DGS-550-1
REV. 6/78

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. 1410

RECORDS RETENTION AND DISPOSAL SCHEDULE

Department of Public Safety and Correctional Services
Police and Correctional Training Commissions

AGENCY — DIVISION

Item No.	Description	Retention
1.	NOTICE OF PROBATIONARY APPOINTMENT These forms are completed by outside agencies to provide information to the Training Commissions on all new police and correctional officers.	Retain in the agency for 10 years after completion. Send to State Records Center for 20 years and then destroy.
2.	CORRECTIONAL TRAINING PROGRAM FILES Class rosters Attendance sheets Demerit and dismissal records Records pertaining to students'failure to complete the training program Test results Test scores Test answer keys Test questions	Retain in the agency for 15 years after end of training class. Send to the State Records Center for 20 years, and then destroy.
3.	ANNUAL TRAINING SCORES Annual in service training records and firearms qualification records received from agencies.	Retain for 10 years after training, then destroy.
4.	TRAINING PROGRAM APPROVAL RECORDS Training Course curricula Records of program approval	Retain in the agency for 10 years after training. Send to the State Records Center for 10 years and then destroy.
5.	MINUTES OF COMMMISSION MEETINGS	Periodically review and transfer to State Archives.
6.	AGENCY PLANS, POLICIES AND DIRECTIVES	Periodically review and transfer to State Archives.

Schedule Approved by Department, Agency, or Division Representative

10/11/91 — Date
Francis Moran — Signature
Asst. Dir. — Title

Schedule Authorized by Hall of Records Commission

9/23/92 — Date
Edward [illegible] — State Archivist

- PCTC

FORM-RM-1A
REV. 2/75

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO. 1410

Item No.	Description	Retention
7.	RESOURCE CENTER LOAN RECORDS	
	Film loan records	Retain for 3 years or until Audit requirements have been fulfilled. Then destroy.
8.	SUPERVISOR, ADMINISTRATOR, AND INSTRUCTOR TRAINING	
	Class rosters Attendance sheets Test results, Test scores Test questions Test answer keys	Retain in the agency for 15 years after end of Training class. Send to State Records Center for 20 years and then destroy.
9.	INSTRUCTOR CERTIFICATION RECORDS	
	Instructor application forms Proof of qualifications Correspondence and documentation used to determine eligibility.	Retain for 10 years after expiration of certification. Then destroy.
10.	CORRESPONDENCE WITH POLICE AND CORRECTIONAL AGENCIES	
	Correspondence between the Training Commissions and police or correctional agencies pertaining to the certification and training of officers.	Retain for 10 years. Then screen annually, and purge materials no longer needed.
11.	GENERAL ADMINISTRATIVE CORRESPONDENCE	
	Correspondence and miscellaneous material pertaining to the general operations of the Training Commissions.	Screen annually and purge material no longer needed.
12.	BUDGETARY AND FISCAL RECORDS	
	Training Commissions budget documents Purchase Acquisitions, Purchase orders Delivery receipts Payroll records, Exception time reports Expense accounts Mileage sheets	Retain for 5 years or until audit requirements have been fulfilled. Then screen annually and purge materials no longer needed.

PCTC

FORM-RM-1A
REV. 2/75

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO. 1410

Item No.	Description	Retention
13.	FIXED ASSET INVENTORY RECORDS	
	Correspondence, paper records and computer print-outs pertaining to maintenance of the Training Commissions' fixed assets inventory.	Retain for 4 years or until audit requirements have been fulfilled. Then screen annually and purge materials no longer needed.
14.	EMPLOYEE PERSONNEL RECORDS	
	Individual employee personnel records History cards Official personnel forms Address cards Medical reports Annual efficiency ratings Documents supporting promotions or reclassification.	Maintain in office while individual is employed with Agency and for 5 years after. Then destroy.
	Employee hiring records Certification eligibles lists Interview records Declination letters Other correspondence pertaining to the filling of vacancies in accordance with State regulations.	Retain for 4 years. Then destroy files no longer necessary for conducting business.
	Employee leave records Daily time sheets Summaries of leave earned and taken.	Retain for 4 years or until audit requirements have been fulfilled. 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

