DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. C1152 Page 1 of 1

Agency	Division/Unit
Wicomico County	Department of Corrections Maintenance

Item No.	Description	Retention
1.	Inventories and Inspection Series A. Daily Key Distribution Log B. Daily Tool Distribution Log C. Daily key Inventory D. Daly Tool Inventory	Retain for 3 years after 100% compliance of Standards Audit, then destroy.
2.	Technician Activity Series A. Work Orders B. Daily Activity Form C. Repair Log D. Material Disposal Record	Retain for 3 years after 100% compliance of Standards Audit, then destroy.
3.	Contractor, Service Series A. Contracts B. Quotes	Review Annually, then destroy when material no longer useful.

Schedule Approved by Department, Agency, or Division Representative.	Schedule Authorized by State Archivist
Date March 23, 2011	Date 20 Apr. 2011
Signature	Signature
Typed Name George Kaloroumakis	
Title Director	

DGS 550-1

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 SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 1 OF 3
1. Department/Agency Wicomico County	2. Division Department of Corrections	3. Unit Maintenance

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title	5. Earliest Year/Latest Year
Inventories and Inspections	2006 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Information pertaining to the Daily Inventory and Inspection of Maintenance keys and tools.

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
X Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk ☐ Bound Book ☐ Video Tape ☐ Other (specify)_____	☐ Alphabetical ☐ Numerical X Chronological ☐ Geographical ☐ Other (specify) _____	4 Number X File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_____
		10. Annual Accumulation 8 Number X File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_____

11. File is Used	12. File Becomes Inactive After
X Daily ☐ Weekly ☐ Monthly ☐ Annually	3 Number ☐ Month(s) X Year(s)
13. Current Location(s) (Bldg., Floor, Room) Wicomico County Detention Center, Administration Bldg., 2nd Floor, Standards 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) ☐ Yes X No	16. Audit Requirements ☐ None X State ☐ Federal ☐ Independent
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes X No	18. Recommended Retention Retain for 3 years from audit and / or 6 months after 100% compliance, then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Major Les Moore	(410) 548-4850	November 2, 2010

DGS 550-4 (Rev. 1/93)

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 SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 2 OF 3
1. Department/Agency Wicomico County	2. Division Department of Corrections	3. Unit Maintenance

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title	5. Earliest Year/Latest Year
Technician Activity Series	2006 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Information pertaining to the Daily Activities of Maintenance Technicians.

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
X Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk ☐ Bound Book ☐ Video Tape ☐ Other (specify)_____	☐ Alphabetical ☐ Numerical X Chronological ☐ Geographical ☐ Other (specify) _____	4 Number x File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_____
		10. Annual Accumulation 8 Number X File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_____

11. File is Used	12. File Becomes Inactive After
X Daily ☐ Weekly ☐ Monthly ☐ Annually	3 Number ☐ Month(s) X Year(s)
13. Current Location(s) (Bldg., Floor, Room) Wicomico County Detention Center, Administration Bldg., 2nd Floor, Standards 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) ☐ Yes X No	16. Audit Requirements ☐ None X State ☐ Federal ☐ Independent
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes X No	18. Recommended Retention Retain for 3 years from audit and / or 6 months after 100% Compliance, then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Major Les Moore	(410) 548-4850	November 2, 2010

DGS 550-4 (Rev. 1/93)

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 SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE 3 OF 3
1. Department/Agency Wicomico County	2. Division Department of Corrections	3. Unit Maintenance

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title	5. Earliest Year/Latest Year
Contractor Service Series	2006 to 2010

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)

Information pertaining to contracts and services by maintenance vendors.

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
X Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Floppy Disk ☐ Bound Book ☐ Video Tape ☐ Other (specify)_____	☐ Alphabetical ☐ Numerical X Chronological ☐ Geographical ☐ Other (specify) _____	2 Number X File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_____
		10. Annual Accumulation 3 Number X File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_____

11. File is Used	12. File Becomes Inactive After
X Daily ☐ Weekly ☐ Monthly ☐ Annually	1 Number ☐ Month(s) X Year(s)
13. Current Location(s) (Bldg., Floor, Room) Wicomico County Detention Center, Security Bldg., 1st Floor, Maintenance 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) ☐ Yes X No	16. Audit Requirements X None ☐ State ☐ Federal ☐ Independent
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes X No	18. Recommended Retention Review annually, then destroy when material is no longer useful.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Major Les Moore	(410) 548-4850	November 2, 2010

DGS 550-4 (Rev. 1/93)