

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. 2802
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Agency Department of Public Safety and Correctional Services (DPSCS)		Division/Unit Office of the Secretary/ Grants, Policy & Statistics
Item No.	Description	Retention
1	Division of Parole & Probation (DPP) Monthly Reporting. (Research and Statistics) Electronic file/ born digital, and consisting of : -Active, closed and delinquent cases; -Sex offenders, domestic violence and Violence Prevention Initiative offender case information; -Baltimore Police Department Watch Center call-in data; -DPP Personnel drug testing updates; & -Quarterly reports to auditing as requested.	Maintain on site for 10 years and then destroy.
2	Monthly DPSCS Reporting (Research and Statistics) Electronic file/born digital, and consisting of reports for: -DPP units; -Division of Correction units; -Division of Pretrial and Detention units; and -Maryland local jails.	Maintain on site for 10 years and then destroy.
3	Inmate Population (Research and Statistics) Electronic file/born digital, and consisting of inmate population reports by facility.	Maintain on site for 10 years and then destroy.
4	Legislative (Research and Statistics) Electronic file/ born digital, and consisting of correspondence and replies to Legislative notes and data requests.	Maintain on site for 10 years and then destroy.
5	Quarterly Characteristics Reporting (Research and Statistics) Electronic file/ born digital, and consisting of reports which present various demographic statistics on inmate, detainee and Division of Parole and Probation populations.	Maintain on site for 10 years and then destroy.
Schedule Approved by Department, Agency, or Division Representative. Date: June 29, 2016 Signature <u>Christina N. Lentz</u> Typed Name Christina N. Lentz Executive Director, Grants Policy and Statistics		Schedules Authorized by State Archivist Date <u>8-9-16</u> Signature <u>Tim Baker</u>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. 2802
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Division/Unit Office of the Secretary Grants, Policy and Statistics		
Item No.	Description	Retention
6	Special Projects (Research and Statistics) Electronic file /born digital, and consisting of reports pertaining to inmates, detainees, arrestees, and offenders on community supervision.	Maintain on site for 5 years and then destroy.
7	Department Research Committee (DRC) Electronic applications are born digital. Agendas, logs, committee notes, etc. are either born digital or scanned to MD State Archive Standards and maintained electronically.	Maintain applications for the life of the DRC then delete. Maintain scanned agendas, logs , etc. for 3 years then delete. Paper records will be scanned to Maryland State Archives standards, then the paper originals will be destroyed.
8	DPSCS Directive Record (Policy and Regulation) Electronic file/ born digital, and consisting of all comments and communications related to the directive, including contents of the initial file and any revisions made to the directive throughout the period that the directive remains in effect.	Maintain on site for 7 years after the date the directive is rescinded or replaced, and then destroy within 6 months.
9	DPSCS Directives-Annual Review Summary (Policy and Regulation) Paper file consisting of tracking chart, directive roster and audit reports documenting annual review .	Maintain on site for 5 years then destroy (recycle) within 6 months.
10	Forms Management-Annual DPSC Services Report (Policy and Regulation) Electronic file/born digital, and consisting of: - Form DGS 550-12 for each DPSCS agency; and - Form DGS 550-12 for DPSCS to include all agencies. - Related emails.	Maintain on site for 7 years and then destroy within 6 months.
11	Surveys (Policy and Regulation) Electronic file/born digital and consisting of: -Copy of completed survey and documented submission; -Correspondence between staff and survey source/content expert. (Paper records are scanned to MD State Archive Standards and incorporated into the electronic file. The original paper record is destroyed/recycled after scanning.)	Maintain on site for 7 years and then destroy within 6 months.
12	COMAR (Policy and Regulation) Electronic file/born digital and consisting of documents generated or received in connection with COMAR development and maintenance.	Maintain on site for 7 years after the effective date, and then destroy within 6 months.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. 2802
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Agency Department of Public Safety and Correctional Services (DPSCS)		Division/Unit Office of the Secretary Grants, Policy and Statistics
Item No.	Description	Retention
13	DPP Operations Manual (Policy and Regulation) Electronic file/born digital, consisting of current policy and procedures and any revisions/rescissions made to the Manual since 2003.	Maintain revised and rescinded policy/procedure on site for 10 years after the effective date then destroy.

