

DGS-550-1  
REV. 7/86

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE  
NO. 1406 - 12

RECORDS RETENTION AND DISPOSAL SCHEDULE

PAGE  
NO. 1 of 6

Department of Public Safety  
and Correctional Services

Division of Correction

Agency

Division

Item No.	Description	Retention
	<b><u>HEALTH AND MENTAL HEALTH AREA</u></b>	
1.	<b><u>INMATE MEDICAL RECORD SERIES:</u></b>  This series includes all the medical forms, reports, and other materials containing inmate medical information, inmate grievance commission, emergency treatment (after regular hours), nurse treatment plan, physician assistant sick call.	Retain for two (2) years after inmate is re-released, then send to State Records Center to retain for thirteen (13) years, then destroy.
	A. <b>Section I: Identification/Prescription</b> 1. Inmate ID Sheet 2. Medical Staff Signature Sheet 3. Medication Order Sheet	
	B. <b>Section II: General Status</b> 1. Progress Notes 2. Medication Sheet 3. Intake Histories and Physicals 4. Periodic Histories and Physicals 5. Transfer Sheets 6. Exit Medical Record Review Summaries	
	C. <b>Section III: Tests and Reports</b> 1. Lab Tests 2. Radiology Reports 3. Diagnostic Reports	
	D. <b>Section IV: Inpatient Days</b> 1. Admission Histories and Physicals 2. Other inpatient Records and Charts	

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

11/1/91 *[Signature]*  
Date Signature Title

FEB 13 1992 *[Signature]*  
Date State Archivist

Item No.	Description	Retention
	<u>INMATE MEDICAL RECORD SERIES:</u> (continued)	
	E. Section V: Clinical Correspondence	
	<ol style="list-style-type: none"> <li>1. Consults (both on and off-site)</li> <li>2. Specialty Clinics</li> <li>3. Psychiatry</li> <li>4. Dental</li> <li>5. Optometry</li> <li>6. Dietary</li> </ol>	
	F. Section VI: Administrative Correspondence	
	<ol style="list-style-type: none"> <li>1. Refusal Sheets</li> <li>2. Excuse From Work Sheets</li> <li>3. Requests to Security</li> <li>4. Legal Correspondence</li> <li>5. Insurance Correspondence</li> <li>6. Miscellaneous Letters</li> <li>7. Receipts for Equipment/Prosthesis</li> <li>8. Copies of Various Requests</li> <li>9. Accident/Injury Reports</li> <li>10. Medical Alert Forms</li> <li>11. Concerns of Managing Officers</li> <li>12. Consultant</li> <li>13. Staff Meetings-Commissioner</li> <li>14. 528 Barn</li> </ol>	
2.	<u>QUALITY ASSURANCE SERIES:</u>	Retain for two (2) years, then send to the State Records Center for thirteen (13) years, then destroy.
	A. First Draft	
	B. Interdepartmental Memos	
	C. Pharmacy Services	
	D. Rehabilitation Programs	
	E. P.A. Regulations	
	F. Basic Health Services	
	G. Medical Review-Division	
	H. Hearing Impaired	
	I. Survey Responses	
	J. Institutions	
	K. Procedure Manuals	
	L. Audits	
	M. Reports	
	N. Occupational Health	

Item No.	Description	Retention
3.	<p><u>INFECTIOUS DISEASE SERIES:</u></p> <p>A. Grant Application-Hep B B. Venereal Disease C. MHC Syphilis Outbreak D. Prevalence Study</p>	<p>Retain for two (2) years, then send to the State Records Center for thirteen (13) years, then destroy.</p>
4.	<p><u>MEDICAL CONTRACT SERIES:</u></p> <p>A. Contractors-Basil, PHP, CMS B. Statistics C. RFP-Jessup D. Montefiore Hospital E. University Hospital F. MRDCC X-ray G. Radiology Technicians H. Associated Radiologists I. Dental Service Bids</p>	<p>Retain for two (2) years, then send to the State Records Center for thirteen (13) years, then destroy.</p>
5.	<p><u>BUDGET SERIES:</u></p> <p>A. Supplemental Budget Request B. Equipment C. Purchases D. Hospital Billing</p>	<p>Retain for two (2) years, then send to the State Records Center for thirteen (13) years.</p>
6.	<p><u>RESEARCH FILES SERIES:</u></p> <p>A. Papers B. AMA-MD Jail Project C. Nutrition</p>	<p>Permanent. Transfer periodically to the Maryland State Archives</p>
7.	<p><u>MENTAL HEALTH SERIES:</u></p> <p>A. Local Jails B. Data C. Hospitalization D. Therapeutic Parole E. Psychological Services F. Mental Health Information G. Other Systems H. Mental Health Discharge Records</p>	<p>Retain for two (2) years, then send to the State Records Center for thirteen (13) years, then destroy.</p>

