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

Schedule No. CI355 Page 1 of 19

Agency

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Sheriff's Office

Division/Unit

14 + -++	Decentralization	Detention
item No.	Description	Retention
<u>NO.</u>	<u>GENERAL FORMS/FILES</u> used by more than one Bure record/file maintenance and for conducting Sheriff's Office business:	
1	Anne Arundel Co. Sheriff's Office (AACOSO) Form 001/Fo 001B DAILY.OPERATIONS/ ACTIVITY LOG – Identifies work assignments and hours worked by all members.	
2	AACOSO Form 002/Form 002A BUCK SHEETS – Intra-o memo sheets.	ffice Screen annually and destroy any material no longer needed for current business.
3	AACOSO MONTHLY STATISTICAL REPORT – Used to record monthly statistics of a unit's activities.	Retain five (5) years then destroy.
4	AACOSO Form 012 ROUTING SLIP & CO EXECUTIVE 22147, 12/92) ROUTING SLIP – Intra-office routing slip a to correspondence.	• • •
5	AACOSO Form 029 WARNING BOOK – A book of warning tickets to be issued as warnings of violations.	ng Retain one (1) year then destroy.
6	AACOSO Form 09-40-7-1 INCIDENT REPORT/Form 09- 60A INCIDENT REPORT SUPPLEMENTAL – Used to re a commission of a crime or to document unusual circumst	eport destroy.
. 7	AACOSO Form 175 K-9 INCIDENT REPORT – Used to document circumstances involving a Sheriff's Office K-9	Retain fifty (50) years with Incident Report Files then destroy.
8	AACOSO Form 174 SPLEEN RISK FORM – Used to docu exposure to the saliva and/or bite of a Sheriff's Office cani	
or Division	Approved by Department, Agency, Schedule Authorized Representative.	by State Archivist
Signature	Into & Blin	- Blue
Typed Nam	ne <u>Ronald S. Bateman</u> Signature	Im / Jann~
Title <u>Sł</u>	neriff	· .
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. C1355				
ECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 2 of 19				
Agency Division/Unit Sheriff's Office					
Description	Retention				
AACOSO Form 062 RECOVERED PROPERTY FORM - Used to list property coming into the custody of the Sheriff's Office and the chain of custody, when necessary.	Retain fifty (50) years as attachment to Incident Report Form 09-40-7-1 then destroy.				
AACOSO Form 067 RECORD OF EMPLOYEE COUNSELING – Used to document employee counseling by a supervisor.	Retain one (1) year then destroy.				
AACOSO Form 070 USE OF FORCE REPORT – Used to immediately record instances of Use of Force that may or may not require additional investigation.	Retain fifty (50) years with Incident Report Files then destroy.				
AACOSO Form 128 LIVESTOCK ESTIMATE/(Animal Control) LIVESTOCK DAMAGE CLAIM FORM – Used as attachments to an Incident Report completed during a Livestock/Animal Kill appraisal.	Retain fifty (50) years as attachment to Incident Report Form 09-40-7-1 then destroy.				
AACOSO Form 134 DEPARTMENTAL ACCIDENT INVESTIGATION SUMMARY – A form attached as a cover sheet to any incident report 09-40-7-1 to summarize vehicular accidents.	 (a)Retain five (5) years with Safety Committee then destroy. (b)Retain copy attached to Incident Report Form 09-40-7-1 50 years then destroy. 				
AACOSO Form 095 FAX COVER LETTER – Used to address fax messages and give a confidential notice about the contents of the transmission.	Destroy after transmission of fax or until no longer needed for current business, whichever occurs later.				
AACOSO Form 109 SHERIFF'S OFFICE ACTIVITY CALENDAR FORM – Used to book and document appointments and public activities.	Screen annually and destroy any material no longer needed for current business.				
AACOSO Form 131 AWARDS NOMINATION FORM – Used to nominate co-workers for a Sheriff's Office Award.	Screen annually and destroy any material no longer needed for current business.				
MEETING MINUTES – Records of proceedings for staff meetings and respective meetings of the safety committee, background investigators, and field training officers (FTO's).	Retain five (5) years then destroy.				
GENERAL CORRESPONDENCE – Letters, memoranda, and documents generated and received.	Retain five (5) years then destroy.				
	RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet) Divis Sheriff's Office Description AACOSO Form 062 RECOVERED PROPERTY FORM – Used to list property coming into the custody of the Sheriff's Office and the chain of custody, when necessary. AACOSO Form 067 RECORD OF EMPLOYEE COUNSELING – Used to document employee counseling by a supervisor. AACOSO Form 070 USE OF FORCE REPORT – Used to immediately record instances of Use of Force that may or may not require additional investigation. AACOSO Form 128 LIVESTOCK ESTIMATE/(Animal Control) LIVESTOCK DAMAGE CLAIM FORM – Used as attachments to an Incident Report completed during a Livestock/Animal Kill appraisal. ACOSO Form 134 DEPARTMENTAL ACCIDENT INVESTIGATION SUMMARY – A form attached as a cover sheet to any incident report 09-40-7-1 to summarize vehicular accidents. AACOSO Form 1095 FAX COVER LETTER – Used to address fax messages and give a confidential notice about the contents of the transmission. AACOSO Form 109 SHERIFF'S OFFICE ACTIVITY CALENDAR FORM – Used to book and document appointments and public activities. AACOSO Form 131 AWARDS NOMINATION FORM – Used to nominate co-workers for a Sheriff's Office Award. MEETING MINUTES – Records of proceedings for staff meetings and respective meetings of the safety committee, background investigators, and field training officers (FTO's).				

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

Schedule No. 3 of 19

Sheriff's Office

Agency

Division/Unit

ltem No.	Description	Retention
19	AGENCY AGREEMENTS – Signed agreement between government agencies.	Retain current valid agreements; destroy when no longer current or valid. /
20	COMPLAINT FILES – Documentation of complaints against the AACO Sheriff's Office.	Retain fifty (50) years then destroy.
21	KEY LOGS – Lists of keys issued to Sheriff's Office personnel.	Retain master log fifty (50) years then destroy.
22	MANUALS (GENERAL ORDERS, STANDARD OPERATINGPROCEDURES)	Continuous record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
23	PERSONNEL ORDERS, SPECIAL ORDERS, WRITTEN DIRECTIVES, FTO MANUALS) Manual and logs (Form 015) generated for reference and training.	Retain fifty (50) years then destroy.
•	AACOSO AND COUNTY FORMS OR FILES PERTAINING TO PROPERTY/ EQUIPMENT/ VEHICLES	
24	QUARTERMASTER UNIFORM RECORDS (Uniforms, badges, patches, leather equipment, etc.)	Retain five (5) years or until disposal of property item, whichever occurs later, then destroy.
25	AACOSO Form 017a UNIFORM PAGE – Used to list clothing sizes for ordering uniforms.	Retain current and two (2) previous fiscal years per AACo Purchasing Office then destroy.
26	AACOSO Form 071 INSPECTION FORM – Used to document inspection of personnel and /or vehicles and equipment.	Retain fifty (50) years then destroy.
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		n 088 V all wea									Retain ten (10) years then destroy.				then
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

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Agency	Divis	ion/Unit
	Sheriff's Office	
ltem No.	Description	Retention
36 '	 AACOSO Form 034-1 thru 034-9 SHERIFF'S SALE LETTER #1 THRU #9: Letter #1 - SEIZURE Memorandum to appropriate persons requiring they execute "Hold Harmless" agreement; Letter #2 - Memorandum to appropriate persons notifying them that the Sheriff's Office has levied property; Letter #3 - REQUESTS RECEIVED Memorandum to appropriate persons notifying them that the request to go to sale on property levied has been received; Letter #4 - SAMPLE ADVERTISEMENT giving notice that the Sheriff's Office intends to sell a particular debtor's property; Letter #5 - AFFIDAVIT regarding amount due on judgment/defendant's interest in the property; Letter #6 - LEVIED/Not Seized Affidavit informing appropriate persons that property levied will be sold at auction; Letter #7 - PURCHASER'S AFFIDAVIT that they acted properly in the bids to purchase auctioned property; Letter #8 - TRANSMITTAL SHEET records proceeds form an auction delivered to Anne Arundel County; Letter #9 - EXECUTION SALE OF APROPERTY Memorandum to appropriate persons informing them that the Real Property in a particular case has been sold. 	Retain twenty (20) years from completion of sale process then destroy.
37	AACOSO Form 034-10A REPORT OF REAL PROPERTY DISBURSEMENT – A report by the Sheriff's Office to the Judge of the Circuit Court of Anne Arundel County regarding the sale of Real Property.	Retain twenty (20) years from completion of sale process they destroy.
38	AACOSO Form 034-10B SHERIFF'S SALE LETTER REPORT OF DISTRIBUTION OF PROCEEDS – A report of the Sheriff's Office to the Judges of the Circuit Court of Anne Arundel County regarding the sale o goods and property.	Retain twenty (20) years from completion of sale process they destroy.
39	AACOSO Form 079 WRIT OF POSSESSION/WARRANT OF RESTITUTION – Used to notify mortgage corporations regarding the date and time their Writ of Possession will take place.	Retain twenty (20) years from completion of sale process then destroy.

	DEPARTMENT OF GENERAL SERVICES	Schedule No.
RE	RECORDS MANAGEMENT DIVISION CORDS RETENTION AND DISPOSAL SCHEDULE	Page 6 of 19
Agency		ion/Unit
ltem No.	Description	Retention
40	AACOSO Form 079a NOTICE TO VACATE PREMISES – Used to instruct residents to vacate premises in lieu of having property removed by the Sheriff's Office.	Retain twenty (20) years attached to Writ then destroy
41	AACOSO Form 100 CASH/CHECK TRANSMITTAL DEPOSITS – Used to record and account for cash an/or checks forwarded to Anne Arundel County.	Retain twenty (20) years then destroy.
42	AACOSO Form 102A HOLD HARMLESS AGREEMENT REFERENCE FORM – Used to document a Plaintiff holding the Sheriff's Office harmless in liability procedures.	Retain twenty (20) years with case then destroy.
43	AACOSO Form 103 OPERATIONS BUREAU SUPERVISON ACTIVITY LOG – Used document daily activities by Operations Bureau Teams.	Retain one (1) year then destroy.
44	AACOSO Form 104 FEE FOR SERVICE LETTER – Used to request payment for serving Civil Process papers.	Retain twenty (20) years then destroy.
45	AACOSO Form 106 SEIZED/FORFEITURE VEHICLE REPORT FORM – Used to document the seizure of vehicles involved in drug trafficking.	Retain twenty (20) years in ca file then destroy.
46	AACOSO Form 119 NOTICE OF VEHICLE LEVY – Used to post notification that a vehicle is in the custody of the Sheriff's Office by Writ of Execution.	Retain twenty (20) years then destroy.
47	AACOSO Form 133 SHERIFF'S REPORT TO DISTRICT COURT/DISTRIUBTION OF PROPERTY – Used to let the District Court know if monies were collected.	Original sent to District Court Keep copy with case file for (20 twenty years then destroy.
48	AACOSO Form 155 REFUND REQUEST – Used to request a refund of percentage of Fee for Service to payee if paper is not served by the Sheriff's Office	Retain copy five (5) years the destroy.
49	AACOSO Form 156 OPERATIONS FUND REVIEWER CHECKLIST – Used to document cash funds and to record reconciliations.	Retain five (5) years then destroy.
50	AACOSO Form 171 SHERIFF'S DEED – deed for property of a Sheriff's Sale.	Retain copy twenty (20) years case file then destroy.

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RECORDS MANAGEMENT DI RECORDS RETENTION AND DISPOS		Page 7				
Agency Sheriff's Office	vision/Unit	ion/Unit				
Item Description		F	Retention			
 51 INTERNAL AFFAIRS – The following be retained as needed in individual International AACOSO Form 036 COMPLAINT OF He statement alleging a Complaint of Brutt AACOSO Form 037 NOTIFICATION Of form notifying a deputy sheriff that a complexity of the statement alleging a Complexity of Gran notifying a deputy sheriff that a complexity of the statement alleging a deputy sheriff that a complexity of the statement alleging a deputy sheriff that a complexity of the statement and the statement of the st	Prnal Affairs Case file RUTALITY - A swor ality; F COMPLAINT - A omplaint has been file C OF MIRANDA out their constitutions F CHARGE - A form as been charged with dations of the Sheriff ENFORCEMENT CEPTANCE OF Trights for the purpos of proposed punishmes F ORM - An exchange and defense to aments to be used ; F HEARING - A form will be conducted; DNS/DUCES TECUM to appear at a Hearin Same; PROCEDURE - A of a Hearing Board of IPLINARY ACTION -	a: If charges a sustained, a file may be IA file cabin request from deputy or e minimum o after findin administrat were detern retain the i fifty (50) ye charges are the individu years then of the after findin administration administra	are unfounded or no an individual case expunged from the net only upon written m the individual mployee after a f three (3) years gs by the agency or tive hearing board nined. Otherwise, ndividual case file ars then destroy. In sustained, retain ual case file fifty (5) destroy.			

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	DEPARTMENT OF GENERAL SERVICES	ح Schedule No.	
	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No.	
R	ECORDS RETENTION AND DISPOSAL SCHEDULE	Page 8 of 19	
Agency	Divis Sheriff's Office	ion/Unit	
item No.	Description	Retention	
	AACOSO Form 046 CONFIDENTIALITY AGREEMENT – Agreement signed by an accused deputy sheriff to waive or retain specific rights;		
	AACOSO Form 047 NOTIFICATION OF RIGHTS-WAIVER OF RIGHTS – Notification to a deputy sheriff who is being investigated for improprieties regarding the processes of the Law Enforcement Officer's Bill of Rights;	If charges are unfounded of sustained, an individual ca file may be expunged from IA file cabinet only upon w	
	AACOSO Form 048, 048A, 048B SUMMARY PUNISHMENT ACTION 048MINOR – Outlines adverse action taken against a member for a minor violation, 048A MAJOR – Outlines adverse action taken against a member for a major violation; 048B LESSER – Outlines adverse action taken against a member for less serious transgressions;	request from the individual deputy or employee after a minimum of three (3) years after findings by the agence administrative hearing box were determined. Otherwi	
	AACOSO Form 049 COMPLAINT AGAINST PERSONNEL REPORT – Used in a complaint against a member to identify the complainant, deputies involved and witness information; AACOSO Form 049A COMPLAINT AGAINST PERSONNEL – Form used to document that a complaint has been made against an employee;	retain the individual case fifty (50) years then destru- charges are sustained, ret the individual case file fift years then destroy.	
	AACOSO Form 060 RECORDED INTERVIEW WORK SHEET - Used to assist an investigator in advising an interviewee of their rights in reference to giving a statement; AACOSO Form 093 SEXUAL HARASSMENT COMPLAINT		
	FORM – Used to report a complaint of sexual harassment; AACOSO Form 129 WITNESS STATEMENT/Form 130 VICTIM STATEMENT – Used to record witness/victim statements during an internal investigation;		
	AACOSO Form 135 INTERNAL INVESTIGATION SUMMARY & CONCLUSION – Summarizes final concurrence with investigator's findings.		
52	AACOSO Form 113 INTERNAL AFFAIRS FILE SIGN OUT LOG BOOK – Used to document where and when Internal Affairs Files are removed from the file cabinet.	Continuous Record. Maint as a perpetual file by updat when amended or revised a destroying obsolete materia	
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	DEPARTMENT OF GENERAL SERVICES	Schedule No.						
RE	RECORDS MANAGEMENT DIVISION	Page	9	of	19			
Agency	Division Sheriff's Office	/Unit						
ltem No.	Description		R	etent	ion			
	SECURITY BUREAU Forms or Files:				·			
53	FMWORKORD – Form for maintenance/repair/purchase requests (major or minor) for the Judicial Center.		copy (mple	one (1) ted,wł) year or unt hichever			
54	AACOSO Form 014A DAILY PERSONNEL ROSTER – Identifies daily assignments and duty hours of Security Bureau personnel.	Retain original three (3) calendar years then destroy						
55	AACOSO Form 050A APPLICATION FOR CIRCUIT COURTHOUSE ID CARD – Application necessary to obtain an ID card to enter the Circuit Courthouse.	Retain fifty (50) years then destroy.						
56	AACOSO From 061 INMATE LOG – Used to document inmates arriving at Circuit Courthouse for judicial process and disposition of case.	Retain six (6) years then destroy.						
57	AACOSO Form 080 VENDOR SIGN IN LOG & AACOSO Form 081 LAW ENFORCEMENT SIGN IN LOG – Used to record identification of vendors/law enforcement officers visiting the Circuit Courthouse.	Retain o destroy.	•	l) year	then			
58	AACOSO Form 137 CIRCUIT COURT DAILY ASSIGNMENTS – Used to indicate Deputy/Judge courtroom assignments for each day.	Retain t destroy.		(3) ye:	ars then '			
5 9	PROPERTY ENVELOPE FORM 91-364 – Used to document personal property of prisoners in custody.	Retain front of envelope thr (3) years then destroy.						
60 <u>.</u>	DOCKET RECORDS (JUVENILE & CIVIL) – Court statistics.	Retain three (3) years then destroy.						
61	DOCKET RECORDS (CRIMINAL & DR) – Court statistics.	Retain twelve (12) years th destroy.						
62	PRISONER RELEASE/PRISONER COMMITMENT RECORDS – Court statistics.	Retain t destroy.		(3) yea	irs then			

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Schedule No. **DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION** Page 10 of 19 **RECORDS RETENTION AND DISPOSAL SCHEDULE** Agency **Division/Unit**

Sheriff's Office

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ltem No.	Description	Retention
63	AACOSO FORM 163 NOTIFICATION FOR DNA SAMPLE – Used to document that an inmate has been notified by an order to submit to a DNA sample	Retain for three (3) years then destroy.
[.] 64	AACOSO FORM 164 & 164A DET CMD CELL BLOCK INSPECTION & PRISONER COUNT – Used to document that the cells have been inspected and to account for the number of prisoners in the cells.	Retain for five (5)years then destroy.
65 ⁻	AACOSO FORM 180 JUDICIAL THREAT ASSESSMENT – Used when a Judge has been threatened.	Retain for three (3) years then destroy.
	WARRANT Forms or Files:	
66 ·	WARRANT FILES – Paper copies of <u>un-served</u> Warrants issued for the arrest of named persons.	Retain until served or recalled, then destroy.
67	AACOSO Form 0.19 POSTAL ADDRESS INFORMATION REQUEST – Request for changed address or box holder information needed for service of legal papers.	Retain until no longer needed for service, then destroy.
68	AACOSO Form 072 CONSENT TO SEARCH PERMISES WITHOUT A SEARCH WARRANT – Used to document instances where citizens consent to permit Deputies to search and seize property without a court-ordered search warrant; AACOSO Form 143 WARRANT/SUMMONS RECALL SLIP; AACOSO Form 144 CRIMINAL WARRANT COVER SHEET/ATTEMPT SERVICE; AACOSO Form 148 LAW ENFORCEMENT COPY WARRANT REMOVAL SLIP;	Retain with <u>un-served</u> warrant until served or recalled, then destroy.
69	AACOSO Form 111 SUSPECT PROFILE – Used to document all pertinent identification factors regarding a suspect.	Retain with un-served warrant until served or recalled, then destroy.
70	AACOSO Form 127 REQUEST FOR UNLISTED PHONE NUMBER CHECK – Used to obtain phone information to serve warrants.	Retain until no longer needed for service, then destroy.
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. Cl 3 Page 11 of 19					
Agency Division/Unit Sheriff's Office						
Description	Retention					
AACOSO Form 064 FUGITIVE TOP HOTLINE LEAD – Used to document information provided by caller regarding Wanted persons.	Retain until no longer needed, then destroy.					
AACOSO Form 069 WARRANT INFORMATION UPDATE Used to document and update information relating to Arrest Warrants in custody of the Sheriff's Office.	Retain until no longer needed, then destroy.					
AACOSO Form 101 ARREST NOTIFICATION FORM – Used to document the arrest of a subject on the Sheriff's Office Most Wanted List.	Retain until no longer needed, then destroy.					
AACOSO Form 114 MOST WANTED CHECKOFF LIST – Used to document steps taken to verify that a warrant for a Most Wanted taping is still active.	Screen annually and destroy any material no longer needed for current business.					
AACOSO Form 120 UCR REPORT FORM – Used to enter statistics that are sent to Central Records Division of MD State Police.	Retain two (2) years per state policy then destroy.					
AACOSO Form 121 DOMESTIC RELATIONS TEAM WEEKLY TIMESHEET – Used to document hourly breakdown of DR activities for the week.	Retain ten (10) years then destroy.					
AACOSO Form 176 FIREARMS SURRENDER NOTICE – Used to document possession/surrender of forearms pursuant to a temporary or final protective order.	Retain a copy with Protective Order until Order expires, then destroy.					
TELETYPES – Incoming and outgoing teletype transmissions.	Retain one (1) year then destroy					
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	RECORDS RETENTION AND DISPOSAL SCHEDULE Division Sheriff's Office Description AACOSO Form 064 FUGITIVE TOP HOTLINE LEAD – Used to document information provided by caller regarding Wanted persons. AACOSO Form 069 WARRANT INFORMATION UPDATE – Used to document and update information relating to Arrest Warrants in custody of the Sheriff's Office. AACOSO Form 101 ARREST NOTIFICATION FORM – Used to document the arrest of a subject on the Sheriff's Office Most Wanted List. AACOSO Form 114 MOST WANTED CHECKOFF LIST – Used to document steps taken to verify that a warrant for a Most Wanted taping is still active. AACOSO Form 120 UCR REPORT FORM – Used to enter statistics that are sent to Central Records Division of MD State Police. AACOSO Form 121 DOMESTIC RELATIONS TEAM WEEKLY TIMESHEET – Used to document hourly breakdown of DR activities for the week. AACOSO Form 176 FIREARMS SURRENDER NOTICE – Used to document possession/surrender of forearms pursuant to a temporary or final protective order.					

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-	RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Page 12 of 19
Agency	Division	n/Unit
	Sheriff's Office	
ltem No.	Description	Retention
79	AACOSO Form 089 DISPATCH LOG SHEET – A computerized log that records time, location, assignment and disposition of radio transmissions and assignments.	Retain five (5) years then destroy.
	FINANCIAL/BUDGETARY/PURCHASING Forms or Files:	
80	Budget Manual – Contains all documents pertaining to the specific fiscal year budget process.	Retain ten (10) years then destroy.
81	AACOSO Form 010 PURCHASE ORDER REQUEST – Identifies the item(s) purchased, suggested vendor, approval, account charged, item cost and total costs.	Retain current fiscal year plu one (1) previous fiscal year th destroy.
82	Anne Arundel County EXPENSE STATEMENT – A finance form used to obtain reimbursement for personal monies expended for County business.	Retain current fiscal year plu one (1) previous fiscal year th destroy.
83	AUTHORIZATIONS FOR PAYROLL, PAA, TIMESHEETS, PETTY CASH FUND – Used to provide authorization signature to corresponding County departments.	Retain current valid authorizations until personne are terminated, or if authorizations change, then destroy.
84	PETTY CASH VOUCHERS, REPLENISHMENT & RECONCILIATION FORMS – Used to document petty cash funds. This includes AACOSO FORM 165 Juvenile Meal Vouchers.	Retain current fiscal year plu one (1) previous fiscal year th destroy.
· 85	TRANSFER OF FUNDS REQUEST – Used to request transfer of funds within a specific department.	Retain current fiscal year plu one (1) previous fiscal year th
86	TELEPHONE BILLS – Generated by the telephone company.	destroy. Retain eighteen (18) months A.A.County Telecommunication then destroy.