1. DEPARTMENT/AGENCY
PUBLIC SAFETY AND CORRECTIONAL SERVICES

2. DIVISION
POLICE AND CORRECTIONAL TRAINING COMMISSIONS

3. UNIT
CERTIFICATION

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
NOTICE OF PROBATIONARY APPOINTMENT

5. EARLIEST YEAR/LATEST YEAR
1970 TO 1991

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 forms are completed by outside agencies to provide information to the Training Commissions on all new police and correctional officers.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
47 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
2 1/2 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
30 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
POLICE AND CORRECTIONAL TRAINING COMMISSIONS
3085 HERNWOOD ROAD
WOODSTOCK, MARYLAND 21163

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

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S)
STATE GOVERNMENT ARTICLE, TITLE 10, SUBTITLE 6, PART III, SECTIONS 10-611 THRU 10-630, ANNOTATED CODE

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

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

18. RECOMMENDED RETENTION

Retain in the agency for 10 years after completion. Send to State Records Center for 20 years and then destroy.

19. NAME AND TITLE OF PREPARER
R. A. BROWNE
ADMINISTRATIVE OFFICER II

20. TELEPHONE NUMBER
(301) 442-2700

21. DATE
AUGUST 30, 1991

DGS 550-4 (REVISED 2/87)

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

1. DEPARTMENT/AGENCY: PUBLIC SAFETY AND CORRECTIONAL SERVICES

2. DIVISION: POLICE AND CORRECTIONAL TRAINING COMMISSIONS

3. UNIT: TRAINING ACADEMY

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: CORRECTIONAL TRAINING PROGRAM FILES

5. EARLIEST YEAR/LATEST YEAR: 1978 TO 1991

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

RECORDS IN THIS SERIES PROVIDE DOCUMENTATION OF STUDENTS' ATTENDANCE AND TRAINING AT THE CORRECTIONAL TRAINING ACADEMY. THESE RECORDS INCLUDE:

- Class rosters
- Attendance sheets
- Demerit and dismissal records
- Records pertaining to students' failure to complete the training program
- Test results
- Test scores
- Test answer keys
- Test questions

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY) _____

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY) _____

9. VOLUME
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

64 NUMBER

10. ANNUAL ACCUMULATION
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

5 NUMBER

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER 6 NUMBER
- [x] MONTH(S)
- [ ] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
POLICE AND CORRECTIONAL TRAINING COMMISSIONS
3085 HERNWOOD ROAD
WOODSTOCK, MARYLAND 21163

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

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S)
STATE GOVERNMENT ARTICLE, TITLE 10, SUBTITLE 6, PART III, SECTIONS 10-611 THRU 10-630, ANNOTATED CODE

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

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

18. RECOMMENDED RETENTION

Retain in the agency for 15 years after end of training class. Send to the State Records Center for 20 years, and then destroy.

19. NAME AND TITLE OF PREPARER
R.A. BROWNE
ADMINISTRATIVE OFFICER II

20. TELEPHONE NUMBER
(301) 442-2700

21. DATE
AUGUST 30 1991

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 3 OF 14
1. DEPARTMENT/AGENCY PUBLIC SAFETY AND CORRECTIONAL SERVICES	2. DIVISION POLICE AND CORRECTIONAL TRAINING COMMISSIONS	3. UNIT CERTIFICATION

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	5. EARLIEST YEAR/LATEST YEAR
ANNUAL TRAINING SCORES	1987 TO 1991

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

RECORDS IN THIS SERIES CONTAIN SCORES BY AGENCY OF OFFICERS WHO COMPLETE IN-SERVICE AND/OR FIREARMS TRAINING DURING ONE CALENDAR YEAR.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
■ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	■ ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ■ OTHER(SPECIFY) BY AGENCY	■ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY) 11 NUMBER
		10. ANNUAL ACCUMULATION ■ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY) 2 NUMBER

