WICOMICO COUNTY

SCHEDULE NO. C1211

RECORDS RETENTION AND DISPOSAL SCHEDULE

Agency	Division/Unit
Wicomico County	Department of Corrections / Centralized Booking Unit

ITEM NO.	DESCRIPTION	RETENTION
1.	Centralized Booking Intake: A. In & out Commitments B. Releases C. Intake Forms	Retain for one (1) year and then destroy.
2.	Shift Activities: A. Activity Sheets B. Body Receipts C. Court Transport Logs D. Release Check Sheet E. Security Equipment Inspection & Inventory	Retain for one (1) year and then destroy.

APPROVED BY DEPARTMENT REPRESENTATIVE	SCHEDULE AUTHORIZED BY STATE ARCHIVIST
DATE January 9, 2013	DATE 3/4/2013
SIGNATURE	SIGNATURE
TYPE NAME George Kaloroumakis	
TITLE Director	

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 2
1. Department/Agency Wicomico County	2. Division Department of Corrections	3. Unit Centralized Booking Unit

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
Shift Activities	2009 to 2011

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

Activities performed by Officers daily functions to include court transports, releases, and activities.

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) _____	10 Number X☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_____ 10. Annual Accumulation 5 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, Centralized Booking Unit	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 Retain for one (1) year , then destroy

19. Name and Title of Preparer	20. Telephone Number	21. Date
	(410) 548-4850	January 7, 2013

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 2
2. Department/Agency Wicomico County	2. Division Department of Corrections	3. Unit Centralized Booking Unit

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
Centralized Booking Intake	2009 to 2011

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 inmates' original arrest and release information if not committed.

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) _____	20 Number X☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_____
		10. Annual Accumulation 10 Number X☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_____

11. File is Used	12. File Becomes Inactive After
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13. Current Location(s) (Bldg., Floor, Room) Wicomico County Detention Center, Centralized Booking Unit	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes X☐ No
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17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes X☐ No	18. Recommended Retention Retain for one (1) year , then destroy

19. Name and Title of Preparer	20. Telephone Number	21. Date
Mary L Moore	(410) 548-4850	January 7, 2013