DGS-550-1 REV. 7/86

DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE NO. 1406 - 6

PAGE

	RECORDS RETENTION AND DISPOSAL SCHEDU	LE NO. 1 of 11
Depar	tment of Public Safety	
		on of Correction
		Division
Item		
No.	Description	Retention
	CLASSIFICATION AREA:	
1.	INMATE BASEFILE SERIES:	Retain for two
	Contains all or some of the following:	(2) years after the inmate's re-
ì	A. SECTION I	lease, then send
	1. Photographs	to State Records
	Intake Summary	Center for thirt-
	 Identification and Alert 	teen (13) years,
	Information	then destroy.
	4. Fingerprint Card	
	5. Visitor's Card	
	6. In Case of Emergency Card	
	7. Warrants of Transfer	
	Old Visiting Cards	
	B. SECTION II	
	1. Assessment Tracking Form -	·
Ì	(File in Section 5 after	
į	completion of CMP Plan)	
j j	2. Progress Sheets (Blue)	
	3. Criminal History Documents	
	(with disposition requests and replies)	
j j	4. Admission Summaries (Copies	
	only, original in Section VI)	
	5. Sentence Status Change Reports	
j	6. Threshold Offender Form	
ļļ	Certificate of Release to	
]]	Parole Supervision Interstate	
ļ ļ	8. Official State's Version and	
	Request for State's version	
1	9. Pre-Sentence Investigation Reports	
	10. Parole Decisions	
	11. Parole Commission Summaries	
Į Į	12. Parole Correspondence13. Parole Revocation Decision	Į.
	13. Parole Revocation Decision 14. Maryland Sentencing Guideline	
}	Worksheet	

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

Date

SCHEDULE NO. 1406 - 6 PAGE NO. 2 of 11

em	Description	Retention
		1100011011
С.	SECTION III	
İ	 Security and Custody Classi- 	
1	fication Instrument (Green	
	Sheet)	•
Ì	 Security and Custody Reclassifi- 	
	cation Instrument (Blue	
Ì	Sheets)	
į	3. Classification Sheets (Pink	
İ	Sheets)	
į	4. ALL MAP MATERIAL	
Í	a) Copy of MAP Agreement	•
İ	b) Parole Commission Summary	
	and MAP Worksheet	
\	c) MAP Parameter Forms	
i	d) MAP Amendment Request	
ļ	e) MAP Violation Reports	
	f) MAP memos for Minor	
}	3	
	Changes 5. ALL CASE MANAGEMENT PLAN	
1		
- 1	MATERIAL	
1	a) Assessment Tracking Form	
-	b) Case Summary	
1	c) Needs Assessment Forms	
	d) CMP Plan	
]	e) CMP Change Review Form	
	f) CMP Non Compliance	
	Reports	
l l	g) OBSCIS Reservation Forms	
	6. Mental Health Unit Admission	
- 1	and Discharge Form	
	7. Referral for Transfer to	
	Patuxent Institution	
	8. Interstate Corrections Compact	
İ	Application	
	9. Notice to Assignment to	
	Administrative Segregation	
	0. Notice of Assignment to Pro-	
	tective Custody	
	1. Special Leave Request Forms	
	2. Family Leave Request Forms	
	3. Compassionate Leave Request Forms	
,	4. Work Release Forms	
_	· · · · · · · · · · · · · · · · · · ·	
	a) Work Release Application	
- [b) Work Release Employment	
}	Investigation	
[c) Work Release Employer	
	Guidelines	
ļ	d) Work Release Plan	
	e) Collection of Restitution	
ı	Payments for Work Release	

SCHEDULE NO. 1406 - 6 PAGE NO. 3 of 11

Item	r.		Patrati's a
No.		Description	Retention
		Farnings	
		Earnings f) Notice of Restitution	
		Withholdings	
		g) Notification of Termination	
		from Work Release	
	15.	Waiver of Extradition Form	
		Notification of Escape Law	
	17.		
	,	Remedy - Related to Classi-	
	}	fication Procedures	
	18.	DOC Headquarters Appeal for	
		Administrative Remedy Response-	
ĺ		Related to Classification	
		Procuredures	
	19.	Junction Bridge Program or	
		Addiction Service Program	
		Correspondence	
	20.	-	
	21.	Refusal to Appear before	
		Classification Team Forms	
	22.	Body Receipt Forms 110-101	
ļ	23.	Court Orders	
	D. SEC	TION IV	
į	D. DEC	CITON IV	
	1.	Incident Reports	
ļ	2.		
}	3.	Adjustment Reports	
		Loss of Good Conduct Time Forms	
	5.	Administrative Remedy Forms	
	6.	MCAC Informal Inmate Complaint	
İ		Forms	
	7.	Inmate Grievance Reports	
	1	Commitment Records	
	9.		
		Writs of Habeas Corpus	
]	11.	Trip Tickets for Court/Legal	
	1 30	Trips	
	12.		
	13.		
1	15.	Protective Custody Forms	
-	16.	_	
1	17.	→ →	
1	\ ''	Forms	1
	18.	Waiver of a Hearing Before a	
	10.	Hearing Officer Forms	
]	19.	Employees First Report of Jury	
1	20.	Transportation Unit/Court	1
İ		Envelopes	
		-	Ì

