RECORDS RETENTION AND DISPOSAL SCHEDULE

No. C-644-A1

Page No. 1 of 1

Agency	Division
St. Mary's County	State's Attorney

Item No.	Description	Retention
	******* THIS IS AN ADDITION TO SCHEDULE C-644 ******	
7.	ALCOHOL EDUCATION - MONEY RECEIPTS Receipt books containing carbons for payments of class and screening fees by those required to participate in the alcohol education program.	Retain 6 years, thereafter destroy.
8.	CHILD SUPPORT - REJECTED REFERRALS Files for cases State's Attorney's office elected not to pursue or handle. Files contain correspondence, referral applications and related docuements.	Retain 7 years, thereafter destroy by shredding.
9.	JUVENILE RECORDS Juvenile petitions (Charging documents) & Police reports used in Juvenile court and prepared by State's Attorney's Office. Two page juvenile petition form (#28824) and police reports.	Retain until juvenile reaches the ageof 18, thereafter destroy by shredding.
10.	CHECK COLLECTION LETTERS Letters to merchants accompanying restitution for bad checks used for office reference. These are copies of the letters with originals of checks attached.	Retain 10 years, thereafter destroy by shredding.
11.	CHECK RETURNS TO MERCHANTS Copies of letters to merchants containing checks which are uncollectable.	Retain 10 years, thereafter destroy by shredding.
12.	CLOSED COURT CASES ON BAD CHECKS Completed files containing court papers, letters, checks.	Retain 10 years after case is closed or until administrative value ceases, whichever is later. Thereafter destroy by shredding.

Schedule approved by Department, Agency, or Division Representative

Schedule authorized by

Jan Bodgett — County Archivist — 3/27/90 — Date

Gay Farrell, Legal Asst. — Signature — Title — 3/27/90 — Date

Shirley Spence — State Archivist — 10/9/90 — Date

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
St. Mary's County	State's Attorney	Alcohol Education

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE	5. EARLIEST YEAR/LATEST YEAR
Alcohol Education - Money Receipts	1983 TO 1987

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Receipt books containing carbons of receipt slips given for payment of class and screening fees.

7. RECORD SERIES FORMAT(S)
- ☐ LETTER SIZE
- ☐ LEGAL SIZE
- ☐ BOUND BOOK
- ☐ AUDIO TAPE
- ☐ OTHER(SPECIFY)
- ☐ MICROFILM
- ☐ COMPUTER TAPE
- ☐ FLOPPY DISK
- ☐ VIDEO TAPE

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☒ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

.5 NUMBER

10. ANNUAL ACCUMULATION
- ☐ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

0 NUMBER

11. FILE IS USED
☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
St. Mary's County Records Center & Archives

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(IF YES, CITE LAW(S) & REGULATION(S)

16. AUDIT REQUIREMENTS
☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☐ YES ☒ NO

18. RECOMMENDED RETENTION
Retain 6 years, thereafter destroy.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Jan Blodgett / County Archivist	(301) 475-7844	3/27/90

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
St. Mary's County	State's Attorney	Child Support

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE	5. EARLIEST YEAR/LATEST YEAR
Rejected Referrals	1977 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Files for cases State's Attorney's office elected not to pursue or handle. Files contain correspondence, referral applications and related documents.

7. RECORD SERIES FORMAT(S)

- ☐ LETTER SIZE
- ☐ MICROFILM
- ☐ LEGAL SIZE
- ☐ COMPUTER TAPE
- ☐ BOUND BOOK
- ☐ FLOPPY DISK
- ☐ AUDIO TAPE
- ☐ VIDEO TAPE
- ☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL
- ☐ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME

- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

3 NUMBER

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

.5 NUMBER

11. FILE IS USED

☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

7 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)

St. Mary's County Records Center & Archives

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)

☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☒ YES ☐ NO

(IF YES, CITE LAW(S) & REGULATION(S)

MD Annotated Code. State Government §10-618(c)

16. AUDIT REQUIREMENTS

☐ NONE ☒ STATE ☒ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

☒ YES ☐ NO

index cards
cross-reference

18. RECOMMENDED RETENTION

Retain 7 years from calendar year in which created, thereafter destroy by shredding.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Jan Blodgett / County Archivist	(301) 475-7844	3/27/90

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 3 OF 6

1. DEPARTMENT/AGENCY: St. Mary's County

2. DIVISION: State's Attorney

3. UNIT: Juvenile Court

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: Juvenile Records

5. EARLIEST YEAR/LATEST YEAR: 1986 TO 1989

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Juvenile petitions (Charging documents) & Police reports, used in Juvenile Court, prepared by State's Attorney's office/ Two page juvenile petition (Form #28824) & police reports.

7. RECORD SERIES FORMAT(S)
- ☐ LETTER SIZE
- ☒ LEGAL SIZE
- ☐ BOUND BOOK
- ☐ AUDIO TAPE
- ☐ OTHER(SPECIFY)
- ☐ MICROFILM
- ☐ COMPUTER TAPE
- ☐ FLOPPY DISK
- ☐ VIDEO TAPE

8. RECORD SERIES SEQUENCE
- ☐ ALPHABETICAL
- ☒ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

5 NUMBER

10. ANNUAL ACCUMULATION
- ☐ FILE DRAWER(S)
- ☒ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

1 NUMBER

11. FILE IS USED ☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER 10 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM): St. Mary's County Records Center & Archives

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) ☒ YES ☐ NO Circuit Court Records

