	DEPARTMENT OF GENERAL SERVICES	Schedule No. 1623
R	RECORDS MANAGEMENT DIVISION ECORDS RETENTION AND DISPOSAL SCHEDULE	Page 1 of 6
	Divisio ment of Public Safety Division of rrectional Services Detention an	Pretrial
ltem No.	Description	Retention
	<pre>FINANCE AREA FINANCIAL RECORD: A. GENERAL ACCOUNTING RECORD: (1) Certificate of Deposit and Bank Deposit Slips (2) Memorandum of Adjustments (3) STARS Reports The reports in this series include, but are not limited to, some or all of the following: (1) A30401 Detail of Transactions Posted (2) A30402 Trial Balance of General Ledger Accounts (3) A30406 Monthly Statement of Agency Revenue (4) A30451 Statement of Budget, Expend- itures, and Encumbrance by Sub-object B. <u>BUDGET AND FISCAL PLANNING RECORDS</u>: (1) Budget Estimates (2) Budget Schedule Amendment (3) Request for Position Action (4) Food Reports (5) Laundry Reports (6) Motor Vehicle Mileage Reports (MFOM) (7) Personal Mileage Reports (8) Overtime Reports</pre>	Retain for three (years and until al audit requirements have been fulfille then destroy. Same as above.
Schedule	(9) Projections of Expenditures	Retain for one (1) year, then destroy
Agency, or Divisio Date Signature Typed Na	Approved by Department, n Representative. <u>May 25, 1994</u> <u>Aref Paul E. Brown</u> ial Assistant to the Commissioner	

Figure 3

RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet) Page 2 of 6 gency Division/Unit Division/Unit Department of Public Safety Division of Pretrial Detention and Services Division of Pretrial em Description Retention		DEPARTMENT OF GENERAL SERVIC RECORDS MANAGEMENT DIVISIO	ES Sche	dule No. 1623
Department of Public Safety Division of Pretrial and Correctional Services Description Retention Retention 0. C. PAYROLL ACCOUNTING RECORDS: (1) Employee Roster Card File Same as above. (2) Payroll and Check Register Same as above. (3) Payroll Exception Time Reports Contractual Employees) (6) Wage Garnishments O. D. MISCELLANEOUS ACCOUNTING RECORDS: Same as above. (1) Bank Books, Statements, and Deposit Same as above. (2) Receipts Same as above. (3) Cancelled Checks, Check Copies, and Check Stubs Same as above. (4) Delivery Orders and Receipts Same as above. (5) Fas Withdrawal Tickets Same as above. (6) Paid Bills and Invoices Same as above. (7) Receipt Copies and Stubs Same as above. (8) Accounts Payable Files. Same as above. (10) Federal Grants Files Same as above. (11) Statement Lists Same as above. (12) Welfare Fund Reports Same as above. (13) Board of Public Works Agenda Same as above. (14) Accounts Receivable Records Same as above.	R	ECORDS RETENTION AND DISPOSAL SC	· · · · · · · · · · · · · · · · · · ·	² of ⁶
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(2) Letters about inmates accounts(3) Letters about inmate and employee	•	· ·		
(3) Letters about inmate and employee		(1) Letters to and from Coun	tries Sam	ie as above.
property claims		(2) Letters about inmates ac	counts	i
		nroperty claims	employee	1 8 3 C
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R	ECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page ₃ of ₆
Agency Depart and Co	ment of Public Safety. Division	on/Unit n of Pretrial on and Services
tem No.	Description	Retention
2.	 <u>SPECIAL ACCOUNTING RECORDS</u> A. Reports of audits conducted by the Legislative Auditors B. Reports of audits conducted by persons or agencies other than Legislative Auditors. C. Internal Audit Reports D. DCR Audit Series (1) DCR's (2) Institutional Directive Approvals (3) Audit Results INMATE ACCOUNT RECORDS: A. Computerized Inmate Statements B. Inmate Commissary Account Cards C. Inmate Ledger Cards D. Inmate Vouchers E. Inmate Register Receipts F. Inmate Time Sheets LOCAL JAIL REIMBURSEMENT RECORDS: A. Law and Legal Opinions B. Formula II Base File C. Schedule of payments and projected payments. D. Audit Reports E. Financial Records F. Schedule of Inmate Days 	Retain item 2A in office for five (5) years and until all audit requirements are met, then destr Items 2B, 2C and 2D retain in office fo five (5) years then transfer to State Archives for perman retention. Retain for three (3 years, then send to the State Records Center for seventees (17) years, then destroy. Retain for three (3. years and until all audit requirements have been fulfilled, then destroy. Review annually and and destroy obsolete material.
