

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Public Safety  
and Correctional Services

Division of Correction

Agency

Division

Item No.	Description	Retention
1.	<p><b><u>TRAINING (EMPLOYEE) AREA</u></b></p> <p><b><u>INDIVIDUAL EMPLOYEE TRAINING RECORDS:</u></b></p> <p>These chronological records include all information related to the training received by any Division of Correction employee throughout his/her tenure of employment with the Division of Correction.</p> <p>A record on every Division of Correction employee, containing some or all of the following information, will be maintained and/or monitored by the Institutional Training Manager position at the institution level and by the Director of Staff Development and Training position at Headquarters.</p> <p>These records are confidential in nature, and are considered as being an extension of the employee's personnel file.</p> <p><b>A. TRAINING VERIFICATION LOG FORMS</b></p>	<p>Retain and maintain for current employees.</p> <p>Forward to respective ITM upon employee transfer.</p> <p>Forward to personnel department for inclusion in the employee's personnel file</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

11/1/91 Basil B. Day Asst. Comm. Date Signature Title

2/13/92 [Signature] Date State Archivist

Item No.	Description	Retention
	<p data-bbox="360 470 987 497"><b>B. PRE-SERVICE TRAINING RECORDS:</b></p> <ol data-bbox="439 534 1141 1449" style="list-style-type: none"> <li data-bbox="439 534 1141 625">1. Signed statements that employees have received a copy of handbook and prescribed orientation DCR's.</li> <li data-bbox="439 853 1141 910">2. Orientation Program Test Answer Sheets</li> <li data-bbox="439 949 1141 1040">3. Pre-service Firearms Pre-test, post-test and firearms score sheet information.</li> <li data-bbox="439 1391 1141 1449">4. Academy Completion Verification Forms</li> </ol>	<p data-bbox="1224 336 1533 463">upon termination of Division of Correction employment.</p> <p data-bbox="1224 534 1533 625">Do not retain in the training record.</p> <p data-bbox="1224 661 1533 817">Immediately forward for inclusion in the employee's personnel file.</p> <p data-bbox="1224 853 1533 910">Retain for current employees.</p> <p data-bbox="1224 949 1533 1070">Forward to respective ITM upon employee transfer.</p> <p data-bbox="1224 1108 1554 1357">Forward to personnel department for inclusion in employee's personnel file upon termination of DOC employment.</p> <p data-bbox="1224 1391 1533 1640">Retain one (1) copy for current employees in the ITM's file. Forward the ITM file copy upon employee transfer.</p> <p data-bbox="1224 1678 1554 1906">The original will be forwarded to the personnel department for inclusion in the employee's personnel record.</p>

Item No.	Description	Retention
	<p>5. Personnel Transaction Forms</p> <p>C. IN-SERVICE TRAINING RECORDS</p> <ol style="list-style-type: none"> <li>1. Test Answer sheets</li> <li>2. In-service firearms pre-test, post-test and firearms score sheet information</li> </ol> <p>D. EMPLOYEE APPRENTICESHIP INFORMATION - Correctional Officers employed by the Division of Correction have an opportunity to participate in a recognized apprenticeship program. Documentation of program participation may include some or all of the following information.</p> <ol style="list-style-type: none"> <li>1. Apprenticeship Application Form</li> <li>2. Apprenticeship Form H</li> </ol>	<p>Information will be logged on training verification forms, then the transaction forms will be destroyed.</p> <p>Retain for current employees.</p> <p>Forward to respective ITM upon employee transfer.</p> <p>Forward to personnel department for inclusion in employee's personnel file upon termination of DOC employment.</p> <p>Do not retain in the training record.</p> <p>Immediately forward for inclusion in the employee's personnel file.</p>

