. (DEPARTMENT OF GEN			SCHEDULE			
-	RECORDS MANAGEN			NUMBER 2309			
RECO	ORDS RETENTION AND	SCHEDULE	PAGE_1_0F3				
	DHR/Baltimore City Department of Social Services/						
	Legal	Services Di	vision				
item No.	Description of Records Series (from	Inventory Form)	Authorized Retentio	n Period & Instructions			
				(,)			
1	CITY SOLICITOR FIL	ES:					
	Records consist of pre-Legal Services earlier) Child-In-Need-of-Assistance co documents and summaries.		Retain in Legal Service (21) years, then destroy	s Division for twenty-one			
2	ADMINISTRATIVE APPEAL HE	ARING FILES:		i			
	Records consist of client requests for services. Records may include foster and Foster Care, Kinship Care, Child Services, Project Home, Adult Protect Services and other service-related ap may include summaries of investigatic administrative decisions and orders.	home licensing Protective ive Services, Adult peals. Records	after final decision, ther hearing summaries and	enty-five (25) years after			
3	PAYROLL FILES:						
	Records consist of documents related timesheets and leave requests. Reco contain medical documentation for lea	rds may also	Retain in Legal Service years after closure or u are met, then destroy.	es Division for three (3) ntil all audit requirements			
4	PERSONNEL FILE	<u>S:</u>					
	Records consist of documents related hiring, promotion, evaluation and disc Files will contain job description (Form	iplinary action.	Retain in Legal Service termination of employm	es for three (3) years after nent, then destroy.			
	· · · · · · · · · · · · · · · · · · ·	مى دەن مەرىكىنى بىرىكىنى بىرى					
SCHEDUL Division D	E APPROVED BY Legal Services lirector:	AUTHORIZED BY	STATE ARCHIVIST				
DATE:		DATE:	SEP 0 2 2004	ġ			
SIGNATU	Aly 12, 2004	SIGNATURE:	dward C. P.	sompre h			
11 Maller Climaser 10 an							
TYPÉD NAME Millicent Edwards Gordon							
TITLE:	on Director		. ·				
	<u>OD_Ulfector</u> (Rev. 1/93)						

 \sum

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION SCHEDULE

NUMBER ______2309

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)

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PAGE_2_OF__3_

DHR/Baltimore City Department of Social Services/ Legal Services Division

item No.	Description of Records Series (Program, forms, etc.)	Authorized Retention Period & Instructions
5	<u>4-E PROJECT FILES:</u>	
	Records consist of 4-E compliance documentation and court documentation of out-of home placements for children in need of assistance.	Retain in Legal Services Division for three (3) years, then destroy.
6	<u>CINA FILES:</u>	
- -	Files consist of Child-In-need-Of-Assistance court related documents, clearances, progress reports and summaries.	Retain in Legal Services Division until all related children attain the age of twenty-one (21), then ship to State Records Center to be retained for twenty-five (25) years, then destroy.
7	MPIA REQUESTS/SUBPOENA FILES:	
	Files consist of written requests for information from agency records, subpoenas for records, clearances, court pleadings and court orders related to production or Non-production of agency records and information.	Retain in Legal Services for two (2) years after closure, then destroy.
8	ADULT GUARDIANSHIP FILES:	
	Files consist of agency adult guardianship court-related documents, clearances and summaries.	Where BCDSS is appointed guardian retain files in Legal Services Division until the death of the client. In all other cases, retain the files in Legal Services Division until client reaches age sixty- five (65), then destroy.
· 9	SHELTER CARE LOG SHEETS:	
	Files consist of daily summary sheets of shelter care authorizations approved by Legal Services Division.	Retain log sheets in Legal Services Division for three (3) years, then destroy.
DGS 550-	la [continuation] (Rev. 1/93)	

SCHEDULE DEPARTMENT OF GENERAL SERVICES 2309 **RECORDS MANAGEMENT DIVISION** NUMBER **RECORDS RETENTION AND DISPOSAL SCHEDULE** PAGE_3_OF_3_ (CONTINUATION SHEET) **DHR/Baltimore City Department of Social Services/ Legal Services Division** Item No. Description of Records Series (Program, forms, etc.) Authorized Retention Period & Instructions 10 **TERMINATION OF PARENTAL RIGHTS/GUARDIANSHIP FILES:** Files consist of Termination of Parental Rights court Retain in Legal Services Division until all related related documents, petitions, motions, order, reports and children attain age of twenty-one (21), then retain summaries concerning biological families. Files may in Records Management Center for twenty-five contain summaries of out-of-home placements for (25) years, then destroy. children. 11 **TERMINATION OF PARENTAL RIGHTS/ADOPTION** FILES: Files consist of Termination of Parental Rights and Retain in Legal Services Division for two (2) years adoption court related documents, petitions, motions, after adoption decree is issued, then ship to State order, reports and summaries concerning biological Records Center to be retained for twenty-five (25) families. Files may contain summaries of out-of-home years, then destroy. placements for children. DGS 550-1a [continuation] (Rev. 1/93)

