

12-2-45
C-277

EX

1 CASE FILES

- Size: Legal size
- Quantity: 58 file drawers (26 active, 32 inactive)
- Dates: 1945...
- File Arrangement: Numerical, by case number
- Index: 6 card file drawers - 6" x 9" card index by name, giving case number, names of parents or guardians, and dates of action on the case

The individual Case File contains all or some of the following papers or categories of material:-

- | | |
|-------------------------------------|------------------------------|
| Memoranda | Orders of the Court (copies) |
| Police Reports | State Welfare Dept. reports |
| Complaints | Progress reports |
| Waivers | Recommendations |
| Institutional reports & evaluations | Correspondence |
| Statements | Requests for information |
| Petitions | Releases |

After release from probation, the individual case folder is retired to inactive status, and within a short time these files have no further value to the Department, as the basic information in each case is permanently recorded in the Circuit Court records. However, it is recommended that the card index be retained permanently (Recommendation "A") as a ready-reference tool for replying to inquiries from State and Federal agencies, which can usually be answered from the information contained therein.

Case Files involving support payments are retained while active in the Probation Support Division. The Case Ledger Cards (Schedule C-) are filed in the Case File folder and are updated when each sup-

(continued)

B PV - 1/11/66

1 (cont.) port payment is made. The recommendation below does not apply to the Ledger Cards, which are permanent records and will be withdrawn from the Case Folders as the cases are terminated and retired to inactive status.

- RECOMMENDATION - A. RETAIN CARD INDEX PERMANENTLY.
- B. RETAIN INDIVIDUAL CASE FILES FOR FIVE YEARS AFTER TERMINATION OF THE CASE, THEN DESTROY.

*at Judge Ewin
 suggest these
 files are
 being retained
 10 years
 (G.O.S. 11/20/67)*

2 GENERAL FILES

Size: Legal
 Quantity: 2 legal file drawers
 Dates: 1955...
 File Arr.: Chronological or by subject

The General Files are composed of correspondence and papers, reports, studies, surveys, and memoranda, relating to the internal and external activities and administration of the office.

Printed and mimeographed material, and extra copies of records of which one copy is retained according to the recommendation below, are considered nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.

Material having continuing legal or administrative value to the operation of the office should be retained until such value ceases.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.