DEPARTMENT OF GENERAL SERVICES Schedule No. RECORDS MANAGEMENT DIVISION Cl 355 RECORDS RETENTION AND DISPOSAL SCHEDULE Page 13 of 19 y Division/Unit

Agency

Sheriff's Office

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ltem No.	Description	Retention
87	GRANT FILES – Signed grants issued to the Sheriff's Office by outside agencies.	Retain fifty (50) years then destroy.
88	GENERAL PROPERTY RECORDS – Documents relating to Sheriff's Office property (chairs, file cabinets, computers, etc.)	Screen annually and destroy an y material no longer needed for current business.
89	PROCUREMENT CARD PURCHASE RECORDS – Original receipts, logs and statements of items purchased with Anne Arundel County procurement card	Retain one (1) year then destroy
A.	AACOSO VOLUNTEER APPLICATION PACKET Forms or Files:	
90	AACOSO Form 004 WAIVER OF CLAIM & RELEASE – An agreement to hold harmless Anne Arundel County government or the Sheriff's Office for any acts against persons or property while in the course of volunteer work or engaging in a ride-along program.	Retain five (5) years after completion of volunteer or ride- along status then destroy.
91	AACOSO Form 020 VOLUNTEER APPLICATION FORM – Application containing background and skill-hobby information for volunteer work.	Retain (five) 5 years after termination then destroy.
92	AACOSO Form 021 VOLUNTEER DEPUTY ID FORM – Completed by volunteer to provide information for creation of an ID card.	Retain (five) 5 years after termination then destroy.
93	AACOSO Form 022 VOLUNTEER DEPUTY CALENDAR TIMESHEET – Used to record monthly recap of work performed by a volunteer.	Retain (five) 5 years after termination then destroy.
94	AACOSO Form 023 VOLUNTEER DEPUTY CHECKOFF FORM – Used to record background information about a volunteer deputy.	Retain (five) 5 years after termination then destroy.
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Division/Unit

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Schedule No.

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Agency

Sheriff's Office

	Sheriff's Office				
ltem No.	Description	Retention			
95	PERSONNEL RECORDS FILES – Contain copies of documents such as performance evaluations, position descriptions, Personnel Action Authorization (PAA's), awards/commendations, Sheriff's Office Personnel Orders, and related correspondence.	If hired, retain thirty (30) years from last year of service then destroy. If not hired, retain five (5) years then destroy.			
96	Anne Arundel County Sheriff's Office JOB APPLICATION PACKET – Consists of the Sheriff's Office Personal History Statement Booklet (blue book) and the following forms completed by the applicant: Anne Arundel County Government EMPLOYMENT	If hired, retain thirty (30) years from last year of service then destroy. If not hired, retain five (5) years then destroy.			
•	APPLICATION – Personnel form used to apply for employment; EMPLOYMENT ELIGIBILITY VERIFICATION I-9-A – US Dept of Justice Immigration & Naturalization Service Form to establish employment eligibility/citizenship; EXECUTIVE REGULATION 87.2 – County Executive's Drug Abuse Control Policy Statement and the Acknowledgment of	· · ·			
97	Receipt of same.	If hired, retain thirty (30) years			
01	CERTIFICATE – Used to denote MD taxes to be withheld (Part- time Deputy and <u>All</u> Full-Time Deputies/employees).	from last year of service then destroy. If not hired, retain five (5) years then destroy.			
98	W-4 EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE - Used to denote Federal taxes to be withheld (Part-time Deputy and <u>All</u> Full-Time Deputies/employees).	If hired, retain thirty (30) years from last year of service then destroy. If not hired, retain five (5) years then destroy.			
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	DEPARTMENT OF GENERAL SERVICES		Sche	dule	No CI 355
ĺ	RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Page		, of	19
Agency		v/Unit			
	Sheriff's Office				
item No.	Description	·	Ret	entio	n
99	 APPLICANT BACKGROUND PACKET – Sheriff's Office Personal History Statement (blue book) and documents to perform applicant background investigations: AACOSO Form 068 AUTHORITY FOR RELEASE OF INFORMATION – Applicant's/employee's authorization to obtain information for a personal background investigation for continued employment; AACOSO Form 085 CONFIDENTIAL QUESTIONNAIRE – Records information provided by a "reference" about an applicant; AACOSO Form 096 APPLICANT PROCESSING CHECKLIST – Worksheet for background investigations; AACOSO Form 115 REFERENCE CHECK FORM – Lists character references; AACOSO Form 118 NEIGHBORHOOD INVESTIGATION – Used to perform hiring background investigations; AACOSO Form 122/123 AUTHORIZATION FOR RELEASE OF MILITARY/CIVILIAN RECORDS – Used to obtain military/civilian records; TRANSCRIPT REQUEST – Cover letter requesting transcripts; AACOSO Form 136 EDUCTIONAL QUESTIONNAIRE – Used to obtain transcripts; AACOSO Form 136 NEW EMPLOYEE NOTIFICATION SEQUENCE FORM – Used to notify staff regarding a new hire; AACOSO Form 138 CONDITIONS OF APPLICATIONS PROCESS – Agreement to conditions of selection for employment; AACOSO Form 139 CONSUMER CREDIT REPORTING DISCLOSURE – Grants permission to request consumer credit report; AACOSO Form 141 LATERAL/COMPARATIVE COMPLIANCE SUPPLEMENTAL INFORMATION SHEET – Used to determine training needs; AACOSO Form 158 Polygraph Exam Waiver – consent to have polygraph administered; 	from last	t year o If not	of serv hired,	retain five

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DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULESchedule No.
CI 355Page16of19

Agency

Division/Unit

Agency	Sheriff's Office	
ltem No.	Description	Retention
(99)	AACOSO Form 160 AFC/MPTC Tracking Sheet – Used to document if MPTC training criteria have been met to be eligible for hire; AACOSO Form 161 INTERVIEW SCORE SHEET – Used to document an applicant's interview panel scores; Form 166 EMPLOYEE DATA SHEET – Used to document emergency contact information for each employee; FINGERPRINT CARD (black ink) – Used to fingerprint individual job applicants.	(If hired, retain thirty (30) years from last year of service then destroy. If not hired, retain five (5) years then destroy.)
	OTHER PERSONNEL Files or Forms:	
100	AACOSO Form 005 OFF DUTY WEAPON REQUEST – Used to request to carry personal weapon while off-duty.	Retain five (5) years from last year of service then destroy.
101	AACOSO Form 11A ACKNOWLEDGMENT OF RECEIPT OF WEAPON AND/OR AMMO – Documents receipt of weapon and/or ammunition.	Retain five (5) years from last year of service then destroy.
102	AACOSO Form AGREEMENT FOR PERSONAL VEHICLE USAGE – Agreement to utilize a private vehicle furtherance of official duties for an established mileage allowance.	Retain thirty (30) years from las year of service then destroy.
103	AACOSO Form 027/027A APPLICATIONS FOR SECONDARY EMPLOYMENT AUTHORIZATION/ LIABILITY AGREEMENT – Application to participate in secondary employment listing duties to be performed.	Retain thirty (30) years from last year of service then destroy.
104	AACOSO Form 057 HIRE/EXIT CHECKOFF LIST – A form filed in an employee's personnel file to document procedures and issued equipment when hired, and to document the return of items upon termination.	Retain thirty (30) years from las year of service then destroy.
105	PERSONNEL ACTION AUTHORIZATION (PAA Form PE90-02) – A Personnel form used to initiate/change information regarding personnel such as rate of pay, hire/exit, change of address, etc.	Retain thirty (30) years from last year of service then destroy.
106	POSITION DESCRIPTION FORM – A Personnel form used to define job responsibilities.	Retain current and all prior descriptions thirty (30) years from last year of service then destroy.

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

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Schedule No. CI355 age 17 of 19

Agency

Sheriff's Office

Division/Unit

ltem No.	Description	Retention
107	LEAVE SHARING APPROVAL FORM – A County form to indicate leave recipient, leave donor, and approvals if an employee has exhausted all forms of paid leave.	Retain copy in recipient's & donór files for thirty (30) years from last year of service then destroy.
108	ANNUITY & SICK PAY REQUEST FOR MD INCOME TAX WITHHOLDING – Used to denote annuity/sick pay payment.	Retain for term of employment plus thirty (30) years then destroy
109	AACO DRUG/ALCOHOL TEST ORDER FORM PE91-09 - Used to order drug/alcohol tests on employees.	Retain thirty (30) years from last year of service then destroy.
110	PERSONNEL MEDICAL RECORDS – Doctor's notes; First Report of Injury; Lost Day Report.	Retain thirty (30) years from last year of service then destroy.
111	RANDOM DRUG TESTING RECORDS – Required for Law Enforcement personnel.	Retain thirty (30) years from last year of service then destroy.
112	WORKERS COMPENSATION EMPLOYERS' FIRST REPORT OF INJURY OR ILLNESS/STARS – A Risk Management form used to document and authorized medical treatment for an employee.	Retain original w/incident report and photocopy in medical file for thirty (30) years from last year of service then destroy.
113	Personnel-related files not kept in Personnel Files: AACOSO FORM 011 ACKNOWLEDGMENT OF RECEIPT – Acknowledgment of receipt of a General Orders Manual or any designated written directive or memorandum.	Retain five (5) years from last yea of service then destroy.
114	WORKER'S COMPENSATION OCCURRENCE LOG – A log generated by Risk Management that records occurrence of Worker's Compensation cases by department.	Retain five (5) years then destroy.
115	Anne Arundel County PERSONNEL REQUISITION – Personnel's form to request hiring personnel.	Retain current fiscal year plus one (1) previous fiscal year then destroy.
116	REQUEST FOR REALLOCATION STUDY OF AN OCCUPIED POSITION/REQUEST REALLOCATION OF VACANT POSITION – A Personnel form used to request a reallocation study/reallocation of a position.	Retain current fiscal year plus one (1) previous fiscal year, or until reallocation is completed/ denied, whichever occurs later, then destroy.

DEPARTMENT OF GENERAL SERVICES Schedule No **RECORDS MANAGEMENT DIVISION** Page 18 ٥f 19 **RECORDS RETENTION AND DISPOSAL SCHEDULE**

Division/Unit

Sheriff's Office ltem Description Retention 117 ID CARD LOG - Numbered listing of paper ID cards issued to Retain master log fifty (50) years employees & civilian volunteers. then destroy. AACOSO Form 059 OFFICE ID CARD FORM – Used to document Retain fifty (50) years then 118 information recorded on paper ID cards (prior to installation of destroy. Circuit Court ID computer). **PAYROLL** Files and Forms: AACOSO Form 014 DAILY PERSONNEL ROSTER - Identifies 119 Retain original three (3) years Bureau personnel daily assignments and duty hours. w/payroll records then destroy. AACOSO Form 073 DESIGNATION OF AUTHORITY - Used to 120 Retain originals three (3) years document instances where supervisors designate subordinates to then destroy. act in their positions during absences.

- INDIVIDUAL PAYROLL TIMESHEETS Form generated by 121 Automated Time & Attendance (ADP) to record hours worked by an individual.
- PAYROLL REGISTERS ADP reports generated by Payroll 122 indicating hours worked, leave taken and pay for all employees.
- AACOSO Form 008 OVERTIME TIME SHEET Informational 123 form submitted with pay sheet identifying date, hours, and specific duty performed while on overtime status.

AACOSO Form 008A COMPENSATORY LEAVE - Informational 124 form submitted with pay sheet identifying date, hours, and specific duty performed to justify compensatory leave.

AACOSO Form 013 LEAVE APPROVAL FORM – Used by 125 employee to request leave approval of any kind.

Retain originals for current calendar year plus three (3) previous years then destroy.

Retain original with payroll

then destroy.

records three (3) calendar years

Retain three (3) years then destroy.

Retain three (3) years then destroy.

Retain three (3) years from date of request then destroy.

Agency

No.

Agenc		Schedule No.
ltem	Sheriff's Office	ion/Unit
No.	Description	Retention
. 126	 TRAINING FILES – All individual employee records of training including in-service records, tests and scores, attendance, lesson plans and the following forms: AACOSO Form 091 COMPUTER TRAINING NEEDS – Used to identify computer and other training needs of new/transferred employees; AACOSO Form 108 FIREARMS RANGE PERFORMANCE REPORT – Documents deputy sheriff's performance on the firearms range; AACOSO Form 112/112A FIELD TRAINING RECRUIT OBSERVATION REPORT/FIELD TRAINING RECORD – Documents the manner in which recruits perform tasks. 	Retain thirty (30) years from da of training event then destroy.
127	MARYLAND POLICE & CORRECTION TRAINING COMMISSIONS' YEAR-END REPORTS.	Send original to MD Police & Correctional Training Commissions. Retain copy thirty (30) years from report date then destroy.

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Instructions - Type or Print a separate form f	DEPARTMEN	IT OF GENERAL S	ERVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward	RECORDS	MANAGEMENT D	VISION	
with Records Retention Schedule (DGS 550	(DGS 550-1) 7275 Waterloo Road, P.O. I			PAGE_1 OF26
	Jess	up, Maryland 2079 410-799-1930	4	
1. Department/Agency	2. Division			3. Unit
Sheriff's Office				
DEFINITION: RECORD SERIES: A group of	related records norma	lly filed and used a	s a unit for re	ference as well as retention and dispositi
purposes.				st Year/Latest Year
4. Record Series Title			1	••••••••••••••
General Forms/Files			201	<u>5</u> to2016
	· · · · · · · · · · · · · · · · · · ·	· <u> </u>		··
	e the types of informati	ion/documents/form	is found in th	e series. Include the purpose or function
6. Record Series Description (Briefly describ	the types of information	ion/documents/form	is found in th	e series. Include the purpose or function
6. Record Series Description (Briefly describ series.) Daily Operations Activity Log ~ Identifies dail				e series. Include the purpose or function
5. Record Series Description (Briefly describ series.)				e series. Include the purpose or function
5. Record Series Description (Briefly describ series.)				e series. Include the purpose or function
6. Record Series Description (Briefly describ series.) Daily Operations Activity Log – Identifies dail	y work assignments ar			e series. Include the purpose or function
6. Record Series Description (Briefly describ series.) Daily Operations Activity Log – Identifies dail	y work assignments ar	nd hours worked by	all staff.	e series. Include the purpose or function
6. Record Series Description (Briefly describ series.) Daily Operations Activity Log – Identifies dail	y work assignments ar	nd hours worked by	all staff.	e series. Include the purpose or function
6. Record Series Description (Briefly describ series.) Daily Operations Activity Log – Identifies dail 7. Record Series Format(s) List all	y work assignments ar 8. Re	nd hours worked by	all staff. ,9. Valume <u>1</u> Number Marber	
5. Record Series Description (Briefly describ series.) Daily Operations Activity Log – Identifies dail 7. Record Series Format(s) List all Letter Size Microfilm Legal Size Computer Tepe	y work assignments ar 8. Re 2 A 2 N	nd hours worked by	all staff. ,9. Valume <u>1</u> Number Microfil	wer(a) m Reel(s)
6. Record Series Description (Briefly describ series.) Daily Operations Activity Log – Identifies dail 7. Record Series Format(s) List all	y work assignments ar 8. Re 2 A 2 N	nd hours worked by	all staff. ,9. Valume <u>1</u> Number Microfit Compu	wer(s) m Reel(s) ter Tape(s)
6. Record Series Description (Briefly describ series.) Daily Operations Activity Log – Identifies dail 7. Record Series Format(s) List all Letter Size Microfilm Legal Size Computer Tepe	y work assignments ar 8. Re 2 A 2 N 2 N	nd hours worked by	all staff. ,9. Valume <u>1</u> Number Microfil	wer(s) m Reel(s) ter Tape(s)
6. Record Series Description (Briefly describ series.) Daily Operations Activity Log - Identifies dail 7. Record Series Format(s) List all [2] Letter Size Microfilm [2] Legal Size Computer Tape [2] Audio Tape Floppy Disk [2] Bound Book Video Tape	y work assignments ar 8. Re 2 A 2 N 2 C 1 G	nd hours worked by	all staff. ,9. Valume 	wer(s) m Reel(s) ter Tape(s)
6. Record Series Description (Briefly describ series.) Daily Operations Activity Log - Identifies dail 7. Record Series Format(s) List all [2] Letter Size Microfilm [2] Legal Size Computer Tape [2] Audio Tape Floppy Disk [2] Bound Book Video Tape	y work assignments ar 8. Re 2 A 2 N 2 C 1 G	nd hours worked by	all staff. ,9. Valume <u>1</u> Number Microfit Campu Other (10. Annual	nver(s) m Reel(s) ter Tapo(s) specify)
6. Record Series Description (Briefly describ series.) Daily Operations Activity Log – Identifies dail 7. Record Series Format(s) List all Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk	y work assignments ar 8. Re 2 A 2 N 2 C 1 G	nd hours worked by	all staff. ,9. Valume 	nver(s) m Reel(s) ter Tapo(s) specify)
6. Record Series Description (Briefly describ series.) Daily Operations Activity Log - Identifies dail 7. Record Series Format(s) List all Q Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape	y work assignments ar 8. Re 2 A 2 N 2 C 1 G	nd hours worked by	all staff. ,9. Valume <u>1</u> Number Microfit Campu Other (10. Annual	nver(s) m Reel(s) ter Tape(s) specify) Accumulation
6. Record Series Description (Briefly describ series.) Daily Operations Activity Log - Identifies dail 7. Record Series Format(s) List all [] Letter Size Microfilm [] Legal Size Computer Tepe [] Audio Tape Floppy Disk [] Bound Book Video Tape	y work assignments ar 8. Re 2 A 2 N 2 C 1 G	nd hours worked by	all staff. ,9. Valume 	nver(s) m Reel(s) ter Tape(s) specify) Accumulation

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7. Record Series Format(s) List all	8. Record Seri	es Sequence	,9. Volume
🔀 Letter Sizə 🔲 Microfilm	Alphabetics	al	Number
Legal Size Computer Tape	Numerical		⊠ File Drawer(s) □ Microfilm Reel(s)
🗋 Audio Tape 🔛 Floppy Disk	Chronological		Computer Tape(s)
🖸 Bound Book 🛛 Video Tape	Geographi	çal	
Other (specify)	Ciher (specify)		10. Annual Accumutation
			File Drawer(s) Microfilm Resi(s) Computer Tape(s) Other (specify)
11. File is Used			les Inactive After
🗋 Daily 🔲 Weekiy 🛛 Monthly 🛄 Annually		Number	🔲 Month(s) 🛛 Year(s)
13. Current Location(s) (Bidg., Floor, Room) Courthouse, 14 Floor, Operations Sureau		14. Is Record s	Series Duplicated Elsewhere? (If yes, specify agency or office.) X No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Req	ulrementa
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recom 2 Years	mended Retention
19. Name and Title of Preparer	20. Telepho	ne Number	21. Date
Sue Wilson	410-222-15		6/14/16
iS 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)	RECORDS 7275 Wa Jes	PARTMENT OF GENERAL SERVICES ECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			AGENCY RECORDS INVENTORY	
1. Department/Agency Sheriff's Office	2. Division				3. Unit	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records norm	ally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title General Forms/Files					st Year/Latest Year 5to2016	
6. Record Series Description (Briefly describe the t series.) Buck Sheets – Intra-office memo sheets	ypes of informa	tion/docu	uments/forms	found in th	e series. Include the purpose or function of the	
7. Record Series Format(s) List all		tecord Serie Alphabetica	es Sequence	9. Volume 2 Number		
Legal Size 🔲 Computer Tape		Numerical			File Drawar(s)	
🗋 Audio Tape 🛛 Floppy Disk		Chronologic	al			
🗋 Bound Book 🔛 Video Tape		Geographic	al '		10. Annual Accumulation	
Other (specify)	· []	Other (specify) N		Number		
				Microfill Comput Other (s	ter Tape(s)	
11. File is Used	<u>-</u>		12. File Becom	es Inactive Aft	er	
🛛 Daily 🗋 Weskly 🔲 Monthly 🛄 Ann	ually		Number	, ,	onth(s) 🕅 Year(s)	
13. Current Location(s) (Bidg., Floor, Room) Courthouse, 14 Floor, Operations Bureau	•		14. Is Record Series Duplicated Elsawhere? (If yes, specify agency or office.)			
 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No 17. Is an Index System used? If yes, explain briefly and describe requirements Yes X No 			16. Audit Requirements			
			18. Recom 1 Years	mended R	atention	
19. Name and Title of Preparer Sue Wilson		Telepho)-222-15	ne Number 71	21. Date 6/14/16		

