

DGS-550-1
REV. 7/86

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO. 1406 - 6

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE
NO. 1 of 11

Department of Public Safety
and Correctional Services

Division of Correction

Agency

Division

| Item No. | Description | Retention |
|----------|--|---|
| | <u>CLASSIFICATION AREA:</u> | |
| 1. | <u>INMATE BASEFILE SERIES:</u> Contains all or some of the following: A. SECTION I 1. Photographs 2. Intake Summary 3. Identification and Alert Information 4. Fingerprint Card 5. Visitor's Card 6. In Case of Emergency Card 7. Warrants of Transfer 8. Old Visiting Cards B. SECTION II 1. Assessment Tracking Form - (File in Section 5 after completion of CMP Plan) 2. Progress Sheets (Blue) 3. Criminal History Documents (with disposition requests and replies) 4. Admission Summaries (Copies only, original in Section VI) 5. Sentence Status Change Reports 6. Threshold Offender Form 7. Certificate of Release to Parole Supervision Interstate 8. Official State's Version and Request for State's version 9. Pre-Sentence Investigation Reports 10. Parole Decisions 11. Parole Commission Summaries 12. Parole Correspondence 13. Parole Revocation Decision 14. Maryland Sentencing Guideline Worksheet | Retain for two (2) years after the inmate's release, then send to State Records Center for thirteen (13) years, then destroy. |

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

11/1/91 *Basil P. Day* *Corr. Comm.*
Date Signature Title

1/23/92 *Edward [Signature]*
Date State Archivist

| Item No. | Description | Retention |
|----------|--|-----------|
| | <p>C. SECTION III</p> <ol style="list-style-type: none"> 1. Security and Custody Classification Instrument (Green Sheet) 2. Security and Custody Reclassification Instrument (Blue Sheets) 3. Classification Sheets (Pink Sheets) 4. ALL MAP MATERIAL <ol style="list-style-type: none"> a) Copy of MAP Agreement b) Parole Commission Summary and MAP Worksheet c) MAP Parameter Forms d) MAP Amendment Request e) MAP Violation Reports f) MAP memos for Minor Changes 5. ALL CASE MANAGEMENT PLAN MATERIAL <ol style="list-style-type: none"> a) Assessment Tracking Form b) Case Summary c) Needs Assessment Forms d) CMP Plan e) CMP Change Review Form f) CMP Non Compliance Reports g) OBSCIS Reservation Forms 6. Mental Health Unit Admission and Discharge Form 7. Referral for Transfer to Patuxent Institution 8. Interstate Corrections Compact Application 9. Notice to Assignment to Administrative Segregation 10. Notice of Assignment to Protective Custody 11. Special Leave Request Forms 12. Family Leave Request Forms 13. Compassionate Leave Request Forms 14. Work Release Forms <ol style="list-style-type: none"> a) Work Release Application b) Work Release Employment Investigation c) Work Release Employer Guidelines d) Work Release Plan e) Collection of Restitution Payments for Work Release | |

| Item No. | Description | Retention |
|----------|---|-----------|
| | Earnings | |
| | f) Notice of Restitution Withholdings | |
| | g) Notification of Termination from Work Release | |
| 15. | Waiver of Extradition Form | |
| 16. | Notification of Escape Law | |
| 17. | Request for Administrative Remedy - Related to Classification Procedures | |
| 18. | DOC Headquarters Appeal for Administrative Remedy Response-Related to Classification Procedures | |
| 19. | Junction Bridge Program or Addiction Service Program Correspondence | |
| 20. | Monthly Clinical Summaries | |
| 21. | Refusal to Appear before Classification Team Forms | |
| 22. | Body Receipt Forms 110-101 | |
| 23. | Court Orders | |
| | D. SECTION IV | |
| | 1. Incident Reports | |
| | 2. Matters of Record | |
| | 3. Adjustment Reports | |
| | 4. Loss of Good Conduct Time Forms | |
| | 5. Administrative Remedy Forms | |
| | 6. MCAC Informal Inmate Complaint Forms | |
| | 7. Inmate Grievance Reports | |
| | 8. Commitment Records | |
| | 9. Speedy Trial Forms | |
| | 10. Writs of Habeas Corpus | |
| | 11. Trip Tickets for Court/Legal Trips | |
| | 12. Legal Letters | |
| | 13. Segregation Forms | |
| | 14. Protective Custody Forms | |
| | 15. Use of Force Reports | |
| | 16. Escape Report Forms | |
| | 17. Receipt of Warden's Decision Forms | |
| | 18. Waiver of a Hearing Before a Hearing Officer Forms | |
| | 19. Employees First Report of Jury | |
| | 20. Transportation Unit/Court Envelopes | |