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ■ WEEKLY ☐ MONTHLY	1 NUMBER ☐ MONTH(S) ■ YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) POLICE AND CORRECTIONAL TRAINING COMMISSIONS 3085 HERNWOOD ROAD WOODSTOCK, MARYLAND 21163	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) STATE GOVERNMENT ARTICLE, TITLE 10, SUBTITLE 6, PART III, SECTIONS 10-611 THRU 10-630, ANNOTATED CODE	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 TEN YEARS AFTER TRAINING, THEN DESTROY.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
R. A. BROWNE ADMINISTRATIVE OFFICER II	(301) 442-2700	AUGUST 30, 1991

DGS 550-4 (REVISED 2/87)

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

1. DEPARTMENT/AGENCY
PUBLIC SAFETY AND CORRECTIONAL SERVICES

2. DIVISION
POLICE AND CORRECTIONAL TRAINING COMMISSIONS

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 APPROVAL RECORDS

5. EARLIEST YEAR/LATEST YEAR
1980 TO 1991

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

RECORDS IN THIS SERIES INCLUDE DESCRIPTIONS OF ANNUAL IN-SERVICE AND/OR FIREARMS TRAINING TO BE PROVIDED TO OFFICERS BY VARIOUS AGENCIES, COURSE CURRICULA PROVIDED BY THE AGENCIES, AND NOTIFICATIONS OF PROGRAM APPROVAL.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [x] OTHER(SPECIFY) BY AGENCY

9. VOLUME
14 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1½ NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
POLICE AND CORRECTIONAL TRAINING COMMISSIONS
3085 HERNWOOD ROAD
WOODSTOCK, MARYLAND 21163

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

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S)
STATE GOVERNMENT ARTICLE, TITLE 10, SUBTITLE 6, PART III, SECTIONS 10-611 THRU 10-630, ANNOTATED CODE

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

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

18. RECOMMENDED RETENTION

Retain in the agency for 10 years after training. Send to the State Records Center for 10 years and then destroy.

19. NAME AND TITLE OF PREPARER
R. A. BROWNE
ADMINISTRATIVE OFFICER II

20. TELEPHONE NUMBER
(301) 442-2700

21. DATE
AUGUST 30, 1991

DGS 350-4 (REVISED 2/87)

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

1. DEPARTMENT/AGENCY: PUBLIC SAFETY AND CORRECTIONAL SERVICES

2. DIVISION: POLICE AND CORRECTIONAL TRAINING COMMISSIONS

3. UNIT: EXECUTIVE DIRECTOR

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: MINUTES OF COMMMISSION MEETINGS

5. EARLIEST YEAR/LATEST YEAR: 1979 TO 1991

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

MINUTES OF POLICE TRAINING COMMISSION AND CORRECTIONAL TRAINING COMMISSION, EACH OF WHICH HAS A STATUTORY REQUIREMENT TO MEET QUARTERLY.

7. RECORD SERIES FORMAT(S)
- ■ LETTER SIZE
- ☐ LEGAL SIZE
- ☐ BOUND BOOK
- ☐ AUDIO TAPE
- ■ OTHER(SPECIFY): LOOSE LEAF BINDER
- ☐ MICROFILM
- ☐ COMPUTER TAPE
- ☐ FLOPPY DISK
- ☐ VIDEO TAPE

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☐ NUMERICAL
- ■ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY): _____

9. VOLUME
- 4 NUMBER
- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ■ OTHER(SPECIFY): BINDERS

10. ANNUAL ACCUMULATION
- 1 NUMBER
- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ■ OTHER(SPECIFY): BINDER

11. FILE IS USED N/A
☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
N/A NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
POLICE AND CORRECTIONAL TRAINING COMMISSIONS
3085 HERNWOOD ROAD
WOODSTOCK, MARYLAND 21163

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)
STATE GOVERNMENT ARTICLE, TITLE 10, SUBTITLE 6, PART III, SECTIONS 10-611 THRU 10-630 ANNOTATED CODE

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
Periodically review and transfer to State Archives.