<u>Instructions</u> –Type or Print a separate inventory form for Record Series. Forward with Records Retention Sched (DGS 550-1)	ule RECORDS 7275 JESSL	NT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 / JP, MARYLAND 20794 (410) 799-1379		
1. Department	2. Agency		3. Division	
DEPT OF HUMAN SERVICES	BALTIMORE C	ITY DEPT OF SOCIAL	LEGAL S	ERVICES DIVISION
DEFINITION - RECORD SERIES - A group of related m		sed as a unit for reference as well a	as retention	and disposition purposes.
4. Record Series Title			5. Earliest Yea	n/Labert Year
City Solicitor's Files 6. Record Berles Description (Briefly describe the types of Information/documentar)		• •		_1979_ to _1981
Files consist of pre-1981 Child-In-Ne court orders and other related docur Legal Services CINA files as of 198 children due to allegations of negled	eed-Assistance of ments. Files are 1. The files reco	court documents includ no longer issued and v	were rep	placed by BCDSS
7. Record Series Format(s) List ell	8. Record Series Seque	пса	9. Volume	
				TEE File Drawer(s)
Paper: Film / tape: Electronic: I™ Letter Size I Film/Sides I Kept on Hard Drive (Srm, etc.)	TEE Alphabetical			r Microfilm Reel(s)
Legal Size I' Microfilm/ I' Computer Tape	r Numerical		10	r' Computer Tape(s)
Microfiche ΓRolls ≃ ΓAudio Tape ΓRoppy Disk	Г Chronological			Cther (specify)
ГBound Book ГVideo Tape ГСО, DVD, etc	Г Geographiczi		10. Annual Ac	r File Drawer(s)
r Card r Other (specify)	T Other (specify) _	·····		r Microfilm Reel(s)
			_None Number	T Computer Tape(s) TEE Other (specify) NO longer issued
11. File is Used ГЕЕ Daily Г Weekly Г Monthly Г Annually 13. Current Location(s) (Bidg., Floor, Room) 6 St. Paul Street, Ste	2000	 File Becomes Inactive After 20 Г Month(s) Number 14. Is Record Series Duplicated Elsewhere? (f Г Yes 	<u> </u>	F프 Yeer(s) OR replaced by Legal Services CINA files. ancy or office.)
15. Access Restrictions (If Yes, cits Law(s) & Regulation(s)		16. Audit Requirements	<u> </u> .	<u></u>
г Yes Article 88A, Section 6, Annotated Code of M		~ Federal	Γ Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements ΓΞΞ Yes _Alphabetical by last name	Г No	18. Recommended Retention: Retain in Legal Services Division	n for twenty-	one (21) years, then destroy.
19. Name and Title of Preparer	20. Telephone Number.	M		21. Date
Richard Jackson, Administrator	410-767-8664			April 27, 2004
N/35 560 4 (70-0) 1001		,		