| Item No. | Description | Retention |
|----------|--|---|
| | <p>E. SECTION V</p> <ol style="list-style-type: none"> 1. Medical Reports 2. Psycho-Social Assessments 3. Social Work-Correspondence/Reports 4. Educational Reports/Material 5. Addiction Assessments/Reports 6. Emit Drug Detection System Results 7. Certificates/Awards 8. Vocational Reports/Evaluations 9. Employment Material <p>F. SECTION VI</p> <ol style="list-style-type: none"> 1. Miscellaneous Receipts 2. Rules and Regulations 3. Orientation Receipts 4. Inmate Movement Other than Legal 5. Property Inventory/Property Ownership Paper 6. Correctional Transfer Alert Sheet 7. Reception Worksheet for New Men 8. Original Intake Summary 9. MRDCC Forms 10. On the Spot Reports 11. Ditto Masters 12. Old Case Records 13. Valuables Envelope 14. Basefile Receipt Forms 15. Counselor Interview Notes 16. Receipts for Inmate Handbook 17. Administrative Remedy Copy 18. Visitor List Changes 19. Extra Black and White Inmate Photographs 20. Waiver for Media Interview 21. Patuxent Records | |
| 2. | <p><u>COMMITMENT RECORDS SERIES</u></p> <p>This series includes all the forms, reports and other materials containing inmate commitment information.</p> <p>A. Inmate Commitment Jacket</p> <ol style="list-style-type: none"> 1. Commitment record 2. Sentence and Detainer Status Change Report | <p>Retain for two (2) years after the inmate's release, then send to the State Records Center (with the Inmate's Basefile) for thirteen (13) years, then destroy.</p> |

| Item No. | Description | Retention |
|----------|--|--|
| | <ul style="list-style-type: none"> 3. Order Resulting from Parole Violator/Revocation Hearing (PC-45) 4. Warrant of Transfer (Form 1) 5. Writ of Habeas Corpus (DC 11)(CR 72) 6. Order for movement of prisoner in custody 7. Habeas Corpus Ad Testificandum 8. Maryland Court System, List of Prisoners 9. Maryland Parole Commission/Warrant Detainer 10. Request for Retake Warrant 11. DOC/Request for Deduction/Restoration of Inmate Earned Good Conduct Time (Form 10) 12. Maryland Parole Commission/Order for Revocation of Parole 13. Memorandum Opinion and Order 14. OBSCIS Offender Function/Maintain Legal Data 15. Notice of Intrastate Detainer (DC Form 285-5R) 16. Notice of Interstate Detainer 17. Agreement of Detainers (Form 2) 18. Agreement of Detainers (Form 4) 19. Notice of Untried Indictment, Information or Complaint and of Right to Request Disposition | |
| | <ul style="list-style-type: none"> B. Diminution of Confinement Card (Form MDCS -141) <ul style="list-style-type: none"> 1. Record Card (Form 144) 2. Employment Record/Schedule Card or Work Card | |
| 3. | <u>MAP FILE/HEADQUARTERS</u> | |
| | <ul style="list-style-type: none"> A. SECTION 1 <ul style="list-style-type: none"> Copy of MAP Agreement B. SECTION 2 <ul style="list-style-type: none"> 1. MAP Activity Sheet 2. MAP Parameter Sheet 3. Parole Commission Summary 4. MAP Proposal Worksheet 5. MAP Amendment Request | Retain for three (3) years after closing of the MAP Agreement, then destroy. |

