	· · · · · · · · · · · · · · · · · · ·	GS-550-1 EV. 7/80
SPOSAL SCHEDULE NO. 1 of	RECORDS RETENTION AND D	·
Division of Correction	ment of Public Safety rectional Services	
Division	Agency	
Retention	Description	tem Io.
	TRAINING (EMPLOYEE) AREA	TR
RECORDS:	INDIVIDUAL EMPLOYEE TRAINING	1. <u>I</u>
aining orrection enure of	These chronological records information related to the t received by any Division of employee throughout his/her employment with the Division tion.	i r e
all of the e maintained tutional the institu- r of Staff	A record on every Division of employee, containing some or following information, will and/or monitored by the Inst Training Manager position at tion level and by the Direct Development and Training pos Headquarters.	e f T t D
n extension	These records are confidenti and are considered as being of the employee's personnel	a
FORMS Retain and main tain for curren employees.	A. TRAINING VERIFICATION LO	A
Forward to res- pective ITM upo employee trans- fer.		
Forward to per- sonnel departme for inclusion i the employee's personnel file		
· · · · · · · · · · · · · · · · · · ·		
chedule Authorized by	e Approved by Department,	
sonnel depa for inclus the employe personnel f	e Approved by Department, or Division Representative	

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

SCHEDULE NO.1406 - 20 PAGE NO. 2 of 8

Item No.			Description	Retention
	в.	PRE	-SERVICE TRAINING RECORDS:	upon termination of Division of Correction em- ployment.
		1.	Signed statements that employees have received a copy of handbook and prescribed orientation DCR's.	Do not retain in the training record.
				Immediately forward for inclusion in the employee's personnel file.
		2.	Orientation Program Test Answer Sheets	Retain for cur- rent employees.
		3.	Pre-service Firearms Pre-test, post-test and firearms score sheet information.	Forward to respective ITM upon employee transfer.
			B	Forward to per- sonnel department for inclusion in employee's personnel file upon termination of DOC employment.
		4.	Academy Completion Verification Forms	Retain one (1) copy for current employees in the ITM's file. Forward the ITM file copy upon employee transfer.
				The original will be forwarded to the personnel department for inclusion in the employee's personnel record.

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

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SCHEDULE <u>NO. 1406 - 20</u> PAGE NO. 3 of 8

[tem No.	Description	Retention
	5. Personnel Transaction Forms	Information will be logged on training verification forms, then the transaction forms will be destroyed.
	C. IN-SERVICE TRAINING RECORDS	
	 Test Answer sheets In-service firearms pre-test, post-test and firearms score sheet information 	Retain for cur- rent employees. Forward to res- pective ITM upon employee trans- fer.
		Forward to per- sonnel departmen for inclusion in employee's per- sonnel file upon termination of DOC employment.
	D. EMPLOYEE APPRENTICESHIP INFORMATION - Correctional Officers employed by the Division of Correction have an oppor- tunity to participate in a recognized apprenticeship program. Documentation of program participation may include some or all of the following infor- mation.	
	 Apprenticeship Application Form Apprenticeship Form H 	Do not retain in the training record.
		Immediately forward for inclusion in the employee's personnel file.
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DGS-550-1A

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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO.^{1406 - 20} PAGE NO. 4 of 8

Item No.	Description	Retention
NO.	3. Apprenticeship Forms D, E and F	A copy will be retained in the ITM files for current employees. Forward the ITM file copy upon employee transfer.
		The original forms will be forwarded immediately for inclusion in the employee's personnel file.
2.	PROGRAM FILES: 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 	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.
3	INSTRUCTOR CERTIFICATION RECORDS:	
	The records reflect the instructor certi- fication 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 infor- mation:	

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

SCHEDULE NO.1406 - 20 PAGE NO. 5 of 8

Item No.	Description	Retention
	A. Letter requesting certification B. MPCTC-18 Form C. MPCTC-29 Form	Retain for cur- rent employees.
	 D. MPCTC Instructor Evaluation Checklist E. Certificates reflecting instructor expertise in specialized areas. 	Forward to respective ITM upon employee transfer.
	F. MPCTC-22 Form	Forward to personnel department for inclusion in employee's personnel file upon termination of DOC employment.
4.	TUITION REIMBURSEMENT RECORDS:	
	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 	Retain for cur- rent employees. Forward tó 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 on all current DOC program participants.