Instructions –Type or Print a separate inventory form for a Record Series. Forward with Records Retention Schedu (DGS 550-1)	lie RECORDS 7275 JESSU	IT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 IP, MARYLAND 20794 (410) 799-1379	AGENCY RECORDS INVENTORY
1. Depertment	2. Agency		3. Division
DEPT OF HUMAN SERVICES	BALTIMORE CI	TY DEPT OF SOCIAL	LEGAL SERVICES DIVISION
DEFINITION - RECORD SERIES - A group of related re	<u>/</u> SERVICES cords normally filed and u	sed as a unit for reference as well	as retention and disposition purposes.
4. Record Series Title		· · · · · · · · · · · · · · · · · · ·	5. Earliest Year/Latest Year
Administrative Appeal Hearing Files	,		1981to _current
6. Record Series Description (Briefly describe the types of information/documenta/for	rms found in the series. Include the pu	rpose or function of the series.)	
Files consist of documents related to licensing, foster care, kinship care, F requests for appeals pertaining to dis Files contain hearing related docume	Project home, AP spositions of inve	S and Adult Services. estigations of suspected	They also include client ed child abuse and neglect.
7. Record Series Format(s) List all	8. Record Series Seque	nce	9. Volumo
Paper: Film / tape: Electronic:			TEE File Drawer(s)
다프로 Letter Size 다 Film/Slides 다 Kept on Hard Drive (35mm, stc)	I'EE Alphabetical		F Microfilm Ree(s)
ΓLegal Size Γ Microfilm/ Γ Computer Tape Microfiche	l' Numerical		25 C Computer Tape(s) Number
ГRolls;# ГАибо Таре Г Floppy Disk	l' Chronological		C Other (specify)
F Bound Book, F Video Tape, F CD, DVD, etc	Г Geographical		10. Annual Accumutation
Г Card Г Other (specify)	r Other (specify) _	- <u></u>	r≅ File Drawer(s)
			5 C Computer Tape(s) Number I' Other (specify)
11. File is Used		12. File Becomes Inactive After	· · ·
ΓΞΞ Daily Γ Weekly Γ Monthly Γ Annually		Г Number	TEE Year(s)
· · · · · · · · · · · · · · · · · · ·		14. Is Record Series Duplicated Elsewhere? (f yes, specify agency or office.)
13. Current Location(s) (Bldg., Floor, Room) 6 St. Paul Street, Ste.	2000	Г Yes	ree No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	·	16. Audit Requirements	
г ves Article 88А, Section 6, Annotated Code of Md	Г №	ΓΞΞ None Γ State 1	Federal I' Independent
17. Is an Index System used? If yes, explain briefly and describe requirements rzs Yes Alphabetical by last name	Г No		ear after closure, then destroy. Retain copies of ns in Legal Services for 25 years after the
19. Name and Title of Preparer	20. Telephone Number:		21. Date
Richard Jackson, Administrator	410-767-8664		April 27, 2004
DGS 550-4 (Rev. 1/83)		<u>a da mangan yang dan sa sana sa sa</u>	

Instructions -Type or Print a separate inventory form for each Record Series. Forward with Records Retention Schedule (DGS 550-1) 1. Department DEPT OF HUMAN SERVICES / DEFINITION - RECORD SERIES - A group of related record 4. Record Series Title Payroll Records	2. Agency BALTIMORE CI SERVICES	TT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 IP, MARYLAND 20794 (410) 799-1379 TY DEPT OF SOCIAL sed as a unit for reference as well a	PAG 3. Division LEGAL SI	
6. Record Barles Description (Bidely describe the types of information/documents/forms f Files consist of timesheets, leave requi payroll.	-		er docu	ments related to
7. Record Series Format(s) List all Paper: Film / tape: Electronic: TEE Laster Size Film/Sides F Kept on Hard Drive (35mm, etc) F Lagai Size F Microfilm/ F Computer Tape Microfiche F Roltsa F Audio Tape F Floppy Disk F Bound Book F Video Tape F CD,DVD,etc F Cand F Other (specify)	8. Record Series Sequer TEE Alphabetical T Numerical T Chronological T Geographical T Other (specify) _		9. Volume 10 Number 10. Annual Acc	File Drawer(s) F Microfilm Ree(s) F Computer Tape(s) F Other (specify)
		12. File Becomes Inactive After 3	Foderal	Г No Г Independent