19. NAME AND TITLE OF PREPARER
R. A. BROWNE
ADMINISTRATIVE OFFICER II

20. TELEPHONE NUMBER
(301) 442-2700

21. DATE
AUGUST 30, 1991

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

1. DEPARTMENT/AGENCY: PUBLIC SAFETY AND CORRECTIONAL SERVICES

2. DIVISION: POLICE AND CORRECTIONAL TRAINING COMMISSIONS

3. UNIT: EXECUTIVE DIRECTOR

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: AGENCY PLANS, POLICIES AND DIRECTIVES

5. EARLIEST YEAR/LATEST YEAR: 1980 TO 1991

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

RECORD SERIES CONTAINS DOCUMENTATION OF AGENCY PLANNING, AND OF POLICIES AND DIRECTIVES PROMULGATED BY THE EXECUTIVE DIRECTOR, SECRETARY OF PUBLIC SAFETY AND CORRECTIONAL SERVICES, OTHER STATE AGENCIES, OR THE GOVERNOR

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

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☐ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY) N/A

9. VOLUME
- 1 NUMBER
- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☑ OTHER(SPECIFY) BINDERS ON SHELVES

10. ANNUAL ACCUMULATION
- 1 NUMBER
- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☑ OTHER(SPECIFY)

11. FILE IS USED N/A
☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
N/A NUMBER ☐ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
POLICE AND CORRECTIONAL TRAINING COMMISSIONS
3085 HERNWOOD ROAD
WOODSTOCK, MARYLAND 21163

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

15. ACCESS RESTRICTIONS ■ YES ☐ NO
(IF YES, CITE LAW(S) & REGULATION(S)
STATE GOVERNMENT ARTICLE, TITLE 10, SUBTITLE 6, PART III, SECTIONS 10-611 THRU 10-630, ANNOTATED CODE

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
Periodically review and transfer to State Archives.

19. NAME AND TITLE OF PREPARER
R. A. BROWNE
ADMINISTRATIVE OFFICER II

20. TELEPHONE NUMBER
(301) 442-2700

21. DATE
AUGUST 30 1991

DGS 550-4 (REVISED 2/87)

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

1. DEPARTMENT/AGENCY: PUBLIC SAFETY AND CORRECTIONAL SERVICES

2. DIVISION: POLICE AND CORRECTIONAL TRAINING COMMISSIONS

3. UNIT: RESOURCE CENTER

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: RESOURCE CENTER LOAN RECORDS

5. EARLIEST YEAR/LATEST YEAR: 1975 TO 1991

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

Film loan records

7. RECORD SERIES FORMAT(S)
- ☐ LETTER SIZE
- ☐ MICROFILM
- ☐ LEGAL SIZE
- ☐ COMPUTER TAPE
- ☐ BOUND BOOK
- ☐ FLOPPY DISK
- ☐ AUDIO TAPE
- ☐ VIDEO TAPE
- ☒ OTHER(SPECIFY): 1/2 SHEET OF PAPER

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☐ NUMERICAL
- ☒ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

NUMBER: 3

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 3 ☒ MONTH(S) ☐ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
POLICE AND CORRECTIONAL TRAINING COMMISSIONS
3085 HERNWOOD ROAD
WOODSTOCK, MARYLAND 21163

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))
STATE GOVERNMENT ARTICLE, TITLE 10, SUBTITLE 6, PART III, SECTIONS 10-621 THRU 10-630, ANNOTATED CODE

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 FOUR YEARS (OR UNTIL AUDIT REQUIREMENTS HAVE BEEN FULFILLED) THEN DESTROY.

