DGS-550-1 REV. 7/86

DEPARTMENT OF GENERAL SERVICES Records Management Division

SCHEDULE NO.1406 - 10

		RECORD	S RETENTION A	ND DISPOSAL SCHE	DULE	PAGE NO. 1 of 5	
		t of Publ	ic Safety				
and C	orre	ctional So Agency	ervices	D1V1	sion of Co Division		
Item							
No.			Description	on	Rete	ntion	
	FIN	ANCE AREA	<u>:</u>				
1.	<u>GEN</u>	ERAL ACCO	UNTING RECORD	<u>os:</u>			
	А. В. С.	Deposit Memorand STARS Re	um of Adjustm ports	nents	(3) ye until requir been f	for three ars and all audit ements have ulfilled,	
		The repo are not followin	limited to, s	series include, b some or all of th	out then,	destroy.	
		(1) A30	401 Detail of Posted	Transactions			
		(2) A30	402 Trial Bal Ledger Ac	ance of General			
		(3) A30	406 Monthly S Revenue	Statement of Agen	ncy		
		(4) A30	451 Statement Expenditu				
2.	SPE	CIAL ACCO	UNTING RECORD	OS:	Retain i	tem 2A in of	fice
	Α.	Reports	of audits cor	nducted by the	for five	(5) years a l audit requ	ind iire-
	В.	Legislat Reports	ive Auditors. of audits cor		ments ar ns Items 2B	e met, then and 2C perm n office for	destroy nanent.
	c.	Auditors		-	(5) year	s then trans land State A	sfer to

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

Signature

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO. 1406 - 10 PAGE NO. 2 of 5

Item	Description	Retention
3.	BUDGET AND FISCAL PLANNING RECORDS:	
	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	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	I. Projections of Expenditures	Retain for one (1) year, then destroy.
4.	PAYROLL ACCOUNTING RECORDS:	
	 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 	Retain for three (3) years and until all audit requirements hav been fulfilled, then destroy.
5.	INMATE ACCOUNT RECORDS:	
J•	A. Computerized Inmate Statements B. Inmate Commissary Account Cards C. Inmate Ledger Cards	Retain for three years, then send to the State Records Center for seventeen (17) years, then destroy.
	D. Inmate Vouchers E. Inmate Register Receipts F. Inmate Time Sheets	Retain for three (3) years and until all audit requirements hav been fulfilled, then destroy.
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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO.1406 - 10 PAGE NO. 3 of 5

		[NO. 3 OI 5
Item No.	Description	Retention
6.	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
7.	LOCAL JAIL REIMBURSEMENT RECORDS: 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 MISCELLANEOUS ACCOUNTING RECORDS:	Review annually and destroy obsolete material Retain for five (5) years, then destroy.
	 A. Bank Books, Statements, and Deposit 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 	Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
	 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 	The second secon

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

SCHEDULE NO. 1406 - 10 PAGE NO. 4 of 5

		NO: 4 01 5
Item	Description	Dotontion
No.	Description	Retention
9.	T. Motor Vehicle Titles MISCELLANEOUS CORRESPONDENCE	Retain until vehicle is disposed of, then send title with vehicle according to instructions
		from DGS.
	The records in this series include, but are not limited to, some or all of the following:	Retain for one (1) year, then destroy.
	A. Letters to and from CountiesB. Letters about inmates accountsC. Letters about inmate and employee property claims	·
10.	STATE USE INDUSTRIES SERIES:	
	A. MAPICS Fixed Asset Report/ Depreciation Summary	Retain for three (3) years and
	B. Expenditure Summary by Object/ Sub-object	until all audit requirements have
	C. Transaction Analysis by Subobject	been fulfilled,
	D. Computer History	then destroy.
	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 & Adjustment Transaction Registers	
	S. A/R Unload/Load Report	`
	T. Order Entry Forms; Regular, Special & Immediate Release	
	U. DANO1 Report	
	V. Item Master List	
	W. Commission Worksheet	
	X. State Customer Yearly Commission	, , , ·
	Worksheet Y. Yearly Commission Worksheet	
	Z. Item Price List	