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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	S	chedule No	D. 1623	
R	ECORDS RETENTION AND DISPOSAL SCHEDUL (Continuation Sheet)	E P	age 4	of 6	
Agency Depart and Co	ment of Public Safety. prrectional Services	Division/ Division of Detention	of Pretri	al ices	
tem No.	Description		Rete	ention	
1	PROCUREMENT AREA This series applies to the Division of Pretrial Detention and Services Procurement Offices and includes all standard procurement forms as well as other purchasing media which provide supporting data for special and general procurement records may include all or ment records. Procurement records may include all or some of the following documents. PROCUREMENT RECORD: A. PROCUREMENT CONTRACT SERIES (1) Under \$10,000 Maintenance Contr (2) Purchase Orders (3) Service Contracts (4) BB-4 (5) Specifications (6) Paar (7) Action Agenda (8) Written Determinations (9) Tabulation of Bids (10) Bid and Quote File (11) Maryland Register Award Form B. SOLICITATION SERIES (1) Request for Approval of Award (2) Fund Certification (3) Bidders List Follow-up (4) Bid Bond (5) Maryland Register Soliciation Folicition Folicition Folicition	re- d t- ure-	Retain fo years fro transact all audit have been then dest	om date ion and t requi n fulfi	of 1 unti remen
	(6) Advertising (7) Proposals (8) Protests				

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	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule	No . 1623
R	ECORDS MANAGEMENT DIVISION ECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page	of 5 6
gency	Di	vision/Unit	
		sion of Pre ntion and Se	ervices
em 0.	Description		Retention
	C. REQUISITION SERIES		
	(1) Unscheduled Requisitions (2) Scheduled Requisitions		
	D. MINORITY BUSINESS ENTERPRISE SERIES		
	(1) Minority Business Report (2) Minority Business Enterprise Self Certification Form		
	E. GENERAL ADMINISTRATIVE RECORDS SERIES		
· · ·	 (1) Correspondence (2) Emergency Log (3) Contract Number Log (4) Telephone Service Request Log- (5) Surplus Property Authorizations 		
	F. PERSONNEL CONTRACT SERIES		
	<pre>(1) CPB 200 (2) CPB 311 (3) CPB 312 (4) Contract (5) MS 100 (6) DCR 50-45</pre>		
	G. SPECIAL PROJECTS SERIES		
	Documents related to minor research acti usually related to procurement	vities	With the sea (12 and
	H. PROCUREMENT ADMINISTRATIVE SERIES		
	(1) Institutional File(2) Authorization and Delegation Files		,
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	DEPARTMENT OF GENERAL SERV		Schedule No	1623
R	RECORDS MANAGEMENT DIVISION ECORDS RETENTION AND DISPOSAL S (Continuation Sheet)		Page 6	of ⁶
gency Depart and Co	ment of Public Safety . rrectional Services	Divisi	sion/Unit on of Pretria ion and Serv	
em lo.	Description		Rete	ntion
2.	GENERAL CORRESPONDENCE: Subject arrangement of origina letters, copies of outgoing le memoranda, studies, reports, d policies, and other materials of the administration of the agend	tters, irectives, related to	destroy f no longer current b Directive and other	s, policie: material
)			that illu developme agency re permanent eventual	and policy strate the nt of the tain ly for periodic to the Star
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED&RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page <u>1</u> Or <u>6</u>
DEPARTMENT/AGENCY	2. DIVISION TO PAGE 1	3. UNIT
epartment of Public Safety d Correctional Services	Division of Pretrial Detention and Services	Baltimore City Detention Center
DEFINITION - Records Series - A group of related reco		well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LAFETEST YEAR
FINANCE/PROCUREMENT		<u>1991</u> to
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	L
Financial Records	Procurement Record	ls
A. General Accounting Record B. Budget and Fiscal Planning Record C. Payroll Accounting Records D. Miscellaneous Accounting Record E. Miscellaneous Correspondence	C. Requisition S ds D. Minority Busi	Series Series ness Enterprise Series n. Records Series ntract Series ries ects Series