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

SCHEDULE NO.1406 - 20 PAGE NO. 6 of 8

<u></u>		
Item No.	Description	Retention
		Retain each file for one (l) year after termination of DOC employment, then destroy.
	G. Tuition Reimbursement Quarterly Reports	A copy of the quarterly report prepared by HQ will be forwarde to each ITM.
		Retain for three (3) years then, destroy.
5.	OUT-SERVICE TRAINING VERIFICATION RECORDS: In general, out-service training can be defined as training programs received by	
	employees off-site or offered by external agencies. Out-service training verifica- tion can include any or all of the follow- ing information:	
	A. Program brochure B. MS-551 form C. Out-of-State Travel Request D. Schedule of Training	Retain for cur- rent employees. Forward to
	E. Syllabus/agenda	personnel department for inclusion in employee's personnel file upon termination of DOC employment.

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DGS-550-1A

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO.1406 -20 PAGE NO. 7 of 8

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 con- clusion of the fiscal year, then destroy.
6.	STUDENT EVALUATION FORMS:	
	COMAR requirements state that employees participating in approved training pro- grams must complete a student evaluation form.	Retain for two (2) years and until all audit requirements have been fulfilled, then destroy.
7.	LESSON PLANS AND TRAINING COMMISSION APPROVAL SHEETS:	
	These documents record the actual training presented in the classroom as well as whether or not the materials were sub- mitted to the Correctional Training Commission for approval.	Retain for five (5) years at the institution, then send to the State Records Center for fifteen (15) years, then destroy.
		The HQ's training department retains a set of records for three (3) years, then destroy.
8.	RESOURCE MATERIALS:	
	These materials include magazines, catologs, newsletter, etc.	Retain for three (3) years or un- til information becomes outdated, then destroy.
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DGS-550-1A RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