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

SCHEDULE NO. 1406 - 10 PAGE NO. 5 of 5

m	Description		Retention
Cm a m			
STAT	E USE INDUSTRIES SERIES (Continued):	<u> </u>	
AA.	Open Order by Item	İ	
AB.	Customer Master File List	1	
AC.	Customer Slip to List		
AD.	General Ledger Posting Reports	1	
AE.	SUI Financial Statements		
AF.	Daily Stock Relief Report	ļ	
AG.	Stock Movement Report In-House Purchase Order	Į.	
AI.	Inventory Stock Status Review		
AJ.	Inventory Transaction Register	1	
AK.	Inventory Batch Logs	İ	
AL.	FIFO Transaction Reconciliation	İ	
İ	Report		
AM.	Accounting Cost Summary Report	1	
AN.	Journal Entry Files		
AO.	Sales Journal/Report		
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	RECORDS MANAGE 7278 WATE P.O. I	GENERAL SERVICES EMENT DIVISION ERLOG ROAD BOX 278 EYLAND 20794	AGENCY RECORDS INVENTORY PAGE / OF 10	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Co		3. UNIT Finance AND USED AS A UNIT FOR	
DEFINITION-RECORD SERIES - REFEREN	CE AS WELL AS RET	TENTION AND DISPOS	ITION PURPOSES	
4. RECORD SERIES TITLE Finance General Accounting Re	ecords		5. EARLIEST YEAR/LATEST YEAR TO	
	THE SERIES.		ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES)	
A. Certificate of Deposit Deposit Slips		Po	etail of Transactions	
B. Memorandum of Adjustme C. STARS Reports	ents		rial Balance of General edger Accounts	
The reports in this seare not limited to, so following:	eries include, ome or all of	but the		
7. RECORD SERIES FORMAT(S)	6. RECORD SERIE	S SEQUENCE	9. VOLUME	
LETTER SIZE " MICROFILM	- ALPHABETI	CAL	FILE DRAWER(S)	
C LEGAL SIZE COMPUTER TAPE	- NUMERICAL		☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S)	
BOUND BOOK FLOPPY DISK	CHRONOLOG	ICAL	NUMBER OTHER (SPECIFY)	
AUDIO TAPE VIDEO TAPE	□ GEOGRAPHI	CAL	10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPE	cify)	FILE DRAWER(S) MICROFILM REEL(S) RUMBER COMPUTER TAPE(S)	
11. FILE IS USED ADAILY WEEKLY	- MONTHLY	ſ	S INACTIVE AFTER MONTH(S) PEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL	.OOR , ROOM)	(ERIES DUPLICATED ELSEVHERE? EGIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS THE YES		16. AUDIT REQUII	REMENTS ATE	
17. IS AN INDEX SYSTEM USED! (IF BRIEFLY AND DESCRIBE ANY HA			Retain for three (3) years and until all audit requirements have been fulfilled, then, destroy.	
. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		5/1/91	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 2 OF 10	
1. DEFARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT	
Correctional Services	Division of Co		Finance	
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECOR	DS NORMALLY FILED	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE	CE AS RELL AS RET	ENTION AND DISPOS		
Finance Special Accounting Re	ecords		5. EARLIEST YEAR/LATEST YEARTO	
		TYPES OF INCOME	ATION/DOCUMENTS/FORMS FOUND	
A. Reports Legisla B. Reports or agence Auditors	cies other tha	ducted by the ducted by pers n Legislative	RPOSE OR FUNCTION OF THE SEPIES	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE	e er er er	9. VOLUME	
D LETTER SIZE D MICROFILM	ALPHABETI	-	□ FILE DRAWER(S)	
LEGAL SIZE COMPUTER TAPE	D NIMERICAL		□ MICROFILM REEL(S)	
BOUND BOOK DELOPPY DISK			COMPUTER TAPE(S)	
audio Tape U Video Tape	CHRONOLOG			
· · · · · · · · ·	GEOGRAPHI		10. ANNUAL ACCUMULATION	
OTHER(SPECIFY)	OTHER(SPECIFY)		☐ FILE DRAWER(S) ☐ MICROFILM REEL(S) NUMBER ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)	
DAILY DEEKLY	□ MONTHLY		S INACTIVE AFTER MONTH(S) PYEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FI	LOOR, ROOM)		ERIES DUPLICATED ELSEWHERE?	
15. ACCESS RESTRICTIONS TO YE		16. AUDIT REQUI	REDAENTS	
(IF YES, CITE LAW(S) & REGULA	rion(s)	O NONE X ST	ATE O FEDERAL O INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDE	D RETENTION	
O YES O NO		i (a	ermanent. Retain n office for Five 5) years, there- fter transfer to D. St. Archives.	
. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Myles Carpeneto, Director of			Chla.	
Procurement Services	(301) 764-4113		5/1/41	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF G RECORDS MANAGE 7278 WATE P.O. B JESSUP, MAR	MENT DIVISION RLOO ROAD OX 275	AGENCY RECORDS INVENTORY PAGE 3 OF 10	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services DEFINITION-RECORD SERIES. A GROUP	2. DIVISION Division of Cor	3. UNIT		
	E AS WELL AS RET			
	mendment ion Action eage Reports (. INCLUDE THE PU	MATION/DOCUMENTS/FORMS FOUND PROSE OR FUNCTION OF THE SERVES	
7. RECORD SERIES FORMAT(S) LETTER SIZE MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK AUDIO TAPE VIDEO TAPE OTHER(SPECIFY)	LETTER SIZE " MICROFILM " ALPHABETI LEGAL SIZE " COMPUTER TAPE " NUMERICAL BOUND BOOK " FLOPPY DISK " CHRONOLOG AUDIO TAPE " VIDEO TAPE " GEOGRAPHI		9. VOLUME FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY) 10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) RUBBER COMPUTER TAPE(S)	
DAILY DEEKLY	OMONTHLY	NUMBER 14. IS RECORD S	COTHER(SPECIFY) S INACTIVE AFTER MONTH(S) D YEAR(S) ERIES DUPLICATED ELSEWHERE?	
15. ACCESS RESTRICTIONS OF YES (IF YES, CITE LAW(S) & REGULATION OF THE PRINCIPLE AND DESCRIBE ANY HARD YES ON NO	YES, EXPLAIN	16. AUDIT REQUIREMENTS NONE STATE D FEDERAL D INDEPENDENT 18. RECOMMENDED RETENTION Retain for three (3) years and until all audit requirements have been fulfilled,		
Myles Carpeneto, Director of Procurement Services	20. TELEPHONE N	then destro	21. DATE 5/1/9)	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FOREARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	RECORDS MANAGE	RLOO ROAD IOX 275	AGENCY RECORDS INVENTORY PAGE 4 OF 10	
	2. DIVISION Division of Correction OF RELATED RECORDS NORMALLY FILED			
4. RECORD SERIES TITLE Finance Payroll Accounting Re	•	ENTION AND DISPOS	5. EARLIEST YEAR/LATEST YEAR TOTO	
	THE SERIES. Ard File Register Time Report As and Time Sh	INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND PROSE OR FUNCTION OF THE SEPTES	
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 ALPHABETIC NUMERICAL CHRONOLOG GEOGRAPHIC OTHER(SPEC	CAL CAL	FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY) OTHER(SPECIFY) FILE DRAWER(S) MICROFILM REEL(S) RUBBER COMPUTER TAPE(S)	
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15. ACCESS RESTRICTIONS THE YES		16. AUDIT REQUI	REMENTS ATE - FEDERAL - INDEPENDENT	
17. IS AN INDEX SYSTEM USED! (IF BRIEFLY AND DESCRIBE ANY HA		Retain for (3) years until all requirement been fulfithen destr	three and audit ats have lled,	
Myles Carpeneto, Director of Procurement Services	20. TELEPHONE N (301) 764-4113	NUMBER	21. DATE 5/119	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	RECORDS MANAGE	RLOG ROAD OX 275	AGENCY RECORDS INVENTORY PAGE 5 OF 10
1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT
Correctional Services	Division of Cor		Finance
	OF RELATED RECOR		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
			TO
Finance Inmate Account Record 6. RECORD SERIES DESCRIPTION (PR			ATION/DOCUMENTS/FORMS FOUND
A. Computerized Inmate S B. Inmate Commissary Acc C. Inmate Ledger Cards D. Inmate Vouchers E. Inmate Register Recei F. Inmate Time Sheets	ount Cards		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIE		9. VOLUME
LETTER SIZE D MICROFILM	- ALPHABETI	CAL	□ MICROFILM REEL(S)
LEGAL SIZE COMPUTER TAPE	D NUMERICAL		COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL	OTHER(SPECIFY)
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OTHER(SPECIFY)	OTHER(SPE	CIFY)	FILE DRAWER(S) MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SPECIFY)
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13. CURRENT LOCATION(S) (BLDG.,F	LOOR, ROOM)	<u> </u>	PERIES DUPLICATED ELSEWHERE? PEGIFY AGENCY OR OFFICE)
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(IF YES, CITE LAW(S) & REGULA	T:0N(S)	□ NONE XST	ATE O FEDERAL O INDEPENDENT
17. IS AN INDEX SYSTEM USED! (IF BRIEFLY AND DESCRIBE ANY HU			D RETENTION Retain for 3 yrs., ne St. Records Center for 17 yrs
			rs. and until all audit ave been fulfilled, then
9. NAME AND TITLE OF PREPARER	20. TELEPHONE	YUMBER	21. DATE
Myles Carpeneto, Director of			
Procurement Services	(301) 764-4113		5/1/91

