

RECORDS RETENTION AND DISPOSAL SCHEDULE

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

Item No.	Description of Records Series (from Inventory Form)	Authorized Retention Period & Instructions
1	<p><u>CITY SOLICITOR FILES:</u></p> <p>Records consist of pre-Legal Services Division (1981 or earlier) Child-In-Need-of-Assistance court related documents and summaries.</p>	Retain in Legal Services Division for twenty-one (21) years, then destroy.
2	<p><u>ADMINISTRATIVE APPEAL HEARING FILES:</u></p> <p>Records consist of client requests for appeals relating to services. Records may include foster home licensing and Foster Care, Kinship Care, Child Protective Services, Project Home, Adult Protective Services, Adult Services and other service-related appeals. Records may include summaries of investigations and administrative decisions and orders.</p>	Retain in Legal Services Division for one (1) year after final decision, then destroy; Retain copies of hearing summaries and decisions in Legal Services Division for twenty-five (25) years after the final decision, then destroy.
3	<p><u>PAYROLL FILES:</u></p> <p>Records consist of documents related to employee timesheets and leave requests. Records may also contain medical documentation for leave usage.</p>	Retain in Legal Services Division for three (3) years after closure or until all audit requirements are met, then destroy.
4	<p><u>PERSONNEL FILES:</u></p> <p>Records consist of documents related to employee hiring, promotion, evaluation and disciplinary action. Files will contain job description (Form MS22).</p>	Retain in Legal Services for three (3) years after termination of employment, then destroy.

SCHEDULE APPROVED BY Legal Services

Division Director:

DATE:

July 12, 2004

SIGNATURE:

Millicent Edwards Gordon

TYPED NAME

Millicent Edwards Gordon

TITLE:

Division Director

AUTHORIZED BY STATE ARCHIVIST

DATE:

SEP 02 2004

SIGNATURE:

Edward C. Pagan

**RECORDS RETENTION AND DISPOSAL SCHEDULE
(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
5	<p align="center"><u>4-E PROJECT FILES:</u></p> <p>Records consist of 4-E compliance documentation and court documentation of out-of home placements for children in need of assistance.</p>	<p>Retain in Legal Services Division for three (3) years, then destroy.</p>
6	<p align="center"><u>CINA FILES:</u></p> <p>Files consist of Child-In-need-Of-Assistance court related documents, clearances, progress reports and summaries.</p>	<p>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.</p>
7	<p align="center"><u>MPIA REQUESTS/SUBPOENA FILES:</u></p> <p>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.</p>	<p>Retain in Legal Services for two (2) years after closure, then destroy.</p>
8	<p align="center"><u>ADULT GUARDIANSHIP FILES:</u></p> <p>Files consist of agency adult guardianship court-related documents, clearances and summaries.</p>	<p>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.</p>
9	<p align="center"><u>SHELTER CARE LOG SHEETS:</u></p> <p>Files consist of daily summary sheets of shelter care authorizations approved by Legal Services Division.</p>	<p>Retain log sheets in Legal Services Division for three (3) years, then destroy.</p>

**RECORDS RETENTION AND DISPOSAL SCHEDULE
(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	<p><u>TERMINATION OF PARENTAL RIGHTS/GUARDIANSHIP FILES:</u></p> <p>Files consist of Termination of Parental Rights court related documents, petitions, motions, order, reports and summaries concerning biological families. Files may contain summaries of out-of-home placements for children.</p>	<p>Retain in Legal Services Division until all related children attain age of twenty-one (21), then retain in Records Management Center for twenty-five (25) years, then destroy.</p>
11	<p><u>TERMINATION OF PARENTAL RIGHTS/ADOPTION FILES:</u></p> <p>Files consist of Termination of Parental Rights and adoption court related documents, petitions, motions, order, reports and summaries concerning biological families. Files may contain summaries of out-of-home placements for children.</p>	<p>Retain in Legal Services Division for two (2) years after adoption decree is issued, then ship to State Records Center to be retained for twenty-five (25) years, then destroy.</p>

