

DGS-550-1  
REV. 7/86

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 1406 - 10

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE  
NO. 1 of 5

Department of Public Safety  
and Correctional Services

Division of Correction

Agency

Division

Item No.	Description	Retention
	<b><u>FINANCE AREA:</u></b>	
1.	<b><u>GENERAL ACCOUNTING RECORDS:</u></b>	
	A. Certificate of Deposit and Bank Deposit Slips	Retain for three (3) years and until all audit requirements have been fulfilled, then, destroy.
	B. Memorandum of Adjustments	
	C. STARS Reports	
	The reports in this series include, but are not limited to, some or all of the following:  (1) A30401 Detail of Transactions Posted (2) A30402 Trial Balance of General Ledger Accounts (3) A30406 Monthly Statement of Agency Revenue (4) A30451 Statement of Budget, Expenditures, and Encumbrance by Sub-object	
2.	<b><u>SPECIAL ACCOUNTING RECORDS:</u></b>	
	A. Reports of audits conducted by the Legislative Auditors.	Retain item 2A in office for five (5) years and until all audit requirements are met, then destroy. Items 2B and 2C permanent. Retain in office for five (5) years then transfer to the Maryland State Archives.
	B. Reports of audits conducted by persons or agencies other than Legislative Auditors.	
	C. Internal Audit Reports	

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

11/1/91 *Ben D. Day* Asst. Comm. 2/13/92 *Edward J. Jones*  
Date Signature Title

Date State Archivist

Item No.	Description	Retention
3.	<p><u>BUDGET AND FISCAL PLANNING RECORDS:</u></p> <p>A. Budget Estimates            B. Budget Schedule Amendment            C. Request for Position Action            D. Food Reports            E. Laundry Reports            F. Motor Vehicle Mileage Reports (MFOM)            G. Personal Mileage Reports            H. Overtime Reports</p> <p>I. Projections of Expenditures</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p> <p>Retain for one (1) year, then destroy.</p>
4.	<p><u>PAYROLL ACCOUNTING RECORDS:</u></p> <p>A. Employee Roster Card File            B. Payroll and Check Register            C. Payroll Exception Time Report            D. Employee Time Cards and Time Sheets            E. Positive Time Reports (Contractual Employees)            F. Wage Garnishments</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>
5.	<p><u>INMATE ACCOUNT RECORDS:</u></p> <p>A. Computerized Inmate Statements            B. Inmate Commissary Account Cards            C. Inmate Ledger Cards</p> <p>D. Inmate Vouchers            E. Inmate Register Receipts            F. Inmate Time Sheets</p>	<p>Retain for three years, then send to the State Records Center for seventeen (17) years, then destroy.</p> <p>Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.</p>

Item No.	Description	Retention
6.	<u>INVENTORY CONTROL RECORDS:</u> A. Materials Requisitions B. Receiving Reports C. Outdated Perpetual Inventory Cards D. Physical Inventory Reports E. Over and Under Reports F. Stolen Property Reports G. Excess Property Reports H. Spoilage Reports I. Department of General Services Property Transmittals J. Property Records	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.  Retain for life of property and three (3) years after property has been disposed of, then destroy.
7.	<u>LOCAL JAIL REIMBURSEMENT RECORDS:</u> A. Law and Legal Opinions B. Formula II Base File C. Schedule of Payments and Projected Payments D. Audit Reports E. Financial Records F. Schedule of Inmate Days	Review annually and destroy obsolete material  Retain for five (5) years, then destroy.
8.	<u>MISCELLANEOUS ACCOUNTING RECORDS:</u> A. Bank Books, Statements, and Deposit Receipts B. Receipts C. Cancelled Checks, Check Copies and Check Stubs D. Delivery Orders and Receipts E. Gas Withdrawal Tickets F. Paid Bills and Invoices G. Receipt Copies and Stubs H. Receiving Reports I. Requisitions and Purchase Orders J. Accounts Payable Files K. Federal Grants Files L. Special Project Files M. Welfare Fund Reports N. Board of Public Works Agenda O. Accounts Receivable Records P. Abandoned Property Lists Q. Central Collection Lists R. Abatement Lists S. Petty Cash Reconciliation Schedules	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

Item No.	Description	Retention
	T. Motor Vehicle Titles	Retain until vehicle is disposed of, then send title with vehicle according to instructions from DGS.
9.	<p><u>MISCELLANEOUS CORRESPONDENCE</u></p> <p>The records in this series include, but are not limited to, some or all of the following:</p> <p>A. Letters to and from Counties B. Letters about inmates accounts C. Letters about inmate and employee property claims</p>	Retain for one (1) year, then destroy.
10.	<p><u>STATE USE INDUSTRIES SERIES:</u></p> <p>A. MAPICS Fixed Asset Report/ Depreciation Summary B. Expenditure Summary by Object/ Sub-object C. Transaction Analysis by Subobject D. Computer History E. Tag Shop Production Report F. Meat Shop Production Summary G. Inmate Evaluation for Base Pay/ Incentive H. Customer Invoices I. Customer Statements J. Accounts Receivable Aged Trial Balance K. Customer Orders L. Pickup Notices M. Exchange Notices N. Order Maintenance Forms O. Pick Lists P. Receipt of Goods Q. Invoice Registers R. A/R Cash Receipts &amp; Adjustment Transaction Registers S. A/R Unload/Load Report T. Order Entry Forms; Regular, Special &amp; Immediate Release U. DAN01 Report V. Item Master List W. Commission Worksheet X. State Customer Yearly Commission Worksheet Y. Yearly Commission Worksheet Z. Item Price List</p>	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.