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		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>13</u>	
1 DEPARTMENT/AGENCY Maryland Department of Public Safety and Correctional Services		2 DIVISION Office of the Secretary		3 UNIT Grants, Policy and Statistics/ Research and Statistics	
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 Department of Parole and Probation (DPP) Monthly Reporting				5 EARLIEST YEAR/LATEST YEAR 01/01/2003 TO 05/31/2016	
6 INPUT - Identify source of information to be entered - Data Management Unit via Monthly Extract to GPS			7 OUTPUT - Identify the use/s of information generated by system -Monthly reports supplied to DPP personnel (end of month) -Monthly reports supplied to HIDTA/CE/HCA Maryland and neighboring PD's as requested (end of month)		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. - Active, closed, delinquent cases provided in multiple dbases; Statewide and Regional Active and closed report by Region/Agent/Office. Caseload Average Report and Graphing of results. - Sex Offenders, Domestic Violence and VPI Offender Case Information. - Ceasefire/Trigger puller data (as needed monthly) for Baltimore City PD (SID Match). - Phamatech (Drug Testing Monthly Update) to all DPP Personnel. - Quarterly: Program Fee Exemptions and Treatment Ordered Satisfactory Closings to Lisa Hudley (Auditor MD State)					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. - Sex Offender information is available to the public on line (Sex Offender Registry.) - Data from Phamatech involves treatment compliance and test results-Available to DPP Personnel/Phamatech. Personnel/Drug Courts/Sample Collection facilities and Treatment Providers. - SID Matching for Balto. PD is available through encrypted secure email. Information is for PD personnel. - Case information for Adult Offenders is sometimes public information and can be found on Maryland Judiciary Website@ http://casesearch.courts.state.md.us/casesearch//inquiry-index.jsp . Juvenile cases are not published. Some limitations apply to the public information of this site. DOB is allowed.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM - Monthly reporting on all DPP cases/ All supervised parolees and Probationers. - Quarterly reporting on Treatment Compliance, sat Closings, and Fee Exemptions; and - Monthly reporting to HCA MD/HIDTA/ICE and Baltimore PD (Ceasefire and Trigger Pull Data).					
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. - W:\Monthly DPP Reports (example) DPP Personnel: Access to Monthly/Quarterlies on shared drive as of 02/2016. - G:\DB Archives\DPP: All OBSCISII and SPSS Extracts for criminal and DDMP Cases. - G:\Stats Unit Protected Folders\DPP Monthly Archives: All Monthly Reports 2014, 2015 through 31 May 2016 -G:\Stats Unit Protected Folders\DPP Monthly Syntax :SPSS Syntax by current month reflected in above listed reports. -G:\Stats Unite Protected Folders\DPP\Ceasefire Report; G:\Stats Unit Protected Folders\DPP\Ceasefire Report\Trigger Puller 05202016-Baltimore PD Requests (monthly).					
12 RECOMMENDED RETENTION Maintain for 10 years then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Jay Miller		14 TELEPHONE NUMBER 410-585-5031		15 DATE 06/14/2016	
16 TITLE OF PREPARER Acting Director of Research and Statistics					
DGS 550-6 (rev. 10/12)					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		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>2</u> of <u>13</u>	
1 DEPARTMENT/AGENCY Maryland Department of Public Safety and Correctional Services		2 DIVISION Office of the Secretary		3 UNIT Grants, Policy and Statistics/ Research and Statistics	
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 Monthly Division of Public Safety and Correctional Services (DPSCS) Reports				5 EARLIEST YEAR/LATEST YEAR 2011 TO 2016	
6 INPUT - Identify source of information to be entered Division of Parole and Probation units; Division of Correction units; Division of Pretrial Detention and Services units; and Maryland local jails			7 OUTPUT - Identify the use/s of information generated by system Monthly reports supplied to the DPDS Commissioner; Monthly/annual reports distributed to MD local jurisdictions; and Annual reports submitted to Bureau of Justice Statistics		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms in the series. Include purpose and function of the system. Consists of monthly and annual reports that contain one or more of the following types of data concerning pretrial detainees and sentenced inmates in Baltimore City and Maryland local jail jurisdictions: booking, pretrial release, commitment, facility population, court status, inmate program, probation, and home detention data. These reports are used for management on public information purposes.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Reports are maintained on DPSCS Network drives and are distributed monthly by email to DPSCS managers and Maryland criminal justice officials. The reports can also be obtained by submitting a PIA request to GPS.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Reports are updated monthly. Occasionally revisions are made in order to correct erroneous data and to accurately reflect changes in the reorganization or operation of the DPSCS.					