SCHEDULE NO.1406 - 20 PAGE NO. 8 of 8

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

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	FORM FOR EACH NEW OR RECORDS MANAGEMENT DIVISION RECORD SERIES. FORWARD 7275 WATERLOO ROAD RDS RETENTION SCHEDULE P.O. BOX 275		AGENCY RECORDS INVENTORY
WITH RECORDS RETENTION SCHEDULE (DGS \$50-1)			H RECORDS RETENTION SCHEDULE P.O. BOX 275
1. DEFARTMENT/AGENCY Public Safety and	2. DIVISION Division of Cor		3. UNIT Training
Correctional Services		and the second	AND USED AS A UNIT FOR
REFERENC	CE AS WELL AS RET	NTION AND DISPOS	ITION PURPOSES
4. RECORD SERIES TITLE Individual Employee Tr	aining Records		5. EARLIEST YEAR/LATEST YEAR
6. RECORD SERIES DESCRIPTION (IN These chronological records include all employee throughout his/her tenure of e A record on every Division of Correction maintained and/or monitored by the Inst Director of Staff Development and Train These records are confidential in natur A. Training Verification Log Forms B 7. RECORD SERIES FORMAT(S)	THE SERIES. I information related employment with the D on employee, containing titutional Training M hing position at Head re, and are considered	INCLUDE THE PU to the training rec ivision of Correction ng some or all of the anager position at t quarters. Ind as being an extension of C. In-Service T	n. The following information, will be the institution level and by the sion of the employee's personnel file.
C LETTER SIZE C MICROFILM		EAL.	FILE DRAVER(S)
LEGAL SIZE COMPUTER TAPE		•	C MICROFILM REEL(S)
D BOUND BOOK G FLOPPY DISK	CHRONOLOG	ICAL	NUMBER O OTHER (SPECIFY)
DAUDIO TAPE D VIDEO TAPE		CAL	· · · · · · · · · · · · · · · · · · ·
	O OTHER(SPECIFY)		10. ANNUAL ACCUMULATION
11. FILE IS USED		12. FILE BECOME	S INACTIVE AFTER
DAILY O WEEKLY	O MONTHLY	0	MONTH(S) VEAR(S)
13. CURRENT LOCATION(S) (BLDG., FI	LOOR, ROOM)		ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS		16. AUDIT REQUI	REMENTS
(IF YES, CITE LAW(S) & REGULA	TION(S)	D NONE 17 ST	ATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		respective ITM upo	n for current employees. Forward to on employee transfer. Forward to per-
		sonnel department sonnel file upon t employment.	for inclusion in the employee's per- emmination of Division of Correction
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		5/1/91
DGS 550-4 (REVISED 2/87)			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORMARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) 1. DEFARTMENT/AGENCY Public Safety and Correctional Services	DEFARTMENT OF GET RECORDS MANAGEM 7273 WATER P.O. BO JESSUP, MARY 2. DIVISION Division of Corr	ENT DIVISION LOO ROAD X 275 LAND 20794	AGENCY RECORDS INVENTORY PAGE 2 or 11 3. UNIT Training		
DEFINITION RECORD SERIES A GROUP	OF RELATED RECORD	S NORMALLY FILED	AND USED AS A UNIT FOR		
REFERENC	E AS RELL AS RETE	NTION AND DISPOS	ITION PURPOSES		
4. RECORD SERIES TITLE	•		B. EARLIEST YEAR/LATEST YEAR		
Training Program Files					
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 A. Training Schedules to a specific training program presented B. Rosters to a specific program will be grouped C. Sign-in Sheets together in an orderly fashion. Program E. Matter of record reports files may include some or all of the F. Master set of Sign-in Sheets					
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	3. VOLUME		
LETTER SIZE D MICROFILM	ALPHARETIC		G FILE DRAVER(S)		
LEGAL SIZE COMPUTER TAPE	I NUMERICAL		COMPUTER TAPE(S)		
BOUND BOOK D FLOPPY DISK		CAL	NUMBER D OTHER (SPECIFY)		
	GEOGRAPHIC		·		
OTHER(SPECIFY)	C OTHER(SPEC		10. ANNUAL ACCUMULATION C FILE DRAVER(S) D MICROFILM REEL(S) NURSER C COMPUTER TAPE(S)		
11. FILE IS USED	- MONTHLY		COTHER(SPECIFY)		
13. CURRENT LOCATION(S) (BLDG., F	LOOR, ROOM)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)		
15. ACCESS RESTRICTIONS DYE (IF YES, CITE LAB(S) & REGULA		16. AUDIT REQUI	REMENTS		
17. IS AN INDEX SYSTEM USED? (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE			
CYES C NO		requirements ha to State Record	years and until all audit ve been fulfilled, then forward s Management Center for an ears, then destroy.		
		J			
19. NAME AND TITLE OF PREPARER Myles Carpeneto, Director of Procurement Servíces	20. TELEPHONE (301) 764-4113	NUMBER	21. DATE 5/1/91		
DGS 550-4 (REVISED 2/87)					

