

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Wicomico County

Department of Corrections

AGENCY

DIVISION

Item No.	Description	Retention
	<p><u>This Amendment modifies the Basic Schedule</u> So much of retention as now reads "Retain hard copy six (6) months, thereafter microfilm. Destroy *** Creation." IS HEREBY AMENDED TO READ Retain hard copy <u>two (2) years</u>, thereafter microfilm. Destroy *** Creation.</p>	
1	<p>Commissary Order Forms - 8½" X 11" General description - List the items that are sold, name, date and cell number. Balance (start), balance (ending) and order cost.</p>	<p>Retain hard copy two (2) years, thereafter microfilm. Destroy hard copy after microfilm verified. Destroy microfilm 12 years following its creation</p>
2.	<p>Inmate's Account Sheets - 8½" X 5" General description - Name, date, debits, credits and balance.</p>	<p>Same as Item 1</p>
3	<p>Welfare Commissary Sheets - 8½" X 11" General description - Contains name, date, and place for inmates signature upon receiving welfare, also lists the items given to each inmate.</p>	<p>Same as Item 1</p>
4	<p>Monthly Settlement Sheets - 8½" X 11" A - Commissary Accounts (Checkbook). B - Inmates Accounts (Checkbook). General description - Balance per checkbook, deposits, subtotal disbursement, balance per Bank - outstanding check and deposits.</p>	<p>Same as Item 1</p>

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

7-2-92

*John Swartzell*  
Signature

Director

AUG 17 1992  
Date

*Edward C. Papenfuss Jr*  
Signature

State Archivist