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. Reports are maintained on the DPSCS Network on restricted drives at the following locations and checked monthly to ensure they have been retained: DPDS Statistics Reports (Excel) are stored at: G:\Stats Unit Protected Folders\DPDS\DPDS Statistics Report Monthly MJS Reports are stored at: G:\Stats Unit Protected Folders\DPDS\Local Jurisdictions in Maryland Annual MJS Reports are stored at: H:\Statistics\Pop-Active-ADP Annual Survey of Jails are stored at: G:\Stats Unit Protected Folders\BJS\Survey of Jails					
12 RECOMMENDED RETENTION Maintain for 10 years then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Jay Miller		14 TELEPHONE NUMBER 410-585-5031		15 DATE 06/14/2016	
16 TITLE OF PREPARER Acting Director Research and Statistics					
DGS 550-6 (rev. 10/12)					

INSTRUCTIONS – TYPE OR PRINT. A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Maryland Department of Public Safety and Correctional Services		2 DIVISION Office of the Secretary		3 UNIT Grants, Policy and Statistics/ Research and Statistics	
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 Inmate Population				5 EARLIEST YEAR/LATEST YEAR 2009 TO 2016	
6 INPUT - Identify source of information to be entered Data Management Unit via Facility Traffic Offices			7 OUTPUT - Identify the use/s of information generated by system Average Daily Population reports and End of Month reports		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Population by facility					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Public Information					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Monthly, quarterly and annual reporting from Daily Count Sheets. Revisions are performed when it becomes clear that erroneous data was originally provided.					
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. Daily counts are stored: G:\Count sheets. Processing occurs: G:\Stats Unit Protected Folders\ADP PDF storage of finalized reports are: H:\STATISTICS\POP-Active-ADP					
12 RECOMMENDED RETENTION Maintain for 10 years then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Jay Miller		14 TELEPHONE NUMBER 410-585-5031		15 DATE June 14, 2016	
16 TITLE OF PREPARER Acting Director Research and Statistics					
DGS 550-6 (rev. 10/12)					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		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>4</u> of <u>13</u>	
1 DEPARTMENT/AGENCY Maryland Department of Public Safety and Correctional Services		2 DIVISION Office of the Secretary		3 UNIT Grants, Policy and Statistics/ Research and Statistics	
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 Legislative				5 EARLIEST YEAR/LATEST YEAR 2007 TO 2015	
6 INPUT – Identify source of information to be entered Bills, Data Requests			7 OUTPUT – Identify the use/s of information generated by system Legislative Notes, Data Extracts		
8 ELECTRONIC RECORD SERIES DESCRIPTION – Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Correspondence and replies to Legislative Notes and Data requests.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Legislative notes go to DBM analyst and the data and notes are retained for internal reference.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM: Created during each session. No revision necessary.					
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. H:\Maryland General Assembly					
12 RECOMMENDED RETENTION Maintain for 10 years then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Jay Miller		14 TELEPHONE NUMBER 410-585-5031		15 DATE June 14, 2016	
16 TITLE OF PREPARER Acting Director Research and Statistics					
DGS 550-6 (rev. 10/12)					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		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>5</u> of <u>13</u>	
1 DEPARTMENT/AGENCY Maryland Department of Public Safety and Correctional Services		2 DIVISION Office of the Secretary		3 UNIT Grants, Policy and Statistics/ Research and Statistics	
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 Quarterly Characteristics Reporting				5 EARLIEST YEAR/LATEST YEAR 1992 TO 2016	
6 INPUT – Identify source of information to be entered Offender Case Management System Data			7 OUTPUT – Identify the use/s of information generated by system Quarterly Characteristic reports		
8 ELECTRONIC RECORD SERIES DESCRIPTION – Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Reports present various demographic statistics on inmate, detainee, and DPP populations.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Public Information.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Monthly, quarterly and annual reporting from daily Count sheets. Revisions are performed when it becomes clear that erroneous data was originally provided.					