Item No.	Description	Retention
8.	<p><b><u>INSTITUTIONS SERIES:</u></b></p> <p>A. Roxbury  B. Somerset Facilities  C. Central Laundry  D. Clifton T. Perkins  E. MRDCC  F. BPRU  G. Women's Pre-Release  H. Jessup Pre-Release  I. Personnel  J. MHC Annex</p>	Retain for two (2) years, then send to the State Records Center for thirteen (13) years, then destroy.
9.	<p><b><u>MEDICAL STATISTICAL REPORTS SERIES:</u></b></p> <p>A. Monthly Medical Statistics  B. Monthly Recording-Inpatient Days  C. Monthly recording of population count, emergency treatment of employees  D. Monthly report of number of inmates seen in on-site clinics  E. Monthly report of inmates seen in off-site clinics  F. Monthly reports from RCI and MCTC  G. Monthly reports from antietam Health Services Pharmacy</p>	Retain for two (2) years, then send to the State Records Center for thirteen (13) years, then destroy.
10.	<p><b><u>MASTER PATIENT INDEX (ROLODEX) CARDS:</u></b></p> <p>This series contains the Master Patient Index (Rolodex) card which is kept on each inmate. The card is pulled from the active file upon transfer to another facility or release from the DOC. Each card contains:</p> <p>1. Inmate's Name  2. DOC #  3. Date of Birth  4. Date came into prison system  5. Date came to institution  6. Cell location/Institution  7. Date transferred or released</p>	Retain for two (2) years, then send to the State Records Center for thirteen (13) years, then destroy.
11.	<p><b><u>INMATE MENTAL HEALTH RECORD SERIES:</u></b></p> <p>This series include all psychiatric and psychological reports, and other medical related information.</p> <p>A. Front Cover</p>	Retain for two (2) years after the inmate's release, then send to the State Records Center

Item No.	Description	Retention
	<p><u>INMATE MENTAL HEALTH RECORD SERIES:</u> (continued)</p> <p>The inmate's name and number shall be displayed, for each access and filing using inmate identification number or last name.</p> <p><b>B. Section I: Open Chart</b></p> <ol style="list-style-type: none"> <li>1. Admission/Discharge Checklist</li> <li>2. Patient Consent Forms</li> <li>3. Staff Signature Documentation</li> </ol> <p><b>C. Section II: Admission Status</b></p> <ol style="list-style-type: none"> <li>1. Psychiatrist Admission Note</li> <li>2. Psychologist Admission Note</li> <li>3. Initial Nursing Assessment</li> <li>4. Occupational Therapists' Assessment</li> <li>5. Psychological Testing Results</li> </ol> <p><b>D. Section III: Orders</b></p> <ol style="list-style-type: none"> <li>1. Physician Orders Sheets</li> <li>2. Mental Health Unit Order Forms</li> </ol> <p><b>E. Section IV: Rehab and Therapy</b></p> <ol style="list-style-type: none"> <li>1. Individual Treatment Plan</li> <li>2. Other Rehab Forms</li> </ol> <p><b>F. Section V: Progress Notes</b></p> <ol style="list-style-type: none"> <li>1. Nurses' Notes</li> <li>2. Psychiatrist Notes</li> <li>3. Psychologist Notes</li> </ol> <p><b>G. Section VI: Special Reports</b></p> <ol style="list-style-type: none"> <li>1. Lab Reports</li> <li>2. Consultants</li> </ol> <p><b>H. Section VII: Other Status Report</b></p> <ol style="list-style-type: none"> <li>1. Seclusion/Observation Monitoring</li> <li>2. Flow Charts</li> <li>3. Activity Records</li> </ol>	<p>thirteen (13) years, then destroy.</p>

