



BALTIMORE COUNTY, MARYLAND
Office of Information and Technology
Records Management Division

Schedule Number: C-800

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency: **BALTIMORE COUNTY BUREAU OF CORRECTIONS** Division: **ADMINISTRATION**

ITEM NO.	DESCRIPTION	RETENTION
<u>GENERAL OPERATIONS</u>		
1.	<u>GENERAL CORRESPONDENCE</u> 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.	<u>UNOFFICIAL PERSONNEL FILES</u> 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) year after termination, then destroy.
3.	<u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings.	Retain for one (1) year, then destroy.
4.	<u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget printouts Work papers	Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.
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.

SCHEDULE APPROVED BY:
RECORDS MANAGEMENT OFFICER
Gerald A. Jones 5/29/97

SCHEDULE APPROVED BY:
COUNTY ADMINISTRATIVE OFFICER
Musun Eley 5/31/97

SCHEDULE APPROVED BY:
AGENCY OR DIVISION REPRESENTATIVE
James M. Dean 5/26/97

SCHEDULE APPROVED BY:
STATE ARCHIVIST
Edward G. Pappas DEC 11 1997



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	<u>CRIMINAL DATA MANAGEMENT UNIT</u>	
8.	<p><u>INMATE RECORD FOLDERS</u> These folders may include all or some of the following documents: Court Papers, Trial Summaries, Court Transportation Orders-</p> <p>Commitment, hearing notifications, releases, etc. received from other agencies and courts; Writs of Habeas Corpus, Dispositions, Circuit Court Report of Prisoner Brought to Trial forms, Release from Commitment forms, Sentencing Documents, etc. received both for Balto. Co. as well as other jurisdictions; NCIC, MILES, NLETS, or Repository printouts.</p> <p>Diminution of Confinement - Reduction of sentence length due to good behavior, participation in industrial work programs, etc.</p> <p>Inmate Request Forms - Requests for services or privileges.</p> <p>Request for Return of Inmate - Bureau of Corrections detainer.</p> <p>Detainer Notification - Notification of charges by another jurisdiction.</p> <p>Visiting Records - A record of an inmate's authorized professional and family/friend visitors.</p> <p>Money and Property Receipt and Transaction Records - Proof that money and property were received, transferred or released, to and from the Detention Center, inmate and other jurisdictions.</p> <p>Inmate Record Card - Chronological listing of all activities occurring on each inmate from date of incarceration to date of release. Includes photo-I.D., personal information and complete history of incarceration. This document may be in the form of a typed record or automated summary record.</p> <p>Expungements- Court ordered documents mandated and sealed</p>	<p>Retain for five (5) years after an inmate's last release date then destroy - with the exception of inmate record card and/or automated summary record. If the file is specifically marked for the inmate's return resulting from a lengthy sentence which is filed as a detainer, the file should remain intact until which time the inmate is returned to custody. <i>If the file is marked litigation, the file should remain intact until the litigation has been satisfied.</i> Once satisfied, apply the regular retention schedule based on the closure date of the litigation. Once returned to custody, apply the regular retention schedule based on the new date of release.</p> <p>Automated record will reside on the mainframe until release of inmate. Once released, automated file is printed, it is transferred to the inmate's base file. Retain for 5 years after inmates last day of release, then destroy.</p> <p>Retain originals five (5) years, then destroy.</p> <p>Retain originals for five years, then microfilm for permanent retention, then destroy originals.</p> <p>Retain originals (5) years, then destroy.</p>
9.	<p><u>DATA SYSTEMS SECURITY</u> Recordings of Logon Reports, Applications Security Maintenance, Removal, Reinstatements, Class Attendance Schedules, Security I.D. Approvals, etc. for Baltimore County, CJIS (Annapolis), MILES, NCIC.</p>	<p>Retain Logon Reports for (1) year, then destroy. Retain remaining items for (2) years after employee's termination or removal from need for access, then destroy.</p>
10.	<p><u>AUTOMATED INMATE TRACKING SYSTEM</u> Daily backups of I.T.S. files are completed by the Office of Information and Technology.</p>	<p>Record history retained by O.I.T. for (5) years after last date of inmate's release.</p>
11.	<p><u>CORRESPONDENCE</u> Interoffice Correspondence, Mail Correspondence, Fax Transmittals</p>	<p>Screen Annually and destroy that material no longer needed for current reference.</p>



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CRIMINAL DATA MANAGEMENT UNIT

12. PROPERTY ENVELOPES

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. As 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.

Retain envelope until inmate's release, then destroy; property receipt is then transferred to inmate record file (item 1) and kept for additional five (5) years.

13. LOCATOR CARD INDEX FILE

These records contain name, date of birth, aliases, Social Security number, BCDC ID number, and release date(s) of every inmate the Detention Center has had in custody.