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)	DEPARTMENT OF G RECORDS MANAGE 7278 WATE P.O. B JESSUP, MAR	MENT DIVISION RLOO ROAD OX 275	AGENCY RECORDS INVENTORY PAGE 6 OF 10	
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Cor		3. UNIT Finance	
		ds normally filed Ention and dispos	AND USED AS A UNIT FOR	
4. RECORD SERIES TITLE Finance Inventory Control Rec			5. EARLIEST YEAR/LATEST YEARTO	
A. Materials R B. Receiving R C. Outdated Pe D. Physical In E. Over and Un F. Stolen Prop	equisitions eports rpetual Inventory Reports der Reports erty Reports erty Reports	include the Pu	ATION/DOCUMENTS/PORMS POUND RPOSE OR FUNCTION OF THE SEPIES;	
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 ALPHABETIC NUMERICAL CHRONOLOG 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) RUMBER COMPUTER TAPE(S)	
11. FILE IS USED WEEKLY	D MONTHLY		OTHER(SPECIFY) SINACTIVE AFTER MONTH(S) VEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FL	.cor, room)		ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS - YES		16. AUDIT REQUI	REMENTS ATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IP BRIEFLY AND DESCRIBE ANY HA		(3) y until requi been	n for three years and ' l all audit irements have fulfilled, destroy.	
Myles Carpeneto, Director of Procurement Services	20. TELEPHONE 1 (301) 764-4113	NUMBER	21. DATE 5/1/9	

