

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. 1616

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Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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Supersedes 1222

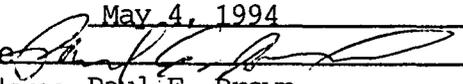
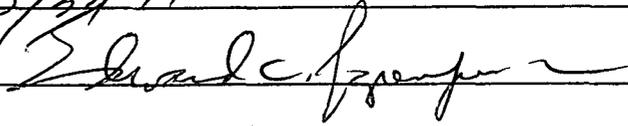
PERSONNEL AREA

1. PERSONNEL FOLDERS:

This folder may contain all or some of the following documents:

- A. Application
- B. Appointment Letters
- C. Correspondence Relating to New Appointment
- D. Personnel Payroll Form
- E. Personnel Transaction Form
- F. Health Insurance Form
- G. CPB Form
- H. Governor's Policy on Substance Abuse
- I. Handicap Employee Survey
- J. Investigation Form
- K. Retirement Form
- L. Change of Address Forms
- M. Charges for Removal
- N. Commendations
- O. Counseling Sessions
- P. Disciplinary Actions
- Q. Efficiency Ratings
- R. General Correspondence
- S. Grievance Actions
- T. Leave Forms
- U. Medical Documentation
- V. Probation
- W. Promotions
- X. Accident Leave
- Y. Reclassifications
- Z. Resumes
- AA. Suggestion File
- AB. Suspension Actions
- AC. Training
- AD. Letter of Resignation

Retain for ten (10) years after termination of employment, then send to State Record Center for ten (10) years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.	Schedule Authorized by State Archivist
Date <u>May 4, 1994</u>	Date <u>5/24/94</u>
Signature 	Signature 
Typed Name <u>Paul E. Brown</u>	
Title <u>Special Assistant to the Commissioner</u>	

DGS 550-1 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

Schedule No. 1616

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Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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2.	<p>AE. Retirement AF. Transfer AG. Dismissal</p> <p><u>POSITION CONTROL CARDS</u></p>	<p>Retain for five (5) years after position is abolished, then destroy.</p>
3.	<p><u>HISTORY CARDS:</u></p> <p>Upon being selected for employment within the Division of Pretrial Detention and Services, either as new hire, transfer, reinstatement or temporary employee, a personnel history card is prepared. This card contains the following data:</p> <ul style="list-style-type: none"> Name Social Security Number Telephone Number Race Sex Birthdate Increment Date EOD (Entry on Duty) Date Classification Effective Date of Classification Employment Status Salary Position Identification Number for Employee <p>Each reclassification, promotion, demotion, change in salary, extended probation, title change, change of address or telephone number is duly noted on the following:</p> <ul style="list-style-type: none"> Resignation Retirement 	<p>Field offices retain non-record copy for ten (10) years, then destroy; HQ retain for thirty (30) years, then destroy.</p>

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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4.	<p><u>BACKGROUND INVESTIGATIONS</u></p> <p>Criminal background investigation done on each employee of the Division of Pretrial Detention and Services.</p>	<p>Retain for (3) three years after termination of employment, then send to State Records Center for two (2) years, then destroy.</p>
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5.	<p><u>PART-TIME QUARTERLY REPORTS</u></p> <p>Statistics about the number of part-time employees currently employed.</p> <p><u>VACANCY REPORT - WEEKLY</u></p> <p>Statistics about the number and types of vacancy reports, including information about the length of the vacancy and recruitment efforts.</p> <p><u>EXAM SCHEDULE POSTING</u></p> <p>Records showing that notices about Department of Personnel employment tests had been posted on employee bulletin boards.</p>	<p>Keep for one (1) year then destroy.</p>
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6.	<p><u>OSHA ANNUAL REPORT (Form 200)</u></p> <p>Federal government statistical report about the nature and number of on-th-job injuries.</p> <p><u>EMPLOYEE LEAVE RECORDS</u></p> <p>Records about the days each employee worked, took leave, the type of leave and the accrued balances of the various types of leave.</p>	<p>Retain for three (3) years, then destroy.</p>
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Figure 3A

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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7. EEO - DISCRIMINATION COMPLAINT FILE

Case Files of all employment discrimination complaints filed against the agency by employees.