19. NAME AND TITLE OF PREPARER
R. A. BROWNE
ADMINISTRATIVE OFFICER II

20. TELEPHONE NUMBER
(301) 442-2700

21. DATE
AUGUST 30, 1991

DGS 550-4 (REVISED 2/87)

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

1. DEPARTMENT/AGENCY
PUBLIC SAFETY AND CORRECTIONAL SERVICES

2. DIVISION
POLICE AND CORRECTIONAL TRAINING COMMISSIONS

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
SUPERVISOR, ADMINISTRATOR, AND INSTRUCTOR TRAINING

5. EARLIEST YEAR/LATEST YEAR
1970 TO 1991

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

RECORDS IN THIS SERIES PROVIDE DOCUMENTATION OF STUDENTS ATTENDANCE AND TRAINING. THESE RECORDS INCLUDE:

Class rosters
Attendance sheets
Test results, Test scores
Test questions
Test answer keys

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
9 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [x] DAILY
- [ ] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
POLICE AND CORRECTIONAL TRAINING COMMISSIONS
3085 HERNWOOD ROAD
WOODSTOCK, MARYLAND 21163

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

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S)
STATE GOVERNMENT ARTICLE, TITLE 10, SUBTITLE 6, PART III, SECTIONS 10-611 THRU 10-630, ANNOTATED CODE

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain in the agency for 15 years after end of Training class. Send to State Records Center for 25 years and then destroy.

19. NAME AND TITLE OF PREPARER
R.A. BROWNE
ADMINISTRATIVE OFFICER II

20. TELEPHONE NUMBER
(301) 442-2700

21. DATE
AUGUST 30, 1991

DGS 550-4 (REVISED 2/87)

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 14
1. DEPARTMENT/AGENCY PUBLIC SAFETY AND CORRECTIONAL SERVICES	2. DIVISION POLICE AND CORRECTIONAL TRAINING COMMISSIONS	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	5. EARLIEST YEAR/LATEST YEAR
INSTRUCTOR CERTIFICATION RECORDS	1970 TO 1991

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

RECORDS IN THIS SERIES PROVIDE DOCUMENTATION OF INSTRUCTORS CREDENTIALS TO TEACH AT CERTIFIED ACADEMIES, AND INCLUDE:

Instructor application forms
Proof of qualifications
Correspondence and documentation used to determine eligibility.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
■ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	■ ALPHABETICAL ☐ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	18 NUMBER ■ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)
		10. ANNUAL ACCUMULATION 1 NUMBER ■ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY)

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
■ DAILY ☐ WEEKLY ☐ MONTHLY	5 NUMBER ☐ MONTH(S) ■ YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) POLICE AND CORRECTIONAL TRAINING COMMISSIONS 3085 HERNWOOD ROAD WOODSTOCK, MARYLAND 21163	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) STATE GOVERNMENT ARTICLE, TITLE 10, SUBTITLE 6, PART III, SECTIONS 10-611 THRU 10-630, ANNOTATED CODE	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 10 years after expiration of certification. Then destroy.
19. NAME AND TITLE OF PREPARER R. A. BROWNE ADMINISTRATIVE OFFICER II	20. TELEPHONE NUMBER (301) 442-2700
21. DATE AUGUST 30, 1991	

DGS 550-4 (REVISED 2/87)

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

1. DEPARTMENT/AGENCY: PUBLIC SAFETY AND CORRECTIONAL SERVICES

2. DIVISION: POLICE AND CORRECTIONAL TRAINING COMMISSIONS

3. UNIT: CERTIFICATION / 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: CORRESPONDENCE WITH POLICE AND CORRECTIONAL AGENCIES

5. EARLIEST YEAR/LATEST YEAR: 1965 TO 1991

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

Correspondence between the Training Commissions and police or correctional agencies pertaining to the certification and training of officers.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [x] OTHER(SPECIFY): BY AGENCY

9. VOLUME
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

46 NUMBER

10. ANNUAL ACCUMULATION
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

2 NUMBER

11. FILE IS USED
- [ ] DAILY
- [x] WEEKLY
- [ ] MONTHLY

12. FILE BECOMES INACTIVE AFTER 10 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
POLICE AND CORRECTIONAL TRAINING COMMISSIONS
3035 HERNWOOD ROAD
WOODSTOCK, MARYLAND 21163

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

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S)
STATE GOVERNMENT ARTICLE, TITLE 10, SUBTITLE 6, PART III, SECTIONS 10-611 THRU 10-630, ANNOTATED CODE

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

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

18. RECOMMENDED RETENTION

Retain for 10 years. Then screen annually, and purge materials no longer needed.