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
X Letter Size 다 Microfilm	Alphabetical	File Drawer(s) Microfilm Reel (s) Computer Tape (s)
Legal Size Computer Tape	X Numerical	Other (Specify)
Bound Book D Floppy Disk	Chronological	Number
Audio Tape D Video Tape	Geographical	10. ANNUAL ACCUMULATION
Other (Specify)	O Other (Specify)	Microfilm Reel (s) Computer Tape(s) Other (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
M Daily 🗆 Weekly O Monthly	3 D	Month,s) 🗙 Year(s)
13. CURRENT LOCATION(S) (Bldg , Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
Finance Department Jail Industries Building	• Yes	X [±] 1 No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
Y Yes Federal Privacy and No Security Act	□ None X State □	Federal D Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18 RECOMMENDED RETENTION Retain for three (3) years a requirements have been fulfi	
Richard A. Bradley	20. TELEPHONE NUMBER	21. DATE
Communication/Fleet Coordinator	410-637-1361	
Figure 1	- 25 -	

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISED.RECORD SERIES. FORWARD WITH RECORDS RETENTION	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20194 -	Page _2Of _6
DEPARTMENT/AGENCY partment of Public Safety d Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records Series - A group of related record		well as retention and disposition purposes.
4. RECORD SERIES TITLE	· · · · · · · · · · · · · · · · · · ·	5. EARLIEST YEAR / LATETEST YEAR
FINANCE/PROCUREMENT		<u>1991</u> to
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	e the purpose or function of the Series)
Projections of Expenditures	·	
		•
	· · · · · · · · · · · · · · · · · · ·	Г
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME XD File Drawer(s)
	Alphabetical	Microfilm Reel (s) Computer Tape (s)
Legal Size Computer Tape	🗙 Numerical	□ Other (Specify)
Bound Book E Floppy Disk		Number
Audio Tape Video Tape	Geographical	10. ANNUAL ACCUMULATION X File Drawer (s)
Other (Specify)	Other (Specify)	Microfilm Reel (s)
		Computer Tape(s) Other (Specify)
		<u>1/8</u> Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	L:
🗴 Daily 🗆 Weekty 🗆 Monthly	1	Monthus) Xo Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
Finance Department		Xo No
Jail Industries Building	• Yes	
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
Y Yes Federal Privacy and No Security Act	D None 🕹 State D	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Retain for one (1) year, the	en destroy.
□ Yes 聚 No		
Richard A. Bradley	20. TELEPHONE NUMBER	21. DATE
Communication/Fleet Coordinator	410-637-1361	May 25, 1994
DGS 550-4 (Revised 1/93) Figure 1	- 25 -	

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Figure 1

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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 PO. BOX 275 - JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY Page
DEPARIMENT/AGENCY partment of Public Safety d Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records Series - A group of related record	de normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
FINANCE/PROCUREMENT		<u>1991</u> to
6. RECORD SERIES DESCRIPTION (Briefly describe the types of i	information/documents/forms found in the Series. Include	the purpose or function of the Series)
SPECIAL ACCOUNTING RECORDS		
· · ·		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
xp Letter Size ⊡ •Microfilm	Alphabetical	X File Drawer(s)
Legal Size Computer Tape	🗙 Numerical	Computer Tape (s)
Bound Book	Chronological	Number
n Audio Tape 🗆 Video Tape	Geographical	10. ANNUAL ACCUMULATION
D Other (Specify)	Other (Specify)	X File Drawer (s)
· · · ·		Computer Tape(s) Other (Specify) 1/2 Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Xa Daily C Weekly C Monthly	Number	Monthis) C Y Year(s)
13. CURRENT LOCATION(S) (Bidg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
