

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

Schedule No. 2643

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Agency Maryland State Commission on Criminal Sentencing Policy
Division/Unit

Item No.	Description	Retention
1.	<p>This schedule supersedes Schedule No. 2629 in its entirety.</p> <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. Transfer every three (3) years to the Maryland State Archives.</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 May 16, 2013
 Signature David A. Soule
 Typed Name David A. Soule
 Title Executive Director

Schedule Authorized by State Archivist
 Date 7-8-13
 Signature Timothy D. Bell

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

Schedule No. 2643

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Agency

Maryland State Commission on Criminal Sentencing Policy

Division/Unit

Item No.

Description

Retention

4.

Maryland State Commission on Criminal Sentencing Policy Annual Reports

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.

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 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>1</u> OF <u>4</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 <u>1999</u> to <u>2013</u></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 <u>24</u> 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> <hr/> <p>10. Annual Accumulation <u>11,000</u> 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) <u>worksheets</u></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 <u>1</u> 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 Retain for seven (7) years from the date of sentencing, then destroy.</p>	
<p>19. Name and Title of Preparer Stacy Najaka, Research Director</p>	<p>20. Telephone Number 301-403-2709</p>	<p>21. Date June 18, 2013</p>

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 PAGE <u>2</u> OF <u>4</u>	
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 Sentencing Guidelines Database				5. Earliest Year/Latest Year <u>1983</u> to <u>2013</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.) Record series is composed 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. 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.					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Microsoft Access database file</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) <u>N/A</u>		9. Volume <u>1</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Microsoft Access database file</u>	
		10. Annual Accumulation <u>11,000</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>cases added to the database</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>N/A</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) File does not become inactive.		
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.) <input type="checkbox"/> Yes <input checked="" 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 type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Permanent. Transfer every three (3) years to the Maryland State Archives.		
19. Name and Title of Preparer Stacy Najaka, Research Director		20. Telephone Number 301-403-2709		21. Date June 18, 2013	

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<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 <u>2013</u> to <u>2013</u></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 <u>14</u> 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) <u>pages</u></p> <p>10. Annual Accumulation <u>none</u> Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <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 <u>N/A</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) 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. Retain until submission of the agency's annual report, then transfer to the Maryland State Archives for permanent retention.</p>	
<p>19. Name and Title of Preparer Stacy Najaka, Research Director</p>	<p>20. Telephone Number 301-403-2709</p>	<p>21. Date June 18, 2013</p>

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<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 Annual Reports</p>	<p>5. Earliest Year/Latest Year <u>1999</u> to <u>2012</u></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.) 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.</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 checked="" 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 type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>14</u> 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) <u>bound reports</u></p> <p>10. Annual Accumulation <u>1</u> 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) <u>bound report</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
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