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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)	RECORDS 7275 Wa	DEPARTMENT OF G RECORDS MANAG 7275 Waterloo Ro Jessup, Man 410-781		ISION	AGENCY RECORDS INVENTORY	
1. Department/Agency	2. Division				3. Unit	
Sheriff's Office		DIVISION				
					· ·	
DEFINITION: RECORD SERIES: A group of related purposes.	d records norm	ally filed	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	
General Forms/Files	•	ı		201	<u>6</u> to <u>2021</u>	
· · · · · · · · · · · · · · · · · · ·		·				
6. Record Series Description (Briefly describe the t	ypes of informa	tion/docu	uments/forms	found in the	e series. Include the purpose or function of the	
series.) .			•			
Monthly Statistical Report - Used to record monthly	y statistics of a	unit's act	ivities.			
					· · ·	
7. Record Series Format(s) List all	6. R	lecord Serie	s Sequence	9. Volume	<u> </u>	
🔀 Letter Size 🔲 Microfilm		Alphabetica	I	<u>3</u> Number	r	
Legel Size 🛛 Computer Tapa				🛛 File Drawer(s)		
		· Chronotogical				
🗂 Audio Tape 📋 Floppy Disk				Computer Tape(s)		
Bound Book 🔲 Video Tape		Geographic	al			
Other (specify)		Other (spec	ify)	10. Annual.	Accumulation	
			, 1	Number		
				🕅 File Dra	wer(s)	
				Microfilm		
				Comput	_	
<u> </u>			· · · · · · · · · · · · · · · · · · ·			
11. File Is Used			12. File Becom 5	es Inactive Aft	er	
🗋 Daily 🗍 Weekly 🛛 Monthly 🗌 Annu	ually		Number	M	konth(s) 🛛 Year(s)	
· · · · · · · · · · · · · · · · · · ·						
13. Current Location(s) (Bidg., Floor, Room) Courthouse, 1 ^{al} Floor, Operations Bureau			14. Is Record 5	Series Duplicate	ed Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	· · · · · · · · ·	. 16. Audit Requirement		irements	· · · · ·	
Yes X No				🛄 State 🔲 Federal 🔲 Independent		
					· · · · · · · · · · · · · · · · · · ·	
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended Re	etention	
TYes X No			5 Years			
•	۰.		<u>-</u>			
					·	
19. Name and Title of Preparer	20.	Telepho	ne Number	21. Date		
Sue Wilson	410)-222-157	71	6/14/16		
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XGS 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)	I record series. Forward RECORDS MANAGEN lion Schedule (DGS 550-1) 7275 Waterloo Road, Jessup, Marylan 410-799-183			ISION	AGENCY RECORDS INVENTORY
1. Department/Agency	оп			3. Unit	
Shentt's Office	eriff's Office				
DEFINITION: RECORD SERIES: A group of relate	d records	normally filed	and used as a	a unit for re	ference as well as retention and disposition
purposes.				·	st Year/Latest Year
4. Record Series Title General Forms/Files					st rean_atest rear 6to2017
6. Record Series Description (Briefly describe the	ypes of inf	formation/docu	uments/forms	found in th	e series. Include the purpose or function of the
series.) Routing Slip and County Executive routing slip – at	ffixed to co	mespondence)		
·		8. Record Serie		9. Volume	····
7. Record Series Format(s) List all		•	·	` <u>_</u> 4	· ·
🖾 Letter Sizə 🔲 Microfilm		Alphabetica	h	Number	,
Legal Size Computer Tape		X Numerical		🔀 File Dra	
Audio Tape 🔲 Floppy Disk		Chronologic	cal .	Compu	ter Tape(s)
💭 Bound Book 🛛 Video Tape		Geographic	;at	at	
Other (specify)		Other (specify)		10. Annual Accumulation	
			Number		
			•	🔀 File Ora	•
				C Microfile	
			•	Other (s	specify)
11. File is Used			12. File Becom	es Inactive Afl	ter .
🗋 Caily 🗋 Weekty 🖾 Monthly 🗋 Anr	wally		¹ Number	04	fonth(s) 🛛 Year(s) .
13. Current Location(s) (Bldg., Floor, Room) Courthouse, 1ª Floor, Operations Bureau	• <u>-</u>		14. Is Record &	Series Duplicat	led Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements	
TYes 🔯 No			🔀 None	🗌 State 🔲	Federal 🔲 Independent
17. Is an Index System used? If yes, explain briefly and describe i	equirements		18. Recom	mended R	etention
🗋 Yes 🛛 No			1 Years		
	•				
· · ·					
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	· · · · · · · · · · · · · · · · · · ·
Sue Wilson		410-222-15	•	6/14/16	· · · · ·
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S 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)	RECO	ORDS MANA 5 Waterloo R	GENERAL SE GEMENT DIV oad, P.O. Box ryland 20794	ISION	AGENCY RECORDS INVENTORY		
4. Dependence (Manager)	2. Divisio		99-1930		3. Unit	<u> </u>	
1. Department/Agency Sheriff's Office		un 					
DEFINITION: RECORD SERIES: A group of relate purposes.	ad records	normally filed	and used as	a unit for re	ference as well as retention and disposition	r	
4. Record Series Title		•		5. Earlie	st Year/Latest Year		
General Forms/Files				_ <u>201</u>	6to2017		
6. Record Series Description (Briefly describe the series.) Warning Book – warning tickets to be issued as wa			uments/forms	found in th	e series. Include the purpose or function of	the	
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume		,	
🔀 Letter Size 📋 Microfilm		🗋 Alphabetic	al ·	Number			
Legal Size [] Computer Tape		🔀 Numerical		S File Drawer(s)			
Audio Tape 💭 Floppy Disk		Chronologi	cal	_	Microfilm Reel(s) Computer Tape(s)		
Bound Book Video Tape		Geographi	~al	Other (specify)			
				10. Annual	Accumulation	- <u></u>	
Cuter (specify)	Ciher (spe			Number	n Real(s)		
				Comput Other (s			
11. File is Used	mualiy		12. File Becom 1 Number		er onih(s) 🛛 Year(s)		
13. Current Location(s) (Bklg., Floor, Room) Courthouse, 1 st Floor, Operations Bureau	<u>_</u>		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
I.Yes 🛛 No			🔀 None 🗋 State 🛄 Federal 🗍 Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention 1 Years				
19. Name and Title of Preparer		20. Telepho	one Number	21. Date			
Sue Wilson		410-222-15	71	6 /14/16			
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InstructionsType or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Sheriff's Office	REC	ORDS MANA 5 Waterloo R Jessup, Ma 410-71	GENERAL SERVICES GEMENT DIVISION oad, P.O. Box 275 ryland 20794 99-1930		AGENCY RECORDS INVENTORY			
DEFINITION: RECORD SERIES: A group of relate	d records	normally filed	and used as a	a unit for re	ference as well as retention and disposition			
purposes. 4. Record Series Title General Forms/Files		, _, _,			st Year/Latest Year 6 to201012			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Incident Report – Used to report a commission of a crime or to document unusual circumstances.								
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume				
🔀 Letter Size 🔲 Microfilm		Alphabetics	al	<u>6</u> Number				
Legal Size Computer Tape		Numerical		🔀 File Dra				
		🛛 Chronologi	~1	Microfil				
				Other (:				
🔲 Bound Book 🔲 Video Tape		Geographic	cal .	10. Annual	Accumulation			
C Other (specify)		Other (spec	city)					
				File Dra Microfil Comput Other (s	m Reel(s) ter Tape(s)			
11. File is Used	•	·	12. File Becom	es Inactive Afi	er			
🔲 Daily 💭 Waakky 🛄 Monthly 🔯 Ann	nially ,		Number I Month(s) X Year(s)					
13. Current Location(s) (Bidg., Floor, Room) Courthouse, 1st Floor, Operations Bureau			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	<u>-</u>		16. Audit Requ	drements				
☐ Yes ⊠ No			None 📑 State 🗇 Federal 📄 Independent					
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention 50 Years					
19. Name and Title of Preparer		20. Telepho		21. Date	•			
Sue Wilson		410-222-15	71	6/14/16				

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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 SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			AGENCY RECORDS INVENTORY		
I. Department/Agency Sheriff's Office	2. Division			3. Unit		
DEFINITION: RECORD SERIES: A group of relate ourposes. B. Record Series Title General Forms/Files B. Record Series Description (Briefly describe the trends) Record Series Description (Briefly describe the trends) (-9 Incident Report – Used to document circumstant	ypes of information/d	ocuments/forms	5. Earlie 201	st Year/Latest Year 6 to2066		
7. Record Series Format(s) List all Image: Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify)	8. Record \$	cal . logical	Microfil Compu Compu Other (Other (Number Microfil Gompu Gompu	7 Number Microfilm Resi(s) Computer Tape(s) Other (specify)		
11. File is Used	usily	12. File Becon 50 Number				
13. Current Location(s) (Bidg., Floor, Room) Counthouse, 1 st Floor, Operations Bureau 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No	16. Avdit Req	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No 16. Audit Requirements None State Federal Independent				
7. Is an Index System used? If yes, explain briefly and describe requirements		18. Recorr		etention		
19. Name and Title of Preparer Sue Wilson	20. Telep 410-222-	Number	21. Date 6/14/16			

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	DEPARTMENT O			AGENCY RECORDS INVENTORY			
Instructions – Type or Print a separate form for each new or revised record series. Forward	RECORDS MAN						
with Records Retention Schedule (DGS 550-1)		Road, P.O. Bo		PAGE OF			
		laryland 20794		PAGE OF			
1. Department/Agency	41 2. Division	0-799-1930		3. Unit			
Sheriff's Office	2. 24161011		I				
			I				
DEFINITION: RECORD SERIES: A group of relate	d records normally fil	ed and used as	a unit for re	ference as well as retention and disposition			
purposes. 4. Record Series Title			5. Earlie	st Year/Latest Year			
General Forms/Files			201	6 to2066			
			<u> </u>				
6. Record Series Description (Briefly describe the t	types of information/d	ocuments/forms	found in th	e series. Include the purpose or function of the			
series.) Spleen Risk Form – used to document exposure to	the saliva and/or bite	of a Sheriff's c	anine.				
	•	• •					
7. Record Series Format(s) List all	8. Record S	eries Sequence	9, Volume	· · · · · · · · · · · · · · · · · · ·			
🔀 Letter Size 🔲 Microfilm	Alphabe	tical	8 Number	· · ·			
Legal Size Computer Tape	X Numeri	>al	🕅 File Dra	werfs)			
	1-		Microfit	m Reek(s)			
🗋 Audio Tape 🔲 Floppy Disk	Chronol	ogical	Compu	ter Tape(s) specify)			
🔲 Bound Book 🔛 Video Tape	🗖 Geogra	phical	10.00000	10. Annual Accumulation			
Other (specify)	🗖 Other (s	pecify)	 				
	· ·		Number	Number			
			File Dra				
			Compu	ter Tape(s)			
		•	Other (specify)			
11. File is Used		1	nes Inactive Afl	ler			
🗌 Daily 🗋 Weekdy 🚺 Monthly 🛛 Ana	ually	50 Number		lonth(s) 🛛 Year(s)			
(0. Queen) and an (a) (Bits Date Date)			Sorian Dunling	nd Elevendrom? (If you county or office)			
13. Current Location(s) (Bldg., Floor, Room) Courthouse, 1 st Floor, Operations Bureau		Yes	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Req	16. Audit Regukements				
🗋 Yes 🖾 No		Mahaa	🛛 None 🗋 State 🔲 Federal 🗍 Independent				
17. Is an Index System used? If yes, explain briefly and describe r	equirements '	18. Recon	18. Recommended Retention				
T Yes 🖾 No		50 Years					
	T	<u> </u>					
19. Name and Title of Preparer	20. Telep 410-222-	hone Number	21. Date 6/14/16				
Sue Wilson	+ 10-222-			·			
DGS 550-4 (Rev. 1/93)			<u>L</u>				
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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)	· 410-7	GEMENT DIV	ISION	AGENCY RECORDS INVENTORY	
1. Department/Agency	2. Division			3. Unit	
Sheriff's Office					
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally filed	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	
General Forms/Files	`		201	<u>6</u> to2066	
6. Record Series Description (Briefly describe the t	ypes of information/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)					
Recovered Property Form – used to list property co	ming into the custody o	of the SO and f	ine chain oi	r custody, when necessary.	
	<u>_</u>				
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume 9		
🔀 Letter Size 🔲 Microfilm	Alphabetic	al	Number	·	
	X Numerical		🔀 File Dra	-	
Legat Size 🔲 Computer Tape				· · · ·	
🗌 Audio Tape 🛛 Floppy Disk	Chronologi	ical		ter Tape(s)	
🔲 Bound Book 🔄 Video Tapa	🖸 Geographi	cal	📋 Oiher (:	specny)	
· ·			10. Annual	Accumulation	
Other (specify)	Other (spe	clfy)	Number	· · · · · · · · · · · · · · · · · · ·	
			File Dra		
	· ·		Comput		
			Other (t	specify)	
11. File is Used		12. File Becom	es Inactive Afi	ter	
		50	-		
- 🗋 Dažiy 🔲 Weekiy 🛄 Monthly 🛛 Anni	vally ,	Number	[_] w	konth(s) 🛛 Year(s)	
	,				
13. Current Location(s) (Bidg., Floor, Room)		14. is Record S	Series Duplicat	ted Elsewhere? (If yes, specify agency or office.)	
Courthouse, 1ª Floor, Operations Bureau		Yes	🔀 No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Regu	uirements		
				· · · ·	
	•	None None	📑 State 📋	Federal 🔲 Independent	
17. Is an Index System used? If yes, exptain briefly and describe re	equirements	18. Recom	mended R	etention	
Yes 🔯 No		50 Years		j j	
	· . X				
	·				
·					
19. Name and Title of Preparer	20. Telepho	one Number	21. Date		
Sue Wilson	410-222-15	i71	6/14/16		
200 550 A (Port Am2)					

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 SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			AGENCY RECORDS INVENTORY		
1. Department/Agency Sheriff's Office	2. Division			3. Unit		
purposes. 4. Record Series Title General Forms/Files 6. Record Series Description (Briefly describe the series.)	types of information/do	and used as a unit for reference as well as retention and disposition 5. Earliest Year/Latest Year 2016				
Record of Employee Counseling – used to docume 7. Record Series Format(s) List all Image: Size in the series of	8. Record So Alphabet Numeric Chronolo Geograp	eries Sequence lice) al ogical hical	9. Volume 10 Number Number Microfii Compu Other (10. Annual Number Number X File Dra Microfii Compu Other (nes Inactive At	Im Reel(s) Iter Tape(s) Accumulation awer(s) Im Reel(s) Iter Tape(s) specify)		
13. Current Location(s) (Bidg., Floor, Room) Counthouse, 1 st Floor, Operations Bureau 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ⊠ No 17. Is an Index System used? If yes, explain briefly and describe requirements			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes X 18. Audit Requirements X None State Federal Independent 18. Recommended Retention			
☐ Yes ⊠ No 19. Name and Title of Preparer Sue Wilson	20. Telepi 410-222-1	1 Year none Number 21. Date 571 6/14/16				

InstructionsType 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 3 Jessup, Maryland 20794 410-789-1930			ISION	AGENCY RECORDS INVENTORY PAGE		
1. Department/Agency Sheriff's Office	2. Division				3. Unit		
DEFINITION: RECORD SERIES: A group of relat purposes.	ed records no	ormally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title General Forms/Files /					st Year/Latest Year , 6 to2066		
6. Record Series Description (Briefly describe the series.) Use of Force Report – used to record instances of					·		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	<u>`</u>		
🛛 Letter Size 🔛 Microfilm			u ,	<u>11</u> Number			
Legal Size Computer Tape		, Numerical		Microfil	⊠ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s)		
Audio Tape Troppy Disk	Chronological			Other (specify)			
Bound Book 🗍 Video Tape	Geographical			10. Annual	Accumulation		
Other (specify)		Other (spec	:ify)	Number			
Ň				File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)			
11. File is Used	l_		12. File Becom	es Inactive Af	ler .		
🗍 Daily 🗍 Weekly 🗍 Monthly 🕅 An	nually	•	50 Number I Month(s) I Year(s)				
13. Current Location(s) (Bidg., Floor, Room) Counthouse, 14 Floor, Operations Bureau	<u></u>		14, is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
17. Is an Index System used? If yes, explain briefly and describe	je requirements		18. Recom 50 Year	8. Recommended Retention 0 Year			
19. Name and Title of Preparer Sue Wilson		20. Telepho 410-222-15		21. Date 6/14/16	· · · · · · · · · · · · · · · · · · ·		

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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)		GEMENT DIV	ISION	AGENCY RECORDS INVENTORY PAGE			
1. Department/Agency Sheriff's Office	2. Division	<u>-</u>		3. Unit			
DEFINITION: RECORD SERIES: A group of related purposes.	records normally file	d and used as	r · · · · ·	ference as well as retention and disposition			
4. Record Series Title General Forms/Files			<u>. 201</u>				
6. Record Series Description (Briefly describe the ty series.) Livestock Estimate/Damage Claim Form – used as a	-						
7. Record Series Format(s) List all	8. Record Se	les Sequence	9. Volume	· · · · ·			
🛛 Letter Size 🔲 Microfilm	Alphabeli	cal	<u>12</u> Number				
🗋 Legal Size 🛛 Computer Tape	🚺 Numerica	1	⊠ File Drawer(s) ☐ Microfilm Reel(s)				
🗋 Audio Tape 🛛 Floppy Disk	Chronolog	gical	Comput	ler Tapo(s)			
🗍 Bound Book 🛛 Video Tape	Geograph	lical	Other (specify)				
Other (specify)	🚺 Other (sp	ecify)	10. Annual	Accumulation			
			Number	m Reel(s) ter Tape(s)			
11. File is Used	ally	12. File Becomes Inactive After 50 Number I Month(s) X Year(s)					
13. Current Location(s) (Bidg., Floor, Room) Courthouse, 1st Floor, Operations Bureau		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) [] Yes 🛛 No				16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe red ☐ Yes X No	7. Is an Index System used? If yes, explain briefly and describe requirements Yas X No			etention			
· · · · · · · · · · · · · · · · · · ·							
19. Name and Title of Preparer Sue Wilson	20. Teleph 410-222-1	one Number 571					
IGS 550-4 (Rev. 1/93)	<u>l ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~ ~</u>						

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Instructions Type or Print a separate form for			SENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			GEMENT DIV				
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo R	oad, P.O. Box	275	PAGE OF		
	Jessup, Maryland 207 410-799-1930						
1. Department/Agency	2. Divisio		、		3. Unit		
Sheriff's Office					· ·		
-			·	1			
DEFINITION: RECORD SERIES: A group of related purposes.	records r	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title					st Year/Latest Year		
General Forms/Files				201	6to <u>2021</u>		
6. Record Series Description (Briefly describe the tyr	pes of info	ormation/doc	uments/forms	found in the	e series. Include the purpose or function of the		
series.)		•					
Departmental Accident Investigation Summary – use	ed as a co	over sheet to a	any incident re	eport summ	iarizing vehicular accidents.		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
🛛 Letter Size 🔲 Microfilm		🗋 Alphabetica	d	<u>13</u> Number			
Legal Size 🔲 Computer Tape		🚺 Numerical	•	🔀 File Dra			
Audio Tape 🔲 Floppy Disk		🔀 Chronologie	cal	Microfilm Resi(s) Computer Tape(s)			
Bound Book 🗍 Video Tape	}	🗖 Geographic	al Other (specify)				
			10. Annual Accumulation				
Other (specify)		Dther (spec	ат у)	7 Number			
			X File Drawer(s)				
			Microfilm Reel(s)				
			Computer Tape(s) Cother (specify)				
11. File is Used			12. File Becomes Inactive After				
🗌 Daily 🗋 Weekty 📋 Monthly 🔯 Annua	allar		<u>5</u> Number □ Month(s) ⊠ Year(s)				
	203	}		··· اسا	:		
13. Current Location(s) (Bidg., Floor, Room) Courthouse, 1ª Floor, Operations Bureau			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
Yes 🛛 No	د		None	🗋 State 📋	Federal 🔲 Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended R	etention		
		50 Year		:			
		ĺ					
19. Name and Title of Preparer		20. Telepho	one Number 21. Date				
Sue Wilson	ļ	410-222-15	71	6/14/16			
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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 RECORDS MANAGEMENT 7275 Waterloo Road, P.O. Jessup, Maryland 207 410-789-1930			ISION	AGENCY RECORDS INVENTORY		
1. Department/Agency Sheriff's Office	2. Division			•	3. Unit		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records i	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title General Forms/Files					st Year/Latest Year 6to2016		
6. Record Series Description (Briefly describe the series.) Fax Cover Letter – used to address fax messages	types of inf	ormation/doci	uments/forms	found in th	e series. Include the purpose or function of the		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	· · · · · · · · · · · · · · · · · · ·		
🛛 Letter Size 🔲 Microfilm		Alphabetica	1	<u>14</u> Number	-		
🔲 Legal Size 🔄 Computer Tape		X Numerical		File Dra			
🗌 Audio Tape 🛛 Floppy Disk		Chronologi	cal	. —	ter Tape(s)		
🗋 Bound Book 🔲 Video Tapa		Geographic	al	10. Annual Accumulation			
Other (specify)		Other (spec	jity)	Number	ACCUINUISTON		
• • •	١			File Dra D Microfil Compu Other (s	m Reel(s) ter Tape(s)		
11. File is Used 🛛 🖓 Daily 🚺 Weekfy 🗌 Monthly 🗌 And	nually	· · · ·	12. File Becom		ter fonth(s) 🛛 Year(s)		
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record S	Series Duplical	led Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s)				16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom 0 Year	mended R	etention .		
19. Name and Title of Preparer Sue Wilson		20. Telepho 410-222-15		21. Date 6/14/16	· · · · · · · · · · · · · · · · · · ·		
DGS 550-4 (Rev. 1/93)	<u></u>	<u> </u>			<u> </u>		