SCHEDULE NO. 1406 - 6 PAGE NO. 4 of 11

Item No.	Description	Retention
	E. SECTION V	
	 Medical Reports Psycho-Social Assessments Social Work-Correspondence/Reports Educational Reports/Material Addiction Assessments/Reports Emit Drug Detection System Results Certificates/Awards Vocational Reports/Evaluations Employment Material 	
	F. SECTION VI	
	 Miscellaneous Receipts Rules and Regulations Orientation Receipts Inmate Movement Other than Legal Property Inventory/Property Ownership Paper Correctional Transfer Alert Sheet Reception Worksheet for New Men Original Intake Summary MRDCC Forms On the Spot Reports Ditto Masters Old Case Records Valuables Envelope Basefile Receipt Forms Counselor Interview Notes Receipts for Inmate Handbook Administrative Remedy Copy Visitor List Changes Extra Black and White Inmate Photographs Waiver for Media Interview Patuxent Records 	
2.	COMMITMENT RECORDS SERIES	
	This series includes all the forms, reports and other materials containing inmate commitment information. A. Inmate Commitment Jacket	Retain for two (2) years after the inmate's re- lease, then send to the State Records Center (with the In- mate's Basefile) for thirteen (13) years, then

SCHEDULE NO. 1406 - 6 PAGE NO. 5 of 11

		NO. 5 OI 11
Item No.	Description	Retention
	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)	Retention
	18. Agreement of Detainers (Form 4) 19. Notice of Untried Indictment, Information or Complaint and of Right to Request Disposition B. Diminution of Confinement Card	
	(Form MDCS -141) 1. Record Card (Form 144) 2. Employment Record/Schedule Card or Work Card	
3.	MAP FILE/HEADQUARTERS	
	A. SECTION 1 Copy of MAP Agreement B. SECTION 2	Retain for three (3) years after closing of the MAP Agreement,
	 MAP Activity Sheet MAP Parameter Sheet Parole Commission Summary MAP Proposal Worksheet MAP Amendment Request 	then destroy.

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Item No.	Description	Retention
	6. MAP Violation Reports 7. MAP Memos for Minor Changes 8. General Correspondence 9. MAP Certification Forms	
4. <u>MAI</u>	P CARD INDEX	
A.	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	Retain at HQ. until no longer administratively useful, then destroy.
В.	Status Card Duplicate of Alpha Card, but filed by institution.	Retain for three (3) years after case closure, then destroy.
CLA	ASSIFICATION UNIT FILES/DOC HQ	
5. A.	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 Form-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	Retain at DOC Headquarters for four (4) years after the inmate's release then destroy.

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Item No.		Description	Retention
6.	в.	Interstate Corrections Compact Files	
0.	в.	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	Destroy upon the inmate's release from custody.
7.	ADM A.	Files by Institution by Year 1. Initial Request for Administrative Remedy a. Form b. Supporting Documents 2. DOC Headquarters Administrative Remedy Appeal Form 3. Correspondence 4. Action Memos from the Commissioner to Wardens and Program Directors 5. Adverse Effect Direction Form 6. Administrative Remedy Process Investigation Assignment Form 7. Late Notice Action Memo Response	Retain for four (4) years at HQ then, destroy.
	в.	Administrative Remedy Log	
	c.	Administrative Remedy Index	
	D.	Administrative Remedy Annual Reports	
	Ε.	Administrative Remedy Advisory Committee Meeting Minutes	

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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	
		Property Reimbursement Claim Log	
8.	INST	TITUTIONAL ADMINISTRATIVE REMEDY FILES	
	в.	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) DC Forms 185-2a not accepted for processing	Retain for four (4) years after final disposition of a request, then destroy.
	C.	DC Forms 185-2b, Administrative Remedy Index, quarterly aggregate data	
9.	CLAS	SSIFICATION REPORTS/LOGS SERIES I	
	Α.	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.
	В.	Mental Health Unit (MHU) Log 1. Inmates Admitted to MHU 2. Inmates Discharged from MHU 3. Inmates Released while in MHU	

