

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Wicomico County

Department of Corrections

AGENCY

DIVISION

Item No.	Description	Retention
	<u>This is a new schedule</u>	
1.	<u>Memo's</u> - General information and reports to staff, County Council and related agencies pertaining to the operation of WCDC.	Retain until end of calendar year then microfilm, verify microfilm and destroy hard copy. Destroy microfilm 10 years following its creation.
2.	<u>Report's</u> - Documents that convey information pertaining to the daily activity operations at WCDC.	Same as Item 1.
3.	<u>Internal Investigations</u> - Information compiled from investigations conducted internally within WCDC.	Same as Item 1.
4.	<u>Legal Materials</u> - Files, documentation to defer all lawsuits active for one year and inactive for one year.	After second calendar year microfilm, verify microfilm and destroy hard copy. Destroy microfilm 10 years following its creation.
5.	<u>Vendor Files</u> - Files consisting of past and present vendor transactions pertaining to sales and service within WCDC.	Maintain until close of fiscal year. Microfilm, verify microfilm and destroy hard copy. Destroy microfilm 10 years following its creation.
6.	<u>Budget Information</u> - Computer reports, memo's and spread sheets pertaining to WCDC.	Retain until end of calendar year then microfilm, verify microfilm and destroy hard copy. Destroy microfilm 10 years following its creation.

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

9/15/90  
Date

*[Signature]*  
Director

11/15/90  
Date

*[Signature]*  
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

SCHEDULE  
NO. C-664

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Item No.	Description	Retention
7.	<p><u>Inmate Files</u> - Various documents that may be placed in the inmate's file during his incarceration at WCDC. These documents include but is not limited to Incident or Infraction Reports, Disciplinary Hearing Reports, Protective Custody, Administrative Segregation, Cell Transfers, etc.</p>	<p>Retain for two years then microfilm, verify microfilm and destroy hard copy. Destroy microfilm 10 years following its creation</p>
8.	<p><u>Training Files</u> - Training documentation on WCDC personnel including but not limited to Weapons, Entry Level Academy and In-Service.</p>	<p>Retain for two years then microfilm, verify microfilm and destroy hard copy. Destroy microfilm 10 years following its creation.</p>

RECEIVED BY \_\_\_\_\_  
 DATE \_\_\_\_\_  
 RETURNED TO RECORDS MANAGER  
 DATE \_\_\_\_\_