A. Employee Not Terminated

Field offices retain non-record copy for three (3) years after resolution of the complaint, then destroy.

Headquarters retain the record copy for ten (10) years after resolution of the complaint, then destroy.

B. Employee Terminated

Field offices retain non-record copy for three (3) years after termination of employee, then destroy.

Headquarters retain for ten (10) years after termination of employee, then destroy.

8. EEO - QUARTERLY REPORT

- A. Termination and Rejection on Probation Data
- B. Statistical Report
- C. Written Reprimand Report
- D. Promotion Report

Field offices retain non-record copy for three (3) years, then destroy.

Headquarters retain record copy for ten (10) years, then destroy.

WORK FORCE CHARACTERISTICS - SEMIANNUAL

ANNUAL GRIEVANCE AND DISCIPLINARY REPORT

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
 (Continuation Sheet)

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Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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9. LEAVE REPORT - QUARTERLY
TURNOVER REPORT - QUARTERLY

Field office retain non-record copy for three (3) years, then destroy.
 Headquarters retain record copy for five (5) years, then destroy.

10. ELIGIBILITY LISTS - SELECTIONS MADE

Information about the persons contacted and selected to fill various positions from the Department of Personnel's eligibility lists.

Field offices retain non-record copy for three (3) years, then destroy.
 Headquarters retain record copy for three (3) years, then send to State Records Center for two (2) (2) years, then destroy.

11. BB 40 FILE

Records about such personnel actions as reclassifications, inter and intra agency transfers and position abolition.

CLASSIFICATION FILES

Requests to reclassify positions and the disposition of those requests.

Headquarters retain for five (5) years after action which abolishes position, then destroy.
 Headquarters retain the only record for ten (10) years, then destroy.

12. DISCIPLINARY CASE FILES

Records about disciplinary suspensions, rejections on probation, charges for removal and grievances.

Headquarters retain the only record for four (4) years after final disposition of the case, then destroy.

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Agency Department of Public Safety and Correctional Services	Division/Unit Division of Pretrial Detention and Services
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Item No.	Description	Retention
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- | | | |
|-----|--|--|
| 13. | <u>RESCINDED DISCIPLINARY ACTIONS</u>

Records about disciplinary actions which were rescinded by agreement of the parties, by court order or by order of a hearing officer. | Retain for three (3) years after termination of employment, then destroy. |
| 14. | <u>COMPUTERIZED DISCIPLINARY STATISTICAL DATA</u>

Statistical data about disciplinary actions which is kept on a computer hard disk. | Purge annually to delete records over ten (10) years old. |
| 15. | <u>EAP FILE</u>

Record of referrals made to the State's Employee Assistance Program. | Retain for three (3) years after termination of employment, then destroy. |
| 16. | <u>MITIGATING CIRCUMSTANCES FILE</u>

Records of Disciplinary cases in which the Commissioner of Division of Pretrial Detention and Services authorized a disciplinary action different from the usual action because of mitigating circumstances. | Retain for ten (10) years, then destroy. |
| 17. | <u>GENERAL CORRESPONDENCE:</u>

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency. | Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual periodic transfer to the State Archives. |