| Item No. | Description | Retention |
|----------|--|---|
| 4. | <p>6. MAP Violation Reports 7. MAP Memos for Minor Changes 8. General Correspondence 9. MAP Certification Forms</p> <p><u>MAP CARD INDEX</u></p> <p>A. Alpha Card 4x6 index card system containing information about inmates involved in Mutual Agreement Parole (MAP) process. Each card contains such information as:</p> <ol style="list-style-type: none"> 1. Date of orientation 2. Date of MAP agreement 3. Date of violations to agreement 4. Date case closed <p>B. Status Card Duplicate of Alpha Card, but filed by institution.</p> <p><u>CLASSIFICATION UNIT FILES/DOC HQ</u></p> | <p>Retain at HQ. until no longer administratively useful, then destroy.</p> <p>Retain for three (3) years after case closure, then destroy.</p> |
| 5. | <p>A. Individual Inmate Files</p> <ol style="list-style-type: none"> A. Inmate Correspondence B. Staff Correspondence to the Inmates C. Drafts for the Governor's Signature D. Case Management Review Forms for Work Release and Special Leaves E. Special Leave Approval Forms- Copy F. Family Leave Approval Forms-Copy G. Work Release Approval Form-Copy H. Correspondence to and from Other Agencies I. Correspondence to State, Local and Federal Elected Officials J. Detainer Information from other Jurisdictions K. Parole to Adjudicate Federal Detainer Forms L. Deportation Hearings Information from the Department of Naturalization and Immigration M. Parole Information | <p>Retain at DOC Headquarters for four (4) years after the inmate's release then destroy.</p> |

| Item No. | Description | Retention |
|----------|---|---|
| 6. | <p data-bbox="338 351 1115 393">B. Interstate Corrections Compact Files</p> <ul style="list-style-type: none"> <li data-bbox="413 414 768 457">A. Correspondence <li data-bbox="413 457 1040 521">B. Criminal History Information from the Sending State <li data-bbox="413 521 1073 585">C. Interstate Corrections Compact Application <li data-bbox="413 585 784 617">D. Photo of Inmate <li data-bbox="413 617 826 649">E. Commitment Papers <li data-bbox="413 649 809 680">F. Parole Materials <li data-bbox="413 680 883 712">G. Disciplinary Records <li data-bbox="413 712 1131 808">H. Narrative Summary of the Inmate's Psychiatric and/or Psychological Condition <li data-bbox="413 808 1098 872">I. Inmate Consent for Transfer and Waiver Form <li data-bbox="413 872 982 936">J. Letter of Transmittal and Check List <li data-bbox="413 936 1040 1000">K. Reports on Inmate's Progress and Adjustment | <p data-bbox="1205 414 1519 521">Destroy upon the inmate's release from custody.</p> |
| 7. | <p data-bbox="338 1032 999 1064">ADMINISTRATIVE REMEDY FILES-DOC/HQ</p> <ul style="list-style-type: none"> <li data-bbox="338 1095 966 1127">A. Files by Institution by Year <ul style="list-style-type: none"> <li data-bbox="413 1127 1156 1223">1. Initial Request for Administrative Remedy <ul style="list-style-type: none"> <li data-bbox="495 1191 660 1223">a. Form <li data-bbox="495 1223 966 1255">b. Supporting Documents <li data-bbox="413 1255 1098 1319">2. DOC Headquarters Administrative Remedy Appeal Form <li data-bbox="413 1319 768 1351">3. Correspondence <li data-bbox="413 1351 1156 1415">4. Action Memos from the Commissioner to Wardens and Program Directors <li data-bbox="413 1415 1065 1447">5. Adverse Effect Direction Form <li data-bbox="413 1447 1065 1510">6. Administrative Remedy Process Investigation Assignment Form <li data-bbox="413 1510 949 1574">7. Late Notice Action Memo Response <li data-bbox="338 1606 908 1638">B. Administrative Remedy Log <li data-bbox="338 1670 949 1702">C. Administrative Remedy Index <li data-bbox="338 1734 1123 1766">D. Administrative Remedy Annual Reports <li data-bbox="338 1798 1007 1862">E. Administrative Remedy Advisory Committee Meeting Minutes | <p data-bbox="1205 1127 1503 1223">Retain for four (4) years at HQ then, destroy.</p> |

