	DEPARTMENT OF GENERAL SERVICES	Schedule No. C-1025			
REC	RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE	Page 1 of 2			
Agency		sion/Unit			
the second se	gton County Sheriff's Office Detent	tion / Records Unit			
ltem No.	Description	Retention			
1.	INMATE CASE FILES				
	INMALE CASE FILES				
	This series includes forms that comprise an Inmate Case File as required by regulatory standards and facility policy.				
	Changes in a record's format will not necessarily require a				
	revision of the retention schedule. If a substantial change in the				
	scope or content of the files should occur, the retention schedule may be modified to reflect such changes.	All records prior to 2006 w be destroyed.			
	A. Inmate Case Files-Base Files				
		Scan paper records to Mary			
	Summary Sheet	State Archives standards.			
	Notice of Classification/Reclassification Form 400	Retain hardcopy for five (5			
	Criminal History Check Intake/Orientation Form Check-Off List Form 522	years, then destroy. Save			
	Escape From Custody Statement Form 504	electronic version and back			
	Commitment Pending Hearing	for fourteen (14) years, then destroy.			
	Commitment Pending Hearing-Bail Review	desitoy.			
	Orientation to Work Release/Female Housing Unit Form 211				
	Court Order				
	Trusty Eligibility Form				
	Inter-Office Correspondence Form 154				
	Inmate Work Agreement Form 203				
	Behavior Observation Form 165				
	Drug/Alcohol Screening Report Form 105				
	Commitment After Sentencing				
	Court Disposition Form 162				
Schedule A	Approved by Department, Agency, Schedule Authorized by St	tate Archivist			
	Representative.				
Date		3			
Signature	Danglas Mullindore				
Typed Nam	ne <u>Douglas Mullendore</u> Signature Timoth	D.Ba			
	1 ~ ~				
Title S	nenty				

1 11 11	Schedule No. C-1025- 1A					
RE	CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page	2	of	2	
Agency		Division/Unit				
ltem No.	Description		Ret	entio	n	
DGS 550	Body Attachment/Warrant Property Forms-Issue, Deposit, Release, Court Clothing Property Disposition Form 115 Incident Report/Disciplinary Report Disciplinary Hearing Notice Form 167 Disciplinary Hearing Form 113 Bag Meal Restriction Forms 113, 183, 815 Water Restriction Forms 201, 206, 202 Request Form 132 Inmate Illness/Injury Report Form 205 Body Receipt Order for Special Checks Form 204 Special Check Forms 110, 134, 173 Strip Search Authorization Form 193 Use of Force Report Form 124, 125 Parole & Probation Form 404 Inmate Consent To Contact News Media Form 170 Inmate Consent To Disclose Records Form 148 Inmate Grievance Form 224 Issue of Demerits Form 550 Inmate Release Document Form 123 Notice of Returned Negotiables Form 210 Notice of Property Disposal Form 190 Release of Account Temporary Holding Form 296 Release from Commitment Confiscated Property Form 185 Segregation Status Form 405 Misconduct Hearing Form 286 Miscellaneous Paperwork					

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Instructions – Type or Print a separate form for	DEPARTMENT OF C	GENERAL SERVICE	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA	GEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	oad, P.O. Box 275	PAGE OF		
	Jessup, Ma	ryland 20794			
	410-7	99-1930			
1. Department/Agency	2. Division		3. Unit		
Washington County Sheriff's Office	Washington County D	etention Center	Records		
	4.1 <sup>1</sup> .				
DEFINITION: RECORD SERIES: A group of relate purposes.	l ed records normally filed	and used as a unit f	for reference as well as retention and disposition		
4. Record Series Title	540 C	5.E	arliest Year/Latest Year		
Inmate Case Files			_2006 toforward		
	types of information/doc	uments/forms found	in the series. Include the purpose or function of the		
series.)					
	• • • • • • • • • • • • • • • • • • •	, , , ,	rty management, and release of an inmate. These files		
serve as an information repository of reach individ	ual incarcerated and are	e regularly audited by	y a state regulatory commission.		
7. Record Series Format(s) List all	8. Record Seri	es Sequence 9. Vo	blume		
x Letter Size	Alphabetic:	_17,0 al Num			
x Legal Size Computer Tape	× Numerica				
Audio Tape Floppy Disk	x Chronolo	gical Computer Tape(s)			
			Other (specify)Storage Logic System		
Bound Book Video Tape	Geographi				
x Other (specify)various	Other (spe	ecify)2500			
		Number			
			ile Drawer(s)		
	~		/icrofilm Reel(s)		
			Computer Tape(s)		
		×□	Other (specify)Storage Logic System		
11. File is Used		12. File Becomes Inac	tive After		
· · · · · · · · · · · · · · · · · · ·		12. File Becomes Inactive After			
	nnually	Number	Month(s) x Year(s)		
Many files are in daily use, however, inactive files may only be use all.	ed periodically or not at				
13. Current Location(s) (Bldg., Floor, Room)	repository	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Detention Center Records Office stored in secure mechanical file	repository.	x Yes No Some file documents are electronically stored on the facility's computer network. Others are in			
		paper form.			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements			
x Yes No Restricted by internal policy and procedure		None x State Federal Independent			
		Maryland Commission on Correctional Standards			
<ul> <li>17. Is an Index System used? If yes, explain briefly and describe</li> <li>☐ Yes x No</li> </ul>	requirements	18. Recommended Retention			
The X NO		Store for (5) years as an active file, then scan to computer and			
		subsequently destroy paper files. Paper files scanned to computer will			
	n	be kept for (14) y	ears and the files then deleted.		
19. Name and Title of Preparer	20. Telepho	one Number 21.	Date		
10	240-	313-			
Hara molinel	$\sum \overline{\lambda}$	25	7.11.13		