Item No.	Description	Retention
	<p>3. Apprenticeship Forms D, E and F</p>	<p>A copy will be retained in the ITM files for current employees. Forward the ITM file copy upon employee transfer.</p> <p>The original forms will be forwarded immediately for inclusion in the employee's personnel file.</p>
2.	<p><u>PROGRAM FILES:</u></p> <p>These files contain information related to a specific training program presented to employees. All information relative to a specific program will be grouped together in an orderly fashion. Program files may include some or all of the following:</p> <ul style="list-style-type: none"> <li>A. Training Schedules</li> <li>B. Rosters</li> <li>C. Sign-in Sheets</li> <li>D. Red Cross report sheets</li> <li>E. Matter of record reports</li> <li>F. Master set of Sign-in Sheets</li> </ul>	<p>Retain for two (2) years and until all audit requirements have been fulfilled, then forward to State Records Management Center for an additional 13 years, then destroy.</p>
3.	<p><u>INSTRUCTOR CERTIFICATION RECORDS:</u></p> <p>The records reflect the instructor certification information for those employees who provide training in the institutions. These records will be maintained in an orderly and chronological manner, and may contain any or all of the following information:</p>	

Item No.	Description	Retention
	<ul style="list-style-type: none"> <li>A. Letter requesting certification</li> <li>B. MPCTC-18 Form</li> <li>C. MPCTC-29 Form</li> <li>D. MPCTC Instructor Evaluation Checklist</li> <li>E. Certificates reflecting instructor expertise in specialized areas.</li> <li>F. MPCTC-22 Form</li> </ul>	<p>Retain for current employees.</p> <p>Forward to respective ITM upon employee transfer.</p> <p>Forward to personnel department for inclusion in employee's personnel file upon termination of DOC employment.</p>
4.	<p><u>TUITION REIMBURSEMENT RECORDS:</u></p> <p>The record for employees who participate in the tuition reimbursement program may include any or all of the following information:</p> <ul style="list-style-type: none"> <li>A. Career Development Plan(s)</li> <li>B. MS-551 request forms</li> <li>C. OS-1-TG forms</li> <li>D. OS-2-TG forms</li> <li>E. OS-3-TG forms</li> <li>F. OS-4-TG forms</li> </ul>	<p>Retain for current employees.</p> <p>Forward to respective ITM upon employee transfer.</p> <p>Forward to personnel department for inclusion in employee's personnel file upon termination of DOC employment.</p> <p>The HQ's training department maintains a master file on all current DOC program participants.</p>

Item No.	Description	Retention
	G. Tuition Reimbursement Quarterly Reports	<p>Retain each file for one (1) year after termination of DOC employment, then destroy.</p> <p>A copy of the quarterly report prepared by HQ will be forwarded to each ITM.</p> <p>Retain for three (3) years then, destroy.</p>
5.	<p><u>OUT-SERVICE TRAINING VERIFICATION RECORDS:</u></p> <p>In general, out-service training can be defined as training programs received by employees off-site or offered by external agencies. Out-service training verification can include any or all of the following information:</p> <ul style="list-style-type: none"> <li>A. Program brochure</li> <li>B. MS-551 form</li> <li>C. Out-of-State Travel Request</li> <li>D. Schedule of Training</li> <li>E. Syllabus/agenda</li> </ul>	<p>Retain for current employees.</p> <p>Forward to personnel department for inclusion in employee's personnel file upon termination of DOC employment.</p>

Item No.	Description	Retention
		The HQ's training department retains a master set of MS-551 forms and Out-of-State Travel Requests for one (1) year after the conclusion of the fiscal year, then destroy.
6.	<p><b><u>STUDENT EVALUATION FORMS:</u></b></p> <p>COMAR requirements state that employees participating in approved training programs must complete a student evaluation form.</p>	Retain for two (2) years and until all audit requirements have been fulfilled, then destroy.
7.	<p><b><u>LESSON PLANS AND TRAINING COMMISSION APPROVAL SHEETS:</u></b></p> <p>These documents record the actual training presented in the classroom as well as whether or not the materials were submitted to the Correctional Training Commission for approval.</p>	Retain for five (5) years at the institution, then send to the State Records Center for fifteen (15) years, then destroy.
8.	<p><b><u>RESOURCE MATERIALS:</u></b></p> <p>These materials include magazines, catalogs, newsletter, etc.</p>	<p>The HQ's training department retains a set of records for three (3) years, then destroy.</p> <p>Retain for three (3) years or until information becomes outdated, then destroy.</p>