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. G:\Stats Unit Protected Folders					
12 RECOMMENDED RETENTION Maintain for 10 years then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Jay Miller		14 TELEPHONE NUMBER 410-585-5031		15 DATE June 14, 2016	
16 TITLE OF PREPARER Acting Director Research and Statistics					
DGS 550-6 (rev. 10/12)					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Maryland Department of Public Safety and Correctional Services		2 DIVISION Office of the Secretary		3 UNIT Grants, Policy and Statistics/ Research and Statistics	
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 Special Projects				5 EARLIEST YEAR/LATEST YEAR 2009 TO 2016	
6 INPUT - Identify source of information to be entered Various data extracts			7 OUTPUT - Identify the use/s of information generated by system Fulfillment of Public Information Act requests, research data requests, and requests from other agencies and the federal government.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Anything pertaining to inmates, detainees, arrestees, and offenders on community supervision.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. PIAs are Public Information Act requests. They are distributed to the requestor and then maintained for internal reference.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM As requested					
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. G:\Planning and Stats and G:\Projects					
12 RECOMMENDED RETENTION Maintain for 5 years then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Jay Miller		14 TELEPHONE NUMBER 410-585-5031		15 DATE 06/14/2016	
16 TITLE OF PREPARER Acting Director Research and Statistics					
DGS 550-6 (rev. 10/12)					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
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1 DEPARTMENT/AGENCY Maryland Department of Public Safety and Correctional Services		2 DIVISION Office of the Secretary		3 UNIT Grants, Policy and Statistics/ Grants Management	
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 Department Research Committee				5 EARLIEST YEAR/LATEST YEAR __2003__ TO __Current__	
6 INPUT - Identify source of information to be entered N/A			7 OUTPUT - Identify the use/s of information generated by system 		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Consists of born digital applications and born digital/scanned inventory logs, agendas and notes.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. N/A					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM N/A					
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 records are stored on a designated shared drive maintained and backed up (weekly) by the Department's Information Technology and Communications Division.					
12 RECOMMENDED RETENTION Maintain applications for the life of the DRC then delete. Maintain scanned agendas, logs , etc. for 3 years then delete. Paper records will be scanned to Maryland State Archives standards, then the paper originals will be destroyed.					
13 TYPED OR PRINTED NAME OF PREPARER Christina N. Lentz		14 TELEPHONE NUMBER 410.333.5020		15 DATE 06.16.2016	
16 TITLE OF PREPARER Executive Director, Office of Grants, Policy and Statistics					
DGS 550-6 (rev. 10/12)					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		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>8</u> of <u>13</u>	
1 DEPARTMENT/AGENCY Maryland Department of Public Safety and Correctional Services		2 DIVISION Office of the Secretary		3 UNIT Grants, Policy and Statistics/ Policy and Regulation	
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 Directive Record				5 EARLIEST YEAR/LATEST YEAR 1987 TO Present (2016)	
6 INPUT - Identify source of information to be entered Policy and Regulation Unit Staff			7 OUTPUT - Identify the use/s of information generated by system Units and employees of the Department of Public Safety and Correctional Services		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Consists of documents that have been generated or received by the Policy and Regulation Unit in connection with the transaction of official DPSCS business and requires retention for the purpose of informational value and as evidence of transacting DPSCS business related to policy and procedure document development and maintenance.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Policy and Regulations Unit staff store and access the information maintained in this record series in order to facilitate creating new and modifying existing, as well as distributing, policy and procedure documents using an electronic database available to all DPSCS employees.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Contents of the electronic file are subject to review by the Unit Director. New files are created as requests for new, revisions to or rescission of directives are received. After the publication of the original directive, all subsequent revisions/rescissions shall be documented in a sub-file identified by the calendar year related to the date the record is eligible for destruction.					