Instructions - Type or Print a separate inventory form for each 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 (410) 799-1379		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>11</u>	
1. Department DEPT OF HUMAN SERVICES		2. Agency BALTIMORE CITY DEPT OF SOCIAL SERVICES		3. Division 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 City Solicitor's Files				5. Earliest Year/Latest Year <u>1979</u> to <u>1981</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files consist of pre-1981 Child-In-Need-Assistance court documents including Juvenile Court petitions, court orders and other related documents. Files are no longer issued and were replaced by BCDSS Legal Services CINA files as of 1981. The files record pre-Legal Services court involvement with children due to allegations of neglect and/or abuse.					
7. Record Series Format(s) List all Paper: <input checked="" type="checkbox"/> Letter Size Film / tape: <input type="checkbox"/> Film/Slides (35mm, etc) Electronic: <input type="checkbox"/> Kept on Hard Drive <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Microfilm/Microfiche <input type="checkbox"/> Computer Tape <input type="checkbox"/> Rolls <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> CD,DVD,etc <input type="checkbox"/> Card <u> x </u> <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) <u>10</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>None</u> <input type="checkbox"/> Computer Tape(s) Number <input checked="" type="checkbox"/> Other (specify) <u>No longer issued</u>			
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>20</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) OR replaced by Legal Services CINA files.		
13. Current Location(s) (Bldg., Floor, Room) <u>6 St. Paul Street, Ste. 2000</u>			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 type="checkbox"/> Yes <u>Article 88A, Section 6, Annotated Code of Md</u> <input type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <u>Alphabetical by last name</u> <input type="checkbox"/> No			18. Recommended Retention: Retain in Legal Services Division for twenty-one (21) years, then destroy.		
19. Name and Title of Preparer Richard Jackson, Administrator		20. Telephone Number: 410-767-8664		21. Date April 27, 2004	

Instructions -Type or Print a separate inventory form for each 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 (410) 799-1379		AGENCY RECORDS INVENTORY	
				PAGE <u>2</u> OF <u>11</u>	
1. Department DEPT OF HUMAN SERVICES		2. Agency BALTIMORE CITY DEPT OF SOCIAL SERVICES		3. Division 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 Administrative Appeal Hearing Files				5. Earliest Year/Latest Year ___1981___ to ___current___	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files consist of documents related to client requests for appeal of adverse actions related to foster home licensing, foster care, kinship care, Project home, APS and Adult Services. They also include client requests for appeals pertaining to dispositions of investigations of suspected child abuse and neglect. Files contain hearing related documents including administrative hearing decisions and orders.					
7. Record Series Format(s) List all Paper: <input checked="" type="checkbox"/> Letter Size Film / tape: <input type="checkbox"/> Film/Slides <input type="checkbox"/> Kept on Hard Drive (35mm, etc) <input type="checkbox"/> Legal Size <input type="checkbox"/> Microfilm/ Microfiche <input type="checkbox"/> Computer Tape <input type="checkbox"/> Rolls ___#___ <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> CD,DVD,etc <input type="checkbox"/> Card _____ <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) <u>25</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify)_____	
				10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>5</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify)_____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			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) 6 St. Paul Street, Ste. 2000			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 type="checkbox"/> Yes Article 88A, Section 6, Annotated Code of Md <input type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <u>Alphabetical by last name</u> <input type="checkbox"/> No			18. Recommended Retention: Retain in Legal Services for 1 year after closure, then destroy. Retain copies of hearing summaries and decisions in Legal Services for 25 years after the decision, then destroy.		
19. Name and Title of Preparer Richard Jackson, Administrator		20. Telephone Number: 410-767-8664		21. Date April 27, 2004	

Instructions - Type or Print a separate inventory form for each 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
(410) 799-1379

AGENCY RECORDS INVENTORY

PAGE 3 OF 11

1. Department
DEPT OF HUMAN SERVICES

2. Agency
BALTIMORE CITY DEPT OF SOCIAL SERVICES

3. Division
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
Payroll Records

5. Earliest Year/Latest Year
1994 to current

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Files consist of timesheets, leave requests, medical documentation and other documents related to payroll.