Instructions -Type or Print a separate inventory form for Record Series. Forward with Records Retention Schede (DGS 550-1)	ule RECORDS	NT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 JP, MARYLAND 20794 (410) 799-1379		
	2. Agency BALTIMORE C	ITY DEPT OF SOCIAL	3. Division	ERVICES DIVISION
DEFINITION - RECORD SERIES - A group of related re	SERVICES			
4. Record Series Tite	Cords normally med and t	ISEU AS A UNIT TO TELETERIDE AS WERE	5. Earliest Yea	
Personnel Records				
6. Record Series Description (Briefly describe the types of information/documents//	tions found in the series. Include the n	umpee or function of the series)		1981tocurrent
Files consist of employee hiring, eva miscellaneous documents related to		on, reclass requests, c	orrespo	ndence and other
7. Reccircí Series Formatie) List al	8. Record Series Seque	6008	9, Volume	:
Paper: Film / tape: Electronic:				TEE File Drawer(s)
TEE Letter Size Film/Sides F Kept on Hard Drive (S5mm, etc)	FEE Alphabetical			r Microfilm Reel(s)
ГLegal Size Г Microfilm/ Г Computer Tape Microfiche	I' Numerical		9 Number	Г Computer Tape(s) Г Other (specify)
ΓRolts≊ ΓΑυσίο Τερο ΓFloppy Disk	r Chronological			
FBound Book FVideo Tape FCD,DVD,etc	l' Geographical		10. Annual Ac	cumulation
Card C Other (specify)	r Other (specify)	· · · ·		E Nicefie Drawer(s)
			1	Г Microfilm Rect(s) Г Computer Tepe(s)
			Number	Γ Other (specify)
		N		
11. File is Used		12. File Becomes Inactive After		
ГΞΞ Daily Г Weekly Г Monthly Г Annually		З Г Month(s) Number		TEE Year(s)
13. Current Location(s) (Bidg., Floor, Room) 6 St. Paul Street, Ste	14. Is Record Series Duplicated Elsowhere? (
15. Access Restrictions (if Yes, cits Law(s) & Regulation(s)	······································			
Г Үез Г №а		l'Federal	Γ Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements	18. Recommended Retention: Retain in Legal Services for 3 yes	ears after ter	mination of employment, then	
ree Yes _Alphabetical by last name	· Г No	destroy.		
19. Name and Title of Preparer	20. Telephone Number:			21. Date
Richard Jackson, Administrator	410-767-8664			April 27, 2004
DGS 5504 (Rev. 1/63)	<u></u>			······································

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<u>مریک میں اور اور اور اور اور اور اور اور اور اور</u>					
Instructions –Type or Print a separate inventory form for Record Series. Forward with Records Retention Schedu (DGS 550-1)	ule RECORDS 7275 JESSU	T OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 P, MARYLAND 20794 (410) 799-1379	AGENCY RECORDS INVENTORY		
1. Department	2. Agency		3. Division		
DEPT OF HUMAN SERVICES		TY DEPT OF SOCIAL	LEGAL SERVICES DIVISION		
DEFINITION - RECORD SERIES - A group of related re		sed as a unit for reference as well a	as retention and disposition purposes.		
4. Record Series Title			5. Earliest Year/Latest Year		
4-E Project Files			1991 to1996		
6. Record Series Description (Briefly describe the types of information/documents/fo	orms found in the series. Include the pu	rpose or function of the series.)			
Files consist of documents related to petitions and orders.	o out-of-home pla	cements for children in	ncluding supportive court		
	·····		p		
7, Record Series Format(s) List all	8. Record Series Sequer	60	9. Volume		
Paper: Film / tape: Electronic;			I프로 File Drawer(s)		
『프트 Letter Size 『Film/Sides 『Kept on Hard Drive (35mm, etc)	ree Alphabetical		Microfilm Reel(s)		
Legal Size F Microfilm/ F Computer Tape Microfiche	r Numerical		3 Γ Computer Tape(s) Number Γ Other (specify)		
ΓRolls Β ΓΑυσίο Τερε ΓΓιορργ Disk	r Chronological				
Г Bound Book Г Video Таре Г CD, DVD, etc	r Geographical		10. Annual Accumulation		
Г Card Г Other (specify)	Γ Other (specify)		TE File Drawer(s)		
			r' Microfilm Reel(s)		
			None C Computer Tape(s) Number		
			real Other (specify)_No longer issued		
11. File is Used	I	12. File Becomes inactive After	1		
ГЕЕ Datiy ГWeekty ГMonthy ГAnnualiy					
		3r Month(s) Number	TEE Year(s)		
		14. Is Record Series Duplicated Elsewhere? (It	f yes, specify agency or office.)		
13. Current Location(s) (Bidg., Floor, Room) 6 St. Paul Street, Ste.	. 2000	Г Yes	THE NO		
· · · · · · · · · · · · · · · · · · ·					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		18. Audit Requirements			
TEE Yes Article 88A, Section 6, Annotated Code of Md. T No		ГΞΞ None Г State Г	Federal I Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention: Retain in Legal Services for 3 ve	are then destroy		
Retain in Legal Services for 3 years, then destroy.					
		L			
19. Name and Title of Preparer Richard Jackson, Administrator	20. Telephone Number: 410-767-8664		21. Date April 27, 2004		
There are account, Automobility			April 27, 2004		
DGS 550-4 (Rev. 1/83)			<u> </u>		

