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

Schedule No. C1143

Page 1 of 2

REC	ORDS RETENTION AND DISI	rage 1 01 2	
	Wicomico County		Department of Corrections Health and Safety
Item No.	Descrip	otion	Retention
1	Inspection Series A. Weekly Security Inspection - maintenance repair - graffiti record	Retain for 3 years or after the completion of the Maryland Commission on Correctional Standards audit period, whichever is later, then destroy.	
	B. Weekly Sanitation Inspec	ction	
2	Respiratory Protection Series A. Medical Clearance for F	Retain for 5 years then destroy.	
	B. Staff Fit Testing Forms		
Schedule Ap Or Division F Date <u>03-24</u>	oproved by Department, Agency, Representative.	Schedule Authorized by Sta	
Signature Typed Name	Jalias	•	Ic/ genfu
Title <u>Dire</u>	ector		
DGS 550-1		I	

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

DGS 550-1A

Schedule No. C1143

RE	ECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 2 of 2				
Agency:		Division/Unit : Department of Corrections Health and Safety				
Item No.	Description	Retention				
3	Staff First Report of Injury Series A. Workers' Compensation – First Report of Injury B. Employee's Report of Injury C. Accident Witness Statement D. Supervisor's Accident Investigation E. Supervisor's Follow-Up and	Retain for the duration of Employment with Wicomico County plus 5 years, then destroy.				
	E. Supervisor's Follow-Up and Return to Work Notice					
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Instructions –Type or Print a separate form for each new or revised D		DEPARTMENT OF GENERAL		ERAL	AGENCY RECORDS INVENTORY	
			RVICES			
		RECORDS MANAGEMENT		ENT		
		DIVIS	DIVISION		PAGE1 OF3	
	7275 Waterloo		oo Road, P.O. Box			
	2		275			
	•		ryland 20794			
1. Department/Agency 2. Division				3. Unit		
	1. Department/Agency 2. Division			ĺ	S. Offic	
Wicomico County	Wicomico County Departm			ns	Health and Safety	
DEFINITION: RECORD SERIES: A group of related records normally filed ar	nd used	as a unit f	or refere	nce as w	rell as retention and disposition purposes.	
4. Record Series Title			5. Earliest Year/Latest Year			
Inspection Series			2008 to _2010			
Record Series Description (Briefly describe the types of information/docum	nents/fo	rms found	in the se	ries. Inc	lude the purpose or function of the series.)	
Series contains weekly security inspections to include inspection of all lock	king dev	rices, bars	, window	vs and d	oors as well as noting any graffiti and any	
maintenance issues.						
7. Record Series Format(s) List all	····			·		
7. Noord Series Fulliaries) List au		8. Record : Sequence	Sertes	9. Volu		
X Letter Size Microfilm				— ·-	1 Number	
Legal Size Computer Tape		☐ Alphab	etical		in i	
Computer rape		□ Numerical X File		1	Drawer(s)	
Audio Tape Floppy Disk				_	rofilm Reel(s) nputer Tape(s)	
☐ Bound Book ☐ Video Tape		X Chrono	logical Other (specify)			
Other (specify)		☐ Geogra	aphical 10. Annual Accumulation			
Cuter (specify)		1 1		1	weeks	
			эрсину	Numbe	r	
	İ			X File	Drawer(s)	
				1	rofilm Real(s)	
					nputer Tape(s) er (specify)	
					er (specify)	
11. File is Used			12. File	Becomes to	nactive After	
☐ Daily ☐ Weekly ☐ Monthly X Annually			3			
		l	Number		Month(s) X Year(s)	
13. Current Location(s) (Bidg., Floor, Room) Wicomico County Department of Corrections Administration Published Co.			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Wicomico County Department of Corrections Administration Building / First Floor / Health and Safety Office			Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	·		16 A.	it Requirem	oorte.	
☐ Yes No			.v. Audi	· vadanen	ionia	
			☐ None X State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements Yes X No			18. Recommended Retention			
Li res X No		3 years or after the completion of the current Maryland Commission of Correctional Standards Audit period; then		r the completion of the current Maryland		
				10 Nome and Till (C)		
19. Name and Title of Preparer		20. Telep	hone	21. Da	te	
		Number			er 18, 2010	
		410-548-	4850			
DGS 550-4 (Rev. 1/93)		x-361				