Item No.	Description	Retention
	<p data-bbox="360 374 1032 436"><u>INMATE MENTAL HEALTH RECORD SERIES:</u> (continued)</p> <p data-bbox="360 470 1053 500">I. Section VIII: Treatment Records</p> <ol data-bbox="437 534 1186 597" style="list-style-type: none"><li>1. Medication Administration Records</li><li>2. Abnormal Involuntary Movement Scale</li></ol> <p data-bbox="360 632 1073 661">J. Section IX: History and Physical</p> <ol data-bbox="437 695 1015 789" style="list-style-type: none"><li>1. Medical History</li><li>2. Physical Examination Forms</li><li>3. Transfer Chart Review Form</li></ol> <p data-bbox="360 887 1073 917">K. Section X: Miscellaneous Records</p> <ol data-bbox="437 951 1172 1172" style="list-style-type: none"><li>1. Prior Discharge Summaries</li><li>2. Prior Treatment Records</li><li>3. Notice From Security/Tickets</li><li>4. Inmate's Consent to Release Information</li><li>5. Chart Audits Forms</li><li>6. Letters Written by Inmate to Staff</li></ol>	

**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  
Health and Mental Health

**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 Health and Mental Health  
Inmate Medical Record Series

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 series includes all the medical forms, reports, and other materials containing inmate medical information, inmate grievance commission, emergency treatment (after regular hours), nurse treatment plan, physician assistant sick call.

Identification/Prescription  
General Status  
Tests and Reports  
Inpatient Days  
Clinical Correspondence  
Administrative Correspondence

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 2 years after inmate is released, then send to State Records Center to retain for 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 550-1)

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

AGENCY RECORDS INVENTORY

PAGE 2 OF 11

1. DEPARTMENT/AGENCY  
Public Safety and  
Correctional Services

2. DIVISION  
Division of Correction

3. UNIT  
Health and Mental Health

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 Health and Mental Health  
Quality Assurance Series

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 )

- |                            |                        |
|----------------------------|------------------------|
| A. First Draft             | I. Survey Responses    |
| B. Interdepartmental Memos | J. Institutions        |
| C. Pharmacy Services       | K. Procedure Manuals   |
| D. Rehabilitation Programs | L. Audits              |
| E. P.A. Regulations        | M. Reports             |
| F. Basic Health Services   | N. Occupational Health |
| G. Medical Review-Division |                        |
| H. Hearing Impaired        |                        |

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)  
NUMBER  OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)  
 MICROFILM REEL(S)  
NUMBER  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)

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, then send to the State Records Center for thirteen (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 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 11

1. DEPARTMENT/AGENCY  
Public Safety and  
Correctional Services

2. DIVISION  
Division of Correction

3. UNIT  
Health and Mental Health

**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 Health and Mental Health  
Infectious Disease Series

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 )

- A. Grant Application-Hep B
- B. Venereal Disease
- C. MHC Syphilis Outbreak
- D. Prevalence Study

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, then send to the State Records Center for thirteen (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 550-1)

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

AGENCY RECORDS INVENTORY

PAGE 4 OF 11

1. DEPARTMENT/AGENCY  
Public Safety and  
Correctional Services

2. DIVISION  
Division of Correction

3. UNIT  
Health and Mental Health

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 Health and Mental Health  
Contract Series

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 )

- A. Contractors-Basil, PHP, CMS
- B. Statistics
- C. RFP-Jessup
- D. Montefiore Hospital
- E. University Hospital
- F. MRDCC X-ray
- G. Radiology Technicians
- H. Associated Radiologists
- I. Dental Service Bids

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, then send to the State Records Center for thirteen (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 550-1)

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

AGENCY RECORDS INVENTORY

PAGE 5 OF 11

1. DEPARTMENT/AGENCY  
Public Safety and  
Correctional Services

2. DIVISION  
Division of Correction

3. UNIT  
Health and Mental Health

**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  
Health and Mental Health  
Budget Series

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 )

- A. Supplemental Budget Request
- B. Equipment
- C. Purchases
- D. Hospital Billing

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, then send to the State Records Center for thirteen (13) years.