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InstructionsType or Print a separate inventory form for Record Series. Forward with Records Retention Scher (DGS 550-1)	dule RECORDS 7275 JESSL	IT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 JP, MARYLAND 20794 (410) 799-1379	AGENCY RECORDS INVENTORY			
1. Department	2. Agency		3. Division			
DEPT OF HUMAN SERVICES	BALTIMORE CI SERVICES	TY DEPT OF SOCIAL	LEGAL SERVICES DIVISION			
DEFINITION - RECORD SERIES - A group of related		sed as a unit for reference as well a	as retention and disposition purposes.			
			. /			
4. Record Series Title	•		5. Earliest Year/Latest Year			
CINA Records			1981 to _Current			
6. Record Series Description (Briefly describe the types of Information/documents Files consist of Child-In-Need-of-As progress reports and summaries.	ssistance court re	ated documents, petiti				
			1			
		· .	; .			
			f			
7. Record Series Format(s) List all	8. Record Series Seque	nce	9. Volume			
•			File Drawer(s)			
Paper: Film / tape: Electronic: ΓΕΞ Letter Size Γ Film/Sides Γ Kept on Hard Drive	1 Alphabetical					
(35mm, etc)	I Aprecence		r' Microfilm Reel(s)			
TEE Legal Size Γ Microfilm∕ Γ Computer Tape	I" Numerical		840 I' Computer Tape(s)			
Microfiche			Number C Other (specify)			
ΓRolts # ΓAudio Tape Γ Floppy Disk	TEE Chronological					
Γ Bound Book Γ Video Tape Γ CD, DVD, etc	Γ Geographical		10. Annual Accumulation			
Г Cend Г Other (specify)	Γ Other (specify)		r宝 File Drawer(s)			
			r Microfilm Reel(s)			
			35 F Computer Tepo(s)			
			Number			
			Γ Other (specify)			
11. File is Used		12. File Becomes Inactive After				
		12. File Becomes Inactive After				
ΓΞΞ Daily Γ Weekly Γ Monthly Γ Annuelly		21Г Month(s)	TEE Year(s)			
		Number	1 Food (a)			
		14. Is Record Series Duplicated Elsewhere? (I	f ves. specify agency or office.)			
13. Current Location(a) (Bidg., Floor, Room) 6 St. Paul Street, St	e. 2000		 A strategy may be a constrainty 			
		Г Yes	LEE No			
			· · · · · · · · · · · · · · · · · · ·			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
ΓΞΞ Yes Article 88A, Section 6, Annotated Code of Md. Γ No		ГЭЭ None Г State Г	Federal C Independent			
COMAR 07.01.07 and Attomsy/Client Privilage		Inches I State I				
17. Is an Index System used? If yes, explain briefly and describe requirement	3	18. Recommended Retention: Retain in Legal Services until all	eihlinge reach and 21 or CINIA invitation			
TEE Yes _Assigned Legal Services Number (Chrono In-House automated tracking	kogical) г№	Retain in Legal Services until all terminated for all siblings, then n years, then destroy.	siblings reach age 21 or CINA jurisdiction etain in Records Management Center for 25			
19. Name and Title of Preparer	20. Telephone Number:		21. Date			
Richard Jackson, Administrator	410-767-8664		April 27, 2004			
			·			
	L					

Instructions – Type or Print a separate inventory form for ea Record Series. Forward with Records Retention Scheduk (DGS 550-1)	RECORDS 7275 JESSL	IT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 JP, MARYLAND 20794 (410) 799-1379	AGENCY RECORDS INVENTORY PAGE OF	
1. Department	2. Agency	1	3. Division	
DEPT OF HUMAN SERVICES		TY DEPT OF SOCIAL	LEGAL SERVICES DIVISION	
DEFINITION - RECORD SERIES - A group of related rec	SERVICES ords normally filed and u	/ sed as a unit for reference as well a	as retention and disposition purposes.	
4. Record Series Title		• (5. Earliest Year/Latest Year	
MPIA Requests/Record Subpoenas F	iles	··· ··································	2000 to _current	
6. Record Series Description (Briefly describe the types of information/documents/form	is found in the series. Include the pu	rpose or function of the series.)		
Records document agency response correspondence, subpoenas, clearan records and information.				
· · · · ·		1.		
		. [
		• . •		
7. Record Series Format(s) List all	8. Record Series Seque	nce	9. Volime	
- Paper: Film / tape: Electronic:			File Drawer(s)	
FEE Letter Size Film/Sides F Kept on Hard Drive (35mm, etc)	TE Alphabetical		Г Microfilm Reel(s)	
r Legal Size r' Microfilm/ r' Computer Tape Microfiche	l" Numerical	•	25 Γ Computer Tape(s) Number Γ Other (specify)	
ΓRolls≊ ΓAudio Tape ΓFloppy Disk	Γ Chronological			
Г Bound Book Г Video Tepe Г CD, DVD, etc	Γ Geographical		10. Annual Accumulation	
Г Card Г Other (specify)	Γ Other (specify) _		File Drawer(s)	
			r Microfilm Reel(s)	
			I ⁻ Computer Tape(s) Number I ⁻ Other (specify)	
11. Füe is Used		12. File Becomes Inactive After		
ГЕЕ Deily ГWookly ГMonthly ГАллшаВу		́2 Г Моліћ(s)	TEE Year(s)	
		. Number 14. Is Record Series Duplicated Elsewhere? (1	f ves. specify agency or office.)	
13. Current Location(s) (Bidg., Floor, Room) 6 St. Paul Street, Ste. 2	2000	Г Үез	ree No	
			·	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements		
FEE Yes Article 88A, Section 6, Annotated Code of Md. F No COMAR 07.01.07 and Attorney/Client Privilege		ГЕЕ None Г State Г	Federal I Independent	
17. Is an index System used? If yes, explain briefly and describe requirements		18. Recommended Retention:	on after alcours this destruct	
Retain in Legal Services for 2 years after closure, then destroy. The structure submeted tracking system The structure system The				
19. Name and Title of Preparer 20). Telephone Number,		21. Date	
Richard Jackson, Administrator	10-767-8664		April 27, 2004	
DGS 550-4 (Rev. 1/83)	<u>,</u>	• •		

