

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

Schedule No. C1142

Page 1 of 1

Agency Wicomico County	Division/Unit Department of Corrections / Food Services
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Item No.	Description	Retention
1.	<p><u>Food Services Series</u></p> <ul style="list-style-type: none"> a. Meal Count Sheets b. Temperature Log Sheets c. Chemical Daily Log Sheets d. Utensil Log Sheets e. Daily Inventory Sheets f. Inspection Log/Report Sheets g. Inmate Movement Log Sheets h. Major Cleaning Schedule 	<p>Retained for 3 years or after Maryland Commission on Correctional Standards Audit Certification is issued, whichever occurs earlier, then destroyed.</p>

Schedule Approved by Department, Agency, or Division Representative.
 Date: March 28, 2011
 Signature: 
 Typed Name: George Kaloroumakis
 Title: Director

Schedule Authorized by State Archivist
 Date: 20 April 2011
 Signature: 

<p><u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>1</u></p>
<p>1. Department/Agency Wicomico County</p>	<p>2. Division Department of Corrections</p>	<p>3. Unit Food Services</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Unit Logs</p>	<p>5. Earliest Year/Latest Year 2009 to 2012</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Refrigerator/Freezer temperature logs, Utensil/Knife inventory and inspection log, Utensil use log, Dish Washer Temperature log, Major Cleaning Schedule, Chemical inventory log.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) Daily/Monthly</p>	<p>9. Volume Folders Labeled Monthly Number <u>1</u></p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) FILE Folder</p> <p>10. Annual Accumulation Number <u>12</u></p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) File Boxes</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually (As Needed)</p>	<p>12. File Becomes Inactive After Maryland Commission on Correctional Standards Audit is Completed. Number <input type="checkbox"/> Month(s) <u>3</u> X <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Wicomico County Department of Corrections, Second Floor, Standards / R&D Room</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No As authorized by the Director</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Retained for 3 (three) years OR after Maryland Commission on Correctional Standards Audit Certification is issued. Then Destroyed</p>	
<p>19. Name and Title of Preparer Troy Abner, Audit Coordinator</p>	<p>20. Telephone Number 410-548-4850</p>	<p>21. Date 11/02/2010</p>