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

20. TELEPHONE NUMBER  
(301) 764-4113

21. DATE  
5/1/91

<b>INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1.)</b>		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		<b>AGENCY RECORDS INVENTORY</b>  PAGE <u>6</u> OF <u>11</u>	
<b>1. DEPARTMENT/AGENCY</b> Public Safety and Correctional Services		<b>2. DIVISION</b> Division of Correction		<b>3. UNIT</b> Health and Mental Health	
<b>DEFINITION-RECORD SERIES-</b> 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> Health and Mental Health Research Files Series				<b>5. EARLIEST YEAR/LATEST YEAR</b> _____ TO _____	
<b>6. RECORD SERIES DESCRIPTION ( BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)</b>  A. Papers B. AMA-MD Jail Project C. Nutrition					
<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 type="checkbox"/> MONTHLY			<b>12. FILE BECOMES INACTIVE AFTER</b> NUMBER _____ MONTH(S) <input type="checkbox"/> YEAR(S)		
<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 checked="" type="checkbox"/> NONE <input 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 two (20) years. Review annually. Destroy all reference materials which are no longer useful.		
<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	

**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 7 OF 11

1. DEPARTMENT/AGENCY  
Public Safety and  
Correctional Services

2. DIVISION  
Division of Correction

3. UNIT  
Health and Mental Health

**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 Health and Mental Health  
Mental Health Series

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)

- A. Local Jails
- B. Data
- C. Hospitalization
- D. Therapeutic Parole
- E. Psychological Services
- F. Mental Health Information
- G. Other Systems
- H. Mental Health Discharge 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)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED  
 DAILY  WEEKLY  MONTHLY

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

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, then send to the State Records Center for thirteen (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 550-1)

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

AGENCY RECORDS INVENTORY

PAGE 8 OF 11

1. DEPARTMENT/AGENCY  
Public Safety and  
Correctional Services

2. DIVISION  
Division of Correction

3. UNIT  
Health and Mental Health

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 Health and Mental Health  
Institutions Series

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)

A. Roxbury  
B. Somerset Facilities  
C. Central Laundry  
D. Clifton T. Perkins  
E. MRDCC  
F. BPRU

G. Women's Pre-Release  
H. Jessup Pre-Release  
I. Personnel  
J. MHC Annex

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, then send to the State Records Center for thirteen (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 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  
Health and Mental Health

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 Health and Mental Health  
Statistical Reports Series

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 )

- A. Monthly Medical Statistics
- B. Monthly Recording-Inpatient Days
- C. Monthly recording of population count, emergency treatment of employees
- D. Monthly report of number of inmates seen in on-site clinics
- E. Monthly report of inmates seen in off-site clinics
- F. Monthly reports from RCI and MCTC

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, then send to the State Records Center for thirteen (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 550-1)**

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

AGENCY RECORDS INVENTORY

PAGE 10 OF 11

1. DEPARTMENT/AGENCY  
Public Safety and  
Correctional Services

2. DIVISION  
Division of Correction

3. UNIT  
Health and Mental Health

**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 Health and Mental Health  
Master Patient Index (Rolodex) Cards

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 series contains the Master Patient Index (Rolodex) card which is kept on each inmate. The card is pulled from the active file upon transfer to another facility or release from the DOC. Each card contains:  
1. Inmate's Name  
2. DOC #  
3. Date of Birth  
4. Date came into prison system

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, then send to the State Records Center for thirteen (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



<b>1. DEPARTMENT/AGENCY</b> Public Safety and Correctional Services	<b>2. DIVISION</b> Division of Correction	<b>3. UNIT</b> Health and Mental Health
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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> Health and Mental Health Inmate Mental Health Record Series	<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 )**

This series include all psychiatric and psychological reports, and other medical related information.

Front Cover Open Chart Admission Status Orders Rehab and Therapy Progress Notes Special Reports	Other Status Report Treatment Records History and Physical Miscellaneous Records
---	---

<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 checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	<b>12. FILE BECOMES INACTIVE AFTER</b> NUMBER _____ <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)
---	---

<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 two years after the inmate's release, then send to the State Records Center.
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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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