FORM HR-RM 1
(11-1-56)
Hall of Records Commission

REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division
Hall of Records Commission

Extra copy

SCHEDULE NO. C 321
PAGE NO. 1

1. Requesting Agency
PRINCE GEORGE'S COUNTY

2. Division or Bureau of Requesting Agency
COUNTY POLICE, Jail, Upper Marlboro

3. Authorization Requested (Check only one of the squares below).

A [ ] Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B [XXX] Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C [ ] Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
1	INMATE FILE Size: 5" x 8" cards (forms) Quantity: 6 file drawers (c. 3600 cards) Dates: 1965... File Arrangement: Alphabetical, by name The Inmate File card gives the date and time of arrest, name of the person charged and his alias (if any), his address, occupation, and employer (if any), place of birth, name of next of kin, with relationship, address and phone number, the inmate's religion, date of birth, and age, a detailed physical description, name of the officer or person committing, name of complainant and of person bringing inmate to jail, names of the processing officer and the clerk, the Sheriff's Department file number, the amount of bond and collateral (if any), the hearing date and place of hearing, the charges and the case number when indicted, the People's Court sentence, the date, name of the judge, the bond when and if held for the Circuit Court, sentence passed by the Circuit Court if tried there, and the date, with name of the Judge, detainer (if any), and notation of release. Cards for inmates who are to be detained for any reason are stamped with a "D" and filed separately in a Detainer File. A Rollodex file is maintained in the office, arranged as: 1. Regular; 2. Juvenile; 3. Federal; and 4. Hospital. RECOMMENDATION: RETAIN ALL CARDS FOR THREE YEARS AFTER RELEASE, THEN DESTROY.	
2	COMMITMENTS AND RELEASES Size: Letter-size Quantity: 1 file drawer, 12 transfiles (est.) Dates: 1965... File Arr.: Chronological and by name of inmate	(continued)

7. Agency, Division or Bureau Representative

Signature	Title	Date
[illegible]	Lieutenant	13 June 1968

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Date	Archivist
JUN 14 1968	Marvin G. Rudolph

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

Date	Secretary
6-24-68	[illegible]

Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
2 (cont.)	This file is composed of commitments and releases from the lower courts (not Circuit Courts) directed to the County Jail, authorizing the commitment of a named prisoner for a specified crime and including the term of the commitment, or authorizing his release. RECOMMENDATION: RETAIN BOTH COMMITMENT AND RELEASE FOR THREE YEARS AFTER RELEASE, THEN DESTROY.	
3	DAILY LOG Size: 7" x 12½" x 1" Quantity: 10 vols. Dates: 1962... File Arr.: Chronological The Daily Log is maintained in the control center and is a record of daily activities, including prisoner punishment or disciplinary action, for the information of the officers arriving on duty. The Sergeant on duty in the control center keeps and signs this record. RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.	
4	PROPERTY LIST Size: 5½" x 7" form Quantity: 1 file drawer; 15 cu. ft. Dates: 1964... File Arr.: Chronological and by name of inmate When personal articles are taken from an inmate for safekeeping, they are placed in an envelope with a Property List prepared to cover such articles, including money. The Property List gives the date of listing, the name of the inmate with his signature and that of a witness, the type of property, and a brief description. There is also space for the inmate to sign when accepting the return of his property upon his release, as well as for the signature of a witness at this time. After the property has been released, the Property List is attached to the Inmate Money Account Card (Item 5) and disposed of according to the Recommendation for that record. SEE RECOMMENDATION FOR ITEM 5.	
5	INMATE MONEY ACCOUNT CARD Size: 4½" x 9" form Quantity: 1 file drawer; 15 cu. ft. Dates: 1964... File Arr.: Chronological and by name of inmate This card is a record of deposits and expenditures of money by inmates during their period of incarceration, giving date, amount of deposit and amount of expenditure, item purchased, and balance remaining in the account. Also included is space for names of visitors and their relationship, and their relationship, and for permission signed by the inmate for the Sheriff to inspect and censor packages and mail.	(continued)

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(Continuation Sheet)

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4 (cont.)	**Upon release and return of property to an inmate, the Property List (Item 4) is signed and attached to the Inmate Money Account Card, after which both forms are subject to the Recommendation below.** **RECOMMENDATION: RETAIN FOR THREE YEARS AFTER RELEASE, THEN DESTROY.**	