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 20754	AGENCY RECORDS INVENTORY Page <u>1</u> Of <u>17</u>																																							
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center																																							
DEFINITION - Records 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 PERSONNEL	5. EARLIEST YEAR / LATEST YEAR 1991 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) <table style="width:100%; border: none;"> <tr> <td style="width:33%;">A. Application</td> <td style="width:33%;">K. Retirement Form</td> <td style="width:33%;">X. Accident Leave</td> </tr> <tr> <td>B. Appointment Letters</td> <td>L. Change of Address Form</td> <td>Y. Reclassifications</td> </tr> <tr> <td>C. Correspondence Relating to New Appointment</td> <td>M. Charges for Removal</td> <td>Z. Resumes</td> </tr> <tr> <td>D. Personnel Payroll Form</td> <td>N. Commendations</td> <td>AA. Suggestion File</td> </tr> <tr> <td>E. Personnel Transaction Form</td> <td>O. Counseling Sessions</td> <td>AB. Suspension Actions</td> </tr> <tr> <td>F. Health Insurance Form</td> <td>P. Disciplinary Actions</td> <td>AC. Training</td> </tr> <tr> <td>G. CPB Form</td> <td>Q. Efficiency Ratings</td> <td>AD. Letter of Resignation</td> </tr> <tr> <td>H. Governor's Policy on Substance Abuse</td> <td>R. General Correspondence</td> <td>AE. Retirement</td> </tr> <tr> <td>I. Handicap Employee Survey</td> <td>S. Grievance Actions</td> <td>AF. Transfer</td> </tr> <tr> <td>J. Investigation Form</td> <td>T. Leave Forms</td> <td>AG. Dismissal</td> </tr> <tr> <td></td> <td>U. Medical Documentation</td> <td></td> </tr> <tr> <td></td> <td>V. Probation</td> <td></td> </tr> <tr> <td></td> <td>W. Promotions</td> <td></td> </tr> </table>			A. Application	K. Retirement Form	X. Accident Leave	B. Appointment Letters	L. Change of Address Form	Y. Reclassifications	C. Correspondence Relating to New Appointment	M. Charges for Removal	Z. Resumes	D. Personnel Payroll Form	N. Commendations	AA. Suggestion File	E. Personnel Transaction Form	O. Counseling Sessions	AB. Suspension Actions	F. Health Insurance Form	P. Disciplinary Actions	AC. Training	G. CPB Form	Q. Efficiency Ratings	AD. Letter of Resignation	H. Governor's Policy on Substance Abuse	R. General Correspondence	AE. Retirement	I. Handicap Employee Survey	S. Grievance Actions	AF. Transfer	J. Investigation Form	T. Leave Forms	AG. Dismissal		U. Medical Documentation			V. Probation			W. Promotions	
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	V. Probation																																								
	W. Promotions																																								
7. RECORD SERIES FORMAT(S) <input checked="" 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) _____	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>30</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>5</u> Number																																							
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>10</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number																																								
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Personnel Office Jail Industries Building	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No																																								
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes Federal Privacy & Security Act	16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent																																								
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain for ten (10) years after termination of employment, then send to State Record Center for ten (10) years, then destroy.																																								
19. NAME AND TITLE OF PREPARER  Richard A. Bradley Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 4, 1994																																							

Figure 1

INSTRUCTIONS -- TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>2</u> of <u>17</u>
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records 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 PERSONNEL	5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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) Position Control Cards		
7. RECORD SERIES FORMAT(S) <input checked="" 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) _____	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/2</u> Number
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>5</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Personnel Office Jail Industries Building	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>Federal Privacy & Security Act</u>	16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain for five (5) years after position is abolished, then destroy.	
19. NAME AND TITLE OF PREPARER <u>Richard A. Bradley</u> Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 4, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 20754

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records 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

PERSONNEL

5. EARLIEST YEAR / LATEST YEAR

1991 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)

History Cards

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) _____

1
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

1/2
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

10 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Personnel Office
Jail Industries Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes Hdq. Personnel Dept. No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

Yes Federal Privacy & Security Act

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 non-record copy for ten (10) years, then destroy.

19. NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 4, 1994

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

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

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records 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

PERSONNEL

5. EARLIEST YEAR / LATEST YEAR

1991 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)

Background Investigations

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) _____

1/2

Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

1/4

Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Personnel Office
Jail Industries Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____ No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes Federal Privacy & Security Act

16. AUDIT REQUIREMENTS

- None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____ No

18. RECOMMENDED RETENTION

Retain for three (3) years after termination of employment, then send to State Records Center for two (2) years, then destroy.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 4, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>5</u> Of <u>17</u>
DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records 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 PERSONNEL	5. EARLIEST YEAR / LATEST YEAR 1991 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) Part-time Quarterly Reports Vacancy Reports - Weekly Exam Schedule Posting		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Sound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/4</u> Number
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Personnel Office Jail Industries Building	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>Federal Privacy & Security Act</u>	16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Keep for one (1) year, then destroy.	
NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 4, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 20754

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records 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

PERSONNEL

5. EARLIEST YEAR / LATEST YEAR

1991 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)

OSHA Annual Report (Form 200)
Employee Leave Records

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
 Legal Size Computer Tape
 Sound 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) _____