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 records are stored on a designated shared drive maintained and backed-up (weekly) by the Department's Information Technology and Communications Division.					
12 RECOMMENDED RETENTION Maintain for 7 years after the date the directive is rescinded or replaced, and then destroy within 6 months.					
13 TYPED OR PRINTED NAME OF PREPARER George H. Hall		14 TELEPHONE NUMBER 410-339-073		15 DATE June 20, 2016	
16 TITLE OF PREPARER Director, Policy and Regulations Unit					
DGS 550-6 (rev. 10/12)					

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 Department of Public Safety and Correctional Services		2. Division Office of the Secretary		3. Unit Grants, Policy and Statistics/ Policy and Regulation	
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 Department Directive Annual Review – Summary Report			5. Earliest Year/Latest Year 2013 to Present (2016)		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Consists of tracking chart, roster, audit reports, and correspondence documenting the annual review of Department Directives					
7. Record Series Format(s) List all <input checked="" 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 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 checked="" type="checkbox"/> Other (specify) _____ Alpha-numeric		9. Volume <u>2</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Binders</u> 10. Annual Accumulation <u>1/2</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>Binder</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>1</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) 400 East Joppa RD, Towson Suite 1000, File Room			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 type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent (Required for ACA accreditation)		
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 Maintain for 5 years then destroy within 6 months.		
19. Name and Title of Preparer Linda Bridgeman, Administrator		20. Telephone Number 410-339-5078		21. Date June 14, 2016	

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		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>10</u> of <u>13</u>	
1 DEPARTMENT/AGENCY Maryland Department of Public Safety and Correctional Services		2 DIVISION Office of the Secretary		3 UNIT Grants, Policy and Statistics/ Policy and Regulations	
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 Form Management - Annual DPSCS Report				5 EARLIEST YEAR/LATEST YEAR 2003 TO Present (2016)	
6 INPUT - Identify source of information to be entered Information is obtained from each Division/Agency Director or designee.			7 OUTPUT - Identify the use/s of information generated by system Form DGS 550-12 is annually submitted to the DGS Records Management Division as required by State Government Article, Title 10, Section 605. The Office of the Secretary Forms Register is revised annually in compliance with State Government Article, Title 10 Section 608.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Series consists of : Office of the Secretary Register of Forms for the current Fiscal Year Form DGS 550-12 completed for each of the Divisions and Agencies within the DPSCS From DGS 55012 completed for DPSCS and submitted annually to DGS, RMD.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Policy and Regulations Unit staff store and access information maintained in this record series to comply with State Government Article 10, Sections 605 and 608.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Annual records updates are completed on or before July 31 of each year.					
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 records are stored on a designated shared drive maintained and backed up (weekly) by the Department's Information and Technology Communications Division.					
12 RECOMMENDED RETENTION Maintain for 7 years, and then destroy within 6 months.					
13 TYPED OR PRINTED NAME OF PREPARER Linda J. Bridgeman		14 TELEPHONE NUMBER 410-339- 5078		15 DATE June 14, 2016	
16 TITLE OF PREPARER Administrator					
DGS 550-6 (rev. 10/12)					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		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>11</u> of <u>13</u>	
1 DEPARTMENT/AGENCY Maryland Department of Public Safety and Correctional Services		2 DIVISION Office of the Secretary		3 UNIT Grants, Policy and Statistics Policy and Regulation	
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 Surveys				5 EARLIEST YEAR/LATEST YEAR 2009 TO 2016 (present)	
6 INPUT - Identify source of information to be entered Content experts responding to surveys on behalf of the Department			7 OUTPUT - Identify the use/s of information generated by system Information is used to document the Department's response to surveys received from ASCA, VERA Inst., PEW Charitable Trust, and various universities and students.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Consists of: Email referring the survey to Department content expert(s) for completion Copy of completed survey Documentation of survey submission, and When applicable, correspondence between unit staff and content expert(s) or survey source (Any paper record is scanned to MD State Archives standards and the image is incorporated into the electronic file. The original paper record is destroyed after scanning.)					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Policy and Regulation Unit staff have access to electronic records as well as the corresponding paper (non-record) copy.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Once submitted, surveys are not subject to change; however, follow-up questions, corrections, etc. would be added to the original electronic record as an addendum.					
