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

Schedule No. C1150

Page 1 of 2

Agency Wicomico County

and in

Division/Unit Department of Corrections/Security

ltem No.	Descript	tion	Retention
1.	Security Equipment Inspection an A. Security Equipment Issue B. Central Control Key Distril C. Delivery Vehicle Inspection D. Radio Issue and Return E. Razor / Nail Clipper Log F. Monthly Security Inventory G. Quarterly Key Inventory an	and Inspection bution n y and Inspection	Retain for 3 years after100% compliance of Standards Audit, then destroy.
2.	Inmate Series: A. Inmate Request B. Barber Sign Up Sheet C. Institutional Laundry Form D. Inmate Grievance Form E. Property Release Form F. Telephone Request G. Inmate Visitation Request H. Chain of Custody Drug Co I. Urine Control Sheet J. Weekly Sanitation Form		Retain for 3 years after 100% compliance of Standards Audit, then destroy.
	pproved by Department, Agency, Representative	Schedule Authorized by Sta	ate Archivist
or Division Representative. Date <u>March 23, 2011</u>		Date 20 April 2	011
Signature	Alls	0	I c.] genfor
Typed Name	e George Kaloroumakis	Signature	Nal genfin
Title <u>Direc</u>	stor		
DGS 550-1		I	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Schedule No. C1150

Page 2 of 2

Agency Wicomico County

Division/Unit Department of Corrections/Security

ltem No.	Description	Retention
3.	Use of Force Series: A. Use of Force Form B. Medical Use of Force Clearance C. Use of Force review Form D. Video Tape E. Inmate Statement Form F. Incident Report G. Inmate Infraction	Retain for 3 years after 100% compliance of Standards Audit, then destroy.
4.	 Shift Activities: A. Central Control Release / Commit B. Central Booking Activity Sheet C. Prisoner Traffic Log D. Meal Count Form E. Daily Roster F. Body Receipt G. Delivery Vehicle Inspection H. Vehicle Inspection Log (Transportation Vehicles) I. Activity Log Books J. Supervisor Release Checklist K. Housing Unit Search Checklist L. Housing Unit Search M. Fire Drill 	Retain for 3 years after 100% compliance of Standards Audit, then destroy.

7							
Instructions – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECO	ORDS MANA 5 Waterloo Ro Jessup, Mai	ENERAL SERVICES GEMENT DIVISION Pad, P.O. Box 275 yland 20794 9-1930		AGENCY RECORDS INVENTORY PAGE 1 OF 4		
1. Department/Agency	2. Divisio	on			3. Unit		
Wicomico County	Depa	artment of	Corrections	6	Security		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earliest Year/Latest Year			
Security Equipment Inspections and Invo	entories			<u>2006</u> to <u>2010</u>			
6. Record Series Description (Briefly describe the series.) Information pertaining to the issue and i							
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
X Letter Size 🔲 Microfilm		Alphabetical		7 Number			
🗍 Legal Size 🛛 Computer Tape		Numerical					
				X File Drawer(s) Microfilm Reel(s)			
Audio Tape 🔲 Floppy Disk		X Chronological		Computer Tape(s) Cother (specify)			
Bound Book Video Tape		Geographical					
Ciher (specify)		Other (specify)		10. Annual Accumulation 14 Number X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)			
11. File is Used			12. File Becom	es Inactive Af	er		
			<u>3</u>				
X Daily 🔲 Weekty 🗌 Monthly 🗌 Anr	nually		Number I Month(s) X Year(s)				
13. Current Location(s) (Bldg., Floor, Room) Wicomico County Detention, Administration Bldg., 2 nd Floor,			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes X Yes X				
Standard Office. 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements					
☐ Yes X No			None X State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			 Recommended Retention Retain for 3 years from audit and / or 6 months after 100% compliance, then destroy. 				
19. Name and Title of Preparer		20. Telepho	ll phone Number 21. Date				
			548-4850 November 1, 2010				