			GENERAL SE	DVICES	AGENCY RECORDS INVENTORY		
Instructions ~Type or Print a separate form for each new or revised record series. Forward	[GEMENAL SE				
with Records Retention Schedule (DGS 550-1)	727	Jessup, Ma	oad, P.O. Box ryland 20794 89-1930	275	PAGE OF		
1. Department/Agency	2. Divisio	on		•	_ 3. Unit		
Sheriff's Office				•			
DEFINITION: RECORD SERIES: A group of relate	d records i	normally filed	and used as	a unit for re	ference as well as retention and disposition		
purposes. 4. Record Series Title					st Year/Latest Year		
General Forms/Files					6 to		
 Record Series Description (Briefly describe the series.) 	types of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
Sheriff's Office Activity Calendar Form - used to b	ook and do	ocument appo	intment and p	ublic activit	Nes. '		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	<u> </u>		
🛛 Letter Size 🔲 Microfilm		Alphabetica	al .	<u>15</u> Number			
🗋 Legal Size 📋 Computer Tape		🗴 Numerical		File Dra			
🗋 Audio Tapa 🔛 Fioppy Disk	. , .	Chronologi	cal	Microfilm Reel(s) Computer Tape(s)			
🗖 Bound Book 🔲 Video Tapa	Geographical			Other (specify)			
Other (specify)		Other (spe	cify)	10. Annual Accumutation			
				Number			
				K File Dra			
				Compu	ter Tape(s)		
11. File Is Used		l	12. File Becon	tes inactive Af			
	aucitu		0 Number	• _	fonth(s) 🛛 Year(s)		
, 🕅 Daily 🗍 Weekly 🗍 Monthly 🗌 Ani	luzily			ionaria) 🔽 rearia)			
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, 1ª floor, Operations Bureau	-		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
Yes 🖾 No			🛛 None 🔲 State 🔲 Federal 🛄 Independent				
	4						
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes X No		18. Recommended Retention					
	·····		[r			
19. Name and Title of Preparer Sue Wilson	·	20. Telepho 410-222-15	ne Number	21. Date 6/14/16			
LDGS 550-4 (Rev. 1/83)	. <u></u>						
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each new or noticed risons eakles. Forward: RECORDS MANAGEMENT DINISON 7276 Watahriso Road, P.O. Bay, 276 428-440.00 More	lestrutions. Ture or Brint a concerts form for								
with Records Retention Schedula (DGS 550-1) 7275 Widerloo Road, P.O. Box 275 Jessey, Marylend 20794 modbor 1. Department/Agency Sheriff's Office 2. Division 3. Unit DEFINITION: RECORD SERIES: A group of related records normally field and used as a unit for reference as well as relention and disposition 5. Earliest Veer/Latest Veer 2016	Instructions – Type or Print a separate form for each new or revised record series. Forward				· ·				
J. Department/Agency 2. Division 3. Unit 1. Department/Agency 2. Division 3. Unit Sheriff's Office 3. Unit 3. Unit DEFINITYON RECORD SERIES: A group of reliated records normally filed and used is a unit for reference as well as relation and disposition 3. Unit DEFINITYON RECORD SERIES: A group of reliated records normally filed and used is a unit for reference as well as relation and disposition 3. Unit Cancerd Series Title 5. Entitiest Year 2017 General Forma/Files 5. Entitiest Year 2017 Keepid Series Title 5. Entitiest Year 2017 Avaids Nomination Form - Used to nominate co-vertices for a Shariff's Office Award. 4. Nomination 4. Nomination Cance Contract Tape B. Nomination 4. Nomination 9. Nomination Indust Series Computer Tape Convertiged 10. Nomination 10. Nomination Indust Series Convertiged 10. Other (specify) 14. Nomination 14. Nomination Indust Series Convertiged 12. Nomination 14. Nomination 14. Nomination Indust Series Convertiged 14. Nomination 14. Nomination 14. Nomination Indust Series N						PAGE 10 OF 1			
1. Department/Agency 2. Division 3. Unit Sheriff's Office 2. Division 3. Unit DEFINITION: RECORD SERES: A group of nataled records normally filed and used is a unit for reference is well as retention and deposition 4. Record Series Title Centeral Forme/Files 5. Earliest Year/Latest Year 4. Record Series Description (Sriefly describe the types of information/documentation in the saries.) A. Wantes Avands Nomination Form – Used to nominate co-workers for a Sheff's Office Award. 4. Value 7. Record Series Description (Sriefly describe the types of information/documentation in the saries.) 4. Value Awards Nomination Form – Used to nominate co-workers for a Sheff's Office Award. 8. Value 9. Later Sea 8. Record Series Sequence 4. Value 9. Later Sea 8. Record Series Sequence 9. Value 9. Jobies Formatijk 8. Record Series Sequence 9. Value 9. Jobies Formatijk 8. Record Series Sequence 10. Value 9. Jobies Formatijk 8. Record Series Sequence 10. Value 9. Jobies Formatijk 9. Nomital 9. Preced Series Sequence 10. Value 9. Jobies Formatijk 9. Nomital 9. Preced Series Sequence 10. Anneat 9. Devertige Distribution 9. Record Series Sequence 10. Anneat 10. Anneat 9. Devertige Diste 10. Secue									
Sheriff's Office DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for roference as well as relation and disposition 4. Record Series The General FormaFiles 5. Enfect Year/Latest Year 2016 to _2017	1. Department/Agency	2. Divisi		19-1630		3. Unit			
Purposes. 5. Earliest Year/Latest Year General Forms/Files 5. Earliest Year/Latest Year 6. Record Series Description (Briefly describe the types of information/documenta/forms found in the saries. Include the purpose of function of the series.) Awards Nomination Form - Used to nominate co-workers for a Sheriff's Office Award. 7. Record Series Description (Briefly describe the types of function of series Sequence in the saries. Include the purpose of function of the series.) 7. Record Series Computer Type 6. Record Series Sequence in the saries. Include the purpose of function of the series. 9. Josts Tage 0. Record Series Sequence in the saries. Include the purpose of function of the series.) 10. Article Academ									
Purposes. 5. Earliest Year/Latest Year General Forms/Files 5. Earliest Year/Latest Year 6. Record Series Description (Briefly describe the types of information/documenta/forms found in the saries. Include the purpose of function of the series.) Awards Nomination Form - Used to nominate co-workers for a Sheriff's Office Award. 7. Record Series Description (Briefly describe the types of function of series Sequence in the saries. Include the purpose of function of the series.) 7. Record Series Computer Type 6. Record Series Sequence in the saries. Include the purpose of function of the series. 9. Josts Tage 0. Record Series Sequence in the saries. Include the purpose of function of the series.) 10. Article Academ			•						
Generati Forme/Files		d records	normally filed	and used as a	a unit for re	ference as well as retention and disposition			
	4. Record Series Title					· .			
averades Normination Form – Used to nominate co-workers for a Sherfff's Office Award. 7. Record Series Format() Lit at 9. Lotter (See	General Forms/Files			l	201	6 to <u>2017</u>			
Avanda Nomination Form – Used to nominate co-workers for a Sheiff's Office Award. 7. Recicl States Format(s) List at B. Letter State Microfin Legal State Computer Tape Avait a Social Restriction Microfin Res(t) Legal State Computer Tape Avait a Social Restriction Microfin Res(t) Avait a Social Restriction Chronotagical Bound Book Video Tape Bound Book Video Tape Chronotagical Chronotagical Chronotagical Chronotagical Chronotagical Chronotagical Chronotagical Chronotagical Chronot Res(t) Chronotagical Chronot Res(t) Chronotagical Chronot Res(t) Chronotagical Chronot Res(t) Microfin Res(t) Chronot Location(d) Monthly Annualty 12. Res Boomets Incohine Res(t) Chronot Location(d) Monthly It is Resord States Digitation (file) Microfin Res(t) Chronot Location(d) Monthly It is A use Restrictions (file) Microfin Res(t) Chronot Location(d) <	6. Record Series Description (Briefly describe the t	ypes of ini	formation/doc	uments/forms	found in the	e series. Include the purpose or function of the			
7. Roodd Sartis Fermil(s) Lat al 8. Nacoti Sartis Sequence 9. Volume Q Letter Size Microlin Alphabetical Number Logist Size Computer Tape Microlin Microlin Autio Tape Flappy Olds Cheatosgical Microlin Bound Book Velor Tape Computer Tap(a) Other (specify) Bound Book Velor Tape Computer Tap(a) Other (specify) Other (specify) Computer Tap(a) Other (specify) 10. Annual Accumulation Other (specify) Computer Tap(a) Other (specify) 10. Annual Accumulation Other (specify) Computer Tap(a) Other (specify) 10. Annual Accumulation It. File is Used 12. File Boender States Dapicate After	series.)					¢			
Stater Size Information Image: Size information info	Awards Nomination Form Used to nominate co-v	workers for	r a Sheriff's O	ffice Award.					
Stater Size Information Image: Size information info	<u></u>		,						
□ Legal Size □ Computer Tape □ Munerical □ File Denmit(s) □ Actio Tape □ Chronological □ Chronological □ Computer Tape(s) □ Other (specify) □ Other (specify) □ Other (specify) □ Other (specify) □ Other (specify) □ Other (specify) □ Other (specify) □ Other (specify) 11. File is Used □ Other (specify) □ Other (specify) □ Other (specify) 13. Current Location(s) (Bidg, File, Room) □ Other (specify) □ Other (specify) 13. Current Location(s) (Bidg, File, Room) □ Other (specify) □ Other (specify) 14. Is Record Series Outlicated Elsewhere? (if yes, specify agency or office.) □ Other (specify) □ Other (specify) 13. Current Location(s) (Bidg, File, Room) □ Other (specify) □ Other (specify) 14. Is Record Series Outlicated Elsewhere? (if yes, specify agency or office.) □ Yes ⊠ No □ Norme □ State □ Federal □ Independent 15. Access Respirations (If Yes, clu Lawr(s) & Respiration(s) □ Is. Audit Requirements □ Norme □ State □ Federal □ Independent 14. Is Recommended Retention 1 Year □ Norme □ State □ Federal □ Independent □ Year 17. Is an Index System usas? If year, explain bidnly and describe requirements <td>7. Record Series Format(s) List all</td> <td></td> <td>8. Record Serie</td> <td>as Sequence</td> <td></td> <td></td>	7. Record Series Format(s) List all		8. Record Serie	as Sequence					
Audio Tape Floppy Dak □ Chronobolical □ Modin Real(s) Bound Book Urdeo Tape □ Chronobolical □ Computine Tape(s) □ Other (specify) □ Other (specify) 10. Annual Accumulation □ Other (specify) □ Other (specify) 10. Annual Accumulation □ Other (specify) □ Other (specify) 10. Annual Accumulation 1 File for Used □ Other (specify) 10. Annual Accumulation 1 File for Used □ Other (specify) □ Other (specify) 1 File for Used □ Other (specify) □ Other (specify) 1 File for Used □ Other (specify) □ Other (specify) 1 File for Used □ Other (specify) □ Other (specify) 1 File for Used □ Other (specify) □ Other (specify) 1 File for Used □ Other (specify) □ Other (specify) 1 S. Current Location(s) (Bidg., Floor, Ream) □ Other (specify) Circuit Conthours, 1* floor, Operations Surseu □ State □ Duplotated Estendare? (if yes, specify agency or office.) 1 Yes Non 1 State □ Federal □ Independent 1 Yes No 1 Yesr 1 Yes No 1 Yesr	🔀 Letter Size 🔲 Microfilm		Alphabetica	ai	Number				
Audio Tape Floppy Dat □ Chronological □ Convertion Bound Book Video Tape □ Other (specify) □ Other (specify) □ Other (specify) □ Other (specify) □ Other (specify) □ Other (specify) 10. Armuel Accumulation □ Other (specify) □ Other (specify) □ Other (specify) 11. File is Used □ Other (specify) □ Other (specify) □ Other (specify) 13. Current Location(s) [Bidg, Floor, Room) □ Other (specify) □ Monthly 13. Current Location(s) [Bidg, Floor, Room) □ Armuel X □ Armuel X 13. Current Location(s) [Bidg, Floor, Room) □ Yes No 13. Current Location(s) [Sidg, Floor, Room) □ Yes No 14. Is Record Series Duplicated Elsewhare? (if yes, specify sgency or office.) [Yes [None Stals □ Federal Independent 15. Access Restrictions (I Yes, explain bidely and describe requirements 18. Recommended Retention 1 Year [Yes [No 1 Year 20. Telephone Number 21. Date [Year Wilson 20. Telephone Number 21. Date 6/14/16	🗋 Legal Size 📋 Computer Tape		🔀 Numerice)						
Bound Book Video Tepe □ Other (specify) □ Other (specify) □ Other (specify) □ Other (specify) 10. Annual Accumulation Number ≥ File Drawer(s) □ Other (specify) 11. File is Used □ Other (specify) 12. File Becomes inactive After □ Other (specify) 13. Current Location(s) (Bids, Fisor, Raom) Circuit Courtbouxe, 1 ^{ch} floor, Operations Bureau □ 14. (s Record Series Duplicated Elsewhere? (if yes, specify agency or office.) 13. Current Location(s) (Bids, Fisor, Raom) □ Yes Circuit Courtbouxe, 1 ^{ch} floor, Operations Bureau □ 14. (s Record Series Duplicated Elsewhere? (if yes, specify agency or office.) 14. (s Record Series Duplicated Elsewhere? (if yes, specify agency or office.) □ Yes ⊠ No □ 16. Audit Requirements ③ Nore □ State □ Federal □ Independent 17. Is an index System used? If yes, explain biding and describe requirements □ 18. Recommanded Retention 1 Year 19. Name and Titls of Preparer 20. Telephone Number 21. Date 6/14/16 Sue Wilson 410-222-1571 6/14/16 6/14/16	🗋 Audio Tape 🔲 Floppy Disk		Chronologi	cal .	Comput	ter Tepe(s)			
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Circuit Courthouse, 1ª floor, Operations Bureau □ Yes ⊠ No 15. Access Restrictions (If Yes, cits Law(s) & Regulation(s) 16. Audit Requirements □ Yes ⊠ No 18. Access Restrictions (If Yes, cits Law(s) & Regulation(s) □ Yes ⊠ No 18. None □ State □ Federal □ Independent	🛛 Daily 🔲 Weekly 🎦 Monthly 🗍 Ann	wally		Number	Ом	ionth(s) 🛛 Year(s)			
Circuit Courthouse, 1ª floor, Operations Bureau □ Yes ⊠ No 15. Access Restrictions (If Yes, cits Law(s) & Regulation(s) 16. Audit Requirements □ Yes ⊠ No 18. Access Restrictions (If Yes, cits Law(s) & Regulation(s) □ Yes ⊠ No 18. None □ State □ Federal □ Independent	· · ·								
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1 Year 19. Name and Title of Preparer Sue Wilson 20. Telephone Number 410-222-1571 6/14/16				18. Recommended Retention					
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Sue Wilson 410-222-1571 6/14/16				•					
Sue Wilson 410-222-1571 6/14/16			ł			•			
	19. Name and Title of Preparer		20. Telepho	ne Number	21. Date				
	Sue Wilson		410-222-15	71	6/14/16				
	DG\$ 550-4 (Rev. 1/93)					· 			

c <u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Sheriff's Office DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title General Forms/Files 6. Record Series Description (Briefly describe the t	Jessup, Maryl 410-799-1 2. Division		GEMENT DIV load, P.O. Box ryland 20794 \$9-1930 and used as a	ISION 275 a unit for re 5. Earlie _201	st Year/Latest Year 6 to2021	
series.) Meeting Minutes – Record of staff meetings						
7. Record Series Format(s) List all		8. Record Series Sequence		9. Volume		
🛛 Letter Size 🔲 Microfilm		Alphabetical		<u>17</u> Number		
Legal Size Computer Tape		Numerical		File Drawer(s)		
🔲 Audio Tape 🔲 Floppy Disk		Chronological		Microfilm Reel(s) Computer Tape(s)		
Bound Book 🔲 Video Tape		Geographical		Other (specify)		
Cuher (specify)	Diher (specify)		10. Annual Accumulation			
				Number		
				File Orawer(s) Mcrofilm Reel(s) Computer Tape(s) Other (specify)		
11. File is Used		•	12. File Becom	es inactive Afi	er	
🗋 Daily 🔲 Weekly 🔯 Monthly 🗋 Annually			Number 🔲 Month(s) 🖾 Year(s)			
13. Current Location(s) (Bidg., Floor, Room) Circuit Counthouse, Administration			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
			X None 🔲 State 🛑 Federal 🚺 Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention 5 Year			
19. Name and Title of Preparer 20. Telepho			ne Number 21. Date			
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DG\$ 550-4 (Rev. 1/83)						

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Instructions - Type or Print a separate form for				AGENCY RECORDS INVENTORY			
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		NAGEMENT DIV o Road, P.O. Box					
	Jessup,	Maryland 20794		. PAGE 8 OF 1			
1. Department/Agency	2. Division	10-799-1930		3. Unit			
Sheriff's Office	•						
			·				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally f	iled and used as	a unit for re	ference as well as retention and disposition			
4. Record Series Title				st Year/Latest Year			
General Forms/Files			<u>_201</u>	6to <u>2021</u> _			
6. Record Series Description (Briefly describe the t	ypes of information/	documents/forms	found in th	e series. Include the purpose or function of the			
series.)		· •					
General Correspondence – Letters, memoranda, a	nd documents gene	rated and receive	d.				
7. Record Series Format(s) List all	8. Record	Series Sequence	9. Volume				
🛛 Letter Size 📋 Microfilm	Alphai	etical	<u>18</u> Number	_			
Legal Size Computer Tape		-	File Dr	2W87(9)			
		X Numerica)		Computer Tape(s)			
Audio Tape 🔲 Floppy Disk	Chron	ological	Comparer rape(s)				
🔲 Bound Book . 🔲 Video Tape	Geogr	Geographicei		Accumulation			
Other (specify)	Cther	(specify)	Number				
		1					
			Image: State				
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11. File is Used	<u>_</u>	12. File Becon	nes Inactive Af				
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🗋 Daily 🔲 Weekly 🛛 Monthly 🚺 Ann	uan y	Numger					
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13. Current Location(s) (Bidg., Floor, Room) Circuit Counthouse, Administration		14. Is Record Yes	Series Duplica No	ted Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Req	virements	· · · · · · · · · · · · · · · · · · ·			
Tyes 🖾 No		Sci None	🛛 🔯 None 📋 State 🛄 Federal 🔲 Independent				
17. Is an Index System used? If yes, explain briefly and describe n	• • • • •		18. Recommended Retention				
🗋 Yes 🛛 No		5 Year					
-``	•		:				
· <u>_ · · · · · · · · · · · · · · · · · ·</u>	20. Tele	phone Number	21. Date				
19. Name and Title of Preparer			6/14/16				
19. Name and Title of Preparer Sue Wilson	410-222	-15/1	0,14,10				

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			ISION	AGENCY RECORDS INVENTORY		
1. Department/Agency	2. Division		•		3. Unit		
Sheriff's Office							
				1			
DEFINITION: RECORD SERIES: A group of relate	ed records no	rmally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
General Forms/Files				201	6 to2017-18		
6. Record Series Description (Briefly describe the t series.) Agency Agreements – signed agreement between			uments/forms	found in th	e series. Include the purpose or function of the		
7. Record Series Format(s) List all		8. Record Saria	rs Sequence	9. Volume	<u></u>		
		Alphabetica	-	<u>19</u> Number	- '		
🛛 Letter Size 📋 Microfilm			I	1			
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🗋 Bound Book 🛛 Video Tape	1	🗌 Geographic] Geographical		specify)		
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements	<u> </u>		
Yes 🖾 No		🖾 None 🗔 State 🗋 Federal 🗋 Independent					
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended R	etention		
Yes 🛛 No		1-2 Years -	length of a	agreement			
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19. Name and Title of Preparer			ne Number	21. Date			
Sue Wilson	•	10-222-15	71	6/14/16			
SS 550-4 (Rev. 1/83)	· · ·						

Instructions -Type or Print a separate form for	DEPAR	RTMENT OF C	SENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			ISION		
with Records Retention Schedule (DGS 550-1)		75 Waterloo R			PAGE OF	
			ryland 20794 99-1930		PAGE UF	
1. Department/Agency	2. Divisi				3. Unit	
Sheriff's Office						
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DEFINITION: RECORD SERIES: A group of relate	ed records	normally filed	and used as a	a unit for re	ference as well as retention and disposition	
purposes.						
4. Record Series Title General Forms/Files				5. Eanie	st Year/Latest Year 6 to2066	
General Forms/Files				<u></u>		
6. Record Series Description (Briefly describe the	types of in	formation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
Complaint Files - Documentation of complaints ag	jainst the S	Sheriff's Office	•			
	•		·	· · · ·		
7. Record Sarles Format(s) List all		8. Record Serie	es Sequence	9. Volume		
🛛 Letter Size 🛛 Microfilm		Alphabetica	, d	<u>_20</u> Number	-	
Legal Size Computer Tape		Numarical		🔀 File Dra	war(s)	
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🔲 Audio Tape 🔛 Floppy Disk		Chronological			ter Tape(s) specify)	
🖸 Bound Bock 🔲 Video Tapa						
Other (specify)		Other (specify)		10. Annual	Accumulation	
				Number		
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11. File is Used			12. File Becom	ies inacuve Af	er .	
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13. Current Location(s) (Bidg., Floor, Room)			14, Is Record \$	Series Duplica	ed Elsewhere? (If yes, specify agency or office.)	
Circuit Courthouse, Security Bureau			. 🗌 Yes	No No	/	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
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					······	
17. Is an index System used? If yes, explain briefly and describe	requirements		18. Recom	mended R	etention	
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		<i>,</i>				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	•	
Sue Wilson		410-222-15	/1	0/14/10		

1. Department/Agency 2. Division 3. Unit Sherif's Office 2. Division 3. Unit DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as ritention and disposition 5. Earlingt Year/Latted Year A Record Series Description (Briefly describe the types of information/documentations found in the series. Include the purpose or function of the series. 5. Earlingt Year/Latted Year 8. Record Series Description (Briefly describe the types of information/documentations found in the series. Include the purpose or function of the series. 8. Warm 7. Record Series Complet: Tage 8. Record State Sequence 8. Warm Class Size alsortfin 9. Nonetial 9. Nonetial Class Size Second Series Description (Briefly describe Regimenter) 9. Nonetial 9. Nonetial Class Size Second Series Description 9. Nonetial 9. Nonetial 9. Nonetial Class Size Second Secon	Instructions – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	REC	ORDS MANA 75 Waterloo R Jessup, Ma	GENERAL SE GEMENT DIV load, P.O. Box ryland 20794 93-1930	ISION	AGENCY RECORDS INVENTORY	
Purposes. S. Earliest Vest/Latest Year A. Record Series Title S. Earliest Vest/Latest Year General Forms/Files S. Earliest Vest/Latest Year 6. Record Series Description (Briefly describe the types of information/documenta/forms found in the series. Include the purpose or function of the series.) Key Logs – Lists of keys issued to Sheriff's Office personnel 7. Record Series Formation List sof keys issued to Sheriff's Office personnel 7. Record Series Formation List sof keys issued to Sheriff's Office personnel 7. Record Series Formation List sof keys issued to Sheriff's Office personnel 7. Record Series Formation List sof keys issued to Sheriff's Office personnel 7. Audo Tare Record Marina Sequence 2. Volume					· · · · · · ·	3. Unit	
series.) Key Lags – Lists of keys issued to Sheriff's Office personnel 7. Record Series Formal(). List al Quarter Size Microffin Aphabetical Legal Size Computer Tape Microffin Aphabetical Microffin Rec(i(i) Legal Size Computer Tape Microffin Computer Tape Microffin Rec(i(i) Legal Size Depty Disk Orientogical Computer Tape Microffin Rec(i(i) Computer Tape Pappy Disk Orientogical Computer Tape Microffin Rec(i(i) Computer Tape(i) Other (epecity) 10. Annual Accumulation 10. Annual Accumulation 10. Annual Accumulation 10. Annual Accumulation Microffin Rec(i(i) Computer Tape(i) Computer Tape(i) Computer Tape(i) Computer Tape(i) Computer Tape(i)	purposes. 4. Record Series Title	d records	normally filed	and used as a	5. Earlie	st Year/Latest Year	
	series.)		formation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
Q Letter Size I Microfin Alphabetical Number Legal Size Computer Tape Q Numerical Microfin Autio Tape Flagpy Disk Chronological Computer Tape(a) Bound Book Video Tape Geographical Disk (computer Tape(a)) Other (specify) Chronological Disk (computer Tape(a)) Disk (computer Tape(a)) Other (specify) Chronological Disk (computer Tape(a)) Disk (computer Tape(a)) Other (specify) Chronological Disk (computer Tape(a)) Disk (computer Tape(a)) Other (specify) Chronological Disk (computer Tape(a)) Disk (computer Tape(a)) 11. File to Used Is Recommentation Number Number 12. File bused Is Recommentation Name(a) Q Year(a) 13. Current Location(a) (Bidg, Foor, Room) Is Recommenter Displicated Elsewhere? (If yes, specify agency or office.) 13. Current Location(a) (Bidg, Foor, Room) Is Requirements Ø Non State Federal Independent 14. Is Recommended Retention State Federal Independent Is Recommended Retention State Federal Independent 17. Is an Index Syste	7. Record Series Format(s) List all	<u></u>	8. Record Seri	es Sequence	9. Votume		
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Bound Book Video Tape □ Other (specify) □ Other (specify) □ Other (specify) □ Other (specify) 10. Annual Accumulation □ Other (specify) □ Other (specify) 10. Annual Accumulation □ Other (specify) □ Other (specify) □ Other (specify) 11. File to Used □ Other (specify) □ Other (specify) 11. File to Used □ Delay □ Monthly ☑ Annually 12. File Becomes Inscribe After -50 □ Delay □ Meeday □ Monthly ☑ Annually 13. Current Location(a) (Bidg, Floor, Room) □ Ves ☑ No 14. Is Record Series Duplicated Essewhere? [If yes, specify agency or office.) □ Current Location(a) (Bidg, Floor, Room) □ Yes ☑ No 15. Access Restrictions (If Yes, che Law(a) & Regulation(s) □ Yes ☑ No 16. Access Restrictions (If Yes, optical before regularements □ State □ Federel □ Indepindent 17. Is an Index System used? If yes, ospicin briefly and desorbe regularements □ Recommended Retention □ Yes ☑ No □ State □ Federel □ Indepindent 19. Name and Title of Preparer (20. Telephone Number 21. Date	_] —		Microfil	m Reel(s) .	
□ Other (specify) □ Other (specify) 10. Annual Accumulation □ Other (specify)	—						
Number S File Drawer(s) Interdim Real(s) Computer Tape(q) Other (specify) 11. File is Used Daily Weekly Monthly Annually 12. File Becomes Inactive After S0	🔲 Bound Book 🔛 Video Tape		[] Geographi 	cal .	10. Annual	Accumulation	
Image: Security Security Image: Security Security 11. File is Used 12. File Bacomes Inscrive After	Cther (specify)		Cüher (spe	cify)			
□ Daily Weekky Monthly ⊠ Annuality 13. Current Location(s) (Bidg., Floor, Room) Circuit Courthouse, Security Bureau 14. is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements □ Yes ⊠ Non 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements □ Yes ⊠ None 17. Is an index System used? If yes, explain briefly and describe requirements 18. Recommended Retention □ Yes ⊠ No 19. Name and Title of Preparer ¿20. Telephone Number 21. Date					Microfil Comput	m Reel(s) ter Tape(s)	
□ Daily □ Weekly □ Monthly ☑ Annuelly 13. Current Location(s) (Eldg., Floor, Room) Circuit Courthouse, Security Bureau □ 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ☑ No 16. Audit Requirements ☑ None □ State □ Federal □ Indepiendent 17. Is an Index System used? If yes, explain briefly and desoribe requirements 18. Recommended Retention 17. Is an Index System used? If yes, explain briefly and desoribe requirements 18. Recommended Retention 19. Name and Title of Preparer 20. Telephone Number 21. Date	11. File is Used	-	L	12, File Becom	es Inactive Afl	ler ·	
Circuit Courthouse, Security Bureau □ Yes ⊠ No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements □ Yes ⊠ No 18. Audit Requirements 17. ts an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention 17. ts an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention 19. Name and Title of Preparer 20. Telephone Number 21. Date	🔲 Daily 🗍 Weekdy 📑 Monthly 🛛 Ann	ually			□ *	lonih(s) 🛛 Year(s)	
□ Yes ⊠ No □ Yes ⊠ None 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention □ Yes ⊠ No 19. Name and Title of Preparer 20. Telephone Number 21. Date							
□ Yes ⊠ No 50 Years 19. Name and Title of Preparer 20. Telephone Number 21. Date							
				12		etention	
Sue Wilson 6/14/16	19. Name and Title of Preparer				21. Date		
	Sue Wilson		410-222-15		6/14/16		