| Item No. | Description | Retention |
|----------|--|---|
| | F. Inmate Grievance Commission File DOC/HQ 1. Correspondence 2. Property Inventory Sheet-Copy 3. Matter of Record Reports-Copy 4. Inmate's Settlement Agreement | |
| | G. Property Reimbursement Claim Log | |
| 8. | <u>INSTITUTIONAL ADMINISTRATIVE REMEDY FILES</u> | |
| | A. Individual Files maintained by ARP Case Number 1. DC Form 185-2a, Request for Administrative Remedy 2. Assignment of Investigation 3. Documentary fruits of investigation, including interview notes, copies of reports, case summary and supporting documentation 4. DC Form 185-2a, containing Warden's response 5. Inmate's agreement to 10-day extension (if applicable) 6. DC Form 185-2c, Headquarters Appeal of Administrative Remedy Remedy Response (if applicable) B. DC Forms 185-2a not accepted for processing C. DC Forms 185-2b, Administrative Remedy Index, quarterly aggregate data | Retain for four (4) years after final disposition of a request, then destroy. |
| 9. | <u>CLASSIFICATION REPORTS/LOGS SERIES I</u> | |
| | A. Daily Change Sheet Logs 1. Cell Changes 2. Work Changes 3. Inmates Received 4. Inmates Transferred to Other Institutions 5. Inmates Released a) Court Released b) Mandatory Releases c) Parole Releases | Retain for two (2) years, then destroy. |
| | B. Mental Health Unit (MHU) Log 1. Inmates Admitted to MHU 2. Inmates Discharged from MHU 3. Inmates Released while in MHU | |

| Item No. | Description | Retention |
|----------|---|-----------|
| | <p>C. Orientation Memos List of inmates who attended Orientation</p> <p>D. Authority Moves</p> <ol style="list-style-type: none"> 1. Transfers men from Labor Pool to Sanitary/Food Service 2. Transfer men to Drug Stabilization Programs 3. Transfer men to Academic School 4. Transfer men to Vocational Shops 5. Transfer men to job assignments not requiring Classification Team Action <p>E. Parole Hearings</p> <ol style="list-style-type: none"> 1. Number of Commission Cases 2. Parole Hearings <ol style="list-style-type: none"> a) Deleted b) In Custody c) Mandatory Released d) Court Released e) Transferred f) In Court g) Ineligible h) Approvals i) Refusal j) Administrative Refusals k) Rehearings l) Hold for Psychological m) Revocation Hearings <p>F. Mutual Agreement Program (MAP) Hearings</p> <ol style="list-style-type: none"> 1. MAP Orientation 2. MAP Parameters 3. MAP Negotiation Hearings <ol style="list-style-type: none"> a) Approved b) Refused c) Holds 4. MAP Re-Negotiations <ol style="list-style-type: none"> a) Cancelled b) Amended <p>G. Budget Log for Supplies</p> <ol style="list-style-type: none"> 1. Balance Sheet for Supplies 2. Purchasing Request <p>H. Classification Staff Minutes</p> | |