•

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SER RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2		SION	AGENCY RECORDS INVENTORY	
		Jessup, Maryland 20794 410-799-1930			PAGE 2 OF 4	
1. Department/Agency Wicomico County	2. Division Department of Corrections			3. Unit Security		
DEFINITION: RECORD SERIES: A group of relate	ed records i	normally filed	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title Inmate Series					st Year/Latest Year 6 to <u>2010</u>	
6. Record Series Description (Briefly describe the series.) Information pertaining to inmate daily act				found in th	e series. Include the purpose or function of the	
7. Record Series Format(s) List all		8. Record Series Sequence		9. Volume		
X Letter Size 🔲 Microfilm		Alphabetical		<u>10</u> Number		
Legal Size Computer Tape				X File Drawer(s)		
🗌 Audio Tape 🛛 Floppy Disk	X Chronological		Microfilm Reel(s)			
Bound Book 🔲 Video Tape		Geographical		Other (specify)		
Dther (specify)		Cther (specify)		10. Annual <u>20</u> Number	Accumulation	
				X File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)		
11. File is Used		I	12. File Becom	es Inactive Al	iler	
X Daily Weekly TMonthly Annually			<u>3</u> Number		Nonth(s) X Year(s)	
 Current Location(s) (Bldg., Floor, Room) Wicomico County Detention Center, Administration Bldg, 2nd Floor, Standard Office. 			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe requirements			 Recommended Retention Retain for 3 years from audit and / or 6 months after 100% compliance, then destroy. 			
		IL one Number 21. Date 548-4850 November 1, 2010		3		

· · · · · · · · · · · · · · · · · · ·					
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Wicomico County DEFINITION: RECORD SERIES: A group of related	2. Division Department of (AGEMENT DIVI Road, P.O. Box aryland 20794 799-1930 Corrections	ISION 275	AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>4</u> 3. Unit Security ference as well as retention and disposition	
purposes. 4. Record Series Title Use of Force Series 6. Record Series Description (Briefly describe the ty	rpes of information/do	cuments/forms	5. Earliest Year/Latest Year <u>2006</u> to <u>2010</u> Iments/forms found in the series. Include the purpose or function of the		
series.) Information pertaining to inmate use of fo					
7. Record Series Format(s) List all X Letter Size I Microfilm Legal Size Computer Tape Audio Tape I Floppy Disk Bound Book Video Tape Other (specify)	Alphabetic Numerica X Chronol Geograph	8. Record Series Sequence Alphabetical Numerical X Chronological Geographical Other (specify)		9. Volume 7 Number X File Drawer(s) Computer Tape(s) Other (specify) 10. Annual Accumulation 14 Number X File Drawer(s) Computer Tape(s) Other (specify)	
11. File is Used X Daily 🔲 Weekty 🗍 Monthly 🗍 Anr	12. File Becomes Inactive After <u>3</u> Number I Month(s) X Year(s)				
 13. Current Location(s) (Bldg., Floor, Room) Wicomico County Detention Center, Administra Standards Office 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No 17. Is an Index System used? If yes, explain briefly and describe research of Yes X No 	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes X Yes X 16. Audit Requirements None X State Federal Independent 18. Recommended Retention Retain for 3 years from audit and / or 6 months after 100% compliance, then destroy.				
		ll none Number 548-4850			

.

Instructions – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SEF RECORDS MANAGEMENT DIVI 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930		SION	AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>4</u>		
1. Department/Agency	2. Divisio	2. Division			3. Unit	
Wicomico County	Department of Corrections			Security		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Shift Activities				<u>200</u>	<u>6</u> to <u>2010</u>	
6. Record Series Description (Briefly describe the series.) Information pertaining to the daily shift a					e series. Include the purpose or function of the	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
X Letter Size 🔲 Microfilm		Alphabetica	ai	12 Number		
🗍 Legal Size 🛛 Computer Tape		Numerical		X File Drawer(s)		
🗍 Audio Tape 🔲 Floppy Disk	X Chronological		Microfilm Reel(s)			
Bound Book Video Tape	Geographical		Computer Tape(s)			
			10. Annual Accumutation			
Other (specify)	Cther (speci		24 Number X File Drawer(s) Image: Microfilm Reel(s) Image: Computer Tape(s) Image: Other (specify)			
					m Reel(s) ter Tape(s)	
11. File is Used		12. File Becom	ter			
X Daily 🔲 Weekty 🛄 Monthly 🔲 Annually			3_ Number □!		Aonth(s) X Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Wicomico County Detention Center, Administration Bldg., 2 nd Floor, Standards Office.			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe requirements			 Recommended Retention Retain for 3 years after audit and / or 6 months after 100% compliance, then destroy. 			
19. Name and Title of Preparer Richard Elliott, Major			20. Telephone Number 21. Dat (410) 548-4850 No		ember 1, 2010	

.