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Thom		· · · · · · · · · · · · · · · · · · ·
Item No	Description	Retention
c.	Orientation Memos List of inmates who attended Orientation	
D.	Authority Moves 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	
E.	Parole Hearings 1. Number of Commission Cases 2. Parole Hearings 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 1) Hold for Psychological m) Revocation Hearings	
F.	Mutual Agreement Program (MAP) Hearings 1. MAP Orientation 2. MAP Parameters 3. MAP Negotiation Hearings a) Approved b) Refused c) Holds 4. MAP Re-Negotiations a) Cancelled b) Amended	
G.	Budget Log for Supplies 1. Balance Sheet for Supplies 2. Purchasing Request	
н.	Classification Staff Minutes	

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Item No.	Description	Retention
10.	CLASSIFICATION REPORTS/LOGS SERIES II	
	A. Classification Meeting Results Docket 1. Number of Meetings 2. Cases Reviewed 3. Actual Number of Inmates Reviewed 4. Actual Meeting Types a) Initial Classification b) Reclassifications c) Segregation Reviews d) Stabilization Reviews e) Administrative Segregation Reviews f) CMP Developed g) CMP Redeveloped h) Re-Assignments	Retain for three (3) years and until all audit requirements have been fulfilled, then, destroy.
	B. Adjustments Hearings 1. Segregation 2. Cell Restrictions 3. Probation 4. Counsel & Reprimand 5. Loss of GCT 6. Incident Report 7. Matter of Record 8. Not Guilty 9. Dismissed 10. Loss of IGT 11. Others	
	<pre>C. Court Trip Log 1. Escape Risks 2. Adjustments-Rule #1 (Killings, Assaults) 3. Enemies</pre>	
	D. Basefile Receipt File 1. Transfers to Other Institutions a) Name b) Number c) Reason for Transfer 2. Transfer to Other Agencies a) Name b) Number c) Reason 3. Received from Other Institutions a) Name b) Number c) Type of Release/New Commitment Number	

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		NO. 11 OI
Item	Description	Retention
	E. 3 X 5 Active Card Inmate Information 1. Name 2. Number 3. Job Assignment 4. Effective Date	
	F. Notary Public Log 1. Date/Number 2. Identification 3. Affirm/Acknowledge 4. Description	
	G. Annual Review File1. Date of Next Review2. Name3. DOC Number	
-	 H. Attorney Visit Log 1. Inmate Name, Number and Location 2. Attorney Name 3. Location of Visit 4. Arranged by 5. Purpose of Visit 	
	 I. Food Service Worker Medical Log 1. Inmate Name and Number 2. Approvals 3. Disapprovals 4. Re-Considers 	
	 J. Access to Records Log 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.	CLASSIFICATION REPORTS/LOGS SERIES III	
	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	Retain for one (1) year, then destroy.

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF G RECORDS MANAGE	MENT DIVISION	AGENCY RECORDS INVENTORY		
REVISED RECORD SERIES. FOREARD WITH RECORDS RETENTION SCHEDULE (DGS 850-1)	WITH RECORDS RETENTION SCHEDULE P.O. BOX 278		PAGE 1 OF 12		
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Con	rection	J. UNIT Classific	cation	
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECOR	DS NORMALLY FILE	AND USED A	S A UNIT FOR	
4. RECORD SERIES TITLE	CE AS WELL AS RET	ENTION AND DIEFO	1	T YEAR/LATEST YEAR	
Classification Inmate Basefile					
6. RECORD SERIES DESCRIPTION (THE SERIES.	E TYPES OF INPORA INCLUDE THE PL	AATION/DOCUM JRPOSE OR FU	ENTS/FORMS FOUND NCTION OF THE SERIES)	
This file contains information of paroled or released. Some of the		om the date of a	admission u	ntil the inmate is	
Photographs Intake Summary Assessment Tracking Form Progress Sheets Security & Custody Classification Copy of MAP Agreement Parole Commission Summary and Ma	on Instrument N	Assessment Track Case Summary Incident Reports Matters of Record Medical Reports Miscellaneous Rec Rules and Regula	d ceipts		
7. RECORD SERIES FORMAT(S) LETTER SIZE " MICROFILM LEGAL SIZE " COMPUTER TAPE BOUND BOOK " FLOPPY DISK AUDIO TAPE " VIDEO TAPE OTHER(SPECIFY)	C ALPHABETICAL CHRONOLOG	CHRONOLOGICAL GEOGRAPHICAL		FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY) ACCUMULATION FILE DRAWER(S)	
			RUMBER	O MICROFILM REEL(S) COMPUTER TAPE(S)	
11. FILE IS USED WEEKLY	O MONTHLY	12. FILE BECOM			
13. CURRENT LOCATION(S) (BLDG., FI	LOOR, ROOM)		ECIFY AGENC	CATED ELSEWHERE?	
15. ACCESS RESTRICTIONS TO YES		16. AUDIT REQUI		RAL DINDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IP BRIEFLY AND DESCRIBE ANY HOUSE OF YES ON		18. RECOMMENDE	D RETENTION	Retain for two (2) years after the inmate's release, then send to State Records Center for thirt teen (13) years, then destroy.	
9. 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)	(301) /04-4113	·	1 9 1 1 1 1		

