SCHEDULE DEPARTMENT OF GENERAL SERVICES DGS-550-1 NO.1406 - 14 Records Management Division REV. 7/86 PAGE RECORDS RETENTION AND DISPOSAL SCHEDULE NO. 1 of 4 Department of Public Safety and Correctional Services Division of Correction Division Agency Item No. Description Retention MANAGEMENT ANALYSIS AND AUDITS AREA: MARYLAND COMMISSION ON CORRECTIONAL **STANDARDS** This State agency audits correctional facilities every 18-24 months as mandated Retain at HQ until no longer by Maryland State law. administratively useful, then destrov. Α. Comments Audit Activities в. Standards Determined Not Applicable Standards in Noncompliance D. Significant Changes E. Descriptive Narrative 1. Physical Plant Inmate Programs & Services 2. 3. Staffing Pattern 4. Population Characteristics Chart for Noncompliance Completion Dates GRAND JURY INSPECTIONS: 2. Permanent. Retain Cover memo enclosing true test copy of at HQ until no report: longer admin-A. Statistical Data istratively use-В. Charge to Grand Jury ful, thereafter Correctional Institution Visits transfer to Md. Recommendations St. Archives. 3. DOC INSTITUTION AUDITS:

Schedule Approved by Department, Agency, or Division Representative

Cover Memo

2. Auditor

Activities
 Comments

1. Scope of Audit

Conducted by DOC Headquarters annually in a variety of program areas.

Schedule Authorized by

Date Signature Title

2/12/93 Elwade. Fry pate State Archivist

Retain at HQ until no longer administratively

useful, then

141

destroy.

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

SCHEDULE NO.1406 - 14 PAGE NO. 2 of 4

T.L		
Item No.	Description	Retention
	 B. List of Attendees at Entrance/Exit Conference C. Management Audit Forms for Audited DCR(s) (DC Form 20-10) D. DCR Audit Compliance Action Plan (DC Form 20-10bR) 	
4.	DEPT. OF PUBLIC SAFETY AND CORRECTIONAL SERVICES AUDITS Conducted randomly and upon request of DOC HQ and institutions. Citations are followed up by that office and by DOC HQ. Scope of Audit Findings Recommendations	Retain at HQ until no longer administratively useful, then destroy.
5.	DIVISION OF CORRECTION DIRECTIVES (DCD): Contains all or some of the following: I. References II. Applicable To III. Purpose IV. Definitions V. Policy VI. Procedure VII. Attachments VIII. Rescissions Management Audit Form (DC Form 20-10) Appendices (if any)	Permanent. Retain at HQ. Transfer periodically to Md. State Archives. Institutions retain until update received, then, destroy old copy.
6.	A. General correspondence B. Draft DCD C. Wardens' comments on draft DCDs D. Approval of legal sufficiency by Asst. Attorney General E. Approval by Secretary of DPSCS F. Original of DCD approved by Commissioner G. Printing Requisition	Permanent. Retain at HQ. Transfer periodi- cally to Md. State Archives.

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

SCHEDULE NO-1406 - 14 PAGE NO. 3 of 4

Item		
No.	Description	Retention
7.	INSTITUTIONAL DIRECTIVES	
	Each institution's regulations based on the Division of Correction Regulations. Contains all or some of the following:	HQ copy destroyed when update received; Institutions send one copy to the State Archives; Institutions retain for five (5) years, then destroy.
8.	INSTITUTIONAL DIRECTIVES HISTORY FILES:	Retain at insti-
	A. Draft copies of institutional directives being developed.B. Copies of old, rescinded or reviser directives.C. Memos of approval/disapproval review	tutions until no longer adminis- tratively useful, then destroy.
9.	DIVISION OF CORRECTION INFORMATION BULLETINS (DCIB) AND INSTITUTIONAL INFORMATION BULLETINS:	
	Impart various activities such as vacan- cies and other information not placed in regulations.	Retain for one (1) year, then destroy.
	I. Bulletin Number II. Date III. Subject	
10.	FORMS MANAGEMENT REGISTRY:	
	All State agencies are required to manage and control all forms currently in use.	HQ retains one copy of all current forms.
	A. Form Authorization and Registration (DC Form 20-laR) B. Copy of Current Form	Institutions retain one copy of their own forms. When a form is superseded, it is to be moved to the Forms Management History File.

