

BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

RM-1
REV. 3/83

SCHEDULE
NO. **C-461A**

PAGE
NO. 1 of 6

RECORDS RETENTION AND DISPOSAL SCHEDULE

SHERIFF'S OFFICE

JAIL BUREAU

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p><u>INMATE RECORD FOLDERS</u></p> <p>Size: 8$\frac{1}{2}$ x 11 File Arrangement: Numerically by inmate I.D. Number. After inmate is released, folders are also kept chronologically on an annual basis to facilitate purging. Year of release can be found by using locator card index which cross references inmate I.D. and release date(s) alphabetically</p> <p>Frequency: Continuous These folders may include all or some of the following documents: Court papers-commitment, hearing notifications releases, etc., received from other agencies and courts</p> <p>Personnel status-personal and medical history of inmate</p> <p>Diminution of confinement-reduction of sentence length due to good behavior participation in industrial work programs, etc.</p> <p>(This item continued on next page)</p>	<p>Retain for five (5) years after inmate's last release, purge inmate record card for permanent retention, then destroy.</p>

Schedule Approved by
Records Management Officer

7/22/83 Thomas Shroy
Date Signature

Schedule Approved by
County Administrative Officer

8/2/83 Dr. Michael Cochran
Date Signature

Schedule Approved by Department,
Agency, or Division Representative

7/27/83 Mark A. Lewis Jail Bureau
Date Signature Administrator Title

Schedule Authorized by
Hall of Records Commission

Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-461-A

PAGE
NO. 2 of 6

No.	Description	Retention
1.	<p><u>INMATE RECORD FOLDERS</u> (continued)</p> <p>Inmate request form-request for services or privileges</p> <p>Request for return of inmate-Jail Bureau's retainer</p> <p>Detainer notification-notification of charges by another jurisdiction</p> <p>Special visit request and visiting card-lists authorized visitors</p> <p>Money and property receipt and transaction records-proof that money and property were received, transferred or released, to and from Jail Bureau, inmate and other jurisdictions</p> <p>Inmate record card-(see item 2)-this record is purged five years after inmates release and retained permanently</p>	
2.	<p><u>INMATE RECORD CARD</u></p> <p>Size: 8½ x 11</p> <p>File Arrangement: Numerical by inmate I.D. number and chronologically, by year of last release</p> <p>Frequency: Annually</p> <p>These cards contain a chronological listing of all activities occurring on each inmate from date of incarceration to date of release, includes photo-ID, personal information, and complete history of incarceration.</p>	<p>Purge from inmate record folder (item 1) five (5) years after inmate's last release and retain permanently, and microfilm.</p>
3.	<p><u>PROPERTY ENVELOPES</u></p> <p>Size: 7½ x 10½</p> <p>File Arrangement: Numerical by inmate I.D. number</p> <p>Frequency: Continuous</p> <p>This envelope contains the personal property confiscated from prisoners upon incarceration. The property envelope consists of two copies of the property receipt which lists the property contained in the envelope, as well as,</p> <p>(This item continues on next page)</p>	<p>Retain envelope until inmate release, then destroy; property receipt is then transferred to inmate record file (item 1) and kept for additional five (5) years.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. **C-461-A**

PAGE
NO. 3 of 6

No.	Description	Retention
3.	<p><u>PROPERTY ENVELOPES (continued)</u></p> <p>prisoner's identification information. An exact duplication of the receipt information is contained on the outside of the envelope. When the prisoner is released, a signed copy of the receipt is then filed in the inmate record folder and a copy is given to the inmate along with the personal property.</p>	
4.	<p><u>LOACTOR CARD INDEX FILE</u></p> <p>Size: 4" x 6" Index cards File Arrangement: Alphabetical by inmate name Frequency: Continuous</p> <p>These records contain name, date of birth, aliases, Social Security Number, BCDC I.D. number, and release date(s) of every inmate the Jail Bureau has had in custody.</p>	Retain permanently.
	<p><u>INMATE MEDICAL RECORDS</u></p> <p>Size: 8$\frac{1}{2}$ x 11 File Arrangement: Numerically by inmate I.D. number Frequency: Continuous</p> <p>This file contains records documenting official actions of the Detention Center in providing medical services to inmates as required by Law and Health Department. The following types of information may be included in these files:</p> <ul style="list-style-type: none"> - Medication Record - Record of Treatment and Medication - Authorization to release Medical Information - Medical Liability Release - Medical Referral Form - Medical Dispensing Form - Physical Examination Report for Detoxification Treatment Program - Methadone Detoxification Dosage - Methadone Inventory - Also other forms required by State/Federal Health Agencies 	Retain permanently and microfilm.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. **C-461-A**
PAGE
NO. 4 of 6