Microfilm all cards currently on file. Retain microfilm on site permanently. Destroy cards after microfilming. Send one copy of microfilm to State Archivist. New records are to be retained on diskette, periodically transfer to microfilm or CD-ROM (imaging media) and retain permanently. Send one copy to State Archivist.

14. INMATE MEDICAL RECORDS

This file contains records documenting official actions of the Detention Center in providing medical services to inmates as required by Law and Health Departments. The following types of information may be included in these files:

- 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 Federal and State Health agencies
- Hospital discharge summaries
- Physician diagnostic and treatment reports
- Psychological evaluations

Retain in paper form on site for (3) years, then microfilm, and destroy paper files. Retain microfilm in office until no longer needed.



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<u>CRIMINAL DATA MANAGEMENT UNIT</u>		
15.	<p><u>WORK RELEASE PROGRAM INMATE FILES</u></p> <p>These files contain supplemental information to the inmate's record files, which are kept at the Detention Center. They may include all or some of the following records:</p> <p>Application for participation in Work Release Programs. Court Order granting participation in Work Release Program. Consent form to participate as Trustee. Residents property form Class attendance verification form Control card</p>	<p>Retain for five (5) years after inmates release then destroy.</p>
16.	<p><u>VISITING RECORDS</u></p> <p>These files include the following types of records:</p> <p>Professional Visitors Records - Includes a log of all Public Defenders, Private Attorneys, Clergy, Psychologists/Psychiatrists, Court Appointed Evaluators/Specialists, Lie Detection Specialists, Law Enforcement Officers, and any other professional visitors not listed above who have been approved by the Administrator/Deputy Administrator.</p> <p>Administrative Visitor Record - Includes a log of all administrative visitors who must receive a visitor's pass and must be escorted by the party they have requested to see.</p> <p>Family/Friend Visiting Records - Includes all visitors who visit inmates on family/friend visiting days. Includes Special Visits.</p>	<p>Automated record will reside in the mainframe until release of inmate. Upon an inmates's release, a hard copy is automatically printed and retained in the inmate's base file. Retain for five (5) years after an inmate's last release date then destroy.</p> <p>Kept on site for 1 year, then sent to storage for an additional 4 years. Total retention, 5 years.</p> <p>Retain in inmate's base file permanently. To be archived five (5) years after an inmate's last release date. Records will then be retained on tape backup at O.I.T.</p>
17.	<p><u>POPULATION STATUS REPORTS</u></p> <p>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.</p> <p>The following list represents the types of Inmate Status Reports:</p> <ul style="list-style-type: none"> - District and Circuit Court Pre-Trial 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. - Daily Population Count. - CJIS (Criminal Justice Information System) Detention Report listing all intakes and all releases each month. - State Statistical Reports 	<p>Retain for five (5) years, then destroy.</p> <p>State Statistical Reports only - Retain originals (5) years, then microfilm for historical data purposes. Master negatives of film will be sent to Maryland State Archives.</p>
18.	<p><u>DAILY DESK REPORT</u></p> <p>Daily recording of prisoners received and released. Earliest records (to February 1979) contain confinement information. Record title prior to 1979 was <u>JAIL DOCKET</u>.</p>	<p>Retain for five (5) years, then microfilm and retain permanently. Master negatives of film will be sent to Maryland State Archives.</p>



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CORRECTIONS ADMINISTRATION

19. INTERNAL OPERATIONS RECORDS
The following categories of records document activities, problems, and incidents with respect to internal operations for The Detention Center and Work Release Center. They are retained for legal and administrative purposes. Retain for five (5) years, then destroy.

Vehicle Condition Reports - Report on use and maintenance of County vehicles assigned to the Bureau of Corrections. Retain for five (5) years, then destroy.

Vehicle Log - Record of every vehicle which enters the Detention Center auto sallyport. Retain for one (1) year, then destroy.

Money Receipts - For funds deposited in Prisoner Escrow Account. Retain for five (5) years, then destroy.

General BCDC Confinement Request Form # 59
Walk Shower Log Form # 186-E / CCF Form # 233
Weekly Confinement Review Form # 218
Quarterly Fire Drills Form # 188
Weekly Dietary Sanitation Inspections Form # 230
Kitchen Utensil Control Form # 216
Weekly Facility Sanitation Inspections Forms # -BCDC/CCF
Legal Mail Handling Log Form # 273 BCDC
Return Mail Log Form # 319 CCF
Sick Call Request Log
Internal Complaint System Form # 200
Incident Reports Form # 93
Management of Inmate Funds Form # 189
Retain for five (5) years, then destroy.

20. SHIFT ASSIGNMENT AND ATTENDANCE RECORDS
Documents which employees worked, which post was manned on specific days, vacation, leave, and sick time earned and used for each employee. Retain for five (5) years, then destroy.