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GI RECORDS MANAGED	MENT 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 2 OF 12	
1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT	
Correctional Services	Division of Cor		Classification	
	of related recori Ce as tell as reti		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR	
Classification Commitment Recor			то	
	THE SERIES.	E TYPES OF INFORM INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPIES	
This series includes all reports and other materia inmate commitment informa	ls containing	B. Diminut (Form M	tion of Confinement Card	
A. Inmate Commitment Jac 1. Commitment record 2. Sentence and Deta Change Report		1. Reco 2. Empl	ord Card (Form 144) oyment Record/Schedule Card or Work Card	
7. RECORD SERIES FORMAT(S)	. RECORD SERIES	S SECUENCE	9. VOLUME	
C LETTER SIZE C MICROFILM			FILE DRAWER(S)	
	O ALPHABETIC	CAL	O MICROFILM REEL(S) COMPUTER TAPE(S) NUMBER OTHER(SPECIFY)	
D LEGAL SIZE D COMPUTER TAPE	D NUMERICAL			
D BOUND BOOK D FLOPPY DISK	CHECNOLOG	ICAL		
- AUDIO TAPE - VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER (SPEC	CIFY)	FILE DRAWER(S)	
•			MICROFILM REEL(S)	
			RUMBER COMPUTER TAPE(S)	
11.	<u> </u>	1,9	O OTHER (SPECIFY)	
11. FILE IS USED DAILY WEEKLY	G		S INACTIVE AFTER MONTH(S)	
A DAILY WEEKLY	- MONTHLY	NUMBER	mediu(a) = iEvu(a)	
13. CURRENT LOCATION(5) (BLDG.,FI	LOOR, ROOM)		ERIES DUPLICATED ELSEVHERE? ECIPY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS TO YE	B D NO	16. AUDIT REQUI	RESENTS	
(IF YES, CITE LAW(S) & REGULA		1	ATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IP	YES-EXPLAIN	18. RECOMENDE	D. DETENTION	
BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTEARE)		1	rs after the immate's release, then	
C YES C NO		send to the State	Records Center (with the Inmate's teen (13) years, then destroy.	
ALO MANE AND WIND AT DATE	T			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		5/1/91	
DGS \$50-4 (DEVISED */e7)	(331) / 04 (113	<u></u>		

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)	DEFARTMENT OF G RECORDS MANAGE 7278 WATE P.O. B JESSUP, MAR	MENT DIVISION RLCO ROAD DX 275	AGENCY RECORDS INVENTORY PAGE 3 or 12
1. DEPARTMENT/AGENCY Public Safety and Correctional Services DEFINITION-RECORD SERIES-A GROUP	2. DIVISION Division of Cor	rection	Classification Map File
		ENTION AND DISPOS	
	t Summary heet	6. MAP Viol 7. MAP Memo 8. General	ATION/DOCUMENTS/FORMS FOUND REPOSE OR FUNCTION OF THE SEPIES ation Reports s for Minor Changes Correspondence ification Forms
7. RECORD SERIES FORMAT(S) □ LETTER SIZE □ MICROFILM □ LEGAL SIZE □ COMPUTER TAPE □ BOUND BOOK □ FLOPPY DISK □ AUDIO TAPE □ VIDEO TAPE □ OTHER(SPECIFY)	a. RECORD SERIES ALPHABETIC NUMERICAL CHRONOLOG GEOGRAPHIC OTHER(SPEC	CAL CAL	FILE DRAWER(S) MICROFILM REEL(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY) OTHER(SPECIFY) MICROFILM REEL(S) RUBBER COMPUTER TAPE(S)
11. FILE IS USED E DAILY WEEKLY 13. CURRENT LOCATION(S) (BLDG.,FL	D MONTHLY	RUMBER	COTHER(SPECIFY) IS INACTIVE AFTER MONTH(S) C YEAR(S) ERIES DUPLICATED ELSEWHERE?
18. ACCESS RESTRICTIONS UP YES (IP YES, CITE LAW(S) & REGULAT 17. IS AN INDEX SYSTEM USED? (IP BRIEFLY AND DESCRIBE ANY MA	I NO ION(S) YES, EXPLAIN	FIF YES, SPONS 16. AUDIT REQUIREMENTS 18. RECOMMENDE Retain (3) yes closing MAP Ag	ECIFY AGENCY OR OFFICE)
19. NAME AND TITLE OF PREPARER Myles Carpeneto, Director of Procurement Services	20. TELEPHONE (301) 764-4113	YUMBER	5/1/91