| Item No. | Description | Retention |
|----------|--|--|
| 10. | <p data-bbox="327 357 1040 389"><u>CLASSIFICATION REPORTS/LOGS SERIES II</u></p> <p data-bbox="327 421 1115 453">A. Classification Meeting Results Docket</p> <ol style="list-style-type: none"> <li data-bbox="404 453 822 485">1. Number of Meetings <li data-bbox="404 485 751 517">2. Cases Reviewed <li data-bbox="404 517 1115 549">3. Actual Number of Inmates Reviewed <li data-bbox="404 549 1115 868">4. Actual Meeting Types <ol style="list-style-type: none"> <li data-bbox="482 580 966 612">a) Initial Classification <li data-bbox="482 612 867 644">b) Reclassifications <li data-bbox="482 644 900 676">c) Segregation Reviews <li data-bbox="482 676 949 708">d) Stabilization Reviews <li data-bbox="482 708 1040 772">e) Administrative Segregation Reviews <li data-bbox="482 772 784 804">f) CMP Developed <li data-bbox="482 804 834 836">g) CMP Redeveloped <li data-bbox="482 836 817 868">h) Re-Assignments <p data-bbox="327 900 792 932">B. Adjustments Hearings</p> <ol style="list-style-type: none"> <li data-bbox="404 932 702 963">1. Segregation <li data-bbox="404 963 809 995">2. Cell Restrictions <li data-bbox="404 995 652 1027">3. Probation <li data-bbox="404 1027 850 1059">4. Counsel & Reprimand <li data-bbox="404 1059 702 1091">5. Loss of GCT <li data-bbox="404 1091 768 1123">6. Incident Report <li data-bbox="404 1123 792 1155">7. Matter of Record <li data-bbox="404 1155 677 1187">8. Not Guilty <li data-bbox="404 1187 652 1219">9. Dismissed <li data-bbox="404 1219 702 1251">10. Loss of IGT <li data-bbox="404 1251 602 1283">11. Others <p data-bbox="327 1315 685 1347">C. Court Trip Log</p> <ol style="list-style-type: none"> <li data-bbox="404 1347 702 1378">1. Escape Risks <li data-bbox="404 1378 900 1442">2. Adjustments-Rule #1 (Killings, Assaults...) <li data-bbox="404 1442 602 1474">3. Enemies <p data-bbox="327 1506 817 1538">D. Basefile Receipt File</p> <ol style="list-style-type: none"> <li data-bbox="404 1538 1082 1793">1. Transfers to Other Institutions <ol style="list-style-type: none"> <li data-bbox="482 1570 619 1602">a) Name <li data-bbox="482 1602 652 1634">b) Number <li data-bbox="482 1634 908 1666">c) Reason for Transfer <li data-bbox="404 1666 991 1793">2. Transfer to Other Agencies <ol style="list-style-type: none"> <li data-bbox="482 1698 619 1730">a) Name <li data-bbox="482 1730 652 1761">b) Number <li data-bbox="482 1761 652 1793">c) Reason <li data-bbox="404 1793 1106 1953">3. Received from Other Institutions <ol style="list-style-type: none"> <li data-bbox="482 1825 619 1857">a) Name <li data-bbox="482 1857 652 1889">b) Number <li data-bbox="482 1889 1106 1953">c) Type of Release/New Commitment Number | <p data-bbox="1189 453 1519 644">Retain for three (3) years and until all audit requirements have been fulfilled, then, destroy.</p> |