15. ACCESS RESTRICTIONS ☒ YES ☐ NO (IF YES, CITE LAW(S) & REGULATION(S)) MD Annotated Code. State Government §10-618(f)

16. AUDIT REQUIREMENTS ☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) ☐ YES ☒ NO

18. RECOMMENDED RETENTION: Retain until juvenile reaches age of 18, 18, thereafter destroy by shredding.

19. NAME AND TITLE OF PREPARER: Jan Blodgett / County Archivist

20. TELEPHONE NUMBER: (301) 475-7844

21. DATE: 3/27/90

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY: St. Mary's County
2. DIVISION: State's Attorney
3. UNIT: Check collection

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: Check Collection Letters
5. EARLIEST YEAR/LATEST YEAR: 1983 TO 1987

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Letters to merchants accompanying restitution for bad checks. These are used for reference.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

NUMBER: 7

10. ANNUAL ACCUMULATION
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

NUMBER: 1.5

11. FILE IS USED
- [ ] DAILY
- [ ] WEEKLY
- [x] MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER: 10 [ ] MONTH(S) [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
St. Mary's County Records Center & Archives

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
- [ ] YES
- [x] NO

15. ACCESS RESTRICTIONS
- [x] YES
- [ ] NO

(IF YES, CITE LAW(S) & REGULATION(S))
MD Annotated Code State Government §10-618(f)

16. AUDIT REQUIREMENTS
- [x] NONE
- [ ] STATE
- [ ] FEDERAL
- [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
- [ ] YES
- [x] NO

18. RECOMMENDED RETENTION
Retain 10 years, thereafter destroy by shredding.

19. NAME AND TITLE OF PREPARER: Jan Blodgett / County Archivist
20. TELEPHONE NUMBER: (301) 475-7844
21. DATE: 3/27/90

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

1. DEPARTMENT/AGENCY: St. Mary's County
2. DIVISION: State's Attorney
3. UNIT: Check Division

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE: Check returns to merchants
5. EARLIEST YEAR/LATEST YEAR: 1983 TO 1987

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Letter to merchants containing checks which are uncollectable.

7. RECORD SERIES FORMAT(S)
- [x] LETTER SIZE
- [ ] MICROFILM
- [ ] LEGAL SIZE
- [ ] COMPUTER TAPE
- [ ] BOUND BOOK
- [ ] FLOPPY DISK
- [ ] AUDIO TAPE
- [ ] VIDEO TAPE
- [ ] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
- [x] ALPHABETICAL
- [ ] NUMERICAL
- [ ] CHRONOLOGICAL
- [ ] GEOGRAPHICAL
- [ ] OTHER(SPECIFY)

9. VOLUME
- [x] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

2.5 NUMBER

10. ANNUAL ACCUMULATION
- [ ] FILE DRAWER(S)
- [ ] MICROFILM REEL(S)
- [ ] COMPUTER TAPE(S)
- [ ] OTHER(SPECIFY)

.5 NUMBER

11. FILE IS USED
- [ ] DAILY
- [ ] WEEKLY
- [x] MONTHLY

12. FILE BECOMES INACTIVE AFTER
10 NUMBER [ ] MONTH(S) [x] YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
St. Mary's County Records Center & Archives

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
[ ] YES [x] NO

15. ACCESS RESTRICTIONS [x] YES [ ] NO
(IF YES, CITE LAW(S) & REGULATION(S)
MD Annotated Code State Government §10-618(f)

16. AUDIT REQUIREMENTS
[x] NONE [ ] STATE [ ] FEDERAL [ ] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
[ ] YES [x] NO

18. RECOMMENDED RETENTION
Retain 10 years, thereafter destroy by shredding.

19. NAME AND TITLE OF PREPARER: Jan Blodgett / County Archivist
20. TELEPHONE NUMBER: (301) 475-7844
21. DATE: 3/27/90

DGS 550-4 (REVISED 2/87)

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
St. Mary's County	State's Attorney	Check Division

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE	5. EARLIEST YEAR/LATEST YEAR
Closed Court Cases on bad checks	1986 TO 1986

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Completed files containing court papers, letters, checks.

7. RECORD SERIES FORMAT(S)
- ☐ LETTER SIZE
- ☒ LEGAL SIZE
- ☐ BOUND BOOK
- ☐ AUDIO TAPE
- ☐ OTHER(SPECIFY)
- ☐ MICROFILM
- ☐ COMPUTER TAPE
- ☐ FLOPPY DISK
- ☐ VIDEO TAPE

8. RECORD SERIES SEQUENCE
- ☒ ALPHABETICAL
- ☐ NUMERICAL
- ☐ CHRONOLOGICAL
- ☐ GEOGRAPHICAL
- ☐ OTHER(SPECIFY)

9. VOLUME
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

.5 NUMBER

10. ANNUAL ACCUMULATION
- ☒ FILE DRAWER(S)
- ☐ MICROFILM REEL(S)
- ☐ COMPUTER TAPE(S)
- ☐ OTHER(SPECIFY)

.5 NUMBER

11. FILE IS USED
☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER
10 NUMBER ☐ MONTH(S) ☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROOM)
St. Mary's County Records Center & Archives

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☒ NO

15. ACCESS RESTRICTIONS ☒ YES ☐ NO
(IF YES, CITE LAW(S) & REGULATION(S)
MD Annotated Code State Govt. §10-618 (f)

16. AUDIT REQUIREMENTS
☐ NONE ☒ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES,EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
☐ YES ☒ NO

18. RECOMMENDED RETENTION
Retain ten years after case is closed or until administrative value ceases, whichever is later. Thereafter destroy by shredding.

19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Jan Blodgett / County Archivist	(301) 475-7844	3/27/90

DGS 550-4 (REVISED 2/87)