



Office of the County Sheriff
Detention Center Division
Carroll County, Maryland

Sheriff
Kenneth L. Tregoning

OPERATIONAL PROCEDURES

<u>Subject:</u>	<u>Number:</u>	<u>Effective Date:</u>
Inmate Records	1-801	1-30-13

Policy: To maintain complete and accurate inmate records for all individuals in the custody of the Carroll County Detention Center.

Purpose: To establish procedures to ensure that inmate files are created, maintained, and disposed of consistent with applicable Maryland Laws and related regulations.

Contents:

- I. Procedures
- II. Inmate Base Files
- III. Inmate Medical Files
- IV. Retention, Storage and Disposal
- V. Retention and Records Disposal Schedule
- VI. Expungements
- VII. Cancellation

I. Procedures

Pursuant to COMAR 14.18.02 the Assistant Commander of Administrative Services Bureau is responsible for developing a records management program that provides for establishing, implementing, maintaining, destroying and revising departmental records.

The Maryland State Archives is the repository of all permanent government records in the State of Maryland.

II. Inmate Base Files

The following records are maintained within an inmate's base file:

- A.) Incarceration Record
- B.) Inmate Institution Progress Sheet
- C.) Division of Correction Information Form (if applicable)
- D.) Division of Correction Medical Information Form (if applicable)
- E.) Release from Commitment Documents
- F.) Commitment Papers
- G.) Warrants/Detainers
- H.) Body Release Forms
- I.) Court Orders
- J.) Classification Records
- K.) Diminution Record
- L.) Release of Information Consent Form
- M.) Media Waiver Form
- N.) Body Receipts
- O.) Institutional Disciplinary Record
- P.) Property Sheet
- Q.) Property Release Sheet
- R.) Inmate Incarceration/Release Account Information
- S.) Inmate Request Forms
- T.) Miscellaneous Papers
- U.) Dissemination Log
- V.) Victim/Witness Notification (if applicable)

III. Inmate Medical Files

The following records are maintained within an inmate's medical file:

- A.) Medical Screening Form
- B.) Health Service Consent Form
- C.) Health, History and Physical Forms
- D.) Medical Appointment Progress Record
- E.) Physician Orders – Physician Visit Forms
- F.) Tuberculosis System Checklist
- G.) Tuberculosis Control Monitor Record
- H.) Suicide Assessment
- I.) Physician Request Sheet or Inmate Request Forms
- J.) Consultation Sheets (Pink)
- K.) Drug & Alcohol Referral Forms (Blue)
- L.) Miscellaneous, i.e., lab work, x-rays
- M.) Medication Administration Record
- N.) Medical Follow-Up Form
- O.) Medical Discharge Instructions

IV. Retention, Storage and Disposal

- A.) All inmate files with the exception of medical files and Court-Ordered expungements are retained for 3 years plus the current year. Inmate medical files are retained for 5 years.
 - 1. The current year's medical files and one prior year are maintained on site in a secure location inside the medical office. The other 4 years are maintained at a designated off site location.
 - 2. All other inmate files are maintained at the Detention Center for the current year. The prior three years are maintained at a designated off site location.
 - 3. Court-Ordered expungements are destroyed when ordered by the court.
 - 4. No active records are destroyed unless specifically directed by the court.
- B.) Documents inside inmate files contain dates and appropriate signatures of inmates and/or officers as required by law or departmental procedures. Authorizing signatures and commencing dates must also be noted on all legal commitment and detaining documents.
- C.) Upon an inmate's release their file is forwarded to the Records Unit for review and filing.
- D.) When an inmate is transferred to another facility, all appropriate documents are forwarded. All pertinent information, which help determine an inmates classification at the receiving facility is supplied including the Local Diminution of Confinement Certificate.

V. Retention and Records Disposal Schedule

The method of destruction for Detention Center records is shredding, which is handled by a document management company. The disposal of all records is documented on a Maryland State Archive Disposal Certificate. Because the Detention Center is not considered a judiciary agency for the purpose of records disposal, it does not require prior approval to destroy records once a retention schedule has been approved. The disposal certificate is submitted to the Maryland State Archives once destruction has occurred, in order to accurately document the process. A file is also maintained by the Assistant Commander of Administrative Services Bureau containing a lists of records that have been destroyed.

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

Schedule No. C1210
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Agency Carroll County Detention Center	Division/Unit Detention Center Compliance
Department	

Item No.	Description	Retention
	Suoersedes C1186	
.01-A	Cell restriction authorization	Retain three years plus the current year then destroy
.01-B	Contractor/Non-Institutional tool inventory	Retain three years plus the current year then destroy
.01-C	Dental tool inventory	Retain three years plus the current year then destroy
.01-D	Key control logs	Electronic file (Retain three years plus the current year then delete)
.01-E	Nail clipper logs	Retain three years plus the current year then destroy
.01-F	Razor logs	Retain three years plus the current year then destroy
.01-G	Security equipment inventory and inspection	Electronic file (Retain three years plus the current year then delete)
.01-H	Shift logs	Electronic file (Retain three years plus the current year then delete)

<p>Schedule Approved by Department, Agency, or Division Representative. Date _____ Signature _____ Typed Name _____ Title _____</p>	<p>Schedule Authorized by State Archivist Date <u>2/26/2013</u> Signature <u><i>Edward C. Openm</i></u></p>
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**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