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORMARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1) 1. DEFARTMENT/AGENCY Public Safety and Correctional Services DEFINITION-RECORD SERIES. ^A GROUP REFERENCE	DEPARTMENT OF GE RECORDS MANAGEM 7278 WATER P.O. BO JESSUP, MARY 2. DIVISION Division of Corr OF RELATED RECORD E AS WELL AS RETE	ENT DIVISION LOO ROAD X 275 LAND 20794	AGENCY RECORDS INVENTORY PAGE 3 OF 11 3. UNIT Training AND USED AS A UNIT FOR ITION PURPOSES	
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR	
Training Instructor Certificati			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 certi- fication information for those employees Letter requesting certification who provide training in the institutions. MPCTC-18 Form These records will be maintained in an MPCTC-29 Form orderly and chronological manner, and may MPCTC Instructor Evaluation				
mation:			· · · · · · · · · · · · · · · · · · ·	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME	
LETTER SIZE D MICROFILM	ALPHANETIC	AL	G FILE DRAVER(S) MICROFILM REEL(S)	
CLEGAL SIZE COMPUTER TAPE	O NUMERICAL		COMPUTER TAPE(S)	
D BOUND BOOK D FLOPPY DISK		CAL	NUMBER OTHER (SPECIFY)	
CAUDIO TAPE VIDEO TAPE	GEOGRAPHIC	AL	10. ANNUAL ACCUMULATION	
O OTHER (SPECIFY)	O OTHER(SPEC		G FILE DRAWER(S) G MICROFILM REEL(S) FUNDER G COMPUTER TAPE(S)	
11. FILE IS USED	- MONTHLY		S INACTIVE AFTER MONTH(S) VEAR(S)	
13. CURRENT LOCATION(S) (BLDG., F	LCOR, RCOM)		ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS DYE (IF YES, CITE LAN(S) & REGULA		16. AUDIT REQUI □ NONE X ST	REMENTS	
17. IS AN INDEX SYSTEM USEDT (IF BRIEFLY AND DESCRIBE ANY H		18. RECOMMENDE Forward to respect Forward to personn	Retain for current D FETENTION employees. ive ITM upon employee transfer. el department for inclusion in el file upon termination of DOC	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE		21. DATE	

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)	DEPARTMENT OF GE RECORDS MANAGEN 7275 WATER P.O. BO	UENT DIVISION 2LOO ROAD 2X 275	AGENCY RECORDS INVENTORY
	JESSUP, MARY	LAND 20794	
1. DEFARTMENT/AGENCY Public Safety and	2. DIVISION		3. UNIT
Correctional Services	Division of Cor	and the second	Training
DEFINITION - RECORD SERIES - A GROUP	OF RELATED RECORD	NORMALLY FILED	AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	· ·		3. EARLIEST YEAR/LATEST YEAR
Training Tuition Reimbursement R	ecords		TO
······································		TYPES OF INFORM	ATION/DOCUMENTS/FORME FOUND
The record for employees who participate in the tuition reimbursement program may include any or all of the following information: A. Career Development Plan(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)	8. RECORD SERIES	SEQUENCE	9. VOLUME
CLETTER SIZE MICROFILM		AL .	G FILE DRAVER(S)
CLEGAL SIZE COMPUTER TAPE	O NUMERICAL		C MICROFILM REEL(S)
D BOUND BOOK D FLOPPY DISK	CHRONOLOG	ICAL	NUMBER OTHER (SPECIFY)
AUDIO TAPE O VIDEO TAPE	GEOGRAPHIC	CAL	10. ANNUAL ACCUMULATION
OTHER(SPECIFY)	O OTHER (SPEC	IFY)	FILE DRAWER(S)
			MICROFILM REEL(S)
			NUMBER COMPUTER TAPE(S)
11. FILE IS USED	<u>,</u>	12. FILE BECOME	ES INACTIVE AFTER
DAILY DWEEKLY	W MONTHLY		MONTH(S) [YEAR(S]
13. CURRENT LOCATION(S) (BLDG., F	LOOR, ROOM)	14. IS RECORD S	ERIES DUPLICATED ELSEWHERE? Pecipy Agency or office)
15. ACCESS RESTRICTIONS DYE (IF YES, CITE LAW(S) & REGULA			REMENTS Retain for current
17. IS AN INDEX SYSTEM USED? (IF BEIEFLY AND DESCRIBE ANY H O YES O NO		Forward to resp fer. Forward clusion in emp termination of training depart	Retain for current D RETENTION employees. pective ITM upon employee tran to personnel department for in loyee's personnel file upon DOC employment. The HQ's tment maintains a master file C program participants.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Myles Carpeneto, Director of Procurement Services	(301) 764-4113		5/1/91
DGS 550-4 (REVISED 2/87)			