Item No.	Description	Retention
	<p><u>STATE USE INDUSTRIES SERIES (Continued):</u></p> <p>AA. Open Order by Item AB. Customer Master File List AC. Customer Slip to List AD. General Ledger Posting Reports AE. SUI Financial Statements AF. Daily Stock Relief Report AG. Stock Movement Report AH. In-House Purchase Order AI. Inventory Stock Status Review AJ. Inventory Transaction Register AK. Inventory Batch Logs AL. FIFO Transaction Reconciliation Report AM. Accounting Cost Summary Report AN. Journal Entry Files AO. Sales Journal/Report</p>	

**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 10

1. DEPARTMENT/AGENCY  
Public Safety and  
Correctional Services

2. DIVISION  
Division of Correction

3. UNIT  
Finance

**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  
Finance General Accounting 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 )

- A. Certificate of Deposit and Bank (1) A30401 Detail of Transactions  
Deposit Slips Posted
- B. Memorandum of Adjustments (2) A30402 Trial Balance of General
- C. STARS Reports Ledger Accounts

The reports in this series include, but are not limited to, some or all of the following:

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 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 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
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2. DIVISION  
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Finance

**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  
Finance Special Accounting 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 )

- A. Reports of audits conducted by the Legislative Auditors.
- B. Reports of audits conducted by persons or agencies other than Legislative Auditors.
- C. Internal Audit Reports

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  
Permanent. Retain in office for Five (5) years, there-after transfer to MD. St. Archives.

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  
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
Public Safety and  
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**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  
Finance Budget and Fiscal Planning 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 )

- A. Budget Estimates
- B. Budget Schedule Amendment
- C. Request for Position Action
- D. Food Reports
- E. Laundry Reports
- F. Motor Vehicle Mileage Reports (MFOM)
- G. Personal Mileage Reports
- H. Overtime Reports

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 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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
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**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  
Finance Payroll Accounting 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 )

- A. Employee Roster Card File
- B. Payroll and Check Register
- C. Payroll Exception Time Report
- D. Employee Time Cards and Time Sheets
- E. Positive Time Reports (Contractual Employees)
- F. Wage Garnishments

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 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  
5/1/79

**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  
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Finance

**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

Finance Inmate Account 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)

- A. Computerized Inmate Statements
- B. Inmate Commissary Account Cards
- C. Inmate Ledger Cards
- D. Inmate Vouchers
- E. Inmate Register Receipts
- F. Inmate Time Sheets

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  
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 3 yrs., then send to the St. Records Center for 17 yrs. then destroy.  
  
Retain for 3 yrs. 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  
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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
Public Safety and  
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2. DIVISION  
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Finance

**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  
Finance Inventory Control 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 )

- A. Materials Requisitions
- B. Receiving Reports
- C. Outdated Perpetual Inventory Cards
- D. Physical Inventory Reports
- E. Over and Under Reports
- F. Stolen Property Reports
- G. Excess Property Reports
- H. Spoilage Reports

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 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  
5/1/9

**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  
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1. DEPARTMENT/AGENCY  
Public Safety and  
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2. DIVISION  
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Finance

**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  
Finance Local Jail Reimbursement

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. Law and Legal Opinions
- B. Formula II Base File
- C. Schedule of Payments and Projected Payments
- D. Audit Reports
- E. Financial Records
- F. Schedule of Inmate Days

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  
Review annually and destroy obsolete material Retain for five (5) 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 8 OF 10

1. DEPARTMENT/AGENCY  
Public Safety and  
Correctional Services

2. DIVISION  
Division of Correction

3. UNIT  
Finance

**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  
Finance Miscellaneous Accounting 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 )

A. Bank Books, Statements, and Deposit Receipts	J. Accounts Payable Files
B. Receipts	K. Federal Grants Files
C. Cancelled Checks, Check Copies and Check Stubs	L. Special Project Files
D. Delivery Orders and Receipts	M. Welfare Fund Reports
E. Gas Withdrawal Tickets	N. Board of Public Works Agenda
F. Paid Bills and Invoices	O. Accounts Receivable Records
G. Receipt Copies and Stubs	P. Abandoned Property Lists
H. Receiving Reports	Q. Central Collection Lists
I. Requisitions and Purchase Orders	R. Abatement Lists
	S. Petty Cash Reconciliation Schedules
	* T. Motor Vehicle Titles & Registrations

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

\*Item T. - Retain until vehicle is disposed of, then send title with vehicle according to instructions from Dpt. of General Services.

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY  
Public Safety and  
Correctional Services

2. DIVISION  
Division of Correction

3. UNIT  
Finance

**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  
Finance Miscellaneous Correspondence

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 )

The records in this series include, but are not limited to, some or all of the following:

- A. Letters to and from Counties
- B. Letters about inmates accounts
- C. Letters about inmate and employee property claims

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  
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

5/11/91

**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 10 OF 10

1. DEPARTMENT/AGENCY  
Public Safety and  
Correctional Services

2. DIVISION  
Division of Correction

3. UNIT  
Finance

**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  
Finance State Use Industries Series

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. MAPICS Fixed Asset Report/  
Depreciation Summary
- B. Expenditure Summary by Object/  
Sub-object
- C. Transaction Analysis by Subobject
- D. Computer History
- E. Tag Shop Production Report
- F. Meat Shop Production Summary
- G. Inmate Evaluation for Base Pay/  
Incentive

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 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