



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-613

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Sheriff's Department

Jail

AGENCY

DIVISION

ITEM NO.

DESCRIPTION

RETENTION

1.

GENERAL CORRESPONDENCE

Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.

Screen annually and destroy that material no longer needed for current business.

Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.

2.

UNOFFICIAL PERSONNEL FILES

Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.

Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.

3.

LEAVE AND TIME SHEETS

This file contains office copies of employees annual leave and daily time recordings

Retain for one (1) year, then destroy.

4.

BUDGET RECORDS

Annual Budget Submissions
Monthly Budget printouts
Workpapers

Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

12-15-87
DATE

Serald A. Lureh
SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

12/28/87
DATE

Henry G. Smith
SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

12/18/87
DATE

Richard Malone
SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

1/18/88
DATE

L. L. ...
SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

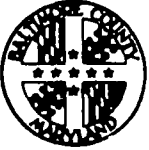
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ITEM NO.	DESCRIPTION	RETENTION
5.	<u>GENERAL ACCOUNTING RECORDS</u> Files contain office copies of: Goods received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.	Retain for three (3) years then destroy.
6.	<u>SPECIAL ACCOUNTING RECORDS</u> Audit reports (Internal or external, financial or program).	Retain one (1) copy permanently for eventual transfer to the Archives.
7.	<u>FIXED ASSETS FILE</u> Fixed asset printouts (including vehicles) IRA Forms (office copy) Lost/stolen forms (office copy) Surplus forms (office copy) Transfer forms (office copy)	Retain fixed asset print-out for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
8.	<u>INMATE RECORD FOLDERS</u> These folders may include all or some of the following documents: Court Papers - commitment, hearing notifications, releases, etc., received from other agencies and courts. Diminution of confinement - reduction of sentence length due to good behavior, participation in industrial work programs, etc. Inmate request forms - request for services or privileges Request for return of inmate - Jail Bureau's retained Detainer notification - notification of charges by another jurisdiction. Special visit request and visiting card - lists authorized visitors 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.	Retain for five (5) years, after inmates last release then destroy.



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ITEM NO.	DESCRIPTION	RETENTION
	<p>Inmate record card - 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>Retain originals for five years, then microfilm for permanent retention, then destroy originals.</p>
9.	<p><u>PROPERTY ENVELOPES</u> 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, 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>	<p>Retain envelope until inmates release, then destroy; property receipt is then transferred to inmate record file (item 1) and kept for additional five (5) years.</p>
10.	<p><u>LOCATOR CARD INDEX FILE</u> These records contain name, date of birth, aliases, Social Security number, BCDC ID number, and release date(s) of every inmate the Jail Bureau has had in custody.</p>	<p>Screen file annually & microfilm cards that are 20 years old & retain in office. Destroy cards after Microfilming. Send one copy of Microfilm to State Archivist.</p>
11.	<p><u>INMATE MEDICAL RECORDS</u> 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- Hospital discharge summaries- Physician diagnostic and treatment reports- Psychological evaluations	<p>Retain in paper form until five years after inmate is released, then microfilm, and destroy paper files. Retain Microfilm in office permanently.</p>



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ITEM NO.	DESCRIPTION	RETENTION
12.	<p><u>CLASSIFICATION - COUNSELING RECORDS</u> 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 for five (5) years after inmates release, then destroy.
13.	<p><u>WORK RELEASE PROGRAM INMATE FILES</u> 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 Programs.- Court Order granting participation in Work Release Program- Consent form to participate as Trusty- Residents property form- Class attendance verification form- Control card	Retain for five (5) years after inmates release, then destroy.
14.	<p><u>INTERNAL OPERATIONS RECORDS</u> 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> <ul style="list-style-type: none">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.B. Security Operations Records - shakedown sheets, reports of malfunctioning equipment, supervisor report, patrol surveillance reports, and incident reports.C. Daily arrival and departure sheets for work release inmates.D. Procurement and Maintenance Records - requests for supplies, equipment, and building maintenance.	<p>Retain for five (5) years, then destroy.</p> <p>Retain for five (5) years, then destroy.</p> <p>Retain for three (3) years then destroy.</p> <p>Retain for five (5) years, then destroy.</p>



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ITEM NO.	DESCRIPTION	RETENTION
	<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> <p>G. Money Receipts - for funds deposited in Prisoner Escrow Account.</p>	<p>Retain for five (5) years, then destroy.</p> <p>Retain for five (5) years, then destroy.</p> <p>Retain for one (1) year, then destroy.</p>
15.	<p><u>POPULATION STATUS REPORTS</u> 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- Waived juveniles list- Hospital list- Daily count- CJIS (Criminal Justice Information System) Detention report listing all intakes and all releases each month.	<p>Non-record - retain for one (1) year, then destroy</p>
17.	<p><u>VISITING RECORDS</u> 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 Sheets - record of all visitors who visit inmates during regular visiting hours.	<p>Retain for five (5) years, then destroy.</p>



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ITEM NO.	DESCRIPTION	RETENTION
18.	<p><u>DAILY DESK REPORT</u> Daily recording of prisoners received and released. Earliest records (to Feb. 1979) contain confinement information. Record title prior to 1979 was <u>JAIL DOCKET</u>.</p>	<p>Retain originals for five years, then microfilm for permanent retention, then destroy originals.</p>