

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Wicomico County

Department of Corrections

AGENCY

DIVISION

Item  
No.

Description

Retention

This schedule supersedes Schedule C-587

1. Commissary Order Forms - 8½ x 11".  
General description - List the items that are sold, name, date and cell number. Balance (start), balance (ending) and order cost.
2. Inmate's Account Sheets - 8½ x 5".  
General description - Name, date, debits, credits and balance.
3. Welfare Commissary Sheets - 8½ x 11"  
General description - Contains name, date, and place for inmates signature upon receiving welfare, also lists the items given to each inmate.
4. Monthly Settlement Sheets - 8½ x 11".  
A - Commissary Accounts (Checkbook).  
B - Inmates Accounts (Checkbook).  
General description - Balance per checkbook, deposits, subtotal disbursement, balance per Bank - outstanding check and deposits.

Retain hard copy six (6) months, thereafter microfilm. Destroy hard copy after microfilm verified. Destroy microfilm 10 years following its creation.

Same as Item 1.

Same as Item 1.

Same as Item 1.

DATE  
DEPARTMENT OF GENERAL SERVICES  
DATE

Schedule Approved by Department,  
Agency, or Division Representative

Schedule Authorized by

9/5/90 John W. [Signature] Director

11/15/90 [Signature] State Archivist