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Instructions – Type or Print a separate inventory form for Record Series. Forward with Records Retention Sched (DGS 550-1)	lule RECORDS 7275 JESSU	IT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 IP, MARYLAND 20794 (410) 799-1379	AGENCY RECORDS INVENTORY
1. Department	2. Agency	·····	3. Division
DEPT OF HUMAN SERVICES	BALTIMORE CI	TY DEPT OF SOCIAL	LEGAL SERVICES DIVISION
DEFINITION - RECORD SERIES - A group of related r		sed as a unit for reference as well a	as retention and disposition purposes.
4. Record Series Title			5. Earliest Year/Latest Year
Adult Guardianship Files	1, -		
6. Record Series Description (Briefly describe the types of information/documents/	forms found in the earlies. Include the m	roose or function of the series.)	
Adult guardianship court related do	•		
· · · · · · · · · · · · · · · · · · ·			
	1		
	l		
·	· ·		
	T	·····	
7. Record Series Format(s) List all	8. Record Series Seque	nce	9. Volume File Drawer(s)
Paper: Film / tape: Electronic: F355 Lotter Size Film/Sides F Kept on Hard Drive	ΓΞ Alphabetical		r Microfilm Ree(s)
(35mm, etc.)			25 Г Сотриет Таре(в)
F Legal Size i' Microfilm/ F Computer Tape Microfiche	r Numerical		Number [* Other (specify)
ГRollsa ГAudio Tape Г Floppy Disk	Γ Chronological		
Г Bound Book Г Video Tape Г CD, DVD, etc	r Geographical		10. Annual Accumutation
Г Card Г Other (specify)	r Other (specify) _		rs File Drawer(s)
			r Microfilm Real(s) 3 r Computer Tape(s)
			3 I" Computer Tape(s) Number I Other (specify)
11. File is Used	·····	12. File Becomes Inactive After	
ГΞΞ Daily Г Weekly Г Monthly · Г Annually		r Month(s)	[EE Year(s)
	•••	Number	··
13. Current Location(s) (Bidg., Floor, Room) 6 St. Paul Street, Ste	. 2000	14. Is Record Series Duplicated Elsewhere? (It	f yes, specify agency or office.)
		Г Үез	FEE No
15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s)		16. Audit Requirements	
ГЕЕ Yes Article 88A, Section 6, Annotated Code of Md. Г No COMAR 07.01.07 and Attorney/Client Privilege		ΓΞΞ None Γ State Γ	Federal C Independent
17. Is an index System used? If yes, explain briefly and describe requirements		18. Recommended Retention: When BC	DSS is appointed guardian, retain in Legal Services
			y. All other guardianship cases are retained in Lege
Г Yes Г No			2 w, um uosuuy
19. Name and Title of Preparer	20. Telephone Number:	<u></u>	21. Date
Richard Jackson, Administrator	410-767-8664		April 27, 2004
DGS 550-4 (Rev. 1/83)		<u>ىرىمى بىلەر ئەشىرىكە ئېرىمىدى. بەر بەلىرىمى بەر بەر ئەشەر ئەر بەر ئەشەر بەر بەر بەر ئەر ئەر ئەشەر ئە</u> ر ئەر بەر	