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

SCHEDULE NO. 1406 - 14 PAGE NO. 4 of 4

. 		NO. 4 of 4
Item No.	Description	Retention
11.	FORMS MANAGEMENT HISTORY FILES: Related materials for developing, revising and rescinding forms A. Form Authorization and Registration (DC Form 20-laR) B. Copy of old rescinded or revised forms	Destroy when no longer adminis- tratively useful.
12.	AUDIT MISCELLANEOUS AND CORRESPONDENCE: A. Monthly Status Report of Institutional Directives reviewed by DOC HQ Program Directors B. Institutional Directives, general file C. Yearly Statistics on Issuance of DCRs, DCIBs, Institutional Directives and Change Notices issued to DCRs D. Special Assignments E. Staff Meetings Minutes F. Commissioner's Citations on Recognition of Achievement on MCCS Audits G. General correspondence H. MCCS General Information files	Retain 5 years, then destroy.

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$50-1) 1. DEFARTMENT/AGENCY Public Safety and Correctional Services DEFINITION-RECORD SERIES - A GROUP REFERENCE	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794 2. DIVISION Division of Correction OF RELATED RECORDS NORMALLY FILED ICE AS WELL AS RETENTION AND DISPOS		AGENCY RECORDS INVENTORY PAGE 1 or 12 3. UNIT Management Analysis and Audits AND USED AS A UNIT FOR
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· Maryland Commission on Correction			то
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		G. Chart	for Noncompliance Completion
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		5/1/91

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	INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY	
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Ī	(DGS 550-1)			PAGE 2 OF 12	
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	6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES) Cover memo enclosing true test copy of report:				
A. Statistical Data B. Charge to Grand Jury C. Correctional Institution Visits D. Recommendations					
	7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	S SEQUENCE	9. VOLUME	
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	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) 1. DEFARTMENT/AGENCY Public Safety and Correctional Services DEFINITION-RECORD SERIES. A GROUP REFERENCE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794 2. DIVISION Division of Correction P OF RELATED RECORDS NORMALLY FILED RCE AS WELL AS RETENTION AND DISPOS		AGENCY RECORDS INVENTORY PAGE 3 of 12 3. UNIT Management Analysis and Audits AND USED AS A UNIT FOR ITION PURPoses
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1. DEPARTMENT/AGENCY Public Safety and	2. DIVISION Division of Correction		3. UNIT Management Analysis	
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WITH RECORDS RETENTION SCHEDULE			PAGE 5 OF 12
DGS 350-1)			PAGE O OF 100
1. DEFARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT Management Analysis
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		5/1/9/
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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE DGS \$50-1) 1. DEFARTMENT/AGENCY Public Safety and Correctional Services DEFINITION-RECORD SERIES. A GROUP REFERENCE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794 2. DIVISION Division of Correction P OF RELATED RECORDS NORMALLY FILED NCE AS WELL AS RETENTION AND DISPOS		AGENCY RECORDS INVENTORY PAGE 6 of 12 3. UNIT Management Analysis and Audits AND USED AS A UNIT FOR
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Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	21. DATE 5/1/9/

DEFINITION-RECORD SERIES. A GROUP	DEFARTMENT OF GE RECORDS MANAGEM 7278 WATER P.O. BO JESSUP, MARY 2. DIVISION Division of Cor OF RELATED RECORD E AS WELL AS RETE	TENT DIVISION TLOO ROAD DX 278 TLAND 20794 Tection DE NORMALLY FILED	AGENCY RECORDS INVENTORY PAGE 7 or 12 3. UNIT Management Analysis and Audits AND USED AS A UNIT FOR
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Myles Carpeneto, Director of			5/1/91
Procurement Services	(301) 764-4113		07.17

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF CE	CENT DIVISION	AGENCY RECORDS INVENTORY
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE DGS 850+1)	7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		PAGE 8 OF 12
i. DEFARTMENT/AGENCY Public Safety and Correctional Services	2. DIVISION Division of Correction		3. UNIT Management Analysis and Audits
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Myles Carpeneto, Director of Procurement Services	(301) 764-4113	NUMBER	5/1/9/