7. Record Series Format(s) List all:

Paper: Letter Size Legal Size Rolls Bound Book Card
Film / tape: Film/Slides (35mm, etc) Microfilm/Microfiche Audio Tape Video Tape Other (specify) _____
Electronic: Kept on Hard Drive Computer Tape Floppy Disk CD, DVD, etc

8. Record Series Sequence

Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

File Drawer(s)
 Microfilm Reel(s)
10
Number Computer Tape(s)
 Other (specify) _____

10. Annual Accumulation

File Drawer(s)
 Microfilm Reel(s)
2
Number Computer Tape(s)
 Other (specify) _____

11. File Is Used
 Daily Weekly Monthly Annually

12. File Becomes Inactive After
3
Number Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room) 6 St. Paul Street, Ste. 2000

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
 Yes_BCDSS payroll 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 requirements
 Yes Alphabetical by last name No

18. Recommended Retention:
Retain in Legal Services for 3 years or until audit requirements are met, then destroy.

19. Name and Title of Preparer
Richard Jackson, Administrator

20. Telephone Number:
410-767-8664

21. Date
April 27, 2004

Instructions - Type or Print a separate inventory form for each 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 (410) 799-1379		AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>11</u>	
1. Department DEPT OF HUMAN SERVICES		2. Agency BALTIMORE CITY DEPT OF SOCIAL SERVICES		3. Division 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 Personnel Records				5. Earliest Year/Latest Year <u>1981</u> to <u>current</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files consist of employee hiring, evaluation, promotion, reclass requests, correspondence and other miscellaneous documents related to employment.					
7. Record Series Format(s) List all Paper: <input checked="" type="checkbox"/> Letter Size Film / tape: <input type="checkbox"/> Film/Slides (35mm, etc) Electronic: <input type="checkbox"/> Kept on Hard Drive <input type="checkbox"/> Legal Size <input type="checkbox"/> Microfilm/ Microfiche <input type="checkbox"/> Computer Tape <input type="checkbox"/> Rolls <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> CD, DVD, etc <input type="checkbox"/> Card <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>9</u> Number	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		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			
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) 6 St. Paul Street, Ste. 2000			
14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <u>BCDSS Personnel Office</u> <input type="checkbox"/> No		15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <u>Alphabetical by last name</u> <input type="checkbox"/> No			
18. Recommended Retention: Retain in Legal Services for 3 years after termination of employment, then destroy.		19. Name and Title of Preparer Richard Jackson, Administrator		20. Telephone Number: 410-767-8664	
21. Date April 27, 2004					

Instructions -Type or Print a separate inventory form for each 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 (410) 799-1379		AGENCY RECORDS INVENTORY PAGE <u>5</u> OF <u>11</u>	
1. Department DEPT OF HUMAN SERVICES		2. Agency BALTIMORE CITY DEPT OF SOCIAL SERVICES		3. Division 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 4-E Project Files				5. Earliest Year/Latest Year <u>1991</u> to <u>1996</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files consist of documents related to out-of-home placements for children including supportive court petitions and orders.					
7. Record Series Format(s) List all Paper: <input checked="" type="checkbox"/> Letter Size Film / tape: <input type="checkbox"/> Film/Sides Electronic: <input type="checkbox"/> Kept on Hard Drive (35mm, etc) <input type="checkbox"/> Legal Size <input type="checkbox"/> Microfilm/ Microfiche <input type="checkbox"/> Computer Tape <input type="checkbox"/> Rolls <u> </u> <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> CD,DVD,etc <input type="checkbox"/> Card <u> </u> <input type="checkbox"/> Other (specify) <u> </u>		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) <u> </u>		9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>3</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) <u> </u>	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		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) 6 St. Paul Street, Ste. 2000		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <u> </u> <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input checked="" type="checkbox"/> Yes Article 88A, Section 6, Annotated Code of Md. <input type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <u>Alphabetical by last name</u> <input type="checkbox"/> No		18. Recommended Retention: Retain in Legal Services for 3 years, then destroy.			
19. Name and Title of Preparer Richard Jackson, Administrator		20. Telephone Number: 410-767-8664		21. Date April 27, 2004	