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Instructions –Type or Print a separate inventory form for Record Series. Forward with Records Retention Schedu (DGS 550-1)	Ne RECORDS 7275 JESSU	IT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 IP, MARYLAND 20794 (410) 799-1379	1	BENCY RECORDS INVENTORY
1. Department	2. Agency		3. Division	
DEPT OF HUMAN SERVICES	SERVICES	TY DEPT OF SOCIAL		ERVICES DIVISION
DEFINITION - RECORD SERIES - A group of related re	cords normally filed and u	sed as a unit for reference as well a	as retention	and disposition purposes.
4. Record Series Title			5. Earliest Yes	r/Latest Year
Shelter Care Logs				1981_ to _current
a. Record Series Description (Briefly describe the types of Information/documenta/fo Contains listing of daily shelter care living environment.			o be at	risk of harm in their
	•			
1				
7. Record Series Formet(s) List all	8. Record Series Seque		9, Volume	
-				FEE File Drawer(s)
Paper: Film / tape: Electronic: TSE Letter Size Film/Sides F Kept on Hard Drive	Γ Alphabetical			Г Microfilm Reel(s)
(35mm, etc.) T Legal Size T Microfilm/ T Computer Tape	I' Numerical		_5	F Computer Tape(s)
F Legal Size F Microfilm/ F Computer Tape Microfiche			Number	Г Other (specify)
ΓRolls⊒ ΓAudio Tape ΓRoppy Disk	TEE Chronological		ļ	
T Bound Book T Video Tape T CD, DVD, etc	Г Geographical		10 Annual Ac	cumulation
Г Card Г Other (specify)	T' Other (specify)			TE File Drawer(s)
				Г Microfilm Reel(s)
			1	Computer Tape(s)
			(Tranco	r Other (specify)
	l		I	
11. File is Used		12. File Becomes Inactive After		
ΓΞΞ Daily Γ Weekly Γ Monthly Γ Annually		́Зг Month(s)		r≘≘ Year(s)
		Number		
13. Current Location(s) (Bldg., Floor, Room) 6 St. Paul Street, Ste.	2000	14. Is Record Series Duplicated Elsewhere? (I	If yes, specify age	incy or office)
	2000	Г Үез	ree No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements		
ГЕЕ Yes Article 88A, Section 6, Annatzited Code of Md. Г No COMAR 07.01.07 and Attorney/Client Privilege		' Federal	[Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements	18. Recommended Retention: Retain in	Legal Serv	ices for 3 years, then destroy.	
Г Yes ГΞ No		J		
10. Norm and Title of Dense		<u> </u>		A4 D-11
1 1	20 Telephone Number:			21. Date
Richard Jackson, Administrator	410-767-8664			April 27, 2004
	/			
DGS 550-4 (Rev. 1/83)				

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Instructions Type or Print a separate inventory form for Record Series. Forward with Records Retention Schede (DGS 550-1)	Ile RECORDS 7275 JESSU	IT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 IP, MARYLAND 20794 (410) 799-1379	AGENCY RECORDS INVENTORY		
1. Department	2. Agency		3. Division		
DEPT OF HUMAN SERVICES		TY DEPT OF SOCIAL	LEGAL SERVICES DIVISION		
DEFINITION - RECORD SERIES - A group of related re	SERVICES cords normally filed and u	sed as a unit for reference as well a	as retention and disposition purposes.		
4. Record Series Title			5. Earliest Yean/Latest Year		
Termination of Parental Rights (TPR	k)/Guardianship F	Records	1979_ to _current		
Files consist of Termination of Parental Rights court related documents, petitions, motions, orders, reports and summaries concerning biological families. Files may also contain summaries of out-of-home placements for children.					
7. Record Series Formut(s) List ell	8. Record Series Seque	nca	9. Volume		
- Paper. Film / tape: Electronic:			F프로 File Drawer(s)		
Γ'⊞⊑ Letter Size Γ Film/Sides Γ Kept on Hard Drive (35mm, etc)	rs Alphabetical		Г Microfilm Reel(s) 360 Г Computer Tape(s)		
『空王 Legel Size 『 Microfitm/ 『 Computer Tape Microfiche	F Numerical		360 Г Computer Tape(s) Number Г Other (specify)		
['Rolls≊ "Audio Tape "Floppy Diak	r Chronological				
Г Bound Book Г Video Таре Г CD,DVD,etc	Г Geographical		10. Annual Accumulation		
Г Card Г Other (specify)	Γ Other (specify) _		ΓΞ File Drawer(s) Γ Microfilm Ree(s)		
			15 Г Computer Tape(s) Number Г Other (specify)		
11. File is Used ГΞΞ Daliy Г Weekly Г Monthly Г Annually		12. File Becomes Inactive After 21 T Month(s) Number) File Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 6 St. Paul Street, Ste. 2000		14. Is Record Series Duplicated Elsewhere? () Γ Yes	ff yes, specify agency or office.) FSS No		
15. Access Restrictions (If Yes, cite Law(e) & Regulation(s)		16. Audit Requirements			
The Yes Article 88A, Section 6, Annotated Code of Md. Γ No COMAR 07.01.07 and Attorney/Client Privilege		ГΞΞ None Г State I	Federal Γ Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements ΓΞΞ Yes _Alphabetical by last name Γ No In-House automated tracking system		18. Recommended Retention: Retain in Legal Services until all then retain in Records Managen	related children attain age of twenty-one (21), nent Center for 25 years, then destroy.		
19. Name and Title of Preparer	20. Telephone Number:	<u>N</u>	21. Date		
Richard Jackson, Administrator	410-767-8664	. '	April 27, 2004		
105 550.4 (Pm 197)					