19. NAME AND TITLE OF PREPARER
R. A. BROWNE
ADMINISTRATIVE OFFICER II

20. TELEPHONE NUMBER
(301) 442-2700

21. DATE
AUGUST 30, 1991

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

1. DEPARTMENT/AGENCY: PUBLIC SAFETY AND CORRECTIONAL SERVICES

2. DIVISION: POLICE AND CORRECTIONAL TRAINING COMMISSIONS

3. UNIT: ADMINISTRATIVE SERVICES

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: GENERAL ADMINISTRATIVE CORRESPONDENCE

5. EARLIEST YEAR/LATEST YEAR: 1980 TO 1991

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

Correspondence and other miscellaneous material pertaining to the general operations of the Training Commissions.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [x] OTHER(SPECIFY): BY AGENCY

9. VOLUME
- 8 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
- 1/2 NUMBER
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

11. FILE IS USED
- [ ] DAILY
- [ ] WEEKLY
- [x] MONTHLY

12. FILE BECOMES INACTIVE AFTER
- 1 NUMBER
- [ ] MONTH(S)
- [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
POLICE AND CORRECTIONAL TRAINING COMMISSIONS
3085 HERNWOOD ROAD
WOODSTOCK, MARYLAND 21163

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

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S)
STATE GOVERNMENT ARTICLE, TITLE 10, SUBTITLE 6, PART III, SECTIONS 10-611 THRU 10-630, ANNOTATED CODE

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

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

18. RECOMMENDED RETENTION

Screen annually and purge material no longer needed.

19. NAME AND TITLE OF PREPARER
R. A. BROWNE
ADMINISTRATIVE OFFICER II

20. TELEPHONE NUMBER
(301) 442-2700

21. DATE
AUGUST 30 1991

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

1. DEPARTMENT/AGENCY: PUBLIC SAFETY AND CORRECTIONAL SERVICES

2. DIVISION: POLICE AND CORRECTIONAL TRAINING COMMISSIONS

3. UNIT: ADMINISTRATIVE SERVICES

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: BUDGETARY AND FISCAL RECORDS

5. EARLIEST YEAR/LATEST YEAR: 1978 TO 1991

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

RECORDS IN THIS SERIES INCLUDE:
Training Commissions budget documents
Purchase Acquisitions, Purchase orders
Delivery receipts
Payroll records, Exception time reports
Expense accounts
Mileage 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
8 NUMBER
- ■ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
1 NUMBER
- ■ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

11. FILE IS USED
☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 NUMBER ☐ MONTH(S) ■ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
POLICE AND CORRECTIONAL TRAINING COMMISSIONS
3085 HERNWOOD ROAD
WOODSTOCK, MARYLAND 21163

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)
STATE GOVERNMENT ARTICLE, TITLE 10, SUBTITLE 6, PART III, SECTIONS 10-611 THRU 10-630, ANNOTATED CODE

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 FOUR YEARS, OR UNTIL AUDIT REQUIREMENTS HAVE BEEN FULFILLED. THEN SCREEN ANNUALLY AND PURGE MATERIALS NO LONGER NEEDED.

19. NAME AND TITLE OF PREPARER
R. A. BROWNE
ADMINISTRATIVE OFFICER II

20. TELEPHONE NUMBER
(301) 442-2700

21. DATE
AUGUST 30, 1991

DGS 550-4 (REVISED 2/87)

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 13 OF 14
1. DEPARTMENT/AGENCY PUBLIC SAFETY AND CORRECTIONAL SERVICES	2. DIVISION POLICE AND CORRECTIONAL TRAINING COMMISSIONS	3. UNIT ADMINISTRATIVE SERVICES

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	5. EARLIEST YEAR/LATEST YEAR
FIXED ASSET INVENTORY RECORDS	— TO 1991

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

Correspondence, paper records and computer print-outs pertaining to maintenance of the Training Commissions' fixed assets inventory.