Finance Department Jail Industries Building	□ Yes	Xo No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
Y Yes Federal Privacy and No Security Act	🗆 None 🐼 State 🗆	Federal Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) Image: Section of the section o	requirements are met, then d	then transfer to the State Rec
Richard A. Bradley	20. TELEPHONE NUMBER	21. DATE
Communication/Fleet Coordinator	410-637-1361	May 25, 1994
Figure 1	- 25 -	· · · ·
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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	AGENCY RECORDS INVENTORY
	7275 WATERLOO ROAD P.O. BOX 275 - JESSUP, MARYLAND 20794	Page 6
DEPARTMENT/AGENCY partment of Public Safety i Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records Series - A group of related record	de normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
FINANCE/PROCUREMENT		<u>1991</u> то
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	the purpose or function of the Series)
INMATE ACCOUNT RECORDS A. Computerized Inmate Statements		
 A. Computerized finate Statements B. Inmate Commissary Account Cards C. Inmate Ledger Cards D. Inmate Vouchers E. Inmate Register Receipts F. Inmate Time Sheets 		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
ty Letter Size □ Microfilm	Alphabelical	X File Drawer(s)
Legal Size Computer Tape	X Numerical	Computer Tape (s) Cother (Specify)
Bound Book 🗆 Floppy Disk		Number .
Audio Tape Video Tape	 Geographical 	10. ANNUAL ACCUMULATION
Other (Specify)	Other (Specify)	Xo File Drawer (s) Microfilm Reel (s)
		Computer Tape(s) Cother (Specify) Number
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Ma Daily ⊡ Weekly ⊡ Monthly	20	Month(s) X Year(s)
13. CURRENT LOCATION(S) (Bldg., Floor, Room)	14. IS RECORD SERIES DUPLICATED ELSEWHER	E? (If yes, specify agency or office)
Finance Department Jail Industries Building	D Yes	X5 No
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
X Yes Federal Privacy and No Security Act	□ None & State □	Federat G Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) Image: the second system of the second syst	Retain for 3 years, then ser 17 years, then destroy. Iter	A thru C nd to State Records Center for ns D thru F, retain for 3 years nents are met, then destroy.
WANE AND IN THE ON PAREAREN'	20. TELEPHONE NUMBER	21. DATE
Richard A. Bradley Communication/Fleet Coordinator	410-637-1361	May 25, 1994
DGS 550-4 (Revised 1/93) Figure 1	- 25 -	
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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	AGENCY RECORDS INVENTORY
	P.O. BOX 275 + JESSUP, MARYLAND 20794	Page <u>5</u> Of <u>6</u>
DEPARTMENT/AGENCY Department of Public Safety d Correctional Services	2. DIVISION Division of Pretrial Detention and Services	3. UNIT Baltimore City Detention Center
DEFINITION - Records Series - A group of related recor	de normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
FINANCE/PROCUREMENT	· · · ·	<u>1991</u> to
6. RECORD SERIES DESCRIPTION (Briefly describe the types of i	information/documents/forms found in the Series. Include	the purpose or function of the Series)
LOCAL JAIL REIMBURSEMENT RECORDS		
 A. Law and Legal Opinions B. Formula II Base File C. Schedule of payments and projection D. Audit Reports E. Financial Records 	ected payments	
F. Schedule of Inmate Days		•
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
X Letter Size 🗆 Microfilm	Alphabetical	X File Drawer(s)
Legal Size Computer Tape	X Numerical	Computer Tape (s)
Bound Book G Floppy Disk		<u>2</u> 1 Number
🗅 Audio Tape 🗀 Video Tape	□ Geographical	10. ANNUAL ACCUMULATION
Other (Specify)	Other (Specify)	Xo File Drawer (s) D Microfilm Reel (s)
		Computer Tape(s) Coher (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	
Monthly ⊡ Weekly ⊡ Monthly	5 0 Number	Monthus) X2 Year(s)
13. CURRENT LOCATION(S) (Bidg. Floor, Room) Finance Department	14. IS RECORD SERIES DUPLICATED ELSEWHER	ţ.
Jail Industries Building	D Yes	Xo No .