Instructions -Type or Print a separate inventory form for each 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 (410) 799-1379		AGENCY RECORDS INVENTORY PAGE <u>6</u> OF <u>11</u>	
1. Department DEPT OF HUMAN SERVICES		2. Agency BALTIMORE CITY DEPT OF SOCIAL SERVICES		3. Division 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 CINA Records				5. Earliest Year/Latest Year 1981__ to __Current__	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Files consist of Child-In-Need-of-Assistance court related documents, petitions, motions, orders, progress reports and summaries. Files may also contain medical summaries.					
7. Record Series Format(s) List all Paper: <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Film / tape: <input type="checkbox"/> Film/Slides (35mm, etc) <input type="checkbox"/> Electronic: <input type="checkbox"/> Kept on Hard Drive <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Microfilm/ Microfiche <input type="checkbox"/> Computer Tape <input type="checkbox"/> Rolls ___ <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> CD,DVD,etc <input type="checkbox"/> Card ___ <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" 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) <u>840</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____	
11. File Is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>21</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. Current Location(s) (Bldg., Floor, Room) 6 St. Paul Street, Ste. 2000		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 Article 88A, Section 8, Annotated Code of Md. <input type="checkbox"/> No COMAR 07.01.07 and Attorney/Client Privilege		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <u>Assigned Legal Services Number (Chronological)</u> <input type="checkbox"/> No In-House automated tracking		18. Recommended Retention: Retain in Legal Services until all siblings reach age 21 or CINA jurisdiction terminated for all siblings, then retain in Records Management Center for 25 years, then destroy.			
19. Name and Title of Preparer Richard Jackson, Administrator		20. Telephone Number: 410-767-8664		21. Date April 27, 2004	

Instructions -Type or Print a separate inventory form for each 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 (410) 799-1379		AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>11</u>	
1. Department DEPT OF HUMAN SERVICES		2. Agency BALTIMORE CITY DEPT OF SOCIAL SERVICES		3. Division 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 MPIA Requests/Record Subpoenas Files				5. Earliest Year/Latest Year <u>2000</u> to <u>current</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Records document agency response to written requests for information. Files consist of written correspondence, subpoenas, clearances, court pleadings related to disclosure/non-disclosure of agency records and information.					
7. Record Series Format(s) List all Paper: <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Film / tape: <input type="checkbox"/> Film/Slides (35mm, etc) <input type="checkbox"/> Electronic: <input type="checkbox"/> Kept on Hard Drive <input type="checkbox"/> Legal Size <input type="checkbox"/> Microfilm/ Microfiche <input type="checkbox"/> Computer Tape <input type="checkbox"/> Rolls <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> CD,DVD,etc <input type="checkbox"/> Card <input type="checkbox"/> Other (specify) _____		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>25</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>2</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number			
13. Current Location(s) (Bldg., Floor, Room) 6 St. Paul Street, Ste. 2000		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 Article 88A, Section 6, Annotated Code of Md. COMAR 07.01.07 and Attorney/Client Privilege <input type="checkbox"/> No		16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent			
17. Is an Index System used? if yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <u>Alphabetical by last name</u> <input type="checkbox"/> No <input type="checkbox"/> In-House automated tracking system		18. Recommended Retention: Retain in Legal Services for 2 years after closure, then destroy.			
19. Name and Title of Preparer Richard Jackson, Administrator		20. Telephone Number: 410-767-8664		21. Date April 27, 2004	

Instructions - Type or Print a separate inventory form for each 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 (410) 799-1379	AGENCY RECORDS INVENTORY PAGE <u>8</u> OF <u>11</u>
1. Department DEPT OF HUMAN SERVICES	2. Agency BALTIMORE CITY DEPT OF SOCIAL SERVICES	3. Division 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 Adult Guardianship Files	5. Earliest Year/Latest Year <u>1981</u> to <u>current</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Adult guardianship court related documents, clearances and summaries.		
7. Record Series Format(s) List all Paper: <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Film / tape: <input type="checkbox"/> Film/Slides (35mm, etc) <input type="checkbox"/> Electronic: <input type="checkbox"/> Kept on Hard Drive <input type="checkbox"/> Legal Size <input type="checkbox"/> Microfilm/ Microfiche <input type="checkbox"/> Computer Tape <input type="checkbox"/> Rolls <u> </u> <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> CD, DVD, etc <input type="checkbox"/> Card <u> </u> <input type="checkbox"/> Other (specify) <u> </u>	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) <u> </u>	9. Volume <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>25</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) <u> </u> 10. Annual Accumulation <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>3</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) <u> </u>
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u> </u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number	
13. Current Location(s) (Bldg., Floor, Room) 6 St. Paul Street, Ste. 2000	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <u> </u> <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input checked="" type="checkbox"/> Yes Article 88A, Section 6, Annotated Code of Md. COMAR 07.01.07 and Attorney/Client Privilege <input type="checkbox"/> No	16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <u> </u> <input type="checkbox"/> No	18. Recommended Retention: When BCDSS is appointed guardian, retain in Legal Services until death of client, then destroy. All other guardianship cases are retained in Legal Services until client reaches age 65, then destroy	
19. Name and Title of Preparer Richard Jackson, Administrator	20. Telephone Number: 410-767-8664	21. Date April 27, 2004