Item No.	Description	Retention
9.	<p><u>MEMORANDA PRESCRIBING POLICIES AND PROCEDURES OR OTHER GUIDELINES TO FOLLOW:</u></p> <p>These letters may be written by the Commissioner, Assistant Commissioner, and chart a course of direction for training.</p>	Permanent. Retain until replaced by updated policies/procedures/guidelines, then transfer to Md. St. Archives
10.	<p><u>MINUTES FROM TRAINING MEETINGS:</u></p> <p>These documents transcribe the activities at quarterly training meetings.</p>	Retain for three (3) years and then destroy.
11.	<p><u>GENERAL CORRESPONDENCE:</u></p> <p>This is comprised of miscellaneous letters from various sources.</p>	Retain for three (3) years or until information is outdated, then destroy.



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

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

AGENCY RECORDS INVENTORY

PAGE 1 OF 11

1. DEPARTMENT/AGENCY  
Public Safety and  
Correctional Services

2. DIVISION  
Division of Correction

3. UNIT  
Training

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  
Individual Employee Training 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 )  
These chronological records include all information related to the training received by any Division of Correction employee throughout his/her tenure of employment with the Division of Correction.

A record on every Division of Correction employee, containing some or all of the following information, will be maintained and/or monitored by the Institutional Training Manager position at the institution level and by the Director of Staff Development and Training position at Headquarters.

These records are confidential in nature, and are considered as being an extension of the employee's personnel file.

A. Training Verification Log Forms B. Pre-Service Training C. In-Service Training Records

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 and maintain for current employees. Forward to respective ITM upon employee transfer. Forward to personnel department for inclusion in the employee's personnel file upon termination of Division of Correction employment.

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  
Training

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  
Training Program Files

5. EARLIEST YEAR/LATEST YEAR  
\_\_\_\_\_ TO \_\_\_\_\_

6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES )

These files contain information related to a specific training program presented to employees. All information relative to a specific program will be grouped together in an orderly fashion. Program files may include some or all of the following:

- A. Training Schedules
- B. Rosters
- C. Sign-in Sheets
- D. Red Cross report sheets
- E. Matter of record reports
- F. Master set of Sign-in 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)  
NUMBER \_\_\_\_\_

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
NUMBER \_\_\_\_\_  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
Retain for two years and until all audit requirements have been fulfilled, then forward to State Records Management Center for an additional 13 years, then destroy.

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

20. TELEPHONE NUMBER  
(301) 764-4113

21. DATE  
5/1/91

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

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  
Training

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  
Training Instructor Certification 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 )

The records reflect the instructor certification information for those employees who provide training in the institutions. These records will be maintained in an orderly and chronological manner, and may contain any or all of the following information:

Letter requesting certification  
MPCTC-18 Form  
MPCTC-29 Form  
MPCTC Instructor Evaluation

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 current employees.  
Forward to respective ITM upon employee transfer.  
Forward to personnel department for inclusion in employee's personnel file upon termination of DOC employment.

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  
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Training

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  
Training Tuition Reimbursement 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 )

The record for employees who participate in the tuition reimbursement program may include any or all of the following information:

- A. Career Development Plan(s)
- B. MS-551 request forms
- C. OS-1-TG forms
- D. OS-2-TG forms
- E. OS-3-TG forms
- F. OS-4-TG forms

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

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

9. VOLUME  
 FILE DRAWER(S)  
 MICROFILM REEL(S)  
 COMPUTER TAPE(S)  
 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 Retain for current  
 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 current employees.  
Forward to respective ITM upon employee transfer. Forward to personnel department for inclusion in employee's personnel file upon termination of DOC employment. The HQ's training department maintains a master file of all current DOC program participants.

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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Training

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  
Out-Service Training Verification 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 )

In general, out-service training can be defined as training programs received by employees off-site or offered by external agencies. Out-service training verification can include any or all of the following information:

- A. Program brochure
- B. MS-551 form
- C. Out-of-State Travel Request
- D. Schedule of Training
- E. Syllabus/agenda

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 current employees.  
Forward to personnel department for inclusion in employee's personnel file upon termination of DOC employment. The HQ's training dept. retains a master set of MS-551 forms and Out-of-State Travel Requests for one yr. after the conclusion of the fiscal year, 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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JESSUP, MARYLAND 20794

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Public Safety and  
Correctional Services

2. DIVISION  
Division of Correction

3. UNIT  
Training

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  
Training Student Evaluation Forms

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 )

COMAR requirements state that employees participating in approved training programs must complete a student evaluation form.