| Item No. | Description | Retention |
|----------|---|--|
| | <p>E. 3 X 5 Active Card Inmate Information</p> <ol style="list-style-type: none"> 1. Name 2. Number 3. Job Assignment 4. Effective Date <p>F. Notary Public Log</p> <ol style="list-style-type: none"> 1. Date/Number 2. Identification 3. Affirm/Acknowledge 4. Description <p>G. Annual Review File</p> <ol style="list-style-type: none"> 1. Date of Next Review 2. Name 3. DOC Number <p>H. Attorney Visit Log</p> <ol style="list-style-type: none"> 1. Inmate Name, Number and Location 2. Attorney Name 3. Location of Visit 4. Arranged by 5. Purpose of Visit <p>I. Food Service Worker Medical Log</p> <ol style="list-style-type: none"> 1. Inmate Name and Number 2. Approvals 3. Disapprovals 4. Re-Considers <p>J. Access to Records Log</p> <ol style="list-style-type: none"> 1. Name of Individual Requesting Record 2. Agency or Department Name 3. Inmate's Name and Number 4. Reason or Nature of Request 5. Warden's Approval | |
| 11. | <p><u>CLASSIFICATION REPORTS/LOGS SERIES III</u></p> <p>A. Population Count Sheets</p> <p>B. AIDS Training Record</p> <p>C. Family Leave Verification Sheet Log</p> <p>D. Classification Board Sheet Log</p> <p>E. Compassionate Leave Final Decision Log</p> | Retain for one (1) year, then destroy. |

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

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

AGENCY RECORDS INVENTORY

PAGE 1 OF 12

1. DEPARTMENT/AGENCY
Public Safety and
Correctional Services

2. DIVISION
Division of Correction

3. UNIT
Classification

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
Classification Inmate Basefile

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 contains information on each inmate from the date of admission until the inmate is paroled or released. Some of the documents or forms included in this file are:

| | |
|--|--------------------------|
| Photographs | Assessment Tracking Form |
| Intake Summary | Case Summary |
| Assessment Tracking Form | Incident Reports |
| Progress Sheets | Matters of Record |
| Security & Custody Classification Instrument | Medical Reports |
| Copy of MAP Agreement | Miscellaneous Receipts |
| Parole Commission Summary and Map Worksheet | Rules and Regulations |

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

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 two (2) years after the inmate's release, then send to State Records Center for thirt teen (13) years, 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

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 12

1. DEPARTMENT/AGENCY
Public Safety and
Correctional Services

2. DIVISION
Division of Correction

3. UNIT
Classification

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
Classification Commitment Records

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 series includes all the forms, reports and other materials containing inmate commitment information.

B. Diminution of Confinement Card (Form MDCS -141)

A. Inmate Commitment Jacket
1. Commitment record
2. Sentence and Detainer Status Change Report

1. Record Card (Form 144)
2. Employment Record/Schedule Card or Work Card

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

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

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

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

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 two years after the inmate's release, then send to the State Records Center (with the Inmate's Basefile) for thirteen (13) years, 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

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

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

AGENCY RECORDS INVENTORY

PAGE 3 OF 12

1. DEPARTMENT/AGENCY
Public Safety and
Correctional Services

2. DIVISION
Division of Correction

3. UNIT
Classification Map File

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
Classification Map File

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

A. SECTION 1
Copy of MAP Agreement

B. SECTION 2
1. MAP Activity Sheet
2. MAP Parameter Sheet
3. Parole Commission Summary
4. MAP Proposal Worksheet
5. MAP Amendment Request

6. MAP Violation Reports
7. MAP Memos for Minor Changes
8. General Correspondence
9. MAP Certification Forms

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

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

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

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
NUMBER 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 after
closing of the
MAP Agreement,
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

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Public Safety and
Correctional Services

2. DIVISION
Division of Correction

3. UNIT
Classification

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
Classification Map Card Index Alpha Card

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)

Alpha Card
4x6 index card system containing information about inmates involved in Mutual Agreement Parole (MAP) process. Each card contains such information as:
1. Date of orientation
2. Date of MAP agreement
3. Date of violations to agreement
4. Date case closed

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

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

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

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

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 at Hq. until no longer administratively useful, 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

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Public Safety and
Correctional Services

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Division of Correction

3. UNIT

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
Classification Map Card Index Status Card

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)

Status Card
Duplicate of Alpha Card, but filed
by institution.