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 records are stored on a designated shared drive maintained and backed up (weekly) by the Department's Information Technology and Communications Division.					
12 RECOMMENDED RETENTION Maintain for 7 years and then destroy within 6 months.					
13 TYPED OR PRINTED NAME OF PREPARER Linda Bridgeman		14 TELEPHONE NUMBER 410-339-5078		15 DATE June 14, 2016	
16 TITLE OF PREPARER Administrator					
DGS 550-6 (rev. 10/12)					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		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>12</u> of <u>13</u>	
1 DEPARTMENT/AGENCY Maryland Department of Public Safety and Correctional Services		2 DIVISION Office of the Secretary		3 UNIT Grants, Policy and Statistics/ Policy and Regulation	
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 Code of Maryland Regulations (COMAR) files				5 EARLIEST YEAR/LATEST YEAR 2001 TO Present (2016)	
6 INPUT - Identify source of information to be entered Policy and Regulations staff responsible for researching and developing amendments to existing Code of MD Regulations (COMAR) or developing new COMAR language.			7 OUTPUT - Identify the use/s of information generated by system Policy and regulations staff responsible for researching and developing amendments to existing Code of MD Regulations (COMAR) or developing new COMAR language. Finalized Regulations are published by the Division of State Documents for public use in accordance with State Government Article, Title 10, Annotated Code of Maryland.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Consists of documents that have been generated or received by the Policy and Regulations Unit in connection with the transaction of official DPSCS business and requires retention for the purpose of informational value and as evidence of transacting DPSCS business related to COMAR development and maintenance.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Policy and Regulations staff have open access to the project files in order to respond to inquiries related to the COMAR that is the subject of the project.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Files are subject to review by the Director. Project files are added as each new request for amendment, repeal or to create new COMAR, or based on requirements of the Regulatory Review and Evaluation Act.					
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 records are stored on a designated shared drive maintained and backed up (weekly) by the Department's Information Technology and Communications Division.					
12 RECOMMENDED RETENTION Maintain for 7 years after Regulation(s) effective date then destroy within 6 months.					
13 TYPED OR PRINTED NAME OF PREPARER George H. Hall		14 TELEPHONE NUMBER 410-339-5073		15 DATE June 20,2016	
16 TITLE OF PREPARER Director, Policy and Regulations Unit					
DGS 550-6 (rev. 10/12)					

INSTRUCTIONS – TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02		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>13</u> of <u>13</u>	
1 DEPARTMENT/AGENCY Maryland Department of Public Safety and Correctional Services		2 DIVISION Office of the Secretary		3 UNIT Grants, Policy and Statistics/ Policy and Regulations	
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. Division of Parole and Probation Operations Manual				5 EARLIEST YEAR/LATEST YEAR 2003 TO PRESENT	
6 INPUT – Identify source of information to be entered Information is obtained from the Division Director or designee, MD Code, COMAR, and DBM/DGS Policies.			7 OUTPUT – Identify the use/s of information generated by system Provides Division employees with guidance and instructions regarding Operations of the Division of Parole and Probation.		
8 ELECTRONIC RECORD SERIES DESCRIPTION – Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Provides all operations, instruction and procedures for Parole and Probation Agents and Drinking Driver Monitors.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Information is maintained in this records series in compliance with SGA10, Sections 05 and 608.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information is revised and updated, as needed.					
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 records are stored on a designated shared drive maintained and backed up (weekly) by the Department's Information and Technology Communications Division.					
12 RECOMMENDED RETENTION Maintain policy/procedure for 10 years after the date of revision or rescission, and then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER James R. Berger		14 TELEPHONE NUMBER 410-339-5073		15 DATE June 27, 2016	
16 TITLE OF PREPARER Policy Writer					
DGS 550-6 (rev. 10/12)					