

Department of General Services  
Records Management Division  
Records Retention and Disposal Schedule

Schedule No. C-820

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Agency: Harford County Detention Center

Division/Unit: Correctional Services

Item #	DESCRIPTION	RETENTION
1.	<b>GENERAL CORRESPONDENCE</b> - Subject arrangement of original letters, copies of outgoing letters, memoranda, studies, reports, directives, policy and other materials related to the administration of the Agency.	Screen annually and destroy that material no longer needed for current business.  Directive, 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.	<b>GENERAL ACCOUNTING RECORDS</b> - Files contain office copies of petty cash vouchers, paid bills, voucher orders, purchase orders, direct payment forms, deposit slips, receipt books, etc. All other general accounting records maintained by the Harford County Government.	Retain for three (3) years, then destroy.

Approved by Department, Agency or Division Representative.

Date: July 9, 1998

Signature: 

Type Name: John J. O'Neill

Title: Warden

Schedule Authorized by State Archivist.

Date: SEP 24 1998

Signature: 

Item #	DESCRIPTION	RETENTION
3.	<p><b>INMATE RECORD FOLDERS</b> - These folders may include all or some of the following documents:</p> <p>Court Papers, Trial Summaries - Commitments, bond hearing notifications, releases, etc. received from other agencies and courts; Writ of Habeas Corpus, Dispositions, Transportation Report of Prisoner and Body Receipt Release from Commitment forms, Sentencing Documents received for Harford County as well as other jurisdictions; NCIC, MILES, NLETS, or Repository printouts.</p> <p>Detainer Status Form DC-321 - Name, DOB, SS No., Race, Sex and Inmate ID No.; Date of incarceration and notification of charges by another jurisdiction and date of release.</p> <p>Diminution of Confinement - Reduction of Sentence length due to good behavior, participation in industrial work programs, etc.</p>	<p>Retain for five (5) years after an inmate's last release date then destroy - <u>*with the exception of diminution of sentence inmate commitment, bond reviews, releases, detainer status Form DC-321.</u> If the file is specifically marked for the inmates 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. <u>If the files are marked litigation, the file should remain intact until the litigation has been satisfied.</u> 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>*The above underlined material will be placed on optical disc for 15 year retention and original destroyed or deleted as appropriate.</p>
4.	<p><b>INMATE RECORD FOLDERS</b> - Money receipts and property receipts. Proof that money and property were received, released, or transferred.</p> <p>Visiting Records - A record of an inmate's authorized professional and family/friend visitors.</p> <p>Expungements - Court ordered documents mandated for sealed retention.</p>	<p>Retain original for Three (3) years, then destroy.</p> <p>Retain for Three (3) years after inmate's last day of release, then destroy.</p> <p>Retain originals for Three (3) years, then destroy.</p>
5..	<p><b>CORRESPONDENCE</b> - Interoffice Correspondence, Mail Correspondence and Fax Transmittals.</p>	<p>Screen annually and destroy that material no longer needed for current reference.</p>