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278		AGENCY RECORDS INVENTORY PAGE 9 OF 12
(DGS 550-1)	JESSUP, MARY	/LAND 20794	PAGE OF
1. DEFARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT Management Analysis
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17. IS AN INDEX SYSTEM USED? (IF		18. RECOMMENDE	D RETENTION
C YES C NO			Retain for one
· · · · · · · · · · · · · · · · · · ·			(1) year, then
			destroy.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Myles Carpeneto, Director of			5/1/91
Procurement Services	(301) 764-4113		101111
DGS 550-4 (REVISED 2/87)	-		

INSTRUCTIONSTYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS \$80-1) 1. DEFARTMENT/AGENCY Public Safety and Correctional Services	DEPARTMENT OF GE RECORDS MANAGEM 7278 WATER P.O. BO JESSUP, MARY 2. DIVISION Division of Cor	LOO ROAD X 275 LAND 20794	AGENCY RECORDS INVENTORY PAGE 10 of 12 3. UNIT Management Analysis and Audits
	OF RELATED RECORD CE AS WELL AS RETE		AND USED AS A UNIT FOR
4. RECORD SERIES TITLE Management Analysis and Audits Forms Management Registry			5. EARLIEST YEAR/LATEST YEARTO
	THE SERIES. are required rms currently tion and Regis laR)	to manage in use.	LATION/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 CHRONOLOGI GEOGRAPHIC OTHER(SPEC	CAL CAL	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)
11. FILE IS USED DAILY WEEKLY 13. CURRENT LOCATION(S) (BLDG.,F	MONTHLY	NUMBER 0	ES INACTIVE AFTER MONTH(S)
15. ACCESS RESTRICTIONS TYPES TO NO (IF YES, CITE LAW(S) & REGULATION(S) 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTEARE) TYPES TO NO		16. AUDIT REQUIREMENTS HQ retains one 18. RECOMMENDED RETENTION copy of all current forms. Institutions retain one copy of their own forms. When a form is superseded, it is to be moved to the Forms Management History. File.	
19. NAME AND TITLE OF PREPARER Myles Carpeneto, Director of Procurement Services	20. TELEPHONE (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	DEFARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY		
(DGS 550-1)			PAGE 11 OF 12		
1. DEFARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT Management Analysis		
Correctional Services	Division of Cor		and Audits		
	CE AS WELL AS RETE		AND USED AS A UNIT FOR		
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Related materials and rescinding for A. Form Authoriza (DC Form 20- B. Copy of old re	for developing ms tion and Regis	, revising	ATION/DOCUMENTS/FORMS FOUND PROSE OR FUNCTION OF THE SERIES;		
7. RECORD SERIES FORMAT(S) □ LETTER SIZE □ MICROFILM □ LEGAL SIZE □ COMPUTER TAPE □ BOUND BOOK □ FLOPPY DISK	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL CHRONOLOGICAL GEOGRAPHICAL OTHER(SPECIFY)		9. VOLUME FILE DRAWER(S) MICROFILM REEL(S) COMPUTER TAPE(S) OTHER(SPECIFY)		
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DAILY & WEEKLY	□ MONTHLY	Ī	MONTH(S) PYEAR(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 TO YES TO NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUIREMENTS			
17. IS AN INDEX SYSTEM USED? (IF YES.EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) UYES UNO		18. RECOMMENDED RETENTION Destroy when no longer administratively useful.			
	T				
Myles Carpeneto, Director of Procurement Services	20. TELEPHONE NUMBER 21. DATE 5/1/9/				

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7278 WATERLOO ROAD P.O. BOX 278 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY			
WITH RECORDS RETENTION SCHEDULE (DGS 350-1)			PAGE 12 OF 12			
1. DEFARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT Management Analysis and Audits			
Correctional Services	Division of Cor	receron				
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 Management Analysis and Audits			8. EARLIEST YEAR/LATEST YEAR			
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17. IS AN INDEX SYSTEM USED! (IF		18. RECOMMENDE	D RETENTION			
TYES D NO		Retain 5 years, then destroy.				
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE			
Myles Carpeneto, Director of		5/1/91				
Procurement Services	(301) 764-4113					