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORMARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) 1. DEFARTMENT/AGENCY Public Safety and Correctional Services	DEPARTMENT OF GE RECORDS MANAGEM 7278 WATER P.O. BO JESSUP, MARY 2. DIVISION Division of Corr	ENT DIVISION LOO ROAD X 275 LAND 20794	AGENCY RECORDS INVENTORY PAGE <u>5</u> of <u>11</u> 3. UNIT Training
DEFINITION - RECORD SERIES . A GROUP	OF RELATED RECORD	S NORMALLY FILED	AND USED AS A UNIT FOR
A. RECORD SERIES TITLE	AS VELL AS RETE	NTION AND DISPOS	
Out-Service Training V	Verification Records		5. EARLIEST YEAR/LATEST YEAR
6. RECORD SERIES DESCRIPTION (THE SERIES.	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SEPTES
In general, out-service tr defined as training progra employees off-site or offe agencies. Out-service tra tion can include any or al ing information:	ams received by ered by externation of the second s	al B. MS-55 al C. Out-c ow- D. Schee	ram brochure 51 form of-State Travel Request dule of Training abus/agenda
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME
LETTER SIZE D MICROFILM	ALPHADETIC		FILE DRAVER(S)
LEGAL SIZE COMPUTER TAPE	C NUMERICAL	:	C MICROFILM REEL(S)
BOUND BOOK - FLOPPY DISK		CAL	NUMBER OTHER (SPECIFY)
audio Tape O Video Tape	GEOGRAPHIC	-	
O OTHER (SPECIFY)	O OTHER(SPECIFY)		10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM REEL(S) NUMBER COMPUTER TAPE(S) OTHER(SPECIFY)
11. FILE IS USED	12. FILE BECOME		IOTHER(SPECIFY)
DAILY DEEKLY			MONTH(S) ^D YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) YES D NO	
15. ACCESS RESTRICTIONS O YES O NO (IF YES, CITE LAW(S) & REGULATION(S) 17. IS AN INDEX SYSTEM USED? (IF YES.EDPLAIN BRIEFLY AND DESCRIBE ANY HARDBARE/SOFTWARE) O YES O NO		16. AUDIT REQUI	REMENTS
		Retain for current 18. RECOMMENDED RETENTION 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.	
Myles Carpeneto, Director of Procurement Services	. (301) 764-4113		5/191

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEFARTMENT OF GE RECORDS MANAGEM		AGENCY RECORDS INVENTORY	
REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)	7278 WATERLOO ROAD P.O. Box 275 Jessup, Maryland 20794		PAGE 6 OF 11	
1. DEFARTMENT/AGENCY	2. DIVISION		J. UNIT	
Public Safety and Correctional Services	Division of Cor:	rection	Training	
DEFINITION - RECORD SERIES - A GROUP			AND USED AS A UNIT FOR	
	CE AS YELL AS RETE	NTION AND DISPOS	TION PURPOSES	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Training Student Evaluation For			то	
COMAR requirer participating	THE SERIES. nents state that in approved tr nplete a studer	include the pur at employees aining pro-	ATION/DOCUMENTS/FORMS FOUND AFOSE OR FUNCTION OF THE SEPTES	
	T			
7. RECORD SERIES FORMAT(5)	8. RECORD SERIES	SEQUENCE	9. VOLUME	
C LETTER SIZE C MICROFILM	- ALPHABETIC	AL	G FILE DRAVER(S) G MICROFILM REEL(S) G COMPUTER TAPE(S) NUMBER G OTHER(SPECIFY)	
LEGAL SIZE COMPUTER TAPE	I NUMERICAL			
D BOUND BOOK D FLOPPY DISK		CAL		
- AUDIO TAPE - VIDEO TAPE	GEOGRAPHIC	CAL .	10. ANNUAL ACCUMULATION	
OTHER (SPECIFY)	C OTHER (SPEC	IFY)	FILE DRAVER(S)	
			MICROFILM REEL(S)	
11. FILE IS USED		12. FILE BECOME	C OTHER(SPECIFY)	
DAILY WEEKLY	O MONTHLY		MONTH(S) UYEAR(S)	
		RUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)			ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)	
15. ACCESS RESTRICTIONS O YES ONO		16. AUDIT REQUI	REMENTS	
(IF YES, CITE LAW(S) & REGULATION(S)		D NONE ST.	ATE GFEDERAL GINDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES D NO		18. RECOMMENDE	D RETENTION Retain for two (2) years and until all audit	
			requirements have been fulfilled, then destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	
Myles Carpeneto, Director of Procurement Services	(301) 764-4113	· · ·	57/1/91	
DGS 550-4 (DEVISED 2/87)				

