

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

Schedule No. 1630

Page 1 of 2

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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FLEET MANAGEMENT

1.

FLEET MANAGEMENT SERIES

This series includes all the forms, reports, and other material containing fleet management information:

Retain for three (3) years at institution, then send to State Records Center for four (4) years, then destroy.

- A. Driver Preventative Maintenance Report (DPDS# 145-93)
- B. State Vehicle Mileage Logs (Form# VML 100)
- C. State Vehicle Repair Records.

- (a) Vendor invoices.
- (b) Yearly Repair Expense Sheets

D. Vehicle Emission Inspection Program Records.

E. Accident Review Board Reports.

F. Inventory of Vehicles

G. Insurance Claims Reports

- (a) ACCORD Form
- (b) Tort Claims

H. Fleetmaster Program Reports

- (a) Cost
- (b) Mileage
- (c) Depreciation
- (d) Cost of Repairs
- (e) POV Reimbursement

I. State Vendor Vehicle Repair Form (DPDS# 220-94)

Schedule Approved by Department, Agency, or Division Representative.
 Date June 29, 1994
 Signature *Paul E. Brown*
 Typed Name Paul E. Brown
 Title Special Assistant to the Commissioner

Schedule Authorized by State Archivist
 Date 8/10/94
 Signature *[Signature]*

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

Schedule No. 1630

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Agency
Department of Public Safety
and Correctional Services

Division/Unit
Division of Pretrial
Detention and Services

Item No.	Description	Retention
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2.	<p><u>GENERAL CORRESPONDENCE</u></p> <p>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.</p>	<p>Screen annually and destroy that material no longer needed for current business.</p> <p>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.</p>
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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
P.O. BOX 275 - JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

Page _____ Of _____

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

FLEET MANAGEMENT

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)

Fleet Management Series

- A. Driver Preventative Maintenance Report
- B. State Vehicle Mileage Logs
- C. State Vehicle Repair Records
- D. Vehicle Emission Inspection Program Records
- E. Accident Review Board Reports
- F. Inventory of Vehicles
- G. Insurance Claims Reports
- H. Fleetmaster Program Reports
- I. State Vendor Vehicle Repair Form

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) _____

2
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

7 Month(s) Year(s)
Number

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

Fleet Management Office
Jail Industries Bldg.

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 _____ No

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 at institution, then send to State Records Center for four (4) years, then destroy.

19. NAME AND TITLE OF PREPARER

Communication/Fleet Coordinator
Richard A. Bradley

20. TELEPHONE NUMBER

410-637-1361

21. DATE

29 June 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
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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

FLEET MANAGEMENT

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)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

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

1/4

Number

10. ANNUAL ACCUMULATION

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

1/8

Number

11. FILE IS USED

- Daily
- Weekly
- Monthly

12. FILE BECOMES INACTIVE AFTER

1
Number Month(s) Year(s)

13. CURRENT LOCATION(S) (Bldg., Floor, Room)
FLEET MANAGEMENT OFFICE
JAIL INDUSTRIES BLDG.

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 _____
- No

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

Screen annually and destroy that material no longer needed for current business. Directives, Policies, etc. permanent transfer periodically to MD State Archives.

PREPARED BY AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

29 June 1994