

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

Schedule No. 1623
 Page 1 of 6

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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1.	<p><u>FINANCE AREA</u></p> <p><u>FINANCIAL RECORD:</u></p> <p><u>A. GENERAL ACCOUNTING RECORD:</u></p> <p>(1) Certificate of Deposit and Bank Deposit Slips (2) Memorandum of Adjustments (3) STARS Reports</p> <p>The reports in this series include, but are not limited to, some or all of the following:</p> <p>(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, Expenditures, and Encumbrance by sub-object</p> <p><u>B. BUDGET AND FISCAL PLANNING RECORDS:</u></p> <p>(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</p> <p>(9) Projections of Expenditures</p>	<p>Retain for three (3) years and until all audit requirements have been fulfilled then destroy.</p> <p>Same as above.</p> <p>Retain for one (1) year, then destroy.</p>
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Schedule Approved by Department, Agency, or Division Representative. Date <u>May 25, 1994</u> Signature <u>Paul E. Brown</u> Typed Name <u>Paul E. Brown</u> Title <u>Special Assistant to the Commissioner</u>	Schedule Authorized by State Archivist Date <u>11/4/94</u> Signature <u>[Signature]</u>
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DGS 550-1 (Rev. 1/93)

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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C. PAYROLL ACCOUNTING RECORDS:

- (1) Employee Roster Card File
- (2) Payroll and Check Register
- (3) Payroll Exception Time Report
- (4) Employee Time Cards and Time Sheets
- (5) Positive Time Reports
(Contractual Employees)
- (6) Wage Garnishments

Same as above.

D. MISCELLANEOUS ACCOUNTING RECORDS:

- (1) Bank Books, Statements, and Deposit
- (2) Receipts
- (3) Cancelled Checks, Check Copies, and
Check Stubs
- (4) Delivery Orders and Receipts
- (5) Gas Withdrawal Tickets
- (6) Paid Bills and Invoices
- (7) Receipt Copies and Stubs
- (8) Requisitions and Purchase Orders
- (9) Accounts Payable Files
- (10) Federal Grants Files
- (11) Special Project Files
- (12) Welfare Fund Reports
- (13) Board of Public Works Agenda
- (14) Accounts Receivable Records
- (15) Central Collection Lists
- (16) Abatement Lists
- (17) Petty Cash Reconciliation Schedules

Same as above.

E. MISCELLANEOUS CORRESPONDENCE:

The records in this series include, but are not limited to, some or all of the following:

- (1) Letters to and from Countries
- (2) Letters about inmates accounts
- (3) Letters about inmate and employee
property claims

Same as above.

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

Schedule No. 1623

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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
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	Retain item 2A in office for five (5) years and until all audit requirements are met, then destroy. Items 2B, 2C and 2D retain in office for five (5) years then transfer to State Archives for permanent retention.
3.	<u>INMATE ACCOUNT RECORDS:</u> A. Computerized Inmate Statements B. Inmate Commissary Account Cards C. Inmate Ledger Cards D. Inmate Vouchers E. Inmate Register Receipts F. Inmate Time Sheets	Retain for three (3) years, then send to the State Records Center for seventeen (17) years, then destroy. Retain for three (3) years and until all audit requirements have been fulfilled, then destroy.
4.	<u>LOCAL JAIL REIMBURSEMENT RECORDS:</u> 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	Review annually and destroy obsolete material. Retain for five (5) years, then destroy.

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

Schedule No. 1623
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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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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.

Procurement records may include all or some of the following documents.

1. PROCUREMENT RECORD:

A. PROCUREMENT CONTRACT SERIES

- (1) Under \$10,000 Maintenance Contract
- (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 and Transfer Authorization
- (3) Bidders List Follow-up
- (4) Bid Bond
- (5) Maryland Register Solicitation Form
- (6) Advertising
- (7) Proposals
- (8) Protests

Retain for three (3) years from date of last transaction and until all audit requirements have been fulfilled, then destroy.

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

Item
 No.

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

- (1) CPB 200
- (2) CPB 311
- (3) CPB 312
- (4) Contract
- (5) MS 100
- (6) DCR 50-45

G. SPECIAL PROJECTS SERIES

Documents related to minor research activities
 usually related to procurement

H. PROCUREMENT ADMINISTRATIVE SERIES

- (1) Institutional File
- (2) Authorization and Delegation Files

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

Item No.	Description	Retention
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. 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>

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 1 Of 6

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

FINANCE/PROCUREMENT

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)

Financial Records

Procurement Records

- A. General Accounting Record
- B. Budget and Fiscal Planning Records
- C. Payroll Accounting Records
- D. Miscellaneous Accounting Records
- E. Miscellaneous Correspondence

- A. Procurement Contract Series
- B. Solicitation Series
- C. Requisition Series
- D. Minority Business Enterprise Series
- E. General Admin. Records Series
- F. Personnel Contract Series
- G. DCR Audit Series
- H. Special Projects Series
- I. Procurement Admin. Series

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) _____

15
Number

10. ANNUAL ACCUMULATION

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

5
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)

Finance Department
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 and Security Act
- 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 and until all audit requirements have been fulfilled, then destroy.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 25, 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

DIVISION

Division of Pretrial
Detention and Services

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

FINANCE/PROCUREMENT

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)

Projections of Expenditures

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) _____

1/4
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 Month(s) Year(s)
Number

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

Finance Department
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 and No 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 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 25, 1994

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW REVISION. 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

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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

FINANCE/PROCUREMENT

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)

SPECIAL ACCOUNTING RECORDS

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
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

5 _____
Number Month(s) Year(s)

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

Finance Department
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 and Security Act
- 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 item 2A in office for 5 years and until all audit requirements are met, then destroy. Items 2B and 2C Retain in office for 5 years then transfer to the State Record Center for 15 years, then destroy.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 25, 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

FINANCE/PROCUREMENT

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)

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

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

20
Number

- Month(s)
- Year(s)

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

Finance Department
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 and Security Act 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

Items A thru C
Retain for 3 years, then send to State Records Center for 17 years, then destroy. Items D thru F, retain for 3 years, and until all audit requirements are met, then destroy.

NAME AND TITLE OF PREPARER
Richard A. Bradley
Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 25, 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

FINANCE/PROCUREMENT

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)

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

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
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)

Finance Department
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 and Security Act and 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

Items A thru C, Review annually and destroy obsolete material. Items D thru F, Retain for 5 years, then destroy.

NAME AND TITLE OF PREPARER

Richard A. Bradley
Richard A. Bradley
Communication/Fleet Coordinator

20. TELEPHONE NUMBER

410-637-1361

21. DATE

May 25, 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>6</u> Of <u>6</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 FINANCE/PROCUREMENT				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"/> 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 type="checkbox"/> Alphabetical <input checked="" 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</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) Finance Department 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 and Security Act</u> <input type="checkbox"/> No		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 25, 1994	

Figure 1