1
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

1/2
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Personnel Office
Jail Industries Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

- Yes Federal Privacy & Security Act

16. AUDIT REQUIREMENTS

- None State Federal Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes No

18. RECOMMENDED RETENTION

Retain for three (3) years, then destroy.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 4, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW
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 20754

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records 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

PERSONNEL

5. EARLIEST YEAR / LATEST YEAR

1991 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)

EEO - Discrimination Complaint Files

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) _____

1/2
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

1/4
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Personnel Office
Jail Industries Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes Hdq. Personnel Dept No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

Yes Federal Privacy & Security Act

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 non-record copy for three (3) years after resolution of the complaint.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 4, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 20754		AGENCY RECORDS INVENTORY Page <u>8</u> Of <u>17</u>	
DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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 PERSONNEL				5. EARLIEST YEAR / LATEST YEAR 1991 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) EEO Quarterly Report Work Force Characteristics - Semi Annual Annual Grievance and Disciplinary Report					
7. RECORD SERIES FORMAT(S) <input checked="" 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) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1/4</u> Number	
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Personnel Office Jail Industries Building		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>Hdq. Personnel Dept.</u> <input type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>Federal Privacy & Security Act</u>		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain non-record copy for three (3) years, then destroy.			
NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator		20. TELEPHONE NUMBER 410-637-1361		21. DATE May 4, 1994	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 20754	AGENCY RECORDS INVENTORY Page <u>9</u> Of <u>17</u>
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records 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 PERSONNEL	5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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) Leave Report - Quarterly Turnover Report - Quarterly		
7. RECORD SERIES FORMAT(S) <input checked="" 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) _____	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1/8</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/16</u> Number
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Personnel Office Jail Industries Building	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input checked="" type="checkbox"/> Yes <u>Hdq. Personnel Dept.</u> <input type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>Federal Privacy & Security Act</u>	16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain non-record copy for three (3) years, then destroy.	
19. NAME AND TITLE OF PREPARER <u>Richard A. Bradley</u> Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 4, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 20754

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records 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

PERSONNEL

5. EARLIEST YEAR / LATEST YEAR

1991 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)

Eligibility Lists - Selections Made

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) _____

1
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

1/2
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

3 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Personnel Office
Jail Industries Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes Hdq. Personnel Dept. No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

Yes Federal Privacy & Security Act

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 non-record copy for three (3) years, then destroy.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 4, 1994

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

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

AGENCY RECORDS INVENTORY

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DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records 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

PERSONNEL

5. EARLIEST YEAR / LATEST YEAR

1991 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)

BB 40 File
Classification File

7. RECORD SERIES FORMAT(S)

- Letter Size Microfilm
 Legal Size Computer Tape
 Sound 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) _____

4
Number

10. ANNUAL ACCUMULATION

- File Drawer (s)
 Microfilm Reel (s)
 Computer Tape(s)
 Other (Specify) _____

1
Number

11. FILE IS USED

- Daily Weekly Monthly

12. FILE BECOMES INACTIVE AFTER

5 Month(s) Year(s)
Number

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Personnel Office
Jail Industries Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

Yes Hdq. Personnel Dept. No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

Yes Federal Privacy & Security Act

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 five (5) years after action which abolished position, then destroy.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 4, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>122</u> Of <u>17</u>
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records 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 PERSONNEL	5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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) Disciplinary Case Files		
7. RECORD SERIES FORMAT(S) <input checked="" 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) _____	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1/4</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/16</u> Number
11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>4</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Personnel Office Jail Industries Building	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>Federal Privacy & Security Act</u>	16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain the only record for four (4) years after final final disposition, then destroy.	
19. NAME AND TITLE OF PREPARER <u>Richard A. Bradley</u> Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 4, 1994

DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
---	---	---

DEFINITION - Records 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 PERSONNEL	5. EARLIEST YEAR / LATEST YEAR <u>1991</u> 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)

Rescinded Disciplinary Actions

7. RECORD SERIES FORMAT(S) <input checked="" 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) _____	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>1/8</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/16</u> Number
--	---	---

11. FILE IS USED <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>3</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number
---	--

13. CURRENT LOCATION(S) (Bldg., Floor, Room) Personnel Office Jail Industries Building	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
---	---