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORMARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)	DEFARTMENT OF GE Records Managem 7275 Water P.O. Bo Jessup, Mary	ENT DIVISION LOO ROAD X 275	AGENCY RECORDS INVENTORY
1. DEFARTMENT/AGENCY	2. DIVISION		
Public Safety and			3. UNIT
Correctional Services	Division of Corr		AND USED AS A UNIT FOR
	CE AS RELL AS RETE		
4. RECORD SERIES TITLE	•		5. EARLIEST YEAR/LATEST YEAR
Training Lesson Plans and Train	ing Commission Ap	oproval Sheets	TO
6. RECORD SERIES DESCRIPTION (EFLY DESCRIBE THE	TYPES OF INFORM	ATION/DOCUMENTS/FORMS FOUND
These document presented in t whether or not mitted to the Commission for	he classroom a the materials Correctional T	ctual trainin s well as were sub-	RPOSE OR FUNCTION OF THE SEPTES
	• ·		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES	SEQUENCE	9. VOLUME
CLETTER SIZE C MICROFILM		AL	G FILE DRAVER(S)
CLEGAL SIZE COMPUTER TAPE		•	COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK		CAL	NUMBER OTHER SPECIFY)
	GEOGRAPHIC		
OTHER (SPECIFY)	OTHER (SPEC	-	10. ANNUAL ACCUMULATION
	- OTHER(Bred		GILE DRAWER(S) GINICROFILM REEL(S)
			NUMBER COMPUTER TAPE(S)
11. FILE IS USED	O MONTHLY		S INACTIVE AFTER MONTH(S) YEAR(S)
13. CURRENT LOCATION(S) (BLDG., F	LOOR, ROOM)		ERIES DUPLICATED ELSEWHERE? ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS TO YES TO NO (IF YES, CITE LAW(S) & REGULATION(S)		16. AUDIT REQUI	ATE GFEDERAL GINDEPENDENT
17. IS AN INDEX SYSTEM USEDT (19 Briefly and describe any H gyes g no		then send to the then send to the	Retain for five yrs D RETENTION at the Institution ne State Records Center for 1 troy. ing department retains a set three years, then destroy.
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
	(301) 764-4113		· · · · ·

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORMARD ITH RECORDS RETENTION SCHEDULE (DGS \$\$0-1)	DEPARTMENT OF GE Records Managem 7275 Water P.O. Bo Jessup, Mary	ENT DIVISION LOO ROAD X 275	AGENCY RECORDS INVENTOR	
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT	
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19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE	

INSTRUCTIONSTYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1) 1. DEFARTMENT/AGENCY Public Safety and Correctional Services DEFINITION-RECORD SERIES. A GROUP REFERENCE	DEPARTMENT OF GE RECORDS MANAGEM 7275 WATER P.O. BC JESSUP, MARY 2. DIVISION Division of Cor OF RELATED RECORD E AS WELL AS RETE	VENT DIVISION ALOO ROAD DX 275 TAND 20794 rection Tection	AGENCY RECORDS INVENTORY PAGE 9 of 11 3. UNIT Training AND USED AS A UNIT FOR LTICN PURPOSES
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19. NAME AND TITLE OF PREPARER Myles Carpeneto, Director of Procurement Services DGS 530-4 (REVISED 2/87)	20. TELEPHONE (301) 764-4113	NUMBER	21. DATE 5/1/91

		ENT DIVISION LOO ROAD X 275 LAND 20794 rection	AGENCY RECORDS INVENTOR
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