DGS 550-4 (Rev. 1/93)

Instructions –Type or Print a separate form for DEPARTMENT OF G			GENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	TMENT OF GENERAL SERVICES		ISION			
with Necold's Netention Schedule (DGS 550-1)	7275 Waterloo Road, P.O Jessup, Maryland 20 410-799-1930			275	PAGE OF	
1. Department/Agency	2. Division		1.18		3. Unit	
Washington County Sheriff's Office	Washington	gton County Detention Center		er	Records	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records norm	nally filed a	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title			-	5. Earlie	st Year/Latest Year	
Inmate Case Files		200		200	2006 toforward	
	n, legal status, ir	nstitutional	adjustment,	property m	nanagement, and release of an inmate. These files	
serve as an information repository of reach individ	lual incarcerated	d and are	regularly aud	ited by a si	tate regulatory commission.	
7. Record Series Format(s) List all	8.	8. Record Series Sequence 9		9. Volume		
x Letter Size Microfilm		Alphabetical		_17,000 Number		
		x Numerical x Chronological		☐ File Drawer(s) ☐ Microfilm Reel(s)		
				Compu	mputer Tape(s) ther (specify)Storage Logic System	
Bound Book Video Tape		Geographica	hical			
x Other (specify) various	Other (speci		ify)	10. Annual _2500 Number	Accumulation	
	8.			File Dra		
	106.			x Other	(specify)Storage Logic System	
11. File is Used			12. File Becom	es Inactive Af	ter	
x ☐ Daily ☐ Weekly ☐ Monthly ☐ A Many files are in daily use, however, inactive files may only be us all.	Annually sed periodically or no	ot at	5 Number		Month(s) <b>x∏ Year(s)</b>	
13. Current Location(s) (Bldg., Floor, Room) Detention Center Records Office stored in secure mechanical file repository.			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)         x Yes       No         Some file documents are electronically stored on the facility's computer network. Others are in			
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17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
Yes x No			Store for (5) years as an active file, then scan to computer and			
			subsequently destroy paper files. Paper files scanned to computer will			
			be kept for	(14) years	and the files then deleted.	
19. Name and Title of Preparer 20. Telepho				21. Date	3	
Pruse moleulles		1-04 1-0	25		7.11.13	

DGS 550-4 (Rev. 1/93)

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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 Jessup, Maryland 20794		N		
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1 Department/Access		55-1550			
1. Department/Agency	2. Division	3. Unit			
Washington County Sheriff's Office	Washington County D	etention Center	Records		
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Inmate Case Files		2006 toforward			
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x Legal Size Computer Tape	x Numerica		File Drawer(s)		
			Microfilm Reel(s)		
Audio Tape Floppy Disk	× Chronolog	gical	Computer Tape(s)		
			Other (specify)Storage Logic System		
Bound Book Video Tape	Geographic Geographic				
		10. Annual Accumulation			
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		Nu	mber		
			File Drawer(s)		
			Microfilm Reel(s)		
			Computer Tape(s)		
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11. File is Used		12. File Becomes Ina	active After		
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DGS 550-4 (Rev. 1/93)