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>Federal Privacy & Security Act</u>	16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent
---	--

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Retain for three (3) years after termination of employment, then destroy.
---	---

NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 4, 1994
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Figure 1

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISIONED 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 14 Of 17

DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records 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

PERSONNEL

5. EARLIEST YEAR / LATEST YEAR

1991 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)

Computerized Disciplinary Statistical Data

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Sound Book
- Audio Tape
- Other (Specify) Hard Disk
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

9. VOLUME

- File Drawer(s)
- Microfilm Reel (s)
- Computer Tape (s)
- Other (Specify) Hard Disk

Number _____

10. ANNUAL ACCUMULATION

- File Drawer (s)
- Microfilm Reel (s)
- Computer Tape(s)
- Other (Specify) Hard Disk

Number _____

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

10
Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Personnel Office
Jail Industries Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

Yes Federal Privacy & Security Act

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

Purge annually to delete records over ten (10) years old.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 4, 1994

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

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Department of Public Safety
and Correctional Services

2. DIVISION
Division of Pretrial
Detention and Services

3. UNIT
Baltimore City Detention
Center

DEFINITION - Records 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

PERSONNEL

5. EARLIEST YEAR / LATEST YEAR

1991 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)

EAP File

7. RECORD SERIES FORMAT(S)

- Letter Size
- Legal Size
- Sound Book
- Audio Tape
- Other (Specify) _____
- Microfilm
- Computer Tape
- Floppy Disk
- Video Tape

8. RECORD SERIES SEQUENCE

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (Specify) _____

9. VOLUME

- 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) _____

1/4
Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

3
Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)

Personnel Office
Jail Industries Building

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office)

- Yes _____
- No

15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s))

Yes Federal Privacy & Security Act

16. AUDIT REQUIREMENTS

- None
- State
- Federal
- Independent

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- Yes _____
- No

18. RECOMMENDED RETENTION

Retain for three (3) years after termination of employment then destroy.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 4, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>16</u> Of <u>17</u>	
DEPARTMENT/AGENCY Department of Public Safety and Correctional Services		2. DIVISION Division of Pretrial Detention and Services		3. UNIT Baltimore City Detention Center	
DEFINITION - Records 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 PERSONNEL				5. EARLIEST YEAR / LATEST YEAR 1991 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) Mitigating Circumstances File					
7. RECORD SERIES FORMAT(S) <input checked="" 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) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____		9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>2</u> Number	
				10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1/4</u> Number	
11. FILE IS USED <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly		12. FILE BECOMES INACTIVE AFTER <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Personnel Office Jail Industries Building		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes <u>Federal Privacy & Security Act</u>		16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. RECOMMENDED RETENTION Retain for ten (10) years, then destroy.			
NAME AND TITLE OF PREPARER <u>Richard A. Bradley</u> <u>Communication/Fleet Coordinator</u>		20. TELEPHONE NUMBER <u>410-637-1361</u>		21. DATE <u>May 4, 1994</u>	

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW 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 <u>17</u> Of <u>17</u>
1. DEPARTMENT/AGENCY Department of Public Safety and Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records 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 PERSONNEL	5. EARLIEST YEAR / LATEST YEAR 1991 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) General Correspondence		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Sound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (Specify) _____	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (Specify) _____	9. VOLUME <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape (s) <input type="checkbox"/> Other (Specify) _____ <u>4</u> Number 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> File Drawer (s) <input type="checkbox"/> Microfilm Reel (s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (Specify) _____ <u>1</u> Number
11. FILE IS USED <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly	12. FILE BECOMES INACTIVE AFTER <u>1</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. CURRENT LOCATION(S) (Bldg., Floor, Room) Personnel Office Jail Industries Building	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (If yes, specify agency or office) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)) <input checked="" type="checkbox"/> Yes Federal Privacy & Security Act	16. AUDIT REQUIREMENTS <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. RECOMMENDED RETENTION Screen annually and destroy that material no longer needed for current business.	
19. NAME AND TITLE OF PREPARER Richard A. Bradley Communication/Fleet Coordinator	20. TELEPHONE NUMBER 410-637-1361	21. DATE May 4, 1994