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Agency Carroll County Detention Center	Division/Unit Detention Center Compliance Department
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Item No.	Description	Retention
.01-I	Work release shift logs	Electronic file (Retain three years plus the current year then delete)
.01-J	Vehicle searches	Retain three years plus the current month then destroy
.01-K	Transportation logs	Retain three years plus the current year then destroy
.01-L	Transportation summary sheets	Retain three years plus the current year then destroy
.01-M	Emergency equipment sign-out forms	Retain three years plus the current year then destroy
.01-N	Incarceration reports	Electronic file (Retain three years plus the current year then delete)
.01-O	Incident reports	Electronic file (Retain three years plus the current year then delete)
.01-P	Juvenile detention logs	Retain three years plus the current year then destroy
.01-Q	Weapons cleaning logs	Retain three years plus the current year then destroy
.01-R	Work release job site checks	Electronic file (Retain three years plus the current year then delete)

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RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Agency Carroll County Detention Center	Division/Unit Detention Center Compliance Department
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Item No.	Description	Retention
.02-A	Fire safety inspections	Retain three years plus the current year then destroy
.02-B	Fire drills	Retain three years plus the current year then destroy
.02-C	First aid inventory and inspections	Retain three years plus the current year then destroy
.02-D	Internal fire safety inspections	Retain three years plus the current year then destroy
.02-E	MOSH (Maryland Occupational Safety and Hazard) inspections	Retain three years plus the current year then destroy
.02-F	Safety and security inspections	Retain three years plus the current year then destroy
.02-G	Sanitation inspections	Retain three years plus the current year then destroy
.02-H	Search reports	Retain three years plus the current year then destroy
.02-I	Supply inventory and inspections	Retain three years plus the current year then destroy
.02-J	Vehicle inspections	Electronic file (Retain three years plus the current year then delete)
.02-K	Barber clipper inspections	Retain three years plus the current year then destroy
.02-L	Dietary sanitation inspection	Electronic file (Retain three years plus the current year then delete)

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. C1210
Agency Carroll County Detention Center		Page 4 of 7 Division/Unit Detention Center Compliance Department
Item No.	Description	Retention
.03-A	Inmate special diets	Retain three years plus the current year then destroy
.03-B	Kitchen utensil checklist	Retain three years plus the current year then destroy
.03-C	Kitchen utensil inspection	Electronic file (Retain three years plus the current year then delete)
03-D	Kitchen utensil sign out	Retain three years plus the current year then destroy
.03-E	Menu approvals	Retain three years plus the current year then destroy
.03-F	Commissary records	Retain three years plus the current year then destroy
.03-G	Food service inspections	Retain three years plus the current year then destroy
.03-H	Food service license	Retain three years plus the current year then destroy

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

Schedule No. C1210

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Agency Carroll County Detention Center	Division/Unit Detention Center Compliance Department
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Item No.	Description	Retention
.04-A	Vermin and pest control inspections	Retain three years plus the current year then destroy
.04-B	Housing reports	Retain three years plus the current year then destroy
.04-C	Inmate property inventory	Retain three years plus the current year then destroy
.05-A	Religious service forms	Retain three years plus the current year then destroy
.05-B	Returned mail logs	Retain three years plus the current year then destroy
.05-C	Medical records and logs	Retain three years plus the current year then destroy
.05-D	Dietary medical screening	Retain three years plus the current year then destroy
.05-E	Legal mail logs	Retain three years plus the current year then destroy
.05-F	Visitation logs	Electronic file (Retain three years plus the current year then delete)
.05-G	Work release visitation logs	Electronic file (Retain three years plus the current year then delete)

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

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Carroll County Detention Center

Division/Unit
Detention Center Compliance Department

Item No.	Description	Retention
.06-A	Banking documents	Retain three years plus the current year then destroy
.06-B	CJIS (Criminal Justice Information System) detention reports	Retain three years plus the current year then destroy
.06-C	Daily calendar	Retain three years plus the current year then destroy
.06-D	Court-Ordered Expungements	These items are destroyed when ordered by the court.
.06-E	MILES/NCIC dissemination logs	Retain three years plus the current year then destroy
.06-F	Money receipts	Retain three years plus the current year then destroy
.06-G	Paid bills	Retain three years plus the current year then destroy
.06-H	Policy annual review	Electronic file (Maintain as a continual file) Transfer to the State Archives every five years.
.06-I	Training records	Electronic file (Retain three years plus the current year then delete)

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**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Agency Carroll County Detention Center	Division/Unit Detention Center Compliance Department
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Item No.	Description	Retention
.06-J	Inmate Base Files	Retain three years plus the current year then destroy
.06-K	Inmate Medical Files	Retain five years plus the current year then destroy

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Carroll County Detention Center	Maryland State Archives 350 Rowe Boulevard Annapolis, Maryland 21401-1686	Retain one (1) copy and forward original to address on left.
Reporting Agency		
Detention Center Compliance Department		
Division or Unit		

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Section and/or Item No.				
1							Shredding
2							Shredding
3							Shredding
4							Shredding
5							Shredding
6							Shredding
7							Shredding
8							Shredding
9							Shredding
10							Shredding
11							Shredding
12							Shredding
13							Shredding
14							Shredding
15							Shredding
16							Shredding
17							Shredding
18							Shredding

I hereby certify that the records listed above were disposed of as indicated.

Signature Title Date

VI. Expungements

Under the Criminal Procedure Article of the Maryland Annotated Code, Section 10-102(e), expungement for a court or police record is defined as removal from public inspection:

1. by obliteration;
2. by removal to a separate secure area to which persons who do not have a legitimate reason for access are denied access; or
3. if access to a court record or police record can be obtained only by reference to another court record or police record, by the expungement of it or the part of it that provides access. The method of destruction for Expungements will be obliteration by shredding.

VII. Cancellation

This directive cancels and replaces CCDC Policy 1-801 "Inmate Records" dated 2-4-10 and supersedes any directive in conflict therewith.

AUTHORITY:

Kenneth L. Tregoning

Kenneth L. Tregoning, Sheriff

1-30-13

Date

Index As:
08E Standards