STATE STREET TO SCHEDULE P.O. BOX 273 PAGE O 10	INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF G	MENT DIVISION	AGENCY RECORDS INVENTORY
Public Safety and Correction Finance DEFINITION-RECORD SERIES A SHOUP OF RELATED RECORDS NOMEMALLY FILED AND USED AS A UNIT FOR REFERENCE AS SETUL AS RETERITION AND DISPOSITION FURROWS 4. RECORD SERIES TITLE Finance Local Jail Reimbursement 4. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND 11 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) D. BOUND BOOK O FLOPPY DISK D. OTHER SIZE O MICROFILM LETTER SIZE O MICROFILM D. BOUND BOOK O FLOPPY DISK D. OTHER SPECIFY) D. OTHER SPECIFY D. OTHER SPECIFY D. OTHER SPECIFY D. OTHER SPECIFY 11. FILE IS USED D. DAILY RECORD SERIES SEQUENCE PAYMENT D. COMPUTER TAPE D. OTHER SPECIFY D. OTHER SPECIFY D. OTHER SPECIFY 12. FILE BECOMES INACTIVE AFTER D. OTHER SPECIFY 13. CURRENT LOCATION(S) (RLDG., FLOOR, ROOM) 14. IS RECORD SERIES DIPLICATED ELSEWHERE! (1F YES, CITE LANS) A RESULATION(S) 15. ACCESS RESTRICTIONS D. YES D NO 16. AUDIT REQUIREMENTS D. NONE STATE D FEDERAL O INDEPENDENT 17. IS AN INDEX SYSTEM USED! (1F YES, EXPLAIN BRIEFLY AND DESCRIBE ANY MARDHARM/SOFTMANE) D. YES D NO 18. RECORD SERIES DATE 19. RECORD SERIES DEPLICATED ELSEWHERE! (1F YES, CITE LANS) A RESULATION(S) 19. RECORD SERIES DEPLICATED ELSEWHERE! D. NONE STATE D FEDERAL O INDEPENDENT 19. RECORD SERIES DEPLICATED ELSEWHERE! ONE OF THE SERIES OF THE SERIES DEPLICATED ELSEWHERE! ONE OF THE SERIES OF THE SERIES DEPLICATED ELSEWHERE! ONE OF THE SERIES OF THE SERIES DEPLICATED ELSEWHERE! D. NONE STATE D FEDERAL O INDEPENDENT 19. RECORD SERIES DEPLICATED ELSEWHERE! ONE OF THE SERIES OF THE SERIES DEPLICATED ELSEWHERE! ONE OF THE SERIES OF THE SERIES OF THE SERIES OF THE SERIES OF THE SERIES OF THE SERIES OF THE SERIES OF THE SERIES OF THE SERIES OF THE SERIES OF THE SERIES OF THE SERIES OF THE SERIES OF THE SERIES OF THE SERIES OF THE SERIES OF THE SERIES OF THE SERIE		P.O. BOX 275		PAGE 7 OF 10
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(DG6 350-1)				
1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT	
Correctional Services	Division of Co	rrection	Finance	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE	(UMBER	21. DATE	
Myles Carpeneto, Director of			57/1/91	
Procurement Services	(301) 764-4113		ורוו ז פּ	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 880-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE 9 OF 10		
1. DEPARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Co	VISION ion of Correction		3. UNIT Finance	
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Myles Carpeneto, Director of Procurement Services	(301) 764-4113		21. DATE 5/1/91	