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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)		GEMENT DIV	ISION	AGENCY RECORDS INVENTORY		
. Department/Agency	2: Division			3. Unit		
Sheriff's Office	d records normally filed	l and used as a	a unit for re	ference as well as retention and disposition	-	
nurposes. I. Record Series Title			5. Earlie	est Year/Latest Year	-	
Seneral Forms/Files			201	8toContinuous Record		
B. Record Series Description (Briefly describe the t eries.) Seneral Orders, Standard Operating Procedures	ypes of information/doc	xuments/forms	found in th	te series. Include the purpose or function of the		
Record Series Format(s) 'List eli	4 Danuel Sau	les Sequence	9. Votume	· · · · · · · · · · · · · · · · · · ·	_	
•	Alphabetic		9. Volume <u>22</u>	·		
🐼 Letter Size 🛛 Alicrofilm	X Numarical		File On	awasfa)		
🗋 Audio Tepe 🔄 Floppy Disk	Chronolog	, .	Microfil	Im Reek(s) Iter Tape(s)	ľ	
🗌 Bound Book 🛛 Video Tapa	Geograph			specify		
Other (specify) Site on Computer	🛄 Oiher (spi	ecity)	Number	im Reel(s) uter Tape(s)		
1. File is Used		12. Fila Becon	es inactive Al	fler		
🗌 Daily 🔲 Weekly 📋 Monthly 🛛 Ann	nety	<u>Continuo</u> Number	us Record N	 Konth(s) [] Year(s)		
3. Current Location(s) (Bidg., Floor, Room) Sircuit Courthouse		14. Is Record a		led Elsewhere? (If yes, specify agency or office.)		
Access Restrictions (II Yes, cite Law(s) & Regulation(s)		16. Audit Requitements				
7. is an Index System used? If yes, explain briefly and describe Yes Xi No	requirements	18. Recorr	imended R	tetention		
• • •		Continuous	Record	·		
9. Name and Tille of Preparer Sue Wilson	20. Teleph 410-222-1	u one Number 571	21. Date 6/14/16	-		

			0.4050	AGENCY RECORDS INVENTORY		
Instructions – Type or Print a separate form for each new or revised record series. Forward			GENERAL SEI GEMENT DIV	· · · · · · · · · · · · · · · · · · ·		
with Records Retention Schedule (DGS 550-1)			oad, P.O. Box		PAGE_2_3	
			ryland 20794	2.0	PAGE OF	
	ļ	-	99-1930			
1. Department/Agency	2. Divisio	'n			3. Unit	
Sheriff's Office	j					
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records n	normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title		,			st Year/Latest Year	
General Forms/Files			٠	201	<u>6</u> to <u>2066</u>	
6. Record Series Description (Briefly describe the	types of info	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)		•	-1			
Personnel Orders, Special orders, written directive	es, FTO mar		al and logs ge	enerated to	r reference and training.	
7. Record Series Format(s) List all	[8. Record Serie	as Sequence	9. Volume		
🛛 Letter Size 🗌 Microfilm		Alphabetica	a .	<u>23</u> Number		
Legal Size 🔲 Computer Tape		🛛 Numerical		File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)		
🗋 Audio Tape 🔛 Floppy Disk	1	Chronologi	çai			
🔲 Bound Book 🔲 Video Tape		🔲 Geographic	at			
Other (specify)	[Other (spec	;ify)	10. Annual	Accumutation	
	ļ			Number		
•	•			🔀 File Dra	swer(s)	
· · · · · ·	•			Microfii		
	ļ		1	Compu	ter Tape(s) specify)	
L]					
11. File is Used		r	12. File Becom	ies înactive Alf	ter -	
🗖 Daily 🗍 Weekly 🔲 Monthly 🔯 Anr	nually .		Number		ionih(s) 🛛 Year(s)	
13. Current Location(s) (Bidg., Floor, Room)			14 is Record S	Sories Dunling	ted Elsewhere? (If yes, specify agency or office.)	
13. Current Location(s) (Bidg., Picor, Room) Circuit Courthouse			Yes	No No		
15. Access Restrictions (If Yes, cita Law(s) & Regulation(s)			16. Audit Requ		[_]	
Yes 🕅 No		ĺ	_ `			
		· ·]	X None	State	Federal Dindependent	
					· · · · · · · · · · · · · · · · · · ·	
17. Is an Index System used? If yes, explain briefly and describe (Yes X No	requirements		18. Recom	mended R	etention	
· · ·			50 years			
19. Name and Title of Preparer	<u> </u>	20. Telepho	ne Number			
Sue Wilson		410-222-15	71	6/14/16		
DGS 550-4 (Rev. 1/93)						

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Instructions –Type or Print a separate form for	<u> </u>					
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		GEMENT DIV oad, P.O. Box ryland 20794	SION	AGENCY RECORDS INVENTORY		
1. Department/Agency 2 Sheriff's Office	410-799-1930 2. Division			3. Unit		
DEFINITION: RECORD SERIES: A group of related repurposes.	ecords normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title County Forms/Files Pertaining to property/Equipment	/Vehicles		5. Earlie <u>201</u>	st Year/Latest Year 6 to2021		
6. Record Series Description (Briefly describe the type series.) Quartermaster Uniform Records – Uniforms, badges,		uments/forms	found in th	e series. Include the purpose or function of the		
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume 24			
🛛 Letter Size 🔲 Microfilm	Alphabetic	al .	Number			
Legal Size 🔲 Computer Tape	🔀 Numerical		⊠ File Drawer(s)			
🗋 Audio Tape 📋 Floppy Disk	Chronologi	ical .	Compu	ter Tape(s)		
🗖 Bound Book 🔲 Video Tapa _	Geographi	cal		specify)		
D Other (specify)	🚺 Other (spe	clfy)	10. Annual	Accumulation		
۶. ۴			Number	m Reel(s) ter Tape(s)		
11. File is Used	<u>l</u>	12. File Secon	es Inactive Af			
🗋 Daily 🔲 Weekly 📄 Monthly 🕅 Annual	y .	- <u>5</u> Number		Aonth(s) 🛛 Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Circuit Counthouse, Security Bureau	<u></u>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	(6)		irements] Federal 🔲 Independent		
17. Is an Index System used? If yes, explain briefly and describe requ	irements	18. Recommended R 5 years one Number 21. Date 571 6/14/16		etention .		
19. Name and Title of Preparer Sue Wilson	20. Telepho 410-222-15					

Instructions - Type or Print a separate form for	DEPARTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MAN	AGEMENT DIV	ISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo			- 2.5 PAGE OF1		
	Jessup, M	aryland 20794 799-1830		PAGE OF		
1. Department/Agency	2, Division			3. Unit		
Sheriff's Office				· · · · ·		
	•					
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally file	d and used as a	·····			
4. Record Series Title				st Year/Latest Year		
County Forms/Files Pertaining to property/Equipme	ent/Vehicles		<u>_201</u>	6 to <u>2018</u>		
		•		· · · · · · · · · · · · · · · · · · ·		
6. Record Series Description (Briefly describe the ty	/pes of information/do	cuments/forms	found in th	e series. Include the purpose or function of the		
series.)						
Uniform Page – used to list clothing sizes for ordering	ng uniforms.			· ·		
7. Record Series Format(s) List all	8. Record Se	ries Sequence	9. Volume			
			25	-		
🔀 Letter Size 🔲 Microfilm	Alphabeti	cali.	Number			
🔲 Legal Size 🛛 📑 Computer Tape	🔀 Numerica	1	File Dra	•••		
🗍 Audio Tape 🔲 Floppy Disk	Chronoto	pical	Microfib			
		-		specify)		
🔲 Bound Book 🔲 Video Tape	Geograph	rical .				
C Other (specify)	C Other (sp	ecify)	10. Annual.	Accumulation		
			Number			
			🛛 🔀 File Dra	wer(s)		
,			Сотри			
			🗌 🗋 Other (s	specify)		
11. File to Used		12. File Becom	les inactive Aft			
· · _ · _			_	_		
🔲 Daily 🔂 Weekty 🔲 Monthly 🛛 Annu	Jaily	Number 🔲 Month(s) 🖾 Year(s)				
		I '	·			
	<u> </u>	l	<u></u>			
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Security Bureau		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
		<u> </u>	<u> </u>	· · · · · · · · · · · · · · · · · · ·		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	virements			
		None	State	Federal 🔲 Independent		
47 Ja an Inday Durtan unad 2 Prose muchtin Indatha and describes on	mulamente					
17. Is an Index System used? If yes, explain briefly and describe re	-994-1754-1851-18 3	18. Recommended Retention				
		2 years				
		<u> </u> `				
19. Name and Title of Preparer	20. Telept	one Number	21. Date			
Sue Wilson	410-222-1	571	6/14/16			

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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) 1. Department/Agency Sheriff's Office DEFINITION: RECORD SERIES: A group of relate purposes.	RECO 727 2. Divisio	410-76 DN	GEMENT DIV Dad, P.O. Box yland 20794 19-1930	ISION 275	AGENCY RECORDS INVENTORY PAGE 26 PAGE 0F 3. Unit ference as well as retention and disposition		
4. Record Series Title County Forms/Files Pertaining to property/Equipm	ent/Vehicle	98			st Year/Latest Year 6 to <u>2066</u>		
6. Record Series Description (Briefly describe the series.) Inspection Form – Used to document inspection of					e series. Include the purpose or function of the		
7. Record Series Format(s) List all		8. Record Serie	is Sequence	9. Volume			
🛛 Letter Size 📑 Microfilm	I	Alphabetica	l ·	<u>26</u> Number	-		
Legai Size 📑 Computer Tape	l	Numerical	• ,	🔀 File Dra			
🗌 🛄 Audio Tape 🔲 Floppy Disk	•	Chronologie	al	Microfil Comput	m Reel(s) ler Tape(s)		
Bound Book 🔲 Video Tape		l 🔲 Geographic	al	Cither (specify)			
Other (specify)		Dther (spec			Accumulation		
				File Dra Microfili Comput Other (c	m Reel(s) r ter Tape(s)		
11. File is Used		L	12. File Becom	es Inactive Aft	er		
🗋 Daily 🛄 Weekty 🛄 Monthly 🔯 Anr	nuaity		<u>50</u> Number	ŌM	lonih(s) 🛛 Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Fleet Maintenance			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	Law(s) & Regulation(s)			16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended R	etention		
TYes X No	• •		50 years				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Sue Wilson		410-222-15	71	6/14/16			
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 SERVICE RECORDS MANAGEMENT DIVISION 7275 Waterico Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930			AGENCY RECORDS INVENTORY
1. Department/Agency Sheriff's Office	2. Division			3. Unit
DEFINITION: RECORD SERIES: A group of related	records normally file	ed and used as	a unit for re	ference as well as retention and disposition
purposes. 4. Record Series Title County Forms/Files Pertaining to property/Equipment	nt/Vehicles			st Year/Latest Year 6to
6. Record Series Description (Briefly describe the ty series.) Vehicle Accident or Damage Report – used to docur			found in th	e series. Include the purpose or function of the
7. Record Series Format(s) List all	8. Record Se	aries Sequence	9. Volume	
🛛 Letter Size 🔲 Microfilm	Alphabel	ical	Number	-
🔲 Legal Size 🛛 Computer Tape	🕅 Numerica	Numerical		nwer(s) m Reel(s)
Audio Tape 🔲 Floppy Disk		Chronological ^		ter Tape(s) specify]
🗌 Bound Book 🛛 Video Tape	Geograp	Geographical		Accumulation
Other (specify)	C Other (sp	Other (specify) Nun		· · · · · · · · · · · · · · · · · · ·
• • • •			File Dra Microfili Comput Other (s	n Reel(s) ler Tape(s)
11. File is Used	ally	12. File Becon Number		ier Ionth(s) 🛛 Year(s)
13. Current Location(s) (Bidg., Floor, Room) Sheriff's Car		14. Is Record 1 Ves Risk Managem	No No	ed Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	•	Federal 🔲 Independent
17. Is an Index System used? If yes, explain briefly and describe rec Yes X No	uirements	18. Recorr Life of vehic		etention
19. Name and Title of Preparer	20. Telept	none Number	21. Date	
Sue Wilson	410-222-1	571	6/14/16	
GS 550-4 (Rev. 1/93)	<u></u>	1		· · · · · · · · · · · · · · · · · · ·
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Instructions Turns or Print a separate form for		TMENT OF C	GENERAL SEI		AGENCY RECORDS INVENTORY	
Instructions – Type or Print a separate form for each new or revised record series. Forward			GEMENT DIV			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo				28 PAGE OF	
	Jessup, Maryland 207 410-799-1930					
1. Department/Agency	2. Divisio	on	<u> </u>		3. Unit	
Sheriff's Office					• • • • • • • • • • • • • • • • • • •	
					•	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records i	normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title				•	st Year/Latest Year	
County Forms/Files Pertaining to property/Equipme	ent/Vehicle	is		<u>_201</u>	<u>6</u> to <u>2021</u>	
6. Record Series Description (Briefly describe the t	ypes of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.) Towing Form – used when a civilian vehicle is towe	d					
· · · · · · · · · · · · · · · · · · ·	-					
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
🔀 Letter Size 🔲 Microfilm		Alphabetica	al	<u>28</u> Number	_	
🔲 Legal Size 📋 Computer Tape		X Numerical		🔀 File Dra		
🗋 Audlo Tape 📋 Floppy Disk		Chronotogi	jical Comp Comp ičal 00her ičal 10. Annua		m Reel(s) ter Tape(s)	
🗋 Bound Book 🔲 Video Tape		Geographic			specify)	
Other (specify)		Other (spec			Accumutation	
				Number		
			•	Rie Dra		
				Microfili		
: · · · · · · · · · · · · · · · · · · ·				🗋 Other (s	specify)	
11. File is Used			12. File Becom	es Inactive Aft	er	
🛄 Daily 🗋 Weekly 🔲 Monthly 💆 Anni	ually		Number	Пм	konth(s) 🛛 Year(s)	
13. Current Location(s) (Bldg., Floor, Room)			14 le Record S	aries Dunlicat	ed Elsewhere? (If yes, specify agency or office.)	
Circuit Courthouse, Operations Division			Yes X No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes 🖾 No			None 🗌 State 🔲 Federal 🔛 Independent			
		ļ	_			
17. Is an Index System used? If yes, explain briefly and describe ro	aquirements	,	18. Recom	mended R	elention	
			5 years			
2		<u>к</u> . н				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
Sue Wilson		410-222-15	71	6/14/16	· · ·	
DGS 550-4 (Rev. 1/93)						

	DEPARTMENT OF GENERAL SERV RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1930			ISION	29 PAGE_2 OF1		
Department/Agency heriff's Office	2. Division				3. Unit		
EFINITION: RECORD SERIES: A group of relat	ed records	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
Record Series Title ' ounty Forms/Files Pertaining to property/Equipn	nent/Vehicle	85			st Year/Latest Year 6 to <u>2026</u>		
Record Series Description (Briefly describe the eries.) reapon Inventory – used to inventory weapons b			·	found in th	e series. Include the purpose or function of the		
Record Series Format(s) List all		6. Record Serie	es Sequence	9. Volume			
🛛 Letter Size 🛛 Microfilm		Alphabetics	l	_ <u>29</u> Number	- (
Legal Size 🔲 Computer Tape	×	Numerical			m Reel(s) ter Tape(s)		
Bound Book 🛛 💭 Video Tapa	🛄 Geographic		hiçat		specify)		
Other (specify)			cify)	10. Annual Number	10. Annual Accumulation		
• • •			·	File Dra Microfil Comput Other (c	m Reel(s)		
, File is Used		•	12. File Becom	es Inactive Afl	ler		
🗂 Daily 🗍 Weekly 🔲 Monthly 🔯 Ar	nually		<u>10</u> Number		lonih(s) 🛛 Year(s)		
, Current Location(s) (Bldg., Floor, Room) rcuit Courthouse, Fleet Maintenance			14. Is Record S	ierles Duplicat	ted Elsewhere? (If yes, specify agency or office.)		
Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements			
Yes 🖾 No			🔀 None	🗖 State 📋	Federal 🔲 Independent		
. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom 10 years	mended R	etention		
), Name and Title of Preparer		20. Telepho 410-222-15		21. Date 6/14/16	<u> </u>		
		- 10-222-10		0/14/10			
550-4 (Rev. 1/B3)							

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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) 1. Department/Agency Sheriff's Office DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title County Forms/Files Pertaining to property/Equipment	RECOR 7275 2. Division d records no	RDS MANA(Waterloo Ri Jessup, Mar 410-76		SION 275 a unit for re	st Year/Latest Year
6. Record Series Description (Briefly describe the ty series.) Weapon Malfunction report – used to report all wea	ypes of infor	mation/docu			e series. Include the purpose or function of the
7. Record Series Format(s) List sli Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify)		8. Record Serie	1 231 21 ity) ,	Other (I. Annual Number File Dra Microfil Comput Other (I	m Reel(s) ter Tape(s) specify Accumulation wer(s) m Reel(a) ter Tape(s) specify}
11. File is Used Daily Weekly 13. Current Location(s) (Bidg., Floor, Room) Circuit Courthouse, Fleet Coordinator/Training Coordinator 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes Xo	ally		Tes 16. Audit Requ		iar Ianlh(s) X Year(a) ied Elsewhere? (If yes, specify agency or office.) Federal Independent
 17. Is an Index System used? If yes, explain briefly and describe re Yes X No 19. Name and Title of Preparer Sue Wilson 		20. Telepho 410-222-15		21. Date 6/14/16	

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OGS 550-4 (Rev. 1/8)

Instructions Tupo or Print a constate form for			SENERAL SE	-	AGENCY RECORDS INVENTORY
Instructions - Type or Print a separate form for each new or revised record series. Forward			GEMENT DIV		· · · · · · · · · · · · · · · · · · ·
with Records Retention Schedule (DGS 550-1)	1	• •	oad, P.O. Box		PAGE OF
	ŕ	•	ryland 20794 99-1930		· · · · · · · · · · · · · · · · · · ·
1. Department/Agency	2. Divisio	n		-	3. Unit
Sheriff's Office		•		`	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	a unit for re	ference as well as retention and disposition
4. Record Series Title					st Year/Latest Year
County Forms/Files Pertaining to property/Equipme	ent/Vehicle	IS		<u>201</u>	<u>6to2026</u>
6. Record Series Description (Briefly describe the t	types of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the
series.) Redata Classic Chast wood to identify an	-toble reall		-		
Portable Radio Signout Sheet – used to identify po	inable radii	s that are sig	lued ont by eu	npioyees	
7. Record Series Format(s) List all		8. Record Serie	as Sequence	9. Volume	
🛛 Letter Size 🔲 Microfilm		Alphabetics	ı	<u>31</u> Number	-
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13. Current Location(s) (Bidg., Floor, Room) Circuit Courthouse, Operations Bureau		1	14. Is Record S	Series Duplicat	ed Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	virements	
🗋 Yes 🖾 No			🕅 None	🗖 State 🔲	Federal 🔲 Independent
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17. Is an Index System used? If yes, explain briefly and describe n	equirements		18. Recom	mended R	etention
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19. Name and Title of Preparer		20. Telepho 410-222-15		21. Date	
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ircuit Counthouse, Training Coordinator	-		′ □ Yes	🔀 No	·				
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7. Is an Index System used? If yes, explain briefly and describe	regulrements		18. Recorr	mended R	etention				
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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)			SION	AGENCY RECORDS INVENTORY
1. Department/Agency	2. Division			3. Unit
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DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	l 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
Civil Process forms/files	·		201	<u>6</u> to <u>2036</u>
6. Record Series Description (Briefly describe the t series.) Writ of Garnishment of Property – court order direc	·	•		•
7. Record Series Formet(s) List all	8. Record Ser	ies Sequence	9. Votume	
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Instructions –Type or Print a separate form for	DEPAR		GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
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4. Record Series Title					st Year/Latest Year		
Civil Process forms/files					6 to <u>2036</u>		
6. Record Series Description (Briefly describe the series.)	types of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
Writ of Execution - court order direction the SO to	cause a lev	vi against Go	ods and Chatt	el, Lands a	and Tenements		
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Circuit Courthouse, Operations Bureau			C Yes	No No			
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Instructions -Type or Print a separate form for	DEPARTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY
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1. Department/Agency	2. Division			3. Unit
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DEFINITION: RECORD SERIES: A group of related purposes.	d records normally filed	and used as a	a unit for re	ference as well as retention and disposition
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series.) Sheriff's Sale Notice – a note to the public regardin	a the offer for sale of a	roperty seized	by the SO	
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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)	RECO 7275	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			AGENCY RECORDS INVENTORY			
1. Department/Agency Sheriff's Office	2. Divisio	n	·		3. Unit			
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records n	normally filed	and used as	a unit for re	ference as well as retention and disposition			
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6. Record Series Description (Briefly describe the series.) Report of Real Property Disbursement – Report to								
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume	``````````````````````````````````````			
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1. Department/Agency	2. Divisio	'n			3. Unit
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DEFINITION: RECORD SERIES: A group of relate purposes.	l ed records r	normally filed	and used as a	a unit for re	ference as well as retention and disposition
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Civil Process forms/files				<u>201</u>	<u>6</u> to <u>2036</u>
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series.) Sheriff's Sale Letter Report of Distribution of proce	ode Beng	at of the SO	to the Judge o	e: cale of o	and anonerty
Shenni's Sale Letter Report of Distribution of proce	iens – vehr		to the shuge is	e. Sale Ul g	
7. Record Series Format(s) List all	Τ	8. Record Serie	es Sequence	9. Volume	· · · · · · · · · · · · · · · · · · ·
🛛 Letter Size 🔲 Microfilm		Alphabetica	al	<u>38</u> Number	_
🗋 Legal Size 🛛 Computer Tape		🔀 Numerical		File Dra	
Audio Tape 🔲 Floppy Oisk	•	Chronologi	cai	🗌 Сотри	in rezeljoj ter Tape(s) specity
🗋 Bound Book 🔲 Video Tape		📋 Geographic	al		Accumulation
Cither (specify)		Other (sper	cify)		
		•		Number	
:				File Dra	
				_	ter Tape(s)
•				🔲 Other (:	specify)
11. File is Used	•		12. File Secom	es Inactive Af	ler
🗖 Daily 🔲 Weekly 💭 Monthly 🛛 Ann	wally		<u>20</u> Number	O۳	lonth(s) 🛛 Year(s)
13. Current Location(s) (Bidg., Floor, Room) Circuit Counthouse, Operations Bureau			14. is Record S	Series Duplicat	ted Elsewhere? (If yes, specify agency or office.)
	4			_	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	ilrements	· ·
			None	Ú State	Federal 🔲 Independent
17. Is an index System used? If yes, explain briefly and describe r	requirements		18. Recom	mended R	etention
Yes X No			20 years		
				ч - -	
,	r		L	1	
19. Name and Title of Preparer		20. Telepho		21. Date	·
Sue Wilson		410-222-15	71	6/14/16 I	
DGS 550-4 (Rev. 1/93)		<u> </u>		i 1	· · · · · · · · · · · · · · · · · · ·