Instructions – Type or Print a separate inventory form fo Record Series. Forward with Records Retention Schere (DGS 550-1)	Jule RECORDS 7275 JESSL	NT OF GENERAL SERVICES MANAGEMENT DIVISION WATERLOO ROAD P.O. BOX 275 JP, MARYLAND 20794 (410) 799-1379	AGENCY RECORDS INVENTORY PAGE //OF/
1. Depertment	2. Agency		3. Division
DEPT OF HUMAN SERVICES		TY DEPT OF SOCIAL	LEGAL SERVICES DIVISION
DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title 5. Earlest Year/Latest Year			
Termination of Parental Rights (TPR)/Adoption Records			to_current
Record Series Description (Briefly describe the types of Information/documenta/forms found in the series. Include the purpose or function of the series.)			
Files consist of Termination of Parental Rights and adoption related court documents, petitions, motions, orders, reports and summaries concerning biological families. Files may also contain summaries of out-of-home placements for children.			
7. Record Series Format(s) List all	8. Record Series Sequence		9. Volume
Paper: Film / tape: Electronic:			TEE File Drawer(s)
Paper: Film / Laper: Electronic: FEEL Letter Size Film/Sides F Kept on Hard Drive (S5mm, etc.)	TE Alphabetical		r Microfilm Reel(s)
Content, etc.y TEE Legal Size Γ Microfilm / Γ Computer Tape	I' Numerical		360 T Computer Tapo(s)
Microfiche			Number [Other (specify)
ГRotts є ГАиdio Tape ГFloppy Disk	r Chronological		
Г Bound Book Г Video Tape Г CD,DVD,etc	Γ Geographical		10, Annual Accumulation
Γ Card Γ Other (specify)	Other (specify)		TE File Drawer(s)
			r Microfilm Reel(s)
			15_ r Computer Tape(s)
			Other (specify)
		I	
11. File is Used ΓΞΞ Daily Γ Weekly Γ Monthly Γ Annuaßy 		12. File Becomes Inactive After	
		́21 Г Month(s) ГΞΞ Yeer(s)	
		Number	
13. Current Location(s) (Bldg., Floor, Room) 6 St. Paul Street, Ste. 2000		14 Is Recerd Series Duplicated Elsewhere? (If yes, specify agency or office.)	
		Г Yes ГЕЕ No	
15 Access Restrictions (If Yes, cite Law(s) & Regulation(s)		18. Audit Requirements	
ΓΞΞ Yes Article 88A, Section 6, Annotated Code of Md. Γ No COMAR 07.01.07 and Attorney/Client Privilege		ГΞΞ None Г State Г Federal Γ Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements 18 Recommended Retention:			
FEE Yes _Alphabetical by last name I* No I* No In-House automated tracking system		Retain in Legal Services for two (2) years after adoption decree is issued, then retain in Records Management Center for twenty-five (25) years, then destroy.	
19. Name and Title of Preparer	20. Telephone Number:	Ha ngan ang ang ang ang ang ang ang ang ang	21. Date
Richard Jackson, Administrator			
	410-767-8664		Aprtl 27, 2004
DGS 550-4 (Rev. 1/93)			

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