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEPARTMENT OF GE RECORDS MANAGEN 7278 WATEL P.O. BO JESSUP, MART	MENT DIVISION RLOO ROAD DX 278	AGENCY RECORDS INVENTORY PAGE 4 of 12	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT Classification	
DEFINITION - RECORD SERIES . A GROUP	OF RELATED RECORS	DE NORMALLY FILED	AND USED AS A UNIT FOR	
REFEREN	CE AS VELL AS RETI	ENTION AND DISPOS		
4. RECORD SERIES TITLE	Alaha Card		5. EARLIEST YEAR/LATEST YEAR TO	
Classification Map Card Index 6. RECORD SERIES DESCRIPTION (BR		TYPES OF INCOM	· 	
Alpha Car 4x6 index informat; Mutual Ag Each card 1. Date 2. Date 3. Date		containing tes involved e (MAP) proce h information n	ss. as:	
7. RECORD SERIES FORMAT(S) 1 LETTER SIZE MICROFILM 1 LEGAL SIZE COMPUTER TAPE 1 BOUND BOOK FLOPPY DISK 1 AUDIO TAPE VIDEO TAPE 1 OTHER(SPECIFY)	B. RECORD SERIES ALPHABETIC NUMERICAL CHRONOLOGS GEOGRAPHIC OTHER(SPEC	ICAL CAL	9. VOLUME FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY) 10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) RUMBER COMPUTER TAPE(S) OTHER(SPECIFY)	
11. FILE IS USED	□ MONTHLY		ES INACTIVE AFTER MONTH(S)	
13. CURRENT LOCATION(S) (BLDG.,FI	LOOR, ROOM)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? PEGIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS TO YES	S NO TION(S)	16. AUDIT REQUI	REMENTS TATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED! (IP BRIEFLY AND DESCRIBE ANY HU D YES D NO	•		D RETENTION . until no longer administrat, then destroy.	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	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, FOREARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEPARTMENT OF GI RECORDS MANAGED 7278 WATEL P.O. BI JESSUP, MAR	MENT DIVISION RLOO ROAD OX 275	AGENCY RECORDS INVENTORY PAGE 5 of 12
	1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT
į	Correctional Services	Division of Cor		AND USED AS A UNIT FOR
		CE AS BELL AS REYS		
ļ	4. RECORD SERIES TITLE Classification Map Card Index	Status Card		5. EARLIEST YEAR/LATEST YEAR
	Status (THE SERIES.	. INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES;
	by insti	e of Alpha Car tution.		
	7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME
	U LETTER SIZE D MICROFILM	D ALPHARETIC	:AL	G FILE DRAWER(S)
	LEGAL SIZE COMPUTER TAPE	O NUMERICAL		MICROFILM REEL(S)
		_		COMPUTER TAPE(S)
		CHRONOLOG		
	DAUDIO TAPE DI VIDEO TAPE	GEOGRAPHIC	:AL	10. ANNUAL ACCUMULATION
	OTHER(SPECIFY)	OTHER(SPEC	CIFY)	FILE DRAWER(S)
				MICROFILM REEL(S) RUMBER COMPUTER TAPE(S)
	11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
	A DAILY D WEEKLY	D MONTHLY		MONTH(S) TYEAR(S)
•	13. CURRENT LOCATION(S) (BLDG.,FI	LOOR, ROOM)	14. IS RECORD B	ERIES DUPLICATED ELSEWHERE? EGIPY AGENCY OR OPFICE)
	15. ACCESS RESTRICTIONS D YES		16. AUDIT REQUI	REDÆNTS
			□ NONE > ST	ATE O FEDERAL O INDEPENDENT
	17. IS AN INDEX SYSTEM USED? (IP BRIEFLY AND DESCRIBE ANY HA		(3) case	p RETENTION in for three years after c closure, d destroy.
	19. NAME AND TITLE OF PREPARER Myles Carpeneto, Director of Procurement Services	20. TELEPHONE P		21. DATE 5/1/9/
				<u> </u>

