

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

Schedule No. 2629

Page 1 of 2

Agency
Maryland State Commission on Criminal Sentencing Policy

Division/Unit

Item No.	Description	Retention
1.	<p><u>Maryland Sentencing Guidelines Worksheets</u></p> <p>This series consists of paper sentencing guidelines worksheets received by the Maryland State Commission on Criminal Sentencing Policy from the Maryland circuit courts.</p>	<p>Retain for seven (7) years from the date of sentencing, then destroy.</p>
2.	<p><u>Maryland Sentencing Guidelines Database</u></p> <p>This series consists of a Microsoft Access database file which contains the information data-entered from paper sentencing guidelines worksheets submitted to the Maryland State Commission on Criminal Sentencing Policy by the Maryland circuit courts.</p>	<p>Permanent. Retain until submission of the agency's annual report, then transfer to the Maryland State Archives for permanent retention.</p>
3.	<p><u>Maryland State Commission on Criminal Sentencing Policy (MSCCSP) Sentencing Guidelines Data Codebook</u></p> <p>This series consists of a codebook for the Maryland Sentencing Guidelines Database. The codebook provides descriptions of variables in the database and explanations of codes for those variables.</p>	<p>Permanent. Retain until submission of the agency's annual report, then transfer to the Maryland State Archives for permanent retention.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date February 5, 2013

Signature David Soule

Typed Name David A. Soule

Title Executive Director

Schedule Authorized by State Archivist

Date 3/18/2013

Signature [Signature]

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

Schedule No. 2629

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Agency Maryland State Commission on Criminal Sentencing Policy	Division/Unit
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Item No.	Description	Retention
4.	<p><u>Maryland State Commission on Criminal Sentencing Policy Annual Reports</u></p> <p>This series consists of the annual reports of the Maryland State Commission on Criminal Sentencing Policy. The reports detail the activities of the Maryland State Commission on Criminal Sentencing Policy and provide an overview of circuit court sentencing practices and trends in Maryland.</p>	<p>Permanent. Retain until submission to the Maryland General Assembly, then transfer to the Maryland State Archives for permanent retention.</p>

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.04	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930	ELECTRONIC RECORDS INVENTORY Page <u> 1 </u> of <u> 1 </u>
1 DEPARTMENT/AGENCY Maryland State Commission on Criminal Sentencing Policy	2 DIVISION	3 UNIT
DEFINITION – Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes		
4 ELECTRONIC RECORD SERIES TITLE Maryland Sentencing Guidelines Database	5 EARLIEST YEAR/LATEST YEAR <u> 1983 </u> TO <u> 2012 </u>	
6 INPUT - Identify source of information to be entered Information contained in the database is entered from paper sentencing guidelines worksheets received by the Maryland State Commission on Criminal Sentencing Policy from the Maryland circuit courts.	7 OUTPUT - Identify the use/s of information generated by system Information contained in the database is used to analyze sentencing trends and monitor sentencing practice in the Maryland circuit courts.	
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. The Maryland Sentencing Guidelines Database contains the information data-entered from paper sentencing guidelines worksheets submitted to the Maryland State Commission on Criminal Sentencing Policy by the Maryland circuit courts. The database allows analysis of sentencing trends with respect to compliance with the Maryland sentencing guidelines, particular offenses, specific types of offenders, and geographic variations, as well as monitoring of circuit court sentencing practice and adoption of changes to the sentencing guidelines when necessary.		
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. The Maryland State Commission on Criminal Sentencing Policy makes available the complete data set for each sentencing year.		
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM The Maryland Sentencing Guidelines Database is updated with the information data-entered from paper sentencing guidelines worksheets that are submitted continually to the Maryland State Commission on Criminal Sentencing Policy by the Maryland circuit courts. Maryland State Commission on Criminal Sentencing Policy staff enters information from the sentencing guidelines worksheets into the database as they are received. For additional information, please see the document titled "Maryland State Commission on Criminal Sentencing Policy Data Quality Assurance Procedures" attached hereto.		
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. The Maryland Sentencing Guidelines Database is a Microsoft Access database file stored on the network server of the Maryland State Commission on Criminal Sentencing Policy. The network server is located at the staff office of the Maryland State Commission on Criminal Sentencing Policy, 4511 Knox Road, Ste. 309, College Park, MD 20742-8660, and is backed up remotely each evening.		
12 RECOMMENDED RETENTION Permanent		

Instructions -Type or Print a separate form for each new or 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
410-799-1930

AGENCY RECORDS INVENTORY

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1. Department/Agency
Maryland State Commission on Criminal Sentencing Policy

2. Division

3. Unit

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
Maryland State Commission on Criminal Sentencing Policy Annual Reports

5. Earliest Year/Latest Year
____1999____ to ____2012____

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

The Annual Report details the activities of the Maryland State Commission on Criminal Sentencing Policy over the past year and provides an overview of circuit court sentencing practices and trends in Maryland. The Annual Report also provides a comprehensive examination of judicial compliance with Maryland's voluntary sentencing guidelines, describes information provided on the sentencing guidelines worksheets, and provides a description of planned activities for the upcoming year.

