLUME
NUMBER
- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

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

11. FILE IS USED
☐ DAILY ☒ WEEKLY ☐ MONTHLY

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

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

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

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

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

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

18. RECOMMENDED RETENTION

Review annually
and destroy
obsolete material

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	5/1/91

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE 4 OF 5
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Correction	3. UNIT Strategic Planning

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

4. RECORD SERIES TITLE	5. EARLIEST YEAR/LATEST YEAR
Strategic Planning Miscellaneous Correspondence Files	____ TO ____

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

Letters
Memos
Reading Literature
Meeting Minutes
Publications
Division of Correction Regulations
Division of Correction Information Bulletins
Policies
Reports

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
☐ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY) _____	☐ ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY) _____	NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY) 10. ANNUAL ACCUMULATION NUMBER ☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ☒ WEEKLY ☐ MONTHLY	NUMBER ☐ MONTH(S) ☐ YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☐ YES ☐ NO
15. ACCESS RESTRICTIONS ☐ YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S)	16. AUDIT REQUIREMENTS ☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☐ NO	18. RECOMMENDED RETENTION Review annually and destroy obsolete material.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	5/1/91

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
Public Safety and Correctional Services	Division of Correction	Strategic Planning

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

4. RECORD SERIES TITLE	5. EARLIEST YEAR/LATEST YEAR
Strategic Planning Capital Budget Material Files	____ TO ____

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

Capital Budget Material Files:

Letters
Memos
Capital Budget Forms (A, C, Cost Estimate Worksheet and Equipment and Furnishing Request)
Handwritten Notes
Site Plans

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

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

9. VOLUME
NUMBER
- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

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

11. FILE IS USED
☐ DAILY ☒ WEEKLY ☐ MONTHLY

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

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

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

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

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

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

18. RECOMMENDED RETENTION
Retain for five (5) years, then transfer to the State Archives for permanent retention.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	5/1/91

DGS 550-4 (REVISED 2/87)