Instructions Tupo or Print a congrate form for	DEPARTMEN				AGENCY RECORDS INVENTORY
Instructions -Type or Print a separate form for each new or revised record series. Forward			GEMENT DIVI	-	
with Records Retention Schedule (DGS 550-1)			bad, P.O. Box		
	Jess	sup, Mar 410-79	yland 20794 9-1930		
1. Department/Agency	2. Division		- ,		3. Unit
Sheriff's Office					
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normal	ally filed a	and used as a	unit for re	ference as well as retention and disposition
4. Record Series Title				•	st Year/Latest Year
Civil Process forms/files			•	_ <u>201</u>	<u>6</u> to <u>2036</u>
6. Record Series Description (Briefly describe the t	ypes of informati	lion/docu	iments/forms	found in the	e series. Include the purpose or function of the
series.)					
Writ of Possession/Warrant of Restitution used to	notify mortgage	e corp. re	egarding the d	late and tim	their Writ of Possession will take place.
7. Record Series Format(s) List all	8. Re	ecord Serie	s Sequence	9. Votuma	
, 🛛 Letter Size 🔲 Microfilm		Vphabelical	I .	<u>39</u> Number	-
Legal Size 🔲 Computer Tape		lumerical		🔀 File Dra	
🗋 Audio Tape 🛛 Floppy Disk	. 🗆 a	Chronologic	al	Microfilm	er Tape(s)
🔲 Bound Book 🔲 Video Tape	[] G	Geographic	al	Other (s	Accumulation
Other (specify)		Other (spec	ity)		Accumulation
				Number	
				🔀 File Dra	• -
				Microfilm	
	•			C Other (s	pecify)
11. File is Used			12. File Becom	es inactive Aft	er
🗌 Daily 🔲 Weekly 🗍 Monthly 🔯 Ann	แสไห		<u>20</u> Number	Пм	cnih(s) 🕅 Year(s)
			·•		
13. Current Location(s) (Bidg., Fleor, Room) Circuit Courthouse, Operations Bureau			14. Is Record S	ertes Duplicati	ed Elsewhere? (if yes, specify agency or office.)
15. Access Restrictions (II Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements	
			🔀 None	State	Federal 🔲 Independent
17. Is an Index System used? If yes, explain briefly and describe r	equirements		18. Recom	mended R	etention
Yes X No			20 years		
		Televe	NI I	04 0-1	· · · · · · · · · · · · · · · · · · ·
19. Name and Title of Preparer		Telephol -222-157	ne Number 71	21. Date 6/14/16	
		226-IVI		0111/10	·
DGS 550-4 (Rev. 1/93)	<u> </u>				

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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 RECORDS MANA 7275 Waterloo F Jessup, Ma	GEMENT DIV	ENT DIVISION P.O. Box 275 PAGE OF			
I. Department/Agency Sheriff's Office	410- 2. Division	7 99-1930		3. Unit		
DEFINITION: RECORD SERIES: A group of related urposes. J. Record Series Title	d records normally filed	l and used as	5. Earlie	st Year		
Vivil Process forms/files	ypes of information/doc	cuments/forms	found in th			
lotice to Vacate Premises – used to instruct reside				emoved by the SO.		
. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume <u>40</u> Number	-		
🗌 Legal Size 🔄 Computer Tape	I 🛛 Numerical					
Audio Tape Floppy Disk	Civronological		Other (specify) 10. Annual Accumutation Number			
Other (specify)						
· · · ·			File Dra Microfile Comput Other (6	m Resi(s) ler Tape(s)		
1. File is Used	I	12. Fi le Becon <u>20</u> Number		ler Ionth(s) XYear(s)		
3. Current Location(s) (Bldg., Floor, Room) Ircuit Counthouse, Operations Bureau	<u> </u>	14. Is Record a	Series Duplicat	ed Elsewhere? (If yes, specify agency or office.)		
5. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			iit Requirements None 🗋 State 📑 Federal 🔲 Independent			
7. Is an Index System used? If yes, explain briefly and describe re	equirements	18. Recorr 20 years	mended R	etention .		
9. Name and Title of Preparer ue Wilson	20. Teleph 410-222-1	ll one Number 571	21. Date 6/14/16			