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

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

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

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

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

12. FILE BECOMES INACTIVE AFTER  
NUMBER \_\_\_\_\_  MONTH(S)  YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?  
(IF YES, SPECIFY AGENCY OR OFFICE)  
 YES  NO

15. ACCESS RESTRICTIONS  YES  NO  
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS  
 NONE  STATE  FEDERAL  INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)  
 YES  NO

18. RECOMMENDED RETENTION  
Retain for two (2) years 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  
7273 WATERLOO ROAD  
P.O. BOX 273  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 7 OF 11

1. DEPARTMENT/AGENCY  
Public Safety and  
Correctional Services

2. DIVISION  
Division of Correction

3. UNIT  
Training

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  
Training Lesson Plans and Training Commission Approval Sheets

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 )

These documents record the actual training presented in the classroom as well as whether or not the materials were submitted to the Correctional Training Commission for approval.

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

Retain for five yrs.  
18. RECOMMENDED RETENTION at the Institution then send to the State Records Center for 15 yrs., then destroy.  
The HQ's training department retains a set of records for three 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

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1. DEPARTMENT/AGENCY  
Public Safety and  
Correctional Services

2. DIVISION  
Division of Correction

3. UNIT  
Training

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  
Training Resource Materials

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 )

These materials include magazines, catalogs, newsletter, etc.

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 or until information becomes outdated, then destroy.

19. NAME AND TITLE OF PREPARER  
Myles Carpenetó, 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 9 OF 11

1. DEPARTMENT/AGENCY  
Public Safety and  
Correctional Services

2. DIVISION  
Division of Correction

3. UNIT  
Training

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 Training Memoranda Prescribing Policies and Procedures or Other Guidelines to Follow

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 )

These letters may be written by the Commissioner, Assistant Commissioner, and chart a course of direction for training.

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 until replaced by updated policies/procedures/guidelines, then transfer to Md. State Archives

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

20. TELEPHONE NUMBER  
(301) 764-4113

21. DATE  
5/1/91

<b>1. DEPARTMENT/AGENCY</b> Public Safety and Correctional Services	<b>2. DIVISION</b> Division of Correction	<b>3. UNIT</b> Training
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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

<b>4. RECORD SERIES TITLE</b> Training Minutes from Training Meetings	<b>5. EARLIEST YEAR/LATEST YEAR</b> _____ 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 )**

These documents transcribe the activities at quarterly training meetings.

<b>7. RECORD SERIES FORMAT(S)</b> <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____	<b>8. RECORD SERIES SEQUENCE</b> <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) _____	<b>9. VOLUME</b> <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) NUMBER _____
<b>10. ANNUAL ACCUMULATION</b> <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) NUMBER _____		

<b>11. FILE IS USED</b> <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY	<b>12. FILE BECOMES INACTIVE AFTER</b> NUMBER _____ <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)
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<b>13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)</b>	<b>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</b> (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input type="checkbox"/> NO
---	---

<b>15. ACCESS RESTRICTIONS</b> <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))	<b>16. AUDIT REQUIREMENTS</b> <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
--	--

<b>17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)</b> <input type="checkbox"/> YES <input type="checkbox"/> NO	<b>18. RECOMMENDED RETENTION</b>  Retain for three (3) years and then destroy.
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<b>19. NAME AND TITLE OF PREPARER</b> Myles Carpeneto, Director of Procurement Services	<b>20. TELEPHONE NUMBER</b> (301) 764-4113	<b>21. DATE</b> 5/1/91
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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  
7278 WATERLOO ROAD  
P.O. BOX 278  
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 11 OF 14

1. DEPARTMENT/AGENCY  
Public Safety and  
Correctional Services

2. DIVISION  
Division of Correction

3. UNIT  
Training

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  
Training General 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 )

This is comprised of miscellaneous letters from various sources.

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 or until information is outdated, 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