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

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

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

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
NUMBER 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 after
case closure,
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

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

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1. DEPARTMENT/AGENCY
Public Safety and
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Division of Correction

3. UNIT
Classification

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
Classification Individual Inmate 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)

- | | |
|---|---|
| A. Inmate Correspondence | F. Family Leave Approval Forms-Copy |
| B. Staff Correspondence to the Inmates | G. Work Release Approval Form-Copy |
| C. Drafts for the Governor's Signature | H. Correspondence to and from Other Agencies |
| D. Case Management Review Forms for Work Release and Special Leaves | I. Correspondence to State, Local and Federal Elected Officials |
| E. Special Leave Approval Forms- Copy | J. Detainer Information from other Jurisdictions |

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

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 at DOC Headquarters for four (4) years after the inmate's release 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

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Public Safety and
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Division of Correction

3. UNIT
Classification

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
Classification Interstate Corrections Compact 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)

- A. Correspondence
- B. Criminal History Information from the Sending State
- C. Interstate Corrections Compact Application
- D. Photo of Inmate
- E. Commitment Papers
- F. Parole Materials
- G. Disciplinary Records
- H. Narrative Summary of the Inmate's Psychiatric and/or Psychological Condition
- I. Inmate Consent for Transfer and Waiver Form
- J. Letter of Transmittal and Check List
- K. Reports on Inmate's Progress and Adjustment

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

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

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

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
NUMBER 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
Destroy upon the inmate's release from custody.

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

20. TELEPHONE NUMBER
(301) 764-4113

21. DATE
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

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Division of Correction

3. UNIT
Classification

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
Classification Administrative Remedy 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)

A. Files by Institution by Year

- 1. Initial Request for Administrative Remedy
 - a. Form Inmate Grievance Commission File DOC/HQ
 - b. Supporting Documents
 - 1. Correspondence
 - 2. Property Inventory Sheet-Copy
 - 3. Matter of Record Reports-Copy
- 2. DOC Headquarters Administrative Remedy Appeal Form

B. Administrative Remedy Log

C. Administrative Remedy Index

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

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

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

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

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 four
(4) years at HQ
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

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Public Safety and
Correctional Services

2. DIVISION
Division of Correction

3. UNIT
Classification

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 Classification Institutional
Administrative Remedy 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)

- A. Individual Files maintained by ARP Case Number
1. DC Form 185-2a, Request for Administrative Remedy
 2. Assignment of Investigation
 3. Documentary fruits of investigation, including interview notes, copies of reports, case summary and supporting documentation
- B. DC Forms 185-2a not accepted for processing
- C. DC Forms 185-2b, Administrative Remedy Index, quarterly aggregate data

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

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

10. ANNUAL ACCUMULATION

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

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 four
(4) years after
final disposition
of a request,
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

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

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1. DEPARTMENT/AGENCY
Public Safety and
Correctional Services

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Division of Correction

3. UNIT
Classification

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

Classification Reports/Logs Series I

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)

Daily Change Sheet Logs
Mental Health Unit (MHU) Log
Orientation Memos
Authority Moves
Parole Hearings
Mutual Agreement Program (MAP) Hearings
Budget Log for Supplies
Classification Staff 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

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

10. ANNUAL ACCUMULATION

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

11. FILE IS USED

DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

MONTH(S) YEAR(S)
NUMBER

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 two
(2) years, 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

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

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Correctional Services

2. DIVISION
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3. UNIT
Classification

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
Classification Reports/Logs Series II

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)

Classification Meeting Results Docket
Adjustments Hearings
Court Trip Log
Basefile Receipt File
3 X 5 Active Card
Notary Public Log
Annual Review File
Attorney Visit Log
Food Service Worker Medical Log
Access to Records Log

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 and
until all audit
requirements have
been fulfilled,
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

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

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3. UNIT
Classification

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
Classification Reports/Logs Series III

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

- A. Population Count Sheets
- B. AIDS Training Record
- C. Family Leave Verification Sheet Log
- D. Classification Board Sheet Log
- E. Compassionate Leave Final Decision Log

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

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

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

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

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 one
(1) year, then
destroy.

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

20. TELEPHONE NUMBER
(301) 764-4113

21. DATE