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 278 JESSUP, MARYLAND 20794 2. DIVISION Division of Correction		AGENCY RECORDS INVENTORY PAGE 6 of 12
1. DEPARTMENT/AGENCY Public Safety and Correctional Services			3. UNIT Classification
DEFINITION-RECORD SERIES. A GROUP	OF RELATED REGORE	DE NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Classification Individual Inmat 6. RECORD SERIES DESCRIPTION (BR	e Files	ENTION AND DISPOS	5. EARLIEST YEAR/LATEST YEARTO
A. Inmate Correspondence B. Staff Correspondence to Inmates C. Drafts for the Governor Signature D. Case Management Review	to the or's	F. Family Le G. Work Rele H. Correspor Other A I. Correspor	eave Approval Forms-Copy case Approval Form-Copy idence to and from agencies idence to State, Local deral Elected Officials
for Work Release and Leaves E. Special Leave Approval	_	J. Detainer	Information from Jurisdictions
7. RECORD SERIES FORMAT(S) 1 LETTER SIZE MICROFILM 1 LEGAL SIZE COMPUTER TAPE 1 BOUND BOOK FLOPPY DISK	# . RECORD SERIES ALPHABETIC NUMERICAL CHRONOLOG	CAL	FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) NUMBER OTHER(SPECIFY)
O AUDIO TAPE O VIDEO TAPE	□ GEOGRAPHIC		IO. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) RUMBER COMPUTER TAPE(S) OTHER(SPECIFY)
11. FILE IS USED A DAILY WEEKLY 13. CURRENT LOCATION(S) (BLDG., FI	O MONTHLY	NUMBER 14. IS RECORD S	S INACTIVE AFTER MONTH(S)
15. ACCESS RESTRICTIONS D YES (IF YES, CITE LAW(S) & REGULAT		16. AUDIT REQUI	
17. IS AN INDEX SYSTEM USED? (IP BRIEFLY AND DESCRIBE ANY HA		18. RECOMMENDE	Headquarters for four (4) years after the inmate's release then destroy.
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		5/1/9/
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 \$80-1)	DEPARTMENT OF GE RECORDS MANAGEN 7278 WATES P.O. BO JESSUP, MARO	MENT DIVISION RLOO ROAD DX 278	AGENCY RECORDS INVENTORY PAGE 7 or 12
	1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION Division of Cor	· · · · · · · · · · · · · · · · · · ·	3. UNIT Classification
. !	Correctional Services DEFINITION-RECORD SERIES-A GROUP			AND USED AS A UNIT FOR
!	4. RECORD SERIES TITLE Classification Interstate Corre	E AS WELL AS RETE	INTION AND DISPOS	8. EARLIEST YEAR/LATEST YEAR TO
		rmation e	H. Narrative Psychiatr Condition I. Inmate Condiver For Waiver For Check List	onsent for Transfer and orm Transmittal and ot on Inmate's Progress
	7. RECORD SERIES FORMAT(S) □ LETTER SIZE □ MICROFILM □ LEGAL SIZE □ COMPUTER TAPE □ BOUND BOOK □ FLOPPY DISK □ AUDIO TAPE □ VIDEO TAPE □ OTHER(SPECIFY)	O. RECORD SERIES ALPHABETIC NUMERICAL CHRONOLOGI GEOGRAPHIC OTHER(SPEC	CAL CAL	9. VOLUME FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY) 10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) RURBER COMPUTER TAPE(S)
	DAILY WEEKLY	D MONTHLY	•	S INACTIVE AFTER MONTH(S) SEAR(S)
	13. CURRENT LOCATION(S) (BLDG.,FL	LOOR, ROOM)	14. IS RECORD 8	ERIES DUPLICATED ELSEWHERE? ECIPY AGENCY OR OFFICE)
	15. ACCESS RESTRICTIONS D YES		16. AUDIT REQUI	REMENTS ATE FEDERAL INDEPENDENT
	17. IS AN INDEX SYSTEM USED! (IP		18. RECOMMENDE	
	O YES D NO		inn	stroy upon the mate's release om custody.
	Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	5/1/9/
	DGS 550-A (REVISED 2/47)			Í