7. Record Series Format(s) List all

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

8. Record Series Sequence

- Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

____14____
Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) ____Bound reports____

10. Annual Accumulation

____1____
Number

- File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) ____Bound report____

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

____1____
Number Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)

4511 Knox Road, Ste. 309
College Park, MD 20742-8660

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)

- Yes No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))

- Yes No

16. Audit Requirements

- None State Federal Independent

17. Is an Index System used? If yes, explain briefly and describe requirements

- Yes No

18. Recommended Retention

Permanent.

19. Name and Title of Preparer

Christina D. Stewart, Policy Analyst, Graduate Research Assistant

20. Telephone Number

(301) 403-4165

21. Date

February 5, 2013

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>3</u></p>
<p>1. Department/Agency Maryland State Commission on Criminal Sentencing Policy</p>	<p>2. Division</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Maryland Sentencing Guidelines Worksheets</p>	<p>5. Earliest Year/Latest Year _____1999_____ to _____2012_____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Record series is composed of sentencing guidelines worksheets received by the Maryland State Commission on Criminal Sentencing Policy (MSCCSP) from the Maryland circuit courts. In compliance with Criminal Procedure Article, §6-210, Annotated Code of Maryland, the MSCCSP collects the sentencing guidelines worksheets and enters information contained in the worksheets into the Maryland sentencing guidelines database. Data collected from the worksheets permits the MSCCSP to analyze sentencing trends and monitor sentencing practice in the Maryland circuit courts. Paper copies of the sentencing guidelines worksheets are retained for verification of data maintained in the Maryland sentencing guidelines database.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input checked="" type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume ____24____ Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation ____11,000____ Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) _____worksheets_____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After ____approx. 1____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 4511 Knox Road, Ste. 309 College Park, MD 20742-8660</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Judiciary; Department of Public Safety & Correctional Services; State's Attorney's Office; Office of the Public Defender</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention 7 years from the date of sentencing</p>	
<p>19. Name and Title of Preparer Christina D. Stewart, Policy Analyst, Graduate Research Assistant</p>	<p>20. Telephone Number (301) 403-4165</p>	<p>21. Date October 23, 2012</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>3</u> OF <u>3</u></p>
<p>1. Department/Agency Maryland State Commission on Criminal Sentencing Policy</p>	<p>2. Division</p>	<p>3. Unit</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Maryland State Commission on Criminal Sentencing Policy (MSCCSP) Sentencing Guidelines Data Codebook</p>	<p>5. Earliest Year/Latest Year ____2012____ to ____2012____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Record series is composed of a codebook for the Maryland sentencing guidelines database. The codebook provides descriptions of variables in the Maryland sentencing guidelines database and explanations of codes for those variables.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>N/A</u></p>	<p>9. Volume ____7____ Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) _____pages_____</p> <p>10. Annual Accumulation ____None____ Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>File does not become inactive.</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 4511 Knox Road, Ste. 309 College Park, MD 20742-8660</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Permanent</p>	
<p>19. Name and Title of Preparer Christina D. Stewart, Policy Analyst, Graduate Research Assistant</p>	<p>20. Telephone Number (301) 403-4165</p>	<p>21. Date October 23, 2012</p>

MARYLAND STATE COMMISSION ON CRIMINAL SENTENCING POLICY
DATA QUALITY ASSURANCE PROCEDURES

The Maryland State Commission on Criminal Sentencing Policy (MSCCSP) has instituted procedures at multiple stages of the data collection and management process to ensure data quality.

Worksheet Review

Upon receiving sentencing guidelines worksheets from the Maryland circuit courts, MSCCSP staff reviews the worksheets for accuracy and completeness. If there are questions concerning a worksheet, court personnel responsible for preparing and completing the worksheet are contacted for clarification. Detected errors and omissions are resolved when possible.

Data Entry

Once MSCCSP staff reviews the sentencing guidelines worksheets, the worksheets are data-entered into the Maryland sentencing guidelines database. The database is stored on the network server in the MSCCSP staff office and is backed up remotely each evening. The individuals responsible for data-entering the sentencing guidelines worksheets receive comprehensive training from the MSCCSP's Administrative and Training Coordinator; training is guided by a data entry manual to ensure consistency in instruction among individuals. To reduce the likelihood of data entry errors, the Maryland sentencing guidelines database contains numerous checks to minimize data entry key punch error.

Data Checks and Cleaning

MSCCSP staff spends considerable time each year checking and cleaning the data maintained within the Maryland sentencing guidelines database in an effort to maximize the accuracy of the data. These data verification activities typically involve: (1) identifying cases in the database with characteristics likely to result in data entry error; (2) reviewing the sentencing guidelines worksheets for these cases; and (3) making corrections to the records in the database when necessary. MSCCSP staff also routinely researches missing values on key variables through the Maryland Judiciary Case Search website. Finally, MSCCSP staff regularly verifies and updates the database containing the guidelines offenses. Checking and cleaning the data on a regular basis throughout the year allows for increased confidence in the accuracy of the data and permits more reliable offense-specific analyses of the data.