21. SECURITY OPERATIONS RECORDS
Shakedown sheets, reports of malfunctioning equipment, supervisor report, patrol surveillance reports, and incident reports. Retain for five (5) years, then destroy.
BCDC/CCF Form # 192: Firearms & Tactical Equipment Logs.
BCDC/CCF Form # 82: Walkie/Talkie Logs
Special Weapons Log Form # 70
Use of Force Form # 78
Daily Inventory Logs Form # 217-A
Issue and Return Logs Form # 217-B
Daily Inventory Logs Form # 221-A
Issue and Return Logs Form # 221-B
Search of Inmates-Community Access Form # 194-A
Search of Other Inmates Form # 194-B
Control of Medical & Dental Instruments-Form # 277
Chain of Custody Form # 219
Secure / Orderly Movement Form # 249(males)
Secure / Orderly Movement Form # 249-F(females)
Headcounts Form # 35 (BCDC) # 36 (CCF)



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	<u>TRANSPORTATION UNIT</u>	
22.	<u>VEHICLE CONDITION REPORTS</u> Report on use and maintenance of County vehicles assigned to The Bureau.	Retain for five (5) years then destroy.
23.	<u>VEHICLE LOGS</u> Record of every vehicle which enters the Detention Center auto sallyport.	Retain for five (5) years then destroy.
24.	<u>MONTHLY RELEASE LIST</u> Includes copies of the diminution report, monthly release list, workers list, weekenders list, and the Loss of Good Time Log report.	Retain for five (5) years then destroy.
25.	<u>TRANSPORTATION RUNS LOG</u> Includes records of all of the following details: -Record of Commissioner Transports -Hospital Transports -Hospital Details -Intra-Facility Transports -Trips to prescription eyeglass vendors	Retain for five (5) years then destroy.
26.	<u>INTERNAL FORMS/REPORTS</u> <u>Industrial Projects Reports</u> <u>Video Rental Reports</u> <u>Social Security Administration Reports</u> <u>CCF Approval List</u>	Non-record. Screen annually. destroy what is no longer needed.



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DRUG TESTING UNIT

27. RECORDS OF DRUG TESTING ACTIVITIES

Chain of Custody forms for TASC, DWI, Home Detention, Work Release Program, Main Facility inmates, and Employees & Applicants.

Test results filed in folders by day and month.

Daily equipment calibration logs, load lists, and test reports.

Daily, weekly, and monthly maintenance on the ETS equipment.

Courthouse Court out to lab report and inmate testing log.

HIDTA reports.

Weekly and monthly statistical reports.

Retain for three (3) years on site then send to Record Center for 2 additional years, then destroy. Total retention - five (5) years after case is closed.



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APPLICANT AND TRAINING UNIT

32. ARMORY

Monthly Tactical Equipment and Condition Inventory Reports which include the following:

- BCDC Main Armory
- CCF Armory
- Applicant and Training Unit Armory
- ERT Cart
- Home Detention Unit Armory
- Transportation Unit Armory

Firearms Master Inventory Record

- Main Facility
- CCF
- Specialized Units

Annual Firearms Inspection Record

Chemical Agents Master Inventory Record

Gas Masks Inventory Record

Ammunition Inventory Record

Restraints Master Inventory Record

Retain two (2) years on site, then in storage at Records Management for an additional 3 years, then destroy. Total retention of five (5) years.



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	<u>SECURITY OPERATIONS</u>	
33.	<p><u>LOCKSMITH SERVICES</u></p> <p>Loading Dock Visitor Sign/In Logs CCF Sewing Room Inventory Logs Blanket Exchange BCDC Logs Blanket Exchange CCF Logs BCDC Shed Tools Inventory Logs BCDC Shed Issue Logs Maintenance BCDC Daily Tool Issue Logs Maintenance BCDC Tool Cart #1 Logs Maintenance BCDC Tool Cart #2 Logs Maintenance CCF Daily Tool Issue Logs Maintenance CCF Tool Logs Maintenance CCF Plumbers Tool Logs Loading Dock Tool Box Daily Issue Logs Lockshop Tools Quarterly Inventory Logs CCF Shed Tools Inventory Logs CCF Shed Tools Issue Logs Transportation Key Issue Logs CCF Key Lists Boxes # 1, # 2, and # 3 CCF Key Lists Shift Commanders Box CCF Key Lists Emergency Keys Blue CCF Key Lists Emergency Keys Red BCDC / CCF Key Inspection Letter CCF Front Desk Key Issue Logs BCDC Fire Ring Key Lists BCDC Key Lists Central Control Boxes # 1, # 2, and # 3 BCDC Personal Laundry Lists CCF Personal Laundry Lists System Trouble Reports BCDC System Trouble Reports CCF Central Control Security Computer Printouts Lockshop Security Computer Printouts</p>	<p>Retain two (2) years on site, then store at records center for an additional three (3) years, then destroy. Total retention five (5) years.</p>
34.	<p><u>SAFETY AND HEALTH COORDINATOR SERVICES</u></p> <p>Material Safety Data Logs</p> <p>BCDC / CCF Monthly Safety Inspection Logs BCDC / CCF Yearly Safety Inspection Log MOSHA Inspection Reports BCDC / CCF Yearly Fire Inspection Reports BCDC / CCF Monthly Fire Inspection Reports SCBA - MSA Monthly Logs Vehicle Fire Inspection Reports First Aid Check List Reports Bi-Annual Smoke Detector and Pull Stations Reports Quarterly Sprinkler Inspection Reports</p>	<p>Maintain current data log on site. Destroy log upon discontinuance of chemical use.</p> <p>Retain five years on site, then destroy.</p>