Instructions - Type or Print a separate inventory form for each 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 (410) 799-1379		AGENCY RECORDS INVENTORY PAGE <u>9</u> OF <u>11</u>	
1. Department DEPT OF HUMAN SERVICES		2. Agency BALTIMORE CITY DEPT OF SOCIAL SERVICES		3. Division 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 Shelter Care Logs				5. Earliest Year/Latest Year <u>1981</u> to <u>current</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Contains listing of daily shelter care authority to remove children believed to be at risk of harm in their living environment.					
7. Record Series Format(s) List all Paper: <input checked="" type="checkbox"/> Letter Size Film / tape: <input type="checkbox"/> Film/Slides Electronic: <input type="checkbox"/> Kept on Hard Drive (35mm, etc.) <input type="checkbox"/> Legal Size <input type="checkbox"/> Microfilm/ Microfiche <input type="checkbox"/> Computer Tape <input type="checkbox"/> Rolls _____ <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> CD, DVD, etc. <input type="checkbox"/> Card _____ <input type="checkbox"/> Other (specify) _____			8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" 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) <u>5</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			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) 6 St. Paul Street, Ste. 2000			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 Article 88A, Section 6, Annotated Code of Md. COMAR 07.01.07 and Attorney/Client Privilege <input type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes _____ <input checked="" type="checkbox"/> No			18. Recommended Retention: Retain in Legal Services for 3 years, then destroy.		
19. Name and Title of Preparer Richard Jackson, Administrator		20. Telephone Number: 410-767-8664		21. Date April 27, 2004	

Instructions - Type or Print a separate inventory form for each 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 (410) 799-1379		AGENCY RECORDS INVENTORY PAGE <u>10</u> OF <u>11</u>	
1. Department DEPT OF HUMAN SERVICES		2. Agency BALTIMORE CITY DEPT OF SOCIAL SERVICES		3. Division 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 Termination of Parental Rights (TPR)/Guardianship Records				5. Earliest Year/Latest Year <u>1979</u> to <u>current</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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 Format(s) List all Paper: <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Legal Size <input type="checkbox"/> Rolls <input type="checkbox"/> Bound Book <input type="checkbox"/> Card Film / tape: <input type="checkbox"/> Film/Slides (35mm, etc) <input type="checkbox"/> Microfilm/Microfiche <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ Electronic: <input type="checkbox"/> Kept on Hard Drive <input type="checkbox"/> Computer Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> CD, DVD, etc		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) <u>360</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____	
				10. Annual Accumulation <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <u>15</u> <input type="checkbox"/> Computer Tape(s) Number <input type="checkbox"/> Other (specify) _____	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After <u>21</u> <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Number		
13. Current Location(s) (Bldg., Floor, Room) 6 St. Paul Street, Ste. 2000			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 Article 88A, Section 6, Annotated Code of Md. COMAR 07.01.07 and Attorney/Client Privilege <input type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? if yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <u>Alphabetical by last name</u> <input type="checkbox"/> No <u>In-House automated tracking system</u>			18. Recommended Retention: Retain in Legal Services until all related children attain age of twenty-one (21), then retain in Records Management Center for 25 years, then destroy.		
19. Name and Title of Preparer Richard Jackson, Administrator		20. Telephone Number: 410-767-8664		21. Date April 27, 2004	

