



BALTIMORE COUNTY  
OFFICE OF CENTRAL SERVICES  
Records Management Division

SCHEDULE NO.

C-563

PAGE NO.

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**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Criminal Justice Coordinator's Office

Alternative Sentencing Program

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1.	<p><u>Community Service Case Files</u></p> <p>Files document all actions, contact with and progress of defendants while performing community service. Files may contain but are not limited to the following: an agreement form, terms and condition form, correspondence, and evaluation forms.</p>	<p>Retain for ten (10) years after case is closed, then destroy.</p>
2.	<p><u>TASC Case Files</u> (Treatment Alternative to Street Crime)</p> <p>Files document all actions, contact with and progress of defendants while fulfilling probation orders. Files may contain but are not limited to the following: face sheet, compliance criteria form, correspondence, urinalysis sheet, evaluation forms, and AA slips.</p>	<p>Retain for ten (10) years after case is closed, then destroy.</p>

SCHEDULE APPROVED BY  
RECORDS MANAGEMENT OFFICER

6-30-86 Bernard A. Lusch  
DATE SIGNATURE

SCHEDULE APPROVED BY  
COUNTY ADMINISTRATIVE OFFICER

7/2/86 [Signature]  
DATE SIGNATURE

SCHEDULE APPROVED BY  
AGENCY, OR DIVISION REPRESENTATIVE

6-30-86 [Signature]  
DATE SIGNATURE

SCHEDULE APPROVED BY  
STATE ARCHIVIST

9/19/86 [Signature]  
DATE SIGNATURE