

Supersedes  
SCHEDULE NO. C-788

Schedule No. C1081

PRINCE GEORGE'S COUNTY  
OFFICE OF CENTRAL SERVICES  
ADMINISTRATIVE SERVICES SECTION  
RECORDS MANAGEMENT CENTER

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

DEPARTMENT OF CORRECTIONS

POPULATION MANAGEMENT DIVISION

ITEM NO.	DESCRIPTION	RETENTION/DISPOSITION
I.	<u>DRUG MONITORING RECORDS</u> - to include bond hearing logs, consent forms, monitoring testing logs and testing instrument records.	Retain 2 years after inmate has left the program, then destroy
II.	<u>CASE MANAGEMENT FILES</u> - to include the Pre-trial Intake Fact Sheet (a summary of the inmate's criminal history), conditions of release (court imposed conditions under which the offender must serve his/her pre-trial release), violation notices (to advise offender s/he is in violation of conditions of release), and case manager's notes.	Retain 2 years from the date of case closure, then destroy
III.	<u>HOME DETENTION RECORDS</u> - for sentenced participants include commitment records, violation notices, and correspondences with the courts and for pre-trial participants include computer printouts from the electronic monitoring system	Retain for 2 years from the date of case closure, then destroy
IV.	<u>CLASSIFICATION RECORDS</u> - to include Initial Classification forms (completed upon entering the facility), criminal history printouts (from the Maryland and FBI criminal history computers), adjustment hearing forms (results of disciplinary hearings), reclassification forms (changes in inmate's housing), results of Special Housing Board meetings (a periodic review of the inmate's housing assignment)	Retain 3 years from date of inmate's release, then destroy

*Mary E. Crumbaker*  
SIGNATURE

PERSONNEL SECTION CHIEF  
TITLE OF DEPT./AGENCY REPRESENTATIVE

10/18/05  
DATE

*Malik S. Chibby*  
SIGNATURE

COUNTY RECORDS MANAGER  
TITLE

2-9-06  
DATE

SCHEDULE AUTHORIZED BY MARYLAND STATE ARCHIVES

*Edward C. Igo*  
SIGNATURE

STATE ARCHIVIST  
TITLE

4/20/09  
DATE

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PRINCE GEORGE'S COUNTY  
RECORDS MANAGEMENT CENTER  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

DEPARTMENT OF CORRECTIONS

POPULATION MANAGEMENT DIVISION

ITEM NO.	DESCRIPTION	RETENTION/DISPOSITION
V.	<u>INMATE RECORDS</u> - to include the Initial Classification form, committing documents, court docket entries, release documents, transmittal forms (used when transporting inmates), detainer notification forms, projected release date calculations for pre-trial inmates, diminution forms for sentenced inmates (used to calculate amount of good conduct time or program time that is to be deducted from the inmate's sentence, and transfer forms (used when transferring an inmate to the State Division of Corrections)	Retain 3 years, then destroy

Note: File jackets of inmates sentenced from 91-365 days who are eligible for per diem reimbursement by the State will be retained in color-coded jackets and separated from other inmate files for 3 years or until audited by the State (whichever occurs first), then destroyed