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Item #	DESCRIPTION	RETENTION
6.	<p><b>INMATE MEDICAL RECORDS</b> - 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 may include all or some of the following records :</p> <ul style="list-style-type: none"> <li>I. Key Data Computer Information.</li> <li>II. Physical Examination (DC-608).</li> <li>III. Medication and Treatment Orders (DC-612).</li> <li>IV. Medical Section.                             <ul style="list-style-type: none"> <li>a) Health History Screening (DC-619).</li> <li>b) Incident Report (DC-316).</li> <li>c) AIDS Questionnaire (DC-617).</li> <li>d) Inmate Sick Call Request (DC-601).</li> <li>e) Chronological Records of Medical Care (DC-602).</li> <li>f) Physician Orders (DC-603).</li> <li>g) Medical Report (DC-609).</li> <li>h) Appointment Verification (DC-610).</li> <li>I) Refusal of Treatment (DC-611).</li> <li>j) Medical Record Release (DC-614).</li> <li>k) Medical Segregation Nurse's Notes (DC-616).</li> <li>l) Pre-Release Medical Screening (DC-606).</li> <li>m) Inmate Release from Medical Segregation (DC-637).</li> </ul> </li> <li>V. Psychiatric Section.                             <ul style="list-style-type: none"> <li>a) Inmate Sick Call Request (DC-601).</li> <li>b) Chronological Record of Medical Care (DC-602).</li> <li>c) Physician Orders (DC-603).</li> <li>d) Mental Health Questionnaire (DC-628).</li> </ul> </li> <li>VI. Dental Section.                             <ul style="list-style-type: none"> <li>a) Inmate Sick Call Request (DC-601).</li> <li>b) Physician Orders (DC-603).</li> <li>c) Dental Examination (DC-618).</li> <li>d) Dental Examination Supplement (DC-618A).</li> </ul> </li> <li>VII. Laboratory Section                             <ul style="list-style-type: none"> <li>a) Miscellaneous reports from outside source laboratories.</li> </ul> </li> <li>VIII. Medication Section                             <ul style="list-style-type: none"> <li>a) Medication and Treatment Chart (DC-604).</li> <li>b) Daily Medication Receipt (DC-627).</li> <li>c) Chromatose Medication and Treatment Chart (103C).</li> </ul> </li> <li>IX. Miscellaneous Section.                             <ul style="list-style-type: none"> <li>a) Medical, dental and psychiatric information which is not included in the above sections.</li> </ul> </li> </ul>	<p>Retain in paper form on site for three (3) years, then place on optical disc for 15 year retention, then destroy or delete as appropriate.</p>

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7.	<p><b>WORK RELEASE PROGRAM INMATE FILES</b> - 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> <ul style="list-style-type: none"> <li>I. Huber Law.</li> <li>II. Work Release Rules and Regulations (DC-802).</li> <li>III. Interview/Testing Verification (DC-817).</li> <li>IV. Work Release Medical and Program Verification (DC-818).</li> <li>V. Work Release and Detail Monitoring.</li> <li>VI. Drug/Alcohol Memorandum (DC-829).</li> <li>VII. Disciplinary Report (DC-907).</li> <li>VIII. Inmate Warning Citation (DC-925).</li> <li>IX. Information which is not routinely included</li> </ul>	<p>Retain for three (3) years after inmates last release, then destroy.</p>
8.	<p><b>CLASSIFICATION COUNSELING RECORDS</b> - 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.</p> <p>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.</p>	<p>Retain for three (3) years, then destroy.</p>
9.	<p><b>PRE-TRIAL SERVICES</b> - These files identify inmates who are eligible for Pre-Trial services and are 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.</p>	<p>Retain for one (1) year then destroy.</p>
10.	<p><b>VISITING RECORDS</b> - These files include the following types of records:</p> <p>Professional Visitor Records - Includes a log of all Public Defenders, Private Attorneys, Clergy, Psychologists/Psychiatrists, Law Enforcement Officers, Private Process Servers, and any other professional visitors not listed above who have been approved by the Sheriff, Warden or Command Staff.</p>	<p>Retain for three (3) years, then destroy.</p>

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11.	<p><b>POPULATION STATUS REPORTS</b> - These reports represent listings of the Detention Center 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. The following list represents the types of Inmate Status Reports.</p> <p>District Court Report - Any pretrial inmate incarcerated over seven (7) days.                      State's Attorney Report - Any pretrial inmate incarcerated over sixty (60) days.                      Daily Docket Report - All inmates incarcerated.                      *Daily Report - Inmate's received and released.                      *Statistical Yearly Report                      *CJIS (Criminal Justice Information System) Detention Report listing all intakes and all releases each month that fit criteria for CJIS entry.                      *Daily Received and Released Report and Yearly Statistical Report.</p>	<p>Retain computer backup copy for Seven (7) years then destroy.</p> <p>*Retain original three (3) years on optical disk for historical data purposes.</p>
12.	<p><b>HOME DETENTION UNIT</b> - Inmate Personal Folder, Incident Reports, Urinalysis Reports and Monitoring Record.</p>	<p>Retain for three (3) years after an inmate's last release date, then destroy.</p>
13.	<p><b>INMATE ACCOUNTING</b> - Individual board bill ledgers for work release home detention, weekenders, inmate fund transactions.</p>	<p>Retain for three (3) years after an inmate's last release date, then destroy.</p>