					a.			
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANA 7275 Waterloo R	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794			DS INVENTORY			
1. Department/Agency Sheriff's Office	2. Division			3. Unit				
DEFINITION: RECORD SERIES: A group of related burposes.	records normally filed	and used as	a unit for re	ference as well as retentior	n and disposition			
Record Series Title Civil Process forms/files			5. Earlie <u>201</u>	st Year/Latest Year 6 to <u>2036</u>				
5. Record Series Description (Briefly describe the ty series.) Cash/Check transmittal deposits – used to record ar	•				se or function of the			
7. Record Series Format(s) List all	8. Record Serie	es Sequence	9. Volume 41		, ,			
🖾 Letter Size 🔲 Microfilm	Alphabetica	ď	Number					
🗌 Legal Size 🔹 🔲 Computer Tape	X Numerical			⊠ File Drawer(s) □ Microfilm Reel(a)				
Audio Tape 🔲 Floppy Disk	Chronologi	cal	Compu	Computer Tape(s) Other (specify)				
🗌 Bound Book 📋 Video Tape	Geographic	Geographical		Accumulation				
Other (specify)	Ciher (spec	;ify)	Number	Accumulation				
11. File is Used		12. File Becon	File Dra Microfil Compu Other (s	m Reel(s) ter Tape(s) specify)				
🗖 Daily 🗋 Weekly 📋 Monthly 🔯 Annuz	ally	Number		lonth(s) 🕅 Year(s)				
3. Current Location(s) (Bldg., Floor, Room) Sircuit Courthouse, Operations Bureau	<u> </u>	14. Is Record :	Series Duplicat	ed Elsewhere? (If yes, specify age	ncy or office.)			
5. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No .		16. Audit Requ	quirements					
7. Is an Index System used? If yes, explain briefly and describe req	irements 18. Rec 20 years		Recommended Retention ears					
``````````````````````````````````````	~ `			•				
9. Name and Title of Preparer sue Wilson	20. Telepho 410-222-15		21. Date 6/14/16					
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) 1. Department/Agency Sheriff's Office DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Civil Process forms/files	RECORD 7275 W Ja 2. Division	ENERAL SEI GEMENT DIV Dad, P.O. Box yland 20794 19-1930	NON					
<ul> <li>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</li> <li>Hold Harmless Agreement Reference Form – used to document a Plaintiff holding the SO harmless in liability procedures.</li> </ul>								
7. Record Series Format(s) List all	<b>B</b> , 1	Record Serie	s Sequence	9. Volume	•			
🛛 Letter Size 🔲 Microfilm		] Alphabetica	I	<u>.42</u> Number	 •			
📋 Legal Size 📄 Computer Tape		Numerical		☑ File Drawer(s)				
🔲 Audio Tape 🛛 Floppy Disk		Chronologic	al	Microfilm Reeks)     Computer Tape(s)				
				Cither (specify)				
🔲 Bound Book 🔲 Video Tape 🍌		] Geographic		10. Annual Accumulation				
Other (specify)		Other (spec	ity)	Number				
				File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)				
11. File is Used			12. File Becom	es Inactive Aft	Br _			
📋 Daily 🛄 Weekiy 🔲 Monthly 🖾 Anni	ually		<u>20</u> Number [*] ☐ Month(s) ⊠ Year(s)					
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Operations Bureau		1	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
15, Access Restrictions (if Yes, cite Law(s) & Regulation(s)			16. Audit Requirements					
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended Re	etention			
Tes 🛛 No	• .		20 years		· ·			
19. Name and Title of Preparer	20	). Telephoi	ne Number	21. Date				
Sue Wilson	41	10-222-157	11	6/14/16				
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 410-789-1890			(ISION (275	AGENCY RECORDS INVENTORY		
1. Department/Agency Sheriff's Office	2. Division				3. Unit		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title Civil Process forms/files				5. Earliest Year/Latest Year 2016 to2017			
6. Record Series Description (Briefly describe the t series.) Operations Bureau Supervision Activity Log – used				~	e series. Include the purpose or function of the		
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume	· · · · · · · · · · · · · · · · · · ·		
🔀 Letter Size 🔲 Microfilm		Alphabetica	-	<u>43</u> Number	- ,		
🗖 Legal Size 🔄 🗌 Computer Tape		Numericai		⊠ File Drawer(s)			
Audio Tape 🔲 Floppy Disk	Chronological		cal	Microfile     Other (s	ter Tape(s)		
🛄 Bound Book 🔲 Video Tapa	Geographical		cal				
Other (specify)	Other (specify)		10. Annual Number	Accumulation			
•	-			File Drawer(s)         Microfilm Reel(s)         Computer Tape(s)         Other (specify)/			
11. File Is Used	u <b>ally</b>	·	12. File Becon 1 Number	nes Inactive Aft	er onth(s) . 🔀 Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Circuit Counthouse, Operations Bureau			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
17. Is an Index System used? If yes, explain bitefly and describe requirements			18. Recommended Retention 1 year				
19. Name and Title of Preparer	20. Telephone 410-222-1571						
GS 550-4 (Rev. 1/83)							

Instructions - Type or Print a separate form for	DEPARTMENT OF GENERAL SE						
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			(			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box				43 PAGE OF		
	Jessup, Maryland 20794 410-799-1930			,			
1. Department/Agency	2. Divisi	ол			3. Unit		
Sheriff's Office			,				
· .							
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as				
4. Record Series Title				5. Earlie	st Year/Latest Year		
Civil Process forms/files				201	6 to <u>2036</u>		
6. Record Series Description (Briefly describe the t series.)	ypes of int	formation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
Fee for Service Letter - used to request payment for	or servina	Civil Process	Dapers.				
			Feb aler				
7. Record Saries Format(s) List ali		8. Record Seria	as Sequence	9. Volume 44			
🛛 Letter Size 🔲 Microfilm	•	Alphabetica	1	Number	-		
🔲 Legal Size 🔛 Computer Tape	•	Numerical		⊠ File Drawer(s) □ Microfilm Reel(s)			
Audio Tape 🎧 Floppy Disk	Chronological		cel	Computer Tape(s)			
Bound Book DVideo Tape	Geographical		<b>29</b> 1 .	10. Annual Accumulation			
C Other (specify)	. Other (specify)		cify)				
				Number			
<b>.</b>				File Dra			
				Microfilm Reel(s) Computer Tape(s)			
	i	,		Other (specify)			
11. File is Used			12. File Becom	L. Inactive Aft	er .		
🔀 Daily 🚺 Weekly 🚺 Monthly 🔲 Annu	ually	I	<u>20</u> Number	Вм	enth(s) 🛛 Year(s)		
	·		i	_			
					·		
13. Current Location(s) (Bidg., Floor, Room) Circuit Counthouse, Operations Bureau			14. Is Record Series Duplicated Elsewhere? (If yas, specify agancy or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			18. Audit Requirements				
🗋 Yes 🛛 No		ļ	Non-	n state in	Faderal Dindependent		
·			None 🔲 State 🗋 Federal 💭 Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
		20 years					
			,				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	<u></u>		
Sue Wilson		410-222-15	71	6/14/16			
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. Department/Agency	7275	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794			AGENCY RECORDS INVENTORY		
. Department/Agency	2. Divisio		99-1930		3. Unit		
Sheriff's Office			•				
DEFINITION: RECORD SERIES: A group of relat	ed records n	iormally filed	and used as a	a, unit for re	ference as well as retention and disposition		
Necord Series Title				5. Earlie	st Year/Latest Year		
Civil Process forms/files				201	6to2036		
Seized/Forfeiture Vehicle Report Form – used to o		8. Record Seri		9. Volume			
🔀 Letter Size 🔲 Microfilm		Alphabetica	al	Number	-		
🗋 Legat Size 🔄 Computer Tape	X Numerical		🔀 File Dr. 🗋 Microfi				
🗋 Audio Tape 🔄 Floppy Clisk		Chronologi	jcał 🗍 Compu		ter Tape(s) specify)		
🗋 Bound Book 🚺 Video Tape	🗖 Geçaraph						
C Other (specify)		Other (specify)		Number	Argumu Buon		
				X File Dra Microfil Compu Other (	m Reel(s) ler Tape(s)		
11. File is Used			12. File Becom	es (nactive Af	ler		
🛛 Daily 🗌 Weekty 🔲 Monthly 🗍 Ar	nualy		<u>,20</u> Number		lonth(s) 🛛 Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Operations Bureau			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention 20 years				
9. Name and Title of Preparer		20. Telepho	one Number	21. Date			

Instructions. Turce on Drink a concrete form for	DEPARTMENT OF		AGENCY RECORDS INVENTORY		
Instructions -Type or Print a separate form for each new or revised record series. Forward	RECORDS MANA		1		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R		-	PAGE OF	
		ryland 20794		PAGE12 OF1	
	•	99-1930			
1. Department/Agency	2. Division			3. Unit	
Sheriff's Office					
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title				st Year/Latest Year	
Civil Process forms/files			_ <u>_201</u>	6 to2036	
				1	
6. Record Series Description (Briefly describe the t	types of information/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.) Notice of Vehicle Levy – used to post notification th		stady of the Sf		fEvenution	
Notice of venicle Levy – used to post notification un		stody of the St	o by white	, EVERTARY .	
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume	· · · · · · · · · · · · · · · · · · ·	
🔀 Letter Size 🔲 Microfilm	Alphabetic	al	<u>46</u> Number	-	
🗌 Legal Size 🔛 Computer Tape	Numerical		X File Drawer(s)		
🗋 Audio Tape 🔛 Floppy Disk 🕠	Chronological		Microfilm Resif(s)     Computer Tape(s)		
Bound Book 🔛 Video Tape	Geographi	cal	🗋 Other (i	specify)	
Other (specify)	j D Other (spe	city)	10. Annual Accumulation		
			Number		
	}		🖾 File Dra	wer(s)	
	ſ		Compu	ter Tape(s) specify)	
	<u>l</u>	"————			
11. File is Used		12. File Becom	es Inactive Af	ter .	
🔀 Daily 🚺 Weekly 🔲 Monthly 🗍 Ann	nually .	Number Month(s) X Year(s)			
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Operations Bureau		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	inemente		
Tes 🛛 No		TO, FOUR ROAD	ni altica (Ca		
	•	🔀 None	State	Federal 🔲 Independent .	
17. Is an index System used? If yes, explain briefly and describe r	18. Recom	mended R	etention		
∐Yes ⊠No				ł	
				1	
	<u> </u>				
19. Name and Title of Preparer	20. Telepho	one Number	21. Date		
Sue Wilson	410-222-15	571 ·	6/14/16	1	
			l <u></u>		
DG\$ 550-4 (Rev. 1/93)					

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purposes. 4. Record Series Title Civil Process forms/files	RECO 7275 2. Divisio d récords n	DRDS MANA( 5 Waterloo Ro Jessup, Mai 410-75	GEMENT DIV Dad, P.O. Box ryland 20794 #9-1930 and used as a	1 20794     3. Unit       3. Unit     3. Unit       used as a unit for reference as well as retention and disposition       5. Earliest Year/Latest Year       _2016       to					
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Sheriff's Report to District Court/Distribution of Property – used to let the District Court know if monies were collected.									
7. Record Series Format(s) List all	<u> </u>	8. Record Serie	es Sequence	9. Volume	· · ·				
		•		47					
🛛 Letter Size 🔲 Microfilm	ļ	🔲 Alphabetica	U .	Number					
Legal Size Computer Tape		X Numerical		🔀 File Dra	wen(s)				
				Microfil					
Audio Tape 🔲 Floppy Disk	Í	Chronologi	cal	Compu					
		Geographic		Other (s	specify)				
Bound Book 🔲 Video Tape		C) Geographic		10 Annual	Accumulation				
Other (specify)		🔲 Other (spec	;ify)						
· · · · · · · · · · · · · · · · · · ·				Image: Second state sta					
11. File is Used			12. File Becom	les Inactive Af	let				
🛛 Daily 🗌 Weekly 🗍 Monthly 🗍 Ann	waily		<u>20</u> Number		lowth(s) 🕅 Year(s)				
				_					
13. Current Location(s) (Bidg., Floor, Room)	• • •	·	14. Is Record Series Duplicated Elsawhere? (If yes, specify agency or office.)						
Circuit Counthouse, Operations Bureau			Yes 🛛 No						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements						
Yes X No									
			🕅 None 🔲 State 🗋 Federal 🔲 Independent						
17. Is an Index System used? If yes, explain briefly and describe r	equirements		18. Recom	mended R	etention				
Yes 🛛 No			20 years						
· ·			} -						
			l						
40 Norma and This of Deserves	T	20 T-1+ -		04 m-4					
19. Name and Title of Preparer         20. Telepho           19. Name and Title of Preparer         440.023.45				21. Date					
Sue Wilson	Vilson 410-222-15			6/14/16	-				
				L					
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each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1830			PAGE _1 OF			
1. Department/Agency Sherifi's Office	2. Division			3. Unit			
DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Civil Process forms/files	d records normally fi	ed and used as	and used as a unit for reference as well as retention and disposition 5. Earliest Year/Latest Year				
6. Record Series Description (Briefly describe the t series.) Refund Request – Used to request a refund of perc							
7. Record Series Format(s) List all	1	Series Sequence	9. Volume				
Legal Size      Microfilm     Legal Size      Computer Tape     Audio Tapa      Floppy Disk     Bound Book      Video Tape     Other (specify)	Alphab Numer Chrono Geogra	logical phical	Diher (	m Reel(s) ter Tape(s)			
			File Dra Microfil Compu Other (	m Reel(s) . ter Tape(s)			
11. File is Used		12, File Becon 5 Number	_	lanih(s) 🛛 Year(s) .			
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Operations Bureau		14. Is Record	14. Is Record Sarles Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audík Requirements				
17. Is an Index System used? If yes, explain briefly and describe requirements			mended R	etention .			
19. Name and Title of Preparer Sue Wilson	20. Tele 410-222	IL phone Number 1571	21. Date 6/14/16	. ·			
5 550-4 (Rev. 1/83)			. <u></u> .				

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Sheriff's Office DEFINITION: RECORD SERIES: A group of related purposes. 4. Record Series Title Civil Process forms/files 6. Record Series Description (Briefly describe the ty series.) Operations Fund Reviewer Checklist – used to doct	410 2. Division d records normally file /pes of information/do	AGEMENT DIV Road, P.O. Boy laryland 20794 -769-1930 ed and used as	a unit for re 5. Earlie 201 found in th	st Year/Latest Year 6 to2021	
T Beaud Carlos Comptini - Linkell	a Barret D	aries Sequence	9. Volume		
7. Record Series Format(s) List all			<u>_49</u>	_	
🔀 Letter Size 🔲 Microfilm	Alphabet	ical	Number		
Legal Size 📋 Computer Tape	🔀 Numeric	al	File Dra		
💭 Audio Tape 🔲 Floppy Disk	Chronold	gical	Compu	ter Tape(s)	
/ Pound Book 🔲 Video Tape	Geograp	hical	Other (a	specity)	
,			10. Annual	Accumulation	
C Other (specify)	Cther (s	Decify)	Number	· ·	
				swar(a) m Reel(s) ter Tape(s) specify)	
11. File is Used		12. File Becon	ies inactive Afi	ler	
🔀 Daily 🗋 Weekdy 🗋 Monthly 🗍 Annu	aliy	<u>5</u> Number		lonth(s) 🛛 Year(s)	
			-	· .	
13. Current Location(s) (Bidg., Floor, Room) Circuit Counthouse, Operations Bureau		14. is Record a	14. is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s)	<u></u>	16. Audit Req	uirementa		
TYes 🛛 No		🔀 None	🗋 State 🔲	Federal 🔲 Independent	
17. Is an Index System used? If yes, explain briefly and describe re	ouirements	18. Recorr	monded D	etention	
		5 years	menueu Ri		
			<u> </u>		
19. Name and Title of Preparer	1	none Number	21. Date		
Sue Wilson	410-222-1	571	6/14/16		
DGS 5504 (Rev 1/83)					

Instructions –Type or Print a separate form for	DEPAS		BENERAL SEI	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			GEMENT DIV				
with Records Retention Schedule (DGS 550-1)	1		oad, P.O. Box		49 PAGE OF1		
			ryland 20794 99-1930	_	PAGE UF		
1. Department/Agency	2. Divisi	on			3. Unit		
Sheriff's Office							
				•			
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	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		
Civil Process forms/files				_ <u>_201</u>	<u>6</u> to <u>2036</u>		
6. Record Series Description (Briefly describe the t	types of inf	iormation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.)							
Sheriff's Deed – deed for property of a Sheriff's sa							
7. Record Series Formal(s) List all	<u> </u>	8. Record Serie	es Sequence	9. Volume 50			
Nicrofilm		Alphabetica	91	Number	<del>-</del> .		
Legal Size 🔲 Computer Tape		Numerical		File Dra	•		
Audio Tape 🔲 Floppy Disk	Chronolo		<b>ca</b> )		ter Tape(s)		
🗌 🔲 Bound Book 🔲 Video Tape		Geographic	at	🔲 Other (:	specify)		
				10. Annual Accumulation			
Other (specify)		📋 Other (spec	city) · Number				
				🔀 File Dra	werfe)		
				Microfilm Reel(s)			
	ļ				Computer Tape(s)     Other (specify)		
11. File is Used			12. File Becom	es Inactive Afi	er .		
🛛 Daily 🗌 Weekly 🗍 Monthly 🗋 Ann	nually		Number 🗍 Monih(s) 🛛 Year(s)		lanih(s) 🛛 Year(s)		
13. Current Location(s) (Bidg., Floor, Room)	<del>,</del>		14. Is Record S	ierles Duplicat	ed Elsewhere? (If yes, specify agency or office.)		
Circuit Courthouse, Operations Bureau							
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Regulrements				
Yes 🖾 No			🛛 None	State 🔲 Federal 🔲 Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended R	etention		
Yes 🛛 No		· (	20 years				
			ł				
			l				
19. Name and Title of Preparer		20. Telepho		21. Date			
Sue Wilson		410-222-15	/1 .	6/14/16			
	a						
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)	• •	GEMENT DIV Road, P.O. Box aryland 20794	ISION	SION . M				
1. Department/Agency	410-7 2. Division	799-1930		3. Unit				
Sheriff's Office								
DEFINITION: RECORD SERIES: A group of relate	d records normally filed	and used as	a unit for re	ference as well as retention and	disposition			
purposes4. Record Series Title			5. Earlie	st Year/Latest Year	·			
Internal Affairs			201	6 to <u>2066</u>				
6. Record Series Description (Briefly describe the t series.) Complaint of Brutality; Notification of Complaint; Ac Rights and Acceptance of Punishment; Notification Hearing Board Procedure; Record of Disciplinary A Action (minor/major);Complaint Against Personnel Statement; Internal Investigation Summary & Conc	ivertisement of Miranda of Evidence/Documen action; Confidentiality A Report; Recorded Inter	a Rights; Notifi t receipt form; greement; Not	cation of CI Notification ification of I	harge; Walver of Law Enforceme of Hearing; Witness Summons/ Rights-Walver of Rights; Summa	ent Officers Bill of Duces Tecum; Iry Punishment			
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Voluma					
🔀 Letter Size 🔲 Microfilm	Alphabetic			<u>51</u> Number				
Legal Size Computer Tape	🔀 Numerical	X Numerical		X File Drawer(s)				
🗌 Audio Tape 🔲 Floppy Disk		Chronological		Computer Tape(s) Cother (specify)				
🔲 Bound Book 🛛 Video Tape	Geographi	ical	10. Annual Accumulation					
Cither (specify)	Ciher (spe	cify)	Number					
		~	File Drawer(s)  Microfilm Reel(s)  Computer Tepe(s)  Other (specify)					
11. File is Used	ually	12. File Becon <u>50</u> Number		er Ionth(s) 🛛 Year(s)				
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Administration		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	• • • • • • • • • • • • • • • • • • • •			16. Audit Requirements				
17. Is an Index System used? If yes, explain briefly and describe n	equirements	18. Recommended Retention 50 years						
19. Name and Title of Preparer	20 Teleph	20. Telephone Number 410-222-1571		21. Date 6/14/16				

<u></u> , ,,	DEPARTMENT OF GENERAL SER RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-799-1830			AGENCY RECORDS INVENTORY		
1. Department/Agency 2. C Sheriff's Office	Division			3. Unit		
DEFINITION: RECORD SERIES: A group of related reco purposes.	ords normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title Internal Affairs				st Year/Latest Year 6toInfinite		
6. Record Series Description (Briefly describe the types series.) Internal Affairs File Sign out Log Book – used to docume						
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume			
🔀 Letter Size 🔲 Microfilm	🗌 Alphabetic	al .	<u>52</u> Number	-		
Legal Size Computer Tape	. Numerical		File Dra			
🔲 Audio Tape 🛛 🛄 Floppy Disk	Chronologi	ical	_ ·	ter Tape(s)		
🛄 Bound Book 🛛 Video Tape	Geographi	cal		er (specify)		
Cither (specify)	Cther (spa	] Other (specify)		Accumutation .		
			E File Dra Microfili Comput	m Reel(s) ter Tape(s)		
11. File is Used	·	12. File Becom infinite Number		ler Ionth(s) 🔀 Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Administration		14. Is Record S	eries Duplicat X No	ted Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes X No		16. Avdit Requirements				
17. Is an Index System used? If yes, explain briefly and describe requiren	nents	18. Recommended F Infinite		etention		
19. Name and Title of Preparer	-	one Number	21. Date	· · · · · · · · · · · · · · · · · · ·		
Sue Wilson	410-222-15	71	6/14/16	· · · ·		
S 550-4 (Rev. 1/93)	<u>l</u>		<u>- , _                                  </u>			

Instructions Type or Print a separate form for	DEPARTMENT OF GENERAL SE			AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MANAGEMENT DIV						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box				52 PAGE_1 OF1		
	Jessup, Maryland 20794				PAGE OF		
			99-1930				
1. Department/Agency	2. Divisio	n			3. Unit		
Sheriff's Office							
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	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		
Security Bureau Forms/Files			•	201	<u>6to2017</u>		
				L			
<ol> <li>Record Series Description (Briefly describe the t series.)</li> </ol>	ypes of info	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
Facility Maintenance Work Order – form for mainten	nance/repa	ir/purchase r	equests for th	e Judicial (	Center.		
		•	·		. •		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
🔀 Letter Size 📋 Microfilm		Alphabetica	ti	<u>53</u> Number	-		
📑 Legal Size 🚺 Computer Tape		X Numerical		S file Drawer(s)			
📑 Audlo Tape 🔄 Fłoppy Disk	Chronological			Microfilm Reel(s)     Computer Tape(s)			
🔲 Bound Book 🔲 Video Tape		C Geographic	al	Other (specify)			
Other (specify)		Other (spec	cify)	10. Annual Accumulation			
				Number			
	[			File Dra	wer(s)		
					m Reel(s)		
· · · ·				Computer Tape(s)			
,							
11. File is Used			12. File Becom	es inactive Afi	ier ,		
🛛 Daily 🔲 Weekly 门 Monthly 🔲 Ann	ualiy .		Numbar Di Month(s) X Year(s)				
13. Current Location(s) (Bidg., Floor, Room) Circuit Courthouse, Security Bureau	•	, i	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
🗋 Yes 🛛 No			🔀 None	🗌 State 🔲	Federal 🔲 independent		
		i					
17. Is an Index System used? If yes, explain briefly and describe n	equirements		18. Recom	mended R	etention		
Yes 🖾 No			1 Year				
			)		·		
19. Name and Title of Preparer		20. Telepho	ine Number	21. Date			
Sue Wilson		410-222-15	71	6/14/16			
	ł		•	<i>ç</i>			
DGS 550-4 (Rev. 1/93)	^		······				

Instructions – Type or Print a separate form for			SENERAL SERVICES		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo			•	53 PAGE OF1		
	Jessup, Meryland 20794 410-799-1930				PAGE OF1		
1. Department/Agency	2. Divisio				3. Unit		
Sheriff's Office					. · · ·		
					· · · ·		
DEFINITION: RECORD SERIES: A group of related purposes.	d records i	normally filed	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		
Security Bureau Forms/Files				201	6 to <u>2019</u>		
				<u> </u>			
6. Record Series Description (Briefly describe the t	ypes of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.)							
Daily Personnel Roster – Identifies daily assignmer	nts and dui	ly hours of Se	curity Bureau	personnel.			
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
🛛 Letter Size 📋 Microfilm		Alphabetica	ł	<u>54</u> Number	-		
Legat Size 🔲 Computer Tape		X Numerical		⊠ File Drawer(s) ☐ Microfilm Reel(s)			
🗋 Audio Tape 📋 Flappy Disk		Chronotogi	cal		ter Tape(s)		
🗖 Bound Book 📋 Video Tape		Geographic	ai	Other (:			
		Other (spec	city)		Accumulation		
			Number				
				🛛 File Dra	wer(s)		
				Microfilm Reek(s)			
			Com		ter Tape(s)		
			·····				
11. File is Used			12. File Becom	es Inactiva Afl	er (		
🛛 Daily 🗌 Weakly 🚺 Monthly 🔲 Anni	ually	1	Number				
	•						
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Security Bureau			14. is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	lirements			
, Yes ⊠No			🔀 None	🗋 State 📋	Federal 🔲 Independent		
			_				
17. Is an index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention		
		3 Years					
		ł			- ,		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Sue Wilson	Í	410-222-15	71	6/14/16			
	<u> </u>						
DGS 550-4 (Rev. 1/93)							

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<u>Instructions</u> -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	Jessup, I		ISION	AGENCY RECORDS INVENTORY				
1. Department/Agency Sheriff's Office	2. Division	0/33-1330		3. Unit				
DEFINITION: RECORD SERIES: A group of related purposes.	I records normally fil	ed and used as	a unit for re	ference as well as retention and disposition				
4. Record Series Title Security Bureau Forms/Files	·	<u>.                                    </u>	5. Earliest Year/Latest Year 2016 to2066					
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Application for Circuit Courthouse ID Card – Application necessary to obtain an ID card to enter Courthouse.								
7. Record Series Format(s) List all	8. Record Series Sequence		9. Volume <u>55</u> Number					
🚺 Legal Size 🚺 Computer Tape	Numeria	2ai	File Drawer(s)  Microfilm Reek(s)					
🔲 Audio Tape 🔛 Fioppy Disk	· 🛄 Chronol	ogical	Compu	nputer Tapa(s) er (specify)				
🗋 Bound Book 📋 Video Tape	Geogra	phical	10. Annual	Accumulation				
Other (specify)	Dother (s	pecify)	Number					
		• .	File Drawer(s)     Microfilm Reel(s)     Computer Tape(s)     Other (specify)					
11. File is Used	I	12. File Becon	nes inactive Af	ler				
🖾 Daily 🗋 Weekty 🔲 Monthly 🗍 Annw	rally	Number	Number [] Month(s) X Year(s)					
13. Current Location(s) (Bidg., Floor, Room) . Circuit Courthouse, Security Bureau	•	14. Is Record Saries Duplicated Elsewhere? (If yes, specify agency or office.)						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements						
17. Is an Index System used? If yes, explain briefly and describe re	7. Is an Index System used? If yes, explain briefly and describe requirements			etention				
19. Name and Title of Preparer Sue Wilson	20. Telep 410-222-	hone Number 1571	umber 21. Date 6/14/16					

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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 RECORDS MANAGEMENT I 7275 Waterloo Road, P.O. E Jessup, Maryland 2079 410-799-1830		NAGEMENT DIVISION Road, P.O. Box 275 Maryland 20794		AGENCY RECORDS INVENTORY			
1. Department/Agency Sheriff's Office	2. Division				3. Unit			
[ DEFINITION: RECORD SERIES: A group of related purposes.	l records normall	ly filed	and used as a	a unit for re	ference as well as retention and disposition			
4. Record Series Title Security Bureau Forms/Files					st Year/Latest Year 6to2022			
6. Record Series Description (Briefly describe the ty series.) Inmate Log – used to document inmates arriving at				found in th	e series. Include the purpose or function of the			
7. Record Series Format(s) List all	8. Rec	cord Serie	es Sequence	9. Volume				
🛛 Letter Size 🔲 Microfilm		phabetica	1	<u>56</u> Number	- ,			
Legal Size 🔲 Computer Tape	🖾 Nu	merical		X File Dra				
🗋 Audio Tape 🛛 Floppy Disk		vanologia	al		ter Tape(s)			
🗍 Bound Book 🛛 Video Tape	🛄 Geographic		ai		specify <u>}</u>			
Cither (specify)	D Other (spe		#5y)	. 10. Annual	Accumulation			
·				File Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)				
11. File is Used	· · · · · ·		12. File Becom	es Inactive Afi	er			
🔀 Daily 🗌 Weekly 🛄 Monthly 🗋 Annu	ally		Number Monih(s) 🔯 Year(s)					
· · · · · ·			· ·					
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Security Bureeu			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes ' X No			18. Audit Requirements None ] State ] Federal ] Independent					
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention 6 Years					
19. Name and Title of Preparer			ne Number	21. Date	*****			
Sue Wilson U	410-2	222-15	71	6/14/16	. <u>.</u>			
GS 550-4 (Rev. 1/93)	<u></u>	<u> </u>	<u>_,</u>	<u> </u>	<del> </del>			

Instructions – Type or Print a separate form for	DEPARTMENT	E GENERAL SE	RVICES	AGENCY RECORDS INVENTORY			
each new or revised record series. Forward							
with Records Retention Schedule (DGS 550-1)	7275 Waterlo	o Road, P.O. Box	c 275	PAGE OF			
	Jessup,	Maryland 20794		FAGE - <u>/</u> UF			
		10-799-193D	<u> </u>	3. Unit			
1. Department/Agency Sheriff's Office	2. Division			3. Unit			
Shemi's Onice							
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally f	led and used as	a unit for re				
4. Record Series Title			5. Earlie	st Year/Latest Year			
Security Bureau Forms/Files				6to <u>2017</u>			
		·					
6. Record Series Description (Briefly describe the ty	ypes of information/	locuments/torms	tound in th	e series. Include the purpose or function of the			
series.) Vendor Sign in Log & Law Enforcement sign in Log	- used to record id	entification of ver	ndors/law e	nforcement officers visiting the Courthouse.			
7. Record Series Format(s) List all	8. Record	Series Sequence	9. Volume	······································			
🛛 🖾 Letter Size 🔲 Microfilm	Alphat	etical	<u>57</u> Number				
🔲 Legal Size 🔄 Computer Tapé	Numer	ical	. —	⊠ File Drawer(s) □ Microfilm Reek(s)			
🔲 Audio Tape 🛛 Flappy Disk	Chron	logical	Compu	Computer Tape(s)			
Bound Book 🔲 Video Tape	Geogr	ohical	Other (specify)				
			10. Annuel Accumulation				
Other (specify)	D Other	specify)	Number				
			File Dra				
			Computer Tape(s)				
· · · ·			Other (specify)				
11. File is Used	<b>_</b>	12. File Becon	nes inactive Afi	ler			
🗙 Daily 🔲 Weekly 🗌 Monthly 🛄 Ann	naliv	<u>1</u> Number		ionth(s) 🕅 Year(s)			
	y		··· •				
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Circuit Courthouse, Security Bureau		L) Yes	Tes 🛛 No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Req	16. Audit Requirements				
Yes 🖾 No		None	🕅 None 🔲 State 🛄 Federal 🚺 Independent				
17. Is an Index System used? If yes, explain briefly and describe re	quirements	18. Recorr	mended P	etention			
TYes X No		1 Year					
				•			
19. Name and Title of Preparer	20. Tele	phone Number	21. Date				
Sue Wilson	410-222	-1571	6/14/16				
D(\$ 550.4 (Bay 1833)							

				AGENCY RECORDS INVENTORY				
Instructions - Type or Print a separate form for			GENERAL SE					