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Instructions -Type or Print a separate form for each		DEDARTMENT OF OFMERA			AGENCY RECORDS INVENTORY			
new or revised record series. Forward with Records	DEF	DEPARTMENT OF GENERAL			***************************************			
Retention Schedule (DGS 550-1)	DECOR		ICES					
		DS MANAGEMENT DIVISION Waterloo Road, P.O. Box 275			PAGE 2 OF 3			
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	J	essup, Maryland 20794 410-799-1930						
Department/Agency	2. Divisio		410-799-1930		3. Unit			
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Wicomico County Departmen								
DEFINITION: RECORD SERIES: A group of related reco	ords normal	lly filed and	used as a	unit for refe	rence as well as retention and disposition purposes.			
4. Record Series Title				5. Earliest Year/Latest Year				
Respiratory Protection Series			2009 to2010					
			*****	<u> </u>				
6. Record Series Description (Briefly describe the types of								
Series contains results of annual staff fit testing of the	MSA Advar	ntage 1000	gas mask.	The appro	oval list for fit testing from the qualified health care			
professional will also be included in this series.								
7. Record Series Format(s) List all		8. Record Se	nies	9. Volume				
X Letter Size	1	Sequence		_1	-			
A Letter Size Microfilm	l	X Alphabetic	cal	Number				
Legal Size Computer Tape		•		X File Dec	mode)			
☐ Audio Tape ☐ Floppy Disk		Numerica	al	Microfile	orawer(s)			
Audio Tape Floppy Disk		Chronoto	aical	1	uter Tape(s)			
Bound Book Uvideo Tape			6	Other (s	specify)			
Other (specify)		Geograph	hical	10. Annual Accumulation				
	1	Other (specify)		142	_142			
				Number	Number			
			X File Dr					
		I			ile urawer(s) ficrofilm Reel(s)			
					puter Tape(s)			
	ļ		Other (specify)					
11. File is Used	· · · · · · · · · · · · · · · · · · ·		12. File Bed	omes Inactive	After			
_			_2	<u>-</u>				
☐ Daity ☐ Weekly ☐ Monthly X Annually			Number Month(s) X Year(s)					
13. Current Location(s) (Bidg., Floor, Room)	<u></u> -		14 la Dana	-1 C D				
Wicomico County Department of Corrections Administration Building / First Floor / Health and Safety Office			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes X No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit R	equirements				
Yes X No								
			☐ None X State ☐ Federal ☐ Independent					
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention					
Yes X No		1 year or at the completion of the next fit test, whichever is first, then destroy.						
			Old fit test records transfers to archive file for 5 years and then destroyed.					
					-			
19. Name and Title of Preparer 20. Teleph			one	21. Date				
Allen Parrish / Health and Safety Officer Number		Number		October	18, 2010			
410-548-		410-548-4	850 x-					
361								

Instructions -Type or Print a separate form for each		DEPARTMENT OF GENERAL SERVICES		RVICES	AGENCY RECORDS INVENTORY		
new or revised record series. Forward with Records		ECORDS MANAGEMENT DIVISION					
Retention Schedule (DGS 550-1)	727	75 Waterloo Road, P.O. Box 275		275			
		Jessup, Maryland 20794			page3 of3		
Department/Agency	2. Divisio	410-799 on	<u>⊦1930</u>		3. Unit		
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Wicomico County		ent of Corrections			Health and Safety		
DEFINITION: RECORD SERIES: A group of related record 4. Record Series Title	ds normally	/ filed and used	nd used as a unit for reference as well as retention and disposition purpos 5. Earliest Year/Latest Year				
Staff First Report of Injury Series					110 to2010		
6. Record Series Description (Briefly describe the types of					·		
Series contains employee first report of injury forms to in	ndude initia	al injury, empk	oyee statem	ent, witness	statement, supervisor investigation and follow-		
up / return to work notice.							
7. Record Series Format(s) List all		8. Record Series	s Sequence	9. Volume			
X Letter Size Microfilm		X Alphabetical	X Alphabetical		1 Number		
Legal Size Computer Tape		☐ Numerical					
	;			1	X File Drawer(s) Microfilm Reel(s)		
Audio Tape Floppy Disk	ĺ	[Chronological 1		Comput	omputer Tape(s)		
Bound Book Video Tape	ļ	Geographic	Geographical		Other (specify)		
Cther (specify)		Other (speci	L Other (specify)		Annual Accumulation		
				varies fr	varies from year to year Number		
		V					
				X File Draw	• •		
		□∞		Compute	nputer Tape(s)		
				Other (s	pecify)		
11. File is Used			12. File Becomes Inactive After				
☐ Daily ☐ Weekly ☐ Monthly X Annually			5 Number				
			14th risco.		ionun(s) A rear(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Wicomico County Department of Corrections Administration Building / Fire Office	st Floor / Heal	th and Safety	afety X Yes No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			Wicomico County Government Building – HR Office				
Yes X No			16. Audit Requirements				
_			☐ None ☐ State ☐ Federal X Independent				
Index System used? If yes, explain briefly and describe requirements Yes X No			18. Recommended Retention				
		5		ent at Wicomico County; hold 5 years after			
19. Name and Title of Preparer 20. Teler			termination of employment and then destroy				
Allen Parrish / Health and Safety Officer		20. Telephone Number 410-548-4850 x-361		21. Date October 18, 2010			
					10, 2010		

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