

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

Schedule No. C-1025-1A

Page 1 of 2

**Agency**  
Washington County Sheriff's Office

**Division/Unit**  
Detention / Records Unit

Item No.	Description	Retention
1.	<p align="center"><b><u>INMATE CASE FILES</u></b></p> <p>This series includes forms that comprise an Inmate Case File as required by regulatory standards and facility policy.</p> <p>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.</p> <p><b>A. <u>Inmate Case Files-Base Files</u></b></p> <p>Summary Sheet            Notice of Classification/Reclassification Form 400            Criminal History Check            Intake/Orientation Form Check-Off List Form 522            Escape From Custody Statement Form 504            Commitment Pending Hearing            Commitment Pending Hearing-Bail Review            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</p>	<p>All records prior to 2006 will be destroyed.</p> <p>Scan paper records to Maryland State Archives standards. Retain hardcopy for five (5) years, then destroy. Save electronic version and back-up for fourteen (14) years, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative.  
 Date 7/11/13  
 Signature Douglas Mullendore  
 Typed Name Douglas Mullendore  
 Title Sheriff

Schedule Authorized by State Archivist  
 Date 8-2-13  
 Signature Timothy D. Bell

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

Schedule No. C-1025-1A

Page 2 of 2

Agency	Division/Unit	
Item No.	Description	Retention
	<p>Body Attachment/Warrant  Property Forms-Issue, Deposit, Release, Court Clothing  Property Disposition Form 115  Incident Report/Disciplinary Report  Disciplinary Hearing Notice Form 167  Disciplinary/Admin Seg/Protective Custody Form 172  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 Forms 124, 125  Parole &amp; 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</p>	

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 <u>1</u> OF <u>3</u>	
1. Department/Agency Washington County Sheriff's Office		2. Division Washington County Detention Center		3. Unit Records	
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 Inmate Case Files			5. Earliest Year/Latest Year <u>2006</u> to <u>forward</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Records which document the intake, classification, legal status, institutional adjustment, property management, and release of an inmate. These files serve as an information repository of reach individual incarcerated and are regularly audited by a state regulatory commission.					
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape  <input checked="" type="checkbox"/> Other (specify) <u>various</u>		8. Record Series Sequence  <input type="checkbox"/> Alphabetical  <input checked="" type="checkbox"/> Numerical  <input checked="" type="checkbox"/> Chronological  <input type="checkbox"/> Geographical  <input type="checkbox"/> Other (specify) _____		9. Volume <u>17,000</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Storage Logic System</u>	
		10. Annual Accumulation <u>2500</u> Number  <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Storage Logic System</u>			
11. File is Used  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually Many files are in daily use, however, inactive files may only be used periodically or not at all.			12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
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.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Restricted by internal policy and procedure			16. Audit Requirements  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent Maryland Commission on Correctional Standards		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention  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  <i>J. Curran</i>		20. Telephone Number <u>240-313-2125</u>		21. Date <u>7.11.13</u>	

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19. Name and Title of Preparer <i>Jawara Ympenillo</i>		20. Telephone Number 240-313-2125		21. Date 7-11-13	

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19. Name and Title of Preparer <i>Haura Y Melville</i>		20. Telephone Number <i>240-313-2125</i>		21. Date <i>7.11.13</i>	