

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-920A

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Agency **HOWARD COUNTY GOVERNMENT** Division/Unit **Department of Corrections**

| Item No. | Description   | Retention |
|----------|---|-----------|
|          | <p><u>Revision to original schedule. Items 8 through 13 have been changed.</u></p> <p>All electronic media records will be created and stored using a system that is in compliance with Comar 14.18.04. Permanent records will transferred to MSA on CD stored as "Tif" files with the retrieval software embedded on the CD.</p> |           |

Schedule Approved by Department, Agency, or Division Representative.

Date 11/6/01  
 Signature *Phyllis L. Pritchett*  
 Typed Name Phyllis L. Pritchett  
 Title Records Management Officer

Schedule Authorized by State Archivist

Date NOV 26 2001  
 Signature *Edward C. Papenfuss*

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. *C-920A*  
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Agency HOWARD COUNTY GOVERNMENT

DEPARTMENT OF CORRECTIONS

| Item No. | Description   | Retention   |
|----------|---|---|
| 1.       | <u>GENERAL CORRESPONDENCE</u><br>Incoming letters, copies of outgoing letters, memoranda, studies, reports, directives and other materials related to the administration of the agency.   | Destroy after (5) years.  |
| 2.       | <u>UNOFFICIAL PERSONNEL FILES</u><br>Files containing 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.   | Keep as long as administratively useful. Review annually for usefulness prior to destroying |
| 3.       | <u>LEAVE AND TIME SHEETS</u><br>Office copies of employees leave and daily time records.  | Destroy after (5) years ..  |
| 4.       | <u>BUDGET RECORDS</u><br>Annual Budget Submissions<br>Monthly Budget Reviews<br>Working Papers  | Keep as long as administratively useful. Review annually for usefulness prior to destroying |
| 5.       | <u>GENERAL ACCOUNTING RECORDS</u><br>Office copies of : Goods received memoranda, bill invoices, expense and travel reports, requisitions, petty cash vouchers, mileage reports, direct payment records, paid bills, ticket books, purchase orders, deposit slips, receipt books, checking reconciliations, bank statements etc.. | Destroy after (5) years..   |

Schedule Approved by Department, Agency, or Division Representative.

Date *11/2/01*  
 Signature *Melanie C. Pereira*  
 Typed Name Melanie C. Pereira  
 Title Director

Schedule Authorized by State Archivist

Date NOV 26 2001  
 Signature *Edward C. Papenfuss*

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE

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| Item No. | Description  | Retention  |
|----------|--|--|
| 6.       | <u>SPECIAL ACCOUNTING RECORDS</u><br>Internal / external Audit reports<br>Financial or Program.  | Destroy after (5) years or<br>after all external audit<br>requirements have been<br>satisfied. |
| 7.       | <u>FIXED ASSET DOCUMENTS</u><br>Inventory documents, records of lost / stolen assets, records of surplus or<br>transferred property .  | Destroy after (3)years   |
| 8.       | <u>INMATE RECORDS</u><br>Inmate records may include: Intake documents, Transportation<br>documents, Commitment documents, Property / Clothing related<br>documents, Classification and Housing assignment documents, Shower<br>records, Documents related to personal and professional visits.<br>Infractions. Community programs information .  | Destroy after (10) years   |
| 9.       | <u>DETENTION CENTER FORMS</u><br>Detention center forms may include but are not limited to:<br>E-5 Security Round<br>E-9 Master Housing Rounds<br>E-10 Key / Tool Control<br>E-11 Traffic Sheet<br>E-12 Daily Work Release Log<br>E-8 Post Sign in form<br>E-1 Formal Count Document<br>E-7 Daily Post Assignments<br>F-2 Laundry Roster<br>H-20 Recreation Roster<br>E-21 Equipment Log<br>F-3 Weekly Sanitation Inspections<br>G-7 Daily Utensil Inventory<br>G-3 Food Supply Record<br>G-2 Food Quantity Record | Destroy after (10) years   |

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| Item No. | Description   | Retention                |
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| 10.      | <p><u>MEDICAL RECORDS</u><br/>           These records may consist of the following official actions of Medical Personnel providing Medical Services to inmates in the Howard County Detention Center:<br/>           Medication Records<br/>           Records of treatment<br/>           Permission to Release Information<br/>           Medical Liability Information<br/>           Psychological Evaluations<br/>           Diagnostic and Treatment Records</p> | Destroy after (10) years |
| 11.      | <p><u>TRANSPORTATION DOCUMENTS</u><br/>           These documents may include Medical transports, Court Trips, Intra Correctional facility trips, Home Detention trips etc.</p>   | Destroy after (10) years |
| 12.      | <p><u>INMATE RELEASE DOCUMENTS</u><br/>           These documents include:<br/>           Diminution of sentence documents<br/>           Monthly records<br/>           Week Enders information<br/>           Good Time data</p>  | Destroy after (10) years |
| 13.      | <p><u>EMPLOYEE TRAINING RECORDS</u><br/>           These documents include both mandatory and non mandatory training.</p>   | Destroy after (10) years |