No.	Description	Retention
6.	<p><u>CLASSIFICATION-COUNSELING RECORDS</u></p> <p>Size: 8$\frac{1}{2}$ x 11 File Arrangement: Numerically by inmate I.D. number Frequency: Continuous</p> <p>These files contain information, from which counselors determine the classification of the inmate, such as the intake form which explains specific personal, criminal and medical history relating to potential or existing behavioral problem. Also included are memorandum and reports documenting problems requiring immediate action on the part of the Medical Section and/or security, and Progress Notes relating to follow-up treatment given to inmate.</p>	Retain permanently, micro-film.
7.	<p><u>WORK RELEASE PROGRAM INMATE FILES</u></p> <p>Size: 8$\frac{1}{2}$ x 11 File Arrangement: Alphabetically by name of inmate Frequency: Annually</p> <p>These files contain supplemental information to the inmate's record files, which are kept at the jail. They may include all or some of the following records:</p> <ul style="list-style-type: none"> - Application for Participation in Work Release Program - Court Order Granting Participation in Work Release Program - Consent Form to Participate as Trusty - Resident's Property Form - Class Attendance Verification Form - Control Card 	Retain for five (5) years after inmates release.
8.	<p><u>INTERNAL OPERATIONS RECORDS</u></p> <p>Size: 8$\frac{1}{2}$ x 11 File Arrangement: Chronologically Frequency: Annually</p> <p>The following categories of records document activities, problems, and incidents with respect to internal operations for the jail and work release center. They are retained for legal and administrative purposes:</p> <p>(This item continued on next page)</p>	Retain for five (5) years then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO. **C-461-A**

PAGE NO. 5 of 6

No.	Description	Retention
8.	<p>INTERNAL OPERATIONS RECORDS (continued)</p> <p>A. Shift Assignment/Attendance Records - document which employees worked, which post on specific days, also vacation, leave time, and sick time earned and used for each employee.</p> <p>B. Security Operations Records - shakedown sheets, reports of malfunctioning equipment, supervisor report, patrol surveillance reports, and incident reports.</p> <p>C. Daily Arrival and Departure Sheets for work release inmates.</p> <p>D. Procurement and Maintenance Records - requests for supplies equipment and building maintenance.</p> <p>E. Vehicle Condition Reports-report on use and maintenance of county vehicles assigned to Jail Bureau.</p> <p>F. Vehicle Log - record of every vehicle which enters Detention Center auto sally port.</p>	
9.	<p><u>POPULATION STATUS REPORTS</u></p> <p>Size: 8$\frac{1}{2}$ x 11</p> <p>File Arrangement: Chronologically by type of report</p> <p>Frequency: Daily</p> <p>These files represent listings of the Detention Center's inmate population according to their current status, as they are processed through the Criminal Justice System. Changes occur continuously and the lists are updated daily. The following list represents the types of Inmate Status Reports:</p> <ul style="list-style-type: none"> - District and Circuit Court Pretrial Prisoners - District and Circuit Court Tried and Remanded - Sentenced Prisoners - Detention Center, weekenders and work release - Work Release Recommended - In Transit to other Jurisdictions and Facilities <p>(This item continued on next page)</p>	<p>Non-record - retain for not longer than one (1) year</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

FORM RM-1A
REV. 2/75

SCHEDULE
NO. C-461-A

PAGE
NO. 6 of 6

No.	Description	Retention
9.	<p><u>POPULATION STATUS REPORTS (continued)</u></p> <ul style="list-style-type: none"> - Waived Juveniles List - Hospital List - Daily Count - CJIS (Criminal Justice Information System) Detention Report listing all intakes and all releases, each month. <p>From these lists the Detention Center can determine at any time the population characteristics of the Criminal Justice System and develop trend analysis of the changes that may occur in the system.</p>	
10.	<p><u>VISITING RECORDS</u></p> <p>Size: 8½ x 11 File Arrangement: Chronologically Frequency: Daily</p> <p>These files include the following types of Records:</p> <ul style="list-style-type: none"> - Professional Visiting Sign in Sheet - to record attorney and police official visits to inmates - Visiting Pass Record - log of visitors who are issued visitor badges, so they may be escorted inside the security perimeter - Visitor Log - record of visitors who visit inmates on a special (not during regular visiting hours) basis - Visitors Sign - In Sheet - record of all visitors who visit inmates during regular visiting hours <p>NOTE: This entire schedule should be reviewed three (3) years after approval to determine what implications the implementation of the PROMIS SYSTEM -On Line Booking and Jail Management System, has on existing records systems and record retention requirements.</p>	<p>Non-record - retain for no longer than two (2) years.</p>