7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
■ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE ☐ BOUND BOOK ☐ FLOPPY DISK ☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER(SPECIFY)	☐ ALPHABETICAL ■ NUMERICAL ☐ CHRONOLOGICAL ☐ GEOGRAPHICAL ☐ OTHER(SPECIFY)	■ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY) 1 NUMBER
		10. ANNUAL ACCUMULATION ■ FILE DRAWER(S) ☐ MICROFILM REEL(S) ☐ COMPUTER TAPE(S) ☐ OTHER(SPECIFY) 1 NUMBER

11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER
☐ DAILY ☐ WEEKLY ■ MONTHLY	1 NUMBER ☐ MONTH(S) ■ YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) POLICE AND CORRECTIONAL TRAINING COMMISSIONS 3085 HERNWOOD ROAD WOODSTOCK, MARYLAND 21163	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ■ YES ☐ NO DPSCS OFFICE OF PROPERTY MANAGEMENT SERVICE
15. ACCESS RESTRICTIONS ■ YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S) STATE GOVERNMENT ARTICLE, TITLE 10, SUBTITLE 6, PART III, SECTIONS 10-611 THRU 10-630, ANNOTATED CODE	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 FOUR YEARS, OR UNTIL AUDIT REQUIREMENTS HAVE BEEN FULFILLED. THEN SCREEN ANNUALLY AND PURGE MATERIALS NO LONGER NEEDED.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
R. A. BROWNE ADMINISTRATIVE OFFICER II	(301) 442-2700	AUGUST 30, 1991

DGS 550-4 (REVISED 2/87)

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

1. DEPARTMENT/AGENCY: PUBLIC SAFETY AND CORRECTIONAL SERVICES

2. DIVISION: POLICE AND CORRECTIONAL TRAINING COMMISSIONS

3. UNIT: EXECUTIVE DIRECTOR

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: EMPLOYEE PERSONNEL RECORDS

5. EARLIEST YEAR/LATEST YEAR: — TO 1991

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

RECORDS IN THIS SERIES INCLUDE:

A. INDIVIDUAL EMPLOYEE PERSONNEL DOCUMENTATION

B. EMPLOYEE HIRING DOCUMENTATION

C. EMPLOYEE TIME AND LEAVE DOCUMENTATION

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
/ NUMBER
- ■ FILE DRAWER(S)
- □ MICROFILM REEL(S)
- □ COMPUTER TAPE(S)
- □ OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
/ NUMBER
- ■ FILE DRAWER(S)
- □ MICROFILM REEL(S)
- □ COMPUTER TAPE(S)
- □ OTHER(SPECIFY)

11. FILE IS USED: □ DAILY ■ WEEKLY □ MONTHLY

12. FILE BECOMES INACTIVE AFTER / NUMBER □ MONTH(S) ■ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
POLICE AND CORRECTIONAL TRAINING COMMISSIONS
3085 HERNWOOD ROAD
WOODSTOCK, MARYLAND 21163

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
■ YES □ NO DOP, CENTRAL PAYROLL, DPSCS

15. ACCESS RESTRICTIONS ■ YES □ NO
(IF YES, CITE LAW(S) & REGULATION(S)
STATE GOVERNMENT ARTICLE, TITLE 10, SUBTITLE 6, PART III, SECTIONS 10-611 THRU 10-630, ANNOTATED CODE

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
[OVER]

19. NAME AND TITLE OF PREPARER
R.A. BROWNE
ADMINISTRATIVE OFFICER II

20. TELEPHONE NUMBER
(301) 442-2700

21. DATE
AUGUST 30, 1991

18. RECOMMENDED RETENTION

A. Maintain in Offfice while individual is employed with Agency and for 5 years after. Then destroy.

B Retain for 3 years. Then destroy files no longer necessary for conducting business.

C RETAIN FOR FOUR YEARS OR, until audit requirements have been fulfilled. Then destroy.

JAN. 0 6 1992