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD	DEPARTMENT OF GI RECORDS MANAGEI 7278 WATEI	MENT DIVISION	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	P.O. BOX 278 JESSUP, MARYLAND 20794		PAGE 8 OF 12	
1. DEFARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT Classification	
			AND USED AS A UNIT FOR	
	CE AS TELL AS RETI			
4. RECORD SERIES TITLE Classification Administrative R		,	5. EARLIEST YEAR/LATEST YEAR TO	
6. RECORD SERIES DESCRIPTION (SR	IEFLY DESCRIBE TH	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND	
A. Files by Institution by 1. Initial Request for Remedy a. Form b. Supporting Docu 2. DOC Headquarters Ad Remedy Appeal Form B. Administrative Remedy	Year Administrative ments Mministrative	ve Inmate Grievan 1. Correspond 2. Property	nce Commission File DOC/HÇ	
C. Administrative Remedy	T		r	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	B SEQUENCE	9. VOLUME	
LETTER SIZE MICROFILM	DALPHABETIC	EAL	☐ FILE DRAWER(S) ☐ MICROFILM REEL(S)	
D LEGAL SIZE D COMPUTER TAPE	D NUMERICAL		COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL,	NUMBER D OTHER(SPECIFY)	
- AUDIO TAPE - VIDEO TAPE	□ GEOGRAPHIC	EAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPE	:(FY)	☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) NUMBER ☐ COMPUTER TAPE(S)	
11. FILE IS USED WEEKLY	D MONTHLY	٥	GOTHER(SPECIFY) IS INACTIVE AFTER MONTH(S) GYEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FI	LOOR, ROOM)		ERIES DUPLICATED ELSEVIERE? ECIPY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS OF YELLOW (IF YES, CITE LAW(S) & REGULATION		16. AUDIT REQUI	REMENTS ATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (19		18. RECOMMENDE	D RETENTION	
o yes o no	.		Retain for four (4) years at HQ then, destroy.	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	21. DATE 5/1/9/	
DGS 550-4 (REVISED 2/27)				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD	DEPARTMENT OF G RECORDS MANAGE 7275 WATE	MENT DIVISION	AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 9 OF 12	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT Classification	
			AND USED AS A UNIT FOR	
REFEREN	CE AS WELL AS RET	ENTION AND DISPOS	ITION PURPOSES	
4. RECORD SERIES TITLE Classific Administrative Remedy Files	cation Institutio	ona l	5. EARLIEST YEAR/LATEST YEAR	
			ATION/DOCUMENTS/FORMS FOUND	
A. Individual Files maint ARP Case Number 1. DC Form 185-2a, Re Administrative Rem 2. Assignment of Inve 3. Documentary fruits	quest for edy stigation C.	DC Forms 185 processing DC Forms 185 Remedy Index	-2a not accepted for -2b, Administrative , quarterly aggregate data	
investigation, inc notes, copies of r summary and suppor documentation	eports, case	Iew		
7. RECORD SERIES FORMAT(S)	S. RECORD SERIES	S SEQUENCE	9. VOLUME	
U LETTER SIZE U MICROFILM	- ALPHABETIC	CAL	O FILE DRAWER(S)	
C LEGAL SIZE COMPUTER TAPE	O NUMERICAL		MICROFILM REEL(S)	
	_		GOMPUTER TAPE(S) OTHER(SPECIFY)	
D BOUND BOOK D FLOPPY DISK	- CHRONOLOG		- Oliza(S-2017)	
D AUDIO TAPE D VIDEO TAPE	□ GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPE	CIFY)	TILE DRAWER(S)	
			MICROFILM REEL(S)	
			OTHER(SPECIFY)	
11. FILE IS USED		12. FILE BECOME	IS INACTIVE AFTER	
A DAILA D MEESTA	□ MONTHLY	RUMBER	MONTH(S) TYEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FI	.com, Rock)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? ECIPY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS TO YES		16. AUDIT REQUI	REMENTS ATE O FEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF		· ·	D RETENTION	
O YES D NO		(4) ye final of a r	for four ears after disposition equest, destroy.	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	21. DATE 5/1/9/	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GI RECORDS MANAGED 7278 WATES P.O. BI	MENT DIVISION RLOO ROAD	AGENCY RECORDS INVENTORY
(DGS \$50-1)	JESSUP, MAR		PAGE 10 OF 12
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT Classification
DEFINITION-RECORD SERIES. A GROUP	OF RELATED RECORD	DE HORMALLY FILE	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	CE AS RELL AS RET	ENTION AND DISPO	5. EARLIEST YEAR/LATEST YEAR
Classification Reports/Logs S			TO
	THE SERIES.		MATION/DOCUMENTS/FORMS FOUND JRPOSE OR FUNCTION OF THE SERTES
Daily Change Sheet Logs Mental Health Unit (MHU) Log Orientation Memos Authority Moves Parole Hearings Mutual Agreement Program (MAP Budget Log for Supplies Classification Staff Minutes) Hearings		
			<u> </u>
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SECURNCE	9. VOLUME
LETTER SIZE O MICROFILM	O ALPHABETIC	EAL	☐ FILE DRAWER(S)☐ MICROFILM REEL(S
LEGAL SIZE COMPUTER TAPE	D NUMERICAL		COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL	OTHER(SPECIFY)
AUDIO TAPE UVIDEO TAPE	GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	OTHER(SPE	::FY)	U FILE DRAWER(S) U MICROFILM REEL(S) RUBSER U COMPUTER TAPE(S)
II. FILE IS USED	O MONTHLY		U OTHER(SPECIFY) ES INACTIVE AFTER MONTH(S) U YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,F		14. IS RECORD S	BERIES DUPLICATED ELSEWHERE?
15. ACCESS RESTRICTIONS OF	s 🗆 NO	16. AUDIT REQUI	REMENTS
(IF YES, CITE LAW(S) & REGULA	T10N(S)	□ NONE # ST	TATE D FEDERAL D INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDS	ED RECTENTION
TYES D NO	•	(2)	tain for two) years, then stroy.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	VLMBER	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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
WITH RECORDS RETENTION SCHEDULE (DGS 550-1)			PAGE 11 OF 12	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor	rection	3. UNIT Classification	
DEFINITION-RECORD SERIES. A GROUP			AND USED AS A UNIT FOR	
	CE AS TELL AS RETI	ENTION AND DISPOS		
4. RECORD SERIES TITLE Classification Reports/Logs Se	ries II		S. EARLIEST YEAR/LATEST YEAR	
		E TYPES OF INPORT	IATION/DOCUMENTS/FORMS FOUND	
1 4 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	THE SERIES.		PRPOSE OR FUNCTION OF THE SEPTES	
7. RECORD SERIES FORMAT(S)	a From Strip	a de construct	9. VOLUME	
LETTER SIZE O MICROFILM	O ALPHABETICAL O NUMBERICAL		FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE			□ MICROFILM REEL(S)	
BOUND BOOK FLOPPY DISK	CHRONOLOG	ICAL	NUMBER OTHER (SPECIFY)	
AUDIO TAPE UVIDEO TAPE	GEOGRAPHIC			
OTHER(SPECIFY)	OTHER(SPE		10. ANNUAL ACCUMULATION Difile Drawer(S)	
		,	□ MICROFILM REEL(S)	
			RUMBER COMPUTER TAPE(S)	
FILE IS USED WEEKLY	O MONTHLY	1	ES INACTIVE AFTER MONTH(S)	
13. CURRENT LOCATION(S) (BLDG.,F)	LOOR, ROOM)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? PEGIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS TO YES		16. AUDIT REQUI	REPENTS ATE O FEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF			D RETENTION	
BRIEFLY AND DESCRIBE ANY M	ARDBARK/ SOPTWARE /		etain for three	
TES D NO			<pre>3) years and intil all audit</pre>	
		r	equirements have	
			een fulfilled, then, destroy.	
10 NOT 10 TITLE OF	T.,	<u> </u>	T	
19. NAME AND TITLE OF PREPARER Myles Carpeneto, Director of	20. TELEPHONE	NUMBER	21. DATE	
Procurement Services	(301) 764-4113	<u>, </u>	5/1/9/	
DGS 550-4 (REVISED 2/87)				

SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20784		AGENCY RECORDS INVENTORY	
1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT Classification	
Correctional Services	Division of Cor		<u> </u>	
	OF RELATED RECORD		AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Classification Reports/Logs Se	•		5. EARLIEST YEAR/LATEST YEARTO	
B. AIDS Tr C. Family D. Classif	ion Count Shee aining Record Leave Verifica ication Board ionate Leave F	tion Sheet Log Sheet Log		
7. RECORD SERIES FORMAT(S) 1 LETTER SIZE 1 MICROFILM 1 LEGAL SIZE 1 COMPUTER TAPE 1 BOUND BOOK 1 FLOPPY DISK	8. RECORD SERIES SEQUENCE DALPHARETICAL DINAMERICAL CHRONOLOGICAL		9. VOLUME FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY)	
D AUDIO TAPE D VIDEO TAPE D OTHER(SPECIFY)	O OTHER (SPEC		10. ANNUAL ACCUMULATION OFILE DRAWER(S) OMICROFILM REEL(S) RURBER OCOMPUTER TAPE(S) OTHER(SPECIFY)	
DAILY WEEKLY	D MONTHLY		S INACTIVE AFTER MONTH(S)	
13. CURRENT LOCATION(S) (BLDG.,F	LOOR, ROOM)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? ECIPY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS TO YE (IF YES, CITE LAB(S) & REGULA		16. AUDIT REQUI	REMENTS ATE D FEDERAL D INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDE	D RETENTION	
O YES O NO	·	(1)	tain for one year, then stroy.	