15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s)	16. AUDIT REQUIREMENTS	
Y Yes Federal Privacy and No Security Act	□ None 🕅 State □	Federal D Independent
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)	18. RECOMMENDED RETENTION Items & thru C, Review annual material. Items D thru F, Re	lly and destroy obsolete etain for 5 years, then destroy
Richard A. Bradley	20. TELEPHONE NUMBER	21. DATE
Communication/Fleet Coordinator	410-637-1361	May 25, 1994
DGS 550-4 (Revised 1/93) Figure 1	- 25 -	
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REPARTMENT/AGENCY	2. DIVISION	3. UNIT
and Correctional Services	Division of Pretrial Detention and Services	Baltimore City Detention Center
DEFINITION - Records Series - A group of related reco	rds normally filed and used as a unit for reference as	well as retention and disposition purposes.
4. RECORD SERIES TITLE		5. EARLIEST YEAR / LATETEST YEAR
FINANCE/PROCUREMENT		<u>1991</u> то
6. RECORD SERIES DESCRIPTION (Briefly describe the types of	information/documents/forms found in the Series. Include	e the purpose or function of the Series)
GENERAL CORRESPONDENCE		
		· ,
	· .	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
X2 Letter Size Microfilm	 Alphabetical 	Y File Drawer(s) □ Microfilm Reel (s)
Legal Size Computer Tape	🗙 Numerical	Computer Tape (s) Other (Specify)
Bound Book Floppy Disk	Chronological	2 Number
Audio Tape D Video Tape	Geographical	10. ANNUAL ACCUMULATION
	Other (Specify)	X File Drawer (s) □ Microfilm Reel (s)
LI LUDEL (SDECIV)		Computer Tape(s)
Other (Specify)		C Other (Specify)
U Uner (Specily)		Other (Specify)
		Dither (Specify)
11. FILE IS USED	12. FILE BECOMES INACTIVE AFTER	1 Number
11. FILE IS USED X Daily Weekly Monthly 13. CURRENT LOCATION(S) (Bldg., Floor, Room)	1	L Number, Morta,s) X Year(s)
11. FILE IS USED X Daily □ Weekly □ Monthly	1	L Number
11. FILE IS USED X Daily D Weekly D Monthly 13. CURRENT LOCATION(S) (Bldg., Floor, Room) Finance Department	1. IS RECORD SERIES DUPLICATED ELSEWHER	1 Number Morins X Year(s) E? (If yes, specify agency or office)
 11. FILE IS USED M Daily Weekly Monthly 13. CURRENT LOCATION(S) (Bldg., Floor, Room) Finance Department Jail Industries Building 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) M Yes Federal Privacy and No 		1 Number Number Year(s) Morriso X Year(s) Year(s) E? (If yes, specify agency or office) X No Federal Q = Independent
 11. FILE IS USED M Daily Weekly Monthly 13. CURRENT LOCATION(S) (Bldg., Floor, Room) Finance Department Jail Industries Building 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) 	Number 14. IS RECORD SERIES DUPLICATED ELSEWHERU Pes 16. AUDIT REQUIREMENTS None X State 18. RECOMMENDED RETENTION	1 Number More and a gradient More and a gradient More and a gradient Year(s) Xo No
 11. FILE IS USED X Daily Weekly Monthly 13. CURRENT LOCATION(S) (Bldg., Floor, Room) Finance Department Jail Industries Building 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) X Yes Federal Privacy and No Security Act 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and 	Number 14. IS RECORD SERIES DUPLICATED ELSEWHERU Pes 16. AUDIT REQUIREMENTS None X State 18. RECOMMENDED RETENTION	1 Number Number Year(s) Morriso X Year(s) Year(s) E? (If yes, specify agency or office) X No Federal Q = Independent
 11. FILE IS USED M Daily Weekly Monthly 13. CURRENT LOCATION(S) (Bldg., Floor, Room) Finance Department Jail Industries Building 15. ACCESS RESTRICTIONS (If yes, cite law(s) & regulation(s) M Yes Federal Privacy and No Security Act 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 		1 Number More and a gradient More and a gradient More and a gradient Year(s) Xo No

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