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	<u>FINANCIAL OPERATIONS</u>	
35.	<u>MONEY RECEIPTS</u> Records of funds deposited in the Prisoner Escrow Account	Retain for five (5) years, then destroy.
36.	<u>AUTOMATED REPORTS</u> Prisoner Escrow Account Journal File Backup Work Release Money Manager Report Terminated Employees/Terminated for Two (2) Years or More Report	Retain for five (5) years, then destroy.
37.	<u>ATTENDANCE / PAYROLL RECORDS</u> Payroll Attendance Records Terminated Employees / Terminated for two (2) years or more Reimbursement records, mileage reports, tolls, etc. for fiscal.	Retain for five (5) years, then destroy.
38.	<u>MISCELLANEOUS REPORTS</u> D.O.C. Reimbursement Reports	Retain for five (5) years, then destroy.



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CLASSIFICATION UNIT

39. CLASSIFICATION COUNSELING RECORDS

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 a 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 the inmate.

These records are used to help classify detainees according to seriousness of offense, age, mental state, prior history, etc. to help the inmate with his rehabilitation effort.

Retain for five (5) years, then destroy.

40. PRE-TRIAL SERVICES

These files identify inmates who are eligible for Pre-Trial services and is used as a screening tool. These letter size files are arranged alphabetically by name. They contain all related information on each defendant contacted by this agency, including all interviews, bail requirements, release order, supervision summary, tracking sheets, if client is incarcerated, file becomes part of Classification and Counseling Records. If he is released by the Court, file is closed.

Retain 1 year then destroy.

Bi-Profile Automated Records

Stored on tape backup on a daily basis.



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	<u>POLICY AND PROGRAM ANALYSIS</u>	
41.	<p><u>GRANT FILES</u></p> <p>These files are arranged alphabetically and each grant has its own series of files including quarterly reports, personnel information, expenses/financial information, general correspondence pertaining to the grant, grant contract and County Council legislation.</p> <p>Interoffice Correspondence Mail Correspondence Fax Transmittals</p>	<p>Retain in office three (3) years after grant is closed. Transfer to storage for two (2) years, then destroy.</p> <p>Non-Record. Screen annually and destroy that material no longer needed for current business.</p>
42.	<p><u>OPERATIONS MANUAL</u></p> <p>BCDC / CCF Inmate Handbooks Emergency Procedures Manual Records Retention Schedule General and Standard Operations Procedures Manual</p>	<p>Retain current copy on-site in office. Screen and update annually. Maintain annual master record permanently. Transfer periodically to Maryland State Archivist.</p>
43.	<p><u>OFFICE AUTOMATION</u></p> <p>NETWORK OPERATIONS STATUS/PLANNING REPORTS</p> <p>MIDRANGE OPERATIONS STATUS/PLANNING REPORTS</p> <p>PC OPERATIONS STATUS/PLANNING REPORTS</p> <p>PC Inventory Control Report Workstation Maintenance Report Workstation Requests Workstation Proposals</p> <p>Workstation Library</p> <p>- Software / Hardware - Reference Materials</p> <p>ISR-Information and Service Requests</p>	<p>Non-record. Update as necessary, Maintain on site until no longer needed.</p>



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ALTERNATIVE SENTENCING PROGRAM

44. COMMUNITY SERVICE CASE FILES

Files document all actions, contact with and progress of defendants while performing community service. Files may contain but are not limited to the following:

- an Agreement Form
- Terms and Condition Form
- Correspondence
- Evaluations forms
- Automated Tracker Files

Retain (10) years as follows:
 (3) years on site, (2) years in paper form, and then microfilm and retain for (5) years.

45. T.A.S.C. CASE FILES

Files document all actions, contact with and progress of defendants while fulfilling probation orders. Files may contain but are not limited to the following:

- Face Sheet
- Compliance Criteria Form
- Correspondence
- Urinalysis Sheet
- Evaluation Forms
- AA Slips

Retain (10) years as follows:
 (3) years on site, (2) years in paper form, and then microfilm and retain for (5) years, then destroy.