each new or revised record series. Forward	REC	ORDS MANA	GEMENT DIV	ISION	67			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	57 PAGE_7 OF1			
	Jessup, Maryland 20794							
	410-799-1930							
1. Department/Agency	2. Divisi	ăп			3. Unit			
Sheriff's Office								
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	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			
Security Bureau Forms/Files				201	6 to2019			
6. Record Series Description (Briefly describe the	vpes of ini	formation/doc	uments/forms	found in th	e series. Include the purpose or function of the			
series.)					<i>i</i> 1			
Circuit Court Daily Assignments - used to indicate	Deputy/Ju	idae courtroor	m assignment	s daily.				
		•	•	•				
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume				
· · · · · · · · · · · · · · · · · · ·	•			<u>58</u>	_			
🔀 Letter Size 📋 Microfilm		Alphabetica	al	Number	•			
🚺 Legal Size 🔲 Computer Tape		Numerical		' 🔀 File Dra	awen(s)			
				Microfil				
📑 Audio Tape 🔄 Floppy Disk		Chronologi	cal		ter Tape(s)			
Bound Book 🔲 Video Tape	•	Geographic		Other (	specify)			
				10. Annuai	Accumulation			
Other (specify)		Other (spe	cify)					
				Number				
				File Dra	() () () () () () () () () () () () () (			
				Microfi)	Microfilm Reel(s)     Computer Tape(s)     Other (specify)			
· ·				1 <del>-</del> ·				
					specity)			
11. File is Used			12. File Becomes Inactive After					
🛛 🛛 Daily 门 Weekly 🔲 Monthly 🗍 Anv	uelly		Number Month(s) 🛛 Year(s)					
			1					
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
Circuit Courthouse, Sacurity Bureau			🗋 Yes 🖾 No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements					
			None None	State	Federal 🔲 Independent			
			Ĭ .					
17. Is an Index System used? If yes, explain briefly and describe r	equirements		18. Recommended Retention					
🗌 Yes 🛛 Na			3 Years					
					~			
· · ·								
	۲			04 5-1				
19. Name and Title of Preparer		-	one Number	21. Date	,			
Sue Wilson		410-222-15	0/1	6/14/16				
DGS 550-4 (Rev. 1/33)		. —		•				
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Instructions – Type or Print a separate form for			GENERAL SEI	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECO	DRDS MANA 5 Waterloo R Jessup, Ma	GEMENT DIV oad, P.O. Box ryland 20794 89-1830	ISION	58 PAGE_1OF1		
1. Department/Agency Sheriff's Office	2. Divisio	n			3. Unit		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title Security Bureau Forms/Files			5. Earliest Year/Latest Year 2016to2019				
6. Record Series Description (Briefly describe the t series.) Property Envelope Form – used to document perso				found in th	e series. Include the purpose or function of the		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume 59			
🛛 Letter Size 🔲 Microfilm		Alphabetica		Numper			
Legel Size Computer Tape		Chronologi		File Dra Microfile Comput Other (s	m Reel(s)		
C Other (specify)		Other (spec		10. Annual Number	Accumulation ,		
• •				Microfili	ile Drawer(s) hicrofilm Reel(s) computer Tape(s) hther (specify)		
11. File is Used 🛛 🛛 Daily 🗋 Weekdy 🔲 Monthly 🗌 Ann	ually		12. File Becom <u>3</u> Number		er		
13. Current Location(s) (Bidg., Floor, Room) Circuit Courthouse, Security Bureau			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	• • • • • •			16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention 3 Years				
19. Name and Title of Preparer Sue Wilson DGS 550-4 (Rev. 1/83)		20. Telepho 410-222-15	IL one Number 21. Date 571 6/14/16				
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Instructions - Type or Print a separate form for	DEPARTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA			G		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R		275	PAGE OF		
· · · ·	•	ryland 20794 199-1930				
1. Department/Agency	2. Division		······································	3. Unit		
Sheriff's Office						
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	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		
Security Bureau Forms/Files			201	6 to <u>2019</u>		
			<u> </u>			
6. Record Series Description (Briefly describe the t	ypes of information/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.) Docket Records (Juvenile & Civil) – court statistics				·		
DOCKET NECOLOS (ODVELINE & CIVII) - COUR SIGNALIOS						
7. Record Series Format(s) List all	8. Record Seri	les Sequence	9. Volume			
🛛 Letter Size 🔲 Microfilm	Aphabetic	ai	<u>60</u> Number	-		
🗋 Legal Size 🔄 Computer Tape ,	X Numerical		File Drawer(s)			
Audio Tape 🔲 Floppy Disk	, 🗖 Chronolog	ical	Microfilm Reel(s)     Computer Tape(s)     Other (chertin)			
Bound Book 🔲 Video Tapa 🕔	🗌 Geographi	cal	Other (specify)			
Other (specify)	Ciher (spe	cify)	10. Annual Accumulation			
			Number       Number       Image: State			
•		1				
			Computer Tape(s)			
11. File is Used		12. File Весол 3	ies (nactive Af			
🛛 Daily 🔲 Weekly 🔲 Monthly 🚺 Ann	ually	Number		ionth(s) 🔀 Year(s)		
		,				
			adas Dualisa			
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Security Bureau		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	<u>,</u>	16. Audit Requ	uirements			
🗋 Yes 🛛 No			State (	Federal 🔲 Independent		
17. Is an Index System used? If yes, explain briefly and describe n	equirements	18. Recom	mended P	etention		
Yes X No	3 Years		overhett.			
· · ·						
19. Name and Title of Preparer	20. Telepho	one Number	21. Date			
Sue Wilson	410-222-15	571	6/14/16			
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) 1. Department/Agency Sheriff's Office	• -	GEMENT DIVI	SION	AGENCY RECORDS INVENTORY	
DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Security Bureau Forms/Files 6. Record Series Description (Briefly describe the t series.)	· · · · · · · · · · · · ·		5. Earlie: 201	st Year/Latest Year 6 to <u>2028</u>	
Docket Records (Criminal & DR) - Court statistics. 7. Record Series Format(a) List all           Image: Discourt of the state of the st	25 Sequence       9. Volume        61				
11. File is Used X Daily	ualiy .	12. File Become <u>12</u> Number		er Ionih(s) 🛛 Year(s)	
13. Current Location(s) (Bidg., Floor, Room) Circuit Courthouse, Security Bureau 15. Access Restrictions (If Yes, cita Law(s) & Regulation(s) Yes X No		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)         Yes       No         16. Audit Requirements         None       State         Federal       Independent			
<ul> <li>17. Is an Index System used? If yes, explain briefly and describe m</li> <li>☐ Yes</li></ul>	ne and Title of Preparer 20. Telepho		18. Recommended Retention         12 Years         one Number       21. Date         71       6/14/16		

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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 S RECORDS MANAGEMENT D 7275 Waterloo Road, P.O. B Jessup, Maryland 2079 410-799-1930			ISION	AGENCY RECORDS INVENTORY			
1. Department/Agency Sheriff's Office	2. Divisio	on			3. Unit			
DEFINITION: RECORD SERIES: A group of relate purposes.	d records i	normally filed	and used as	a unit for re	ference as well as retention and disposition			
4. Record Series Title Security Bureau Forms/Files				5. Earlie <u>201</u>	st Year/Latest Year 6 to <u>2019</u> _			
6. Record Series Description (Briefly describe the t series.) Prisoner Release/Prisoner Commitment Records –			uments/forms	found in th	e series. Include the purpose or function of the			
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume				
🛛 Letter Size 🔲 Microfilm		Alphabetica	al	<u>62</u> Number	-			
🗋 Legal Size 🔄 Computer Tape		Numerical			ile Drawer(s)			
🗋 Audio Tape 🛛 Floppy Disk	Chronological				ter Tape(s)			
. Bound Book 🔲 Video Tape	Geographical		Other (	specify)				
Other (specify)	Other (specify)		10. Annual  Number	0. Annual Accumulation				
•		K Fik C Mit C Ca			iwer(s) m Reel(s) ter Tape(s) specify)			
11. File Is Used			12. File Becon	les inactive Af	ler			
🛛 Daily 🔲 Weskly 📋 Monthly 🗌 Ann	ually		Number Month(a) X Year(s)					
۰ ۰								
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Security Bureau			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
15. Access Restrictions (If Yas, cite Law(s) & Regulation(s)			16. Audit Requirements					
			🛛 Nonə 🗋 Statə 🔲 Fəderal 📋 Independent					
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention					
					· ·			
19. Name and Title of Preparer Sue Wilson	20, Telepho 410-222-15		one Number 71	21. Date 6/14/16				
S 550-4 (Rev. 1/93)	l			L <u></u>				

lastrations. Trans or Drink a second form for	DEPARTMENT OF			AGENCY RECORDS INVENTORY		
Instructions – Type or Print a separate form for each new or revised record series. Forward	RECORDS MANA		j			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R			67 PAGE_44 OF1		
		ryland 20794	2.0	PAGE OF		
	· ·	99-1930				
1. Department/Agency	2. Division			3. Unit		
Sheriff's Office						
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	l 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		
Security Bureau Forms/Files		·	201	<u>6</u> to <u>2019</u>		
6. Record Series Description (Briefly describe the t	types of information/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.)	·	×				
Notification for DNA Sample – used to document the	hat an inmate has been	notified by an	order to su	Dmit to a DNA sample.		
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume	· · · · · · · · · · · · · · · · · ·		
. Nicrofilm	,     [] Alphabetic	al	. <u>63</u> Number	-		
🔲 Legal Size 🛛 Computer Tape	🛛 Numerical		∑ File Drawer(s)			
		lent	Microfilm Reef(s) Computer Tape(s)			
🔲 Audio Tape 🚺 Floppy Disk			Computer Tape(s)     Other (specify)			
🗋 Bound Book 🔲 Video Tape 🔿	Geographi	icali				
Other (specify)	C Other (spe	cify)	10. Annual Accumulation			
			Number			
		•	🕅 File Dre	wer(s)		
			Micro®	n Reel(s)		
			Comput			
11. File is Used		12. File Becom	es Inactive Afi	êr .		
🛛 🖸 Daily 🗍 Weekdy 🚺 Monthly 🚺 Ann	waily	Number	БМ	onth(s) 🕅 Year(s)		
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record §	Series Duplicat	ed Elsawhere? (If yes, specify agency or office.)		
Circuit Courthouse, Security Bureau		Yes 🖾 No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
Yes 🛛 No						
·				Federal 🔲 Independent		
		<b> </b>				
17. Is an Index System used? If yes, explain briefly and describe r	18. Recom	mended R	etention			
	3 Years					
		ł		:		
	<u> </u>	<b>.</b>				
19. Name and Title of Preparer		one Number	21. Date			
Sue Wilson	410-222-15	F10	6/14/16			
	<u>l</u>			· · · · · · · · · · · · · · · · · · ·		

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)	RECORDS M 7275 Wate	T OF GENERAL SE MANAGEMENT DIV rloo Road, P.O. Bo p, Maryland 20794 410-799-1930	ISION	AGENCY RECORDS INVENTORY			
1. Department/Agency Sheriff's Office	2. Division			3. Unit			
· · · · · · · · · · · · · · · · · · ·	L	- <u></u>					
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normall	y nied and used as		erence as well as retention and disposition			
4. Record Series Title Security Bureau Forms/Files				t Year/Latest Year to <u>2021</u>			
6. Record Series Description (Briefly describe the series.) Detention Command Cell Block Inspection and Pri of prisoners in the cells.	•	•					
7. Record Series Format(s) List all	8. Rec	ord Series Sequence	9. Volume				
🛛 Letter Size 📋 Microfilm	ł	habetical .	<u>64</u> Number				
Legal Size Computer Tape	Nu Nu	mericai	🖾 File Drav				
🔲 Audio Tapa 🔛 Floppy Disk		ronological	Compute	r Tape(s)			
Bound Book 🗋 Video Tapa	Ge	ographical	10. Annual A	· · · · · · · · · · · · · · · · · · ·			
Other (specify)	[] 0#	ner (spacify)	/ Number	, ,			
· · · ·		;	File Draw Microfilm Compute Other (sp	Reel(s) n Tape(s)			
11. File is Used		12. File Becor	) tes Inactive Afte	· · · · · · · · · · · · · · · · · · ·			
🔀 Daily 🗍 Weekly 📑 Monthly 🗌 Ant	wałły	<u>5</u> Number	. 🗋 Ма	nih(s) 🗹 Year(s)			
			Series Dusliente	d Elsewhere? (If yes, specify agency or office.)			
13. Current Location(s) (Bidg., Floor, Room) Circuit Counthouse, Security Bureau		T4. IS Recold	No No	u cisowikater (ii yos, specky agoncy ui onco.j			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Req	uirements				
	•	Моле	🛛 None 📋 State 🔲 Federal 🔲 Independent				
17. Is an Index System used? If yes, explain briefly and describe	• • • • •		Imended Re	tention			
19. Name and Title of Preparer Sue Wilson		elephone Number 222-1571	21. Date 6/14/16				
5550-4 (Rev. 1/93)	- <u></u>	<u>, , , , , , , , , , , , , , , , , , , </u>					

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Instructions - Type or Print a separate form for	DEPAP	RTMENT OF (	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	REC	ORDS MANA	GEMENT DIV	ISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O.				64		
With Records Released Concerned (Doc 330-1)			•	2.0	PAGE OF1		
	Jessup, Maryland 20794 410-799-1930				· · · · · · · · · · · · · · · · · · ·		
1. Department/Agency	2. Divisi	on `			3. Unit		
Sheriff's Office							
	}						
DEFINITION: RECORD SERIES: A group of relate purposes.	a recoras	normally filed	and used as a		rerence as well as retention and disposition		
4. Record Series Title		*		5. Earlie	st Year/Latest Year		
Security Bureau Forms/Files				201	<u>6to2019</u>		
6. Record Series Description (Briefly describe the	types of in	formation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.)		•					
Judicial Threat Assessment - used when a Judge	has been l	threatened.					
					· · ·		
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Valume			
🔀 Letter Size 🔲 Microfilm		Alphabetic	ai	<u>65</u> Number	-		
Legal Size 🔲 Computer Tape		Numericai		🛛 🕅 File Dra			
El Audio Tono Di Elegare Diale		Chronologi			m Reel(s) ter Tape(s)		
🔲 Audio Tapa 🔄 Floppy Disk			C30		specify)		
D Bound Book D Video Tape		🗌 🔲 Geographi	cal		· · ···		
Other (specify)	Other (specif		-ffw)	10. Annual	Accumulation		
			uij/	Number	•		
				·			
			•••	File Ora	• •		
				Dther (			
11. File is Used			12. File Becom	es inscuve at			
🛛 Daily 🗋 Weekly 📑 Monthly 🗐 And	rually		Number		ionth(s) 🔀 Year(s) .		
	,				,		
			j				
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Sarles Duplicated Elsawhere? (If yes, specify agency or office.)				
Circuit Courthouse, Security Bureau			Yes 🖾 No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audil Requirements				
🗋 Yes 🖾 No							
	. '	•	None 🔲 State 🔲 Federal 🔛 Independent				
	·	·					
17. Is an index System used? If yes, explain briefly and describe a	requirements		18. Recom	mended R	etention		
🗋 Yes 🖾 No			3 Years				
19. Name and Title of Preparer		20, Telepho	ne Number	21. Date	<u></u>		
		410-222-15		6/14/16			
					· · · ·		

DGS 550-4 (Rev. 1/93)

				DVICES	AGENCY RECORDS INVENTORY		
Instructions – Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL S RECORDS MANAGEMENT DI						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo				65 PAGE_#OF1		
	Jessup, Maryland 20794 410-799-1930				PAGE OF1		
1. Department/Agency	2. Divisio				3. Unit		
Sheriff's Office							
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title					st Year/Latest Year		
Warrant Forms/Files				201	<u>6</u> to <u></u>		
6. Record Series Description (Briefly describe the	types of inf	iormation/doct	uments/forms	found in th	e series. Include the purpose or function of the		
series.)							
Warrant Files – Paper copies of unserved Warrant	s issued fo	r the arrest of	named perso	ns.			
7, Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	<u> </u>		
🛛 Letter Size 📋 Microfilm		Alphabetica	at i,	<u>66</u> Number	[.]		
Legal Size 🚺 Computer Tape	Numerical			🖾 File Dra			
🗍 Audio Tape 🛛 Floppy Disk	Chronological		cal	Compu	iter Tape(s)		
, Bound Book 📋 Video Tape	Geographical		<b>cai</b>		· · · ·		
Other (specify)	🗍 Other (speci		cify)	10. Aniwał 	Accumulation		
				Number			
· · · · · · · · · · · · · · · · · · ·				🔀 File Ora	swer(s)		
	I				m Reek(s) ter Tape(s)		
	l				specity)		
11. File is Used		L	12, File Becom	es Inactive Af			
⊠Daily ⊡Weekly ⊡Monthly ⊡Anu	Nually		Number Month(s) 🕅 Year(s)				
13. Current Location(s) (Bklg., Floor, Room) Circuit Courthouse, Security Bureau		•	14. Is Record Series Duplicated Elsawhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	virements			
Tyes 🛛 No			. St Maar				
					Federal [] Independent		
17. Is an Index System used? If yes, explain briefly and describe	coulomonia		48. Deer				
17. Is an molex System used 7 in yest, explain brieny and describes Yes X No	, 4400 GRADIUS		18. Recom Until served		elenion		
19. Name and Title of Preparer		20. Telepho	one Number	21. Date			
Sue Wilson		410-222-15	71	6/14/16			
		 			,		
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 SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794			ION L6			
1. Department/Agency Sheriff's Office	410-799-1530 2. Division			3. Unit			
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally filed	and used as a	a unit for re	ference as well as retention and disposition			
4. Record Series Title Warrant Forms/Files				st Year/Latest Year 6to			
6. Record Series Description (Briefly describe the ty series.) Postal Address Information Request – request for o	)						
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume				
🛛 Letter Size 🔲 Microfilm	Alphabetic	al	<u>67</u> Number	<u>67</u> Number			
Legal Size 🔲 Computer Tape	X Numerical		⊠ File Drawer(s)				
🗋 Audio Tape 🛛 Floppy Disk	Chronolog	ical .	Microfil	ter Tape(s)			
🗋 Bound Book 🔲 Video Tape	Geographi	ical	Other (specify)				
Other (specify)	Diher (spe	cify)	10. Annual Accumulation				
· ·			Di File Dra Microfili Comput Other (s	m Reel(s) ler Tape(s)			
11. File is Used	1	12. File Secon	les Inactive Aft	er			
🛛 Daily 🗋 Weekby 🛄 Monthly 🗍 Anni	ually	Number	<b>□</b> M	ionth(s) 🕅 Year(s)			
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Security Bureau	<u>.                                    </u>	14. Is Record S	Series Duplicat	ed Elsewhere? (If yes, specify agancy or office.)			
15. Access Restrictions (If Yee, cite Law(s) & Regulation(s)	16. Audit Requirements						
17. Is an index System used? If yes, explain briefly and describe re Yes X No	aquirements	18. Recom Until served		elention			
19. Name and Title of Preparer Sue Wilson	20. Teleph 410-222-15	ine Number 571	21. Date 6/14/16	;			
SS 550-4 (Rev. 1/93)							

	05040				AGENCY RECORDS INVENTORY		
Instructions – Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box				67 PAGE_X OF1		
With Records Relation Schedule (DGS 350-1)	Jessup, Maryland 20794				PAGE OF		
· · · · · · · · · · · · · · · · · · ·	410-759-1930						
1. Department/Agency	2. Divisio	on .			3. Unit		
Sheriff's Office							
· ·							
DEFINITION: RECORD SERIES: A group of related purposes.	d records r	normally filed	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		
Warrant Forms/Files				<u>201</u>	<u>6</u> to		
	<u> </u>	<u> </u>		l			
6. Record Series Description (Briefly describe the ty	ypes of info	ormation/doci	uments/forms	found in th	e series. Include the purpose or function of the		
series.)							
Consent to Search premises without a search warra							
copy warrant removal slip – used to document insta	inces whe	re citizens coi	nsent to permi	it deputies	to search and seize property without a court		
Ordered search warrant. 7, Record Series Format(s) List all		8. Record Serie		9. Volume			
		U. NOUND COM	is vequence	<u>68</u>	_		
🔀 Letter Size 🔲 Microfilm		Alphabetica	i ş	Number			
🗌 Legai Size 🔛 Computer Tape	X Numerical			File Drawer(s)			
🔲 Audio Tape 🔲 Floppy Disk		Chronologi	al	Computer Tape(s)			
🗋 Bound Book 🔲 Video Tape		🔲 Geographic	al				
	•	Other (spec	·	10. Annual	Accumulation		
Other (specify)	{		A'Y/	Number			
				_			
	Í				File Drawer(s) · · · · · · · · · · · · · · · · · · ·		
	Í			Computer Tape(s)			
	Í			C Other (specify)			
11. File Is Used	ſ		12. File Becom	es Inactive Af	ler		
🛛 Daily 🗍 Weekly 🗍 Monthly 🗍 Anm.	ually .		Number Month(s) 🗹 Year(s)				
13. Current Location(s) (Bldg., Floor, Room)			14. is Record S	ieries Duolical	ed Elsewhere? (If yes, specify agency or office.)		
Circuit Courthouse, Security Bureau		)					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		}	16. Audit Requirements				
			None 🗋 State 🔲 Federal 📋 Independent				
17. Is an Index System used? If yes, explain briefly and describe re	quirements		18. Recom	mended R	etention		
Yes 🛛 No			Until served				
					•		
			-				
19. Name and Title of Preparer	i	20. Telepho	ne Number	21. Date			
Sue Wilson		410-222-15		6/14/16			
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DGS 550-4 (Rev. 1/93)							

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Instructions - Type or Print a separate form for	DEPAR		GENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. B Jessup, Maryland 2079 410-799-1930			275	₽AGE OF	
1. Department/Agency	2. Divisio				3. Unit	
Sheriff's Office					· ·	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	<del></del>		
4. Record Series Title				]	st Year/Latest Year	
Warrant Forms/Files		,		<u>201</u>	6to	
6. Record Series Description (Briefly describe the t	ypes of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
Suspect Profile – used to document all pertinent ide	entification	tactors regar	aing a suspec	a.	• •	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Voluma 69		
🛛 Letter Size 🔲 Microfilm		Alphabetica	al	Number	-	
Legal Size 🔲 Computer Tape	Numerical			🔀 File Dra		
. 🛄 Audio Tape 🔄 Floppy Disk	Chronologi		cal	Comput		
Bound Book 🗋 Video Tapa	💭 Geographic		al			
Other (specify)	🔲 Other (spec		新y)	10. Annual 	Accumulation	
				Number		
				File Dra		
			Compu		ter Tape(s)	
			Cither (specify)			
11. File is Used			12. File Becomes Inactive After			
🛛 Daily 🔲 Weekly 🛄 Monthly 🛄 Ann	ually		Number 📑 Month(s) 🖾 Year(s)			
· ·						
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Circuit Courthouse, Security Bureau			Yes 🛛 No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	lirements		
Tes 🛛 No			None	🗌 State 🔲	Federal 🔲 Independent	
· · ·					- -	
17. Is an Index System used? If yes, explain briefly and describe m	equirements		18. Recom	mended R	etention	
Yes X No			Until served	1		
:						
19. Name and Title of Preparer		20. Telepho		21. Date		
Sue Wilson		410-222-15	71	6/14/16		
IGS 550-4 (Rev. 1/93)						

each new or revised record series. Forward RE			RVICES	AGENCY RECORDS INVENTORY		
	DEPARTMENT OF GENERAL SER RECORDS MANAGEMENT DIVIS 7275 Waterloo Road, P.O. Box 2 Jessup, Maryland 20794 410-789-1830			69 page <u>_2′</u> of <u>1</u>		
1. Department/Agency 2. Divi Sheriff's Office	2. Division			3. Unit		
DEFINITION: RECORD SERIES: A group of related record purposes.	is normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title Warrant Forms/Files			1	est Year/Latest Year 6 to		
6. Record Series Description (Briefly describe the types of i series.) Request for Unlisted Phone number check – Used to obtain				e series. Include the purpose or function of the		
7. Record Series Format(s) List all	8. Record Seri		9. Volume <u>70</u> Number	_		
🗌 Legal Siza 🛛 🗋 Computer Tapa	Numerical			S File Drawer(s)		
🗋 Audio Tape 🛛 Floppy Disk	Chronological		Microfilm Real(s) Computer Tape(s) Other (specify)			
🗋 Bound Book 🔲 Video Tepe				· · · · · · · · · · · · · · · · · · ·		
Cither (specify)				Accumulation .		
 			Microfil Compu	☑ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)		
11. File Is Used		12. File Becon  Number		ter Aonth(s) 🛛 Year(s)		
13. Current Location(s) (Bidg., Floor, Room) Circuit Courthouse, Security Bureau		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
17. Is an Index System used? If yes, explain briefly and describe requirement ☐ Yes ⊠ No	ts	18. Recom Until served		etention		
19. Name and Title of Preparer Sue Wilson	20. Telepho 410-222-15	one Number 571	21. Date 6/14/16			

Instructions – Type or Print a separate form for	DEPARTMENT OF (		DV/ICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R			70 page of		
		ryland 20794	210	PAGE OF		
		<del>3</del> 9-1930	•			
1. Department/Agency	2. Division	•		3. Unit		
Sheriff's Office		•				
· · · ·	·					
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title	· · · · · · · · · · · · · · · · · · ·		5. Earliest Year/Latest Year			
Warrant Forms/Files	р		201	6 to		
	· · ·					
6. Record Series Description (Briefly describe the t	ypes of information/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.)						
Fugitive top hotline lead – used to document inform	nation provided by caller	regarding wa	inted perso	ns.		
		•				
7. Record Series Format(s) List all	8. Record Seri	s Sequence	9. Votume	· · ·		
🔀 Letter Size 🔲 Microfilm	Alphabetics	h	Number	- ·		
Legal Size 🔲 Computer Tape	Numerical		X File Drawer(s)			
🔲 Audio Tape 🔲 Floppy Disk			Computer Tape(s)			
🔲 Bound Book 📋 Video Tape	Geographic	al		· · · · · · · · · · · · · · · · · · ·		
Other (specify)	Other (spe	ziv)	10. Annuel Accumulation			
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, ,				n Resi(s)		
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11. File is Used		12. File Becom	es inactive Afl	er		
🛛 Daily 🗋 Weekly 🚺 Monthly 🗍 Ann	units (	Number		lonih[s) ⊠Year(s)		
i 🛛 Cany 🗋 weeky 🗋 wathing 🗋 Ami	Ually	1406110201	»، ا <u>ت</u>			
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record 8	Sertes Duplicat	ed Elsewhere? (If yes, specify agency or office.)		
Circuit Counthouse, Security Bureau		🗋 Yes 🔯 No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
Yes 🛛 No		53		Enderst Distanced and		
				Federal 🚺 Independent		
17. Is an Index System used? If yes, explain briefly and describe n	equirements	18. Recom	mended R	etention		
		Until no lon	ger needeo	۱ _.		
·						
19. Name and Title of Preparer	20. Telepho	ne Number	21. Date			
Sue Wilson	410-222-15	71	6/14/16			
			· · · · · · · · · · · · · · · · · · ·	^ا ین ^ی ن <del>این می میکند. این کر کر ایر ایر ایر ایر ایر ایر خرن ایر ایر ایر ایر ایر ایر ایر ایر ایر ایر</del>		

Instructions ~Type or Print a separate form for				AL SERVICES AGENCY RECORDS INVENTOR			
each new or revised record series. Forward	RECORDS MANAGEMENT D						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. B				-71 PAGEOF1		
	Jessup, Maryland 20794 410-799-1930				PAGE OF		
1. Department/Agency	2. Divisio	on	-	3. Unit			
Sheriff's Office							
	j						
DEFINITION: RECORD SERIES: A group of relate purposes.	d records i	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title			:		st Year/Latest Year		
Warrant Forms/Files			1	<u>201</u>	6to		
6. Record Series Description (Briefly describe the	types of inf	ormation/doci	uments/forms	found in th	e series. Include the purpose or function of the		
series.) Warrant information update – used to document ar	ad undate i	nfo, relation tr		Inte in Cuel	and the Sheriff's Office		
Avairant intormation update – used to document ar		nio, reisinių u		into in Cuo			
7. Record Series Format(s) List all		8. Record Serk	as Sequence	9. Volume			
🛛 Letter Size 🔲 Micsofilm		Alphabetice	d,	<u>72</u> Number	- ·		
🗋 Legal Size 🔲 Computer Tape		Numerical			ັ 🔀 File Drawsr(s)		
🗋 Audio Tape 🔄 Floppy Disk		Chronologi	ai	Microfil	• •		
🗋 Bound Book 🔲 Video Tape	-	Geographic	al	Other (specify)			
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í .	i			🛛 File Dra	war(s)		
					m Reel(s)		
			Computer Tape(s)				
11. File is Used	:	•	12. File Becom	ies Inactive Af	er . ,		
🔀 Daily 🗌 Weekly 🗋 Monthly 🗍 Anr	nually		Number 🔲 Month(s) 🛛 Year(s)				
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13. Current Location(s) (Bidg., Floor, Room)			14. is Record S	Series Duplical	ted Elsewhere? (If yes, specify agency or office.)		
Circuit Courthouse, Security Bureau			. 🗋 Yes 🛛 No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requiremente				
Yes 🛛 No		i	🛛 None 💭 State 🔲 Federat 🛑 Independent				
17. Is an Index System used? If yes, explain briefly and describe a	requirements	/	18. Recom	mended R	etention		
Yes 🛛 No			Until no Ion	ger needed	1		
10 Name and Tills of Process	T			24 10-1-			
19. Name and Title of Preparer . Sue Wilson		20. Tetepho 410-222-15		21. Date 6/14/16			
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DGS 550-4 (Rev. 1/33)							

Instructions – Type or Print a separate form for	DEPAR		SENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward			GEMENT DIV			
with Records Retention Schedule (DGS 550-1)		-	oad, P.O. Box		72 page_ <u>1</u> 0F1	
		-	ryland 20794 89-1930			
1. Department/Agency	2. Divisio	วก			3. Unit	
Sheriff's Office						
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title	١				st Year/Latest Year	
Warrant Forms/Files				_ <u>_201</u>	6to	
6. Record Series Description (Briefly describe the t series.)	types of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
Arrest Notification form - used to document the am	est of a su	bject on the S	heriff's Office	Most Wan	ted List.	
······································						
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
🛛 Letter Size 🔲 Microfilm	:	Alphabelic	ai	Number		
Legal Size 🔲 Computer Tape	🔀 Numericai			S File Drawer(s)		
🗖 Audio Tapa 🔄 Floppy Disk			cal	Compu	ter Tape(s)	
Bound Book 🔲 Video Tapa	Geographic		cal,		Accumulation	
Other (specify)	Öther (spec		cify)	Number	-	
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· ·				🛛 File Dra	.,	
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				🔲 Other (i	specity)	
11. File is Used			12. File Becom	ies inactive Af	er	
🛛 Daily 🗋 Weekly 📋 Monthly 🔲 Ann	ually	:	Number Month(s) 🖾 Year(s)			
13. Current Location(s) (Bidg., Floor, Room)			14 le Basard é	Contine Duntin-	ed Elspuhene? //fues sparify granny or office )	
Circuit Courthouse, Security Bureau			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes 🖾 No			None -	🗂 State 🔲	Federat 🔲 Independent	
17. Is an Index System used? If yes, explain briefly and describe r	requirements		18. Recom	mended R	etention	
Yes X No			Until no longer needed - destroy			
19. Name and Title of Preparer	·	20. Telepho	one Number	21. Date		
Sue Wilson		410-222-15		6/14/16		
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Latructional Time or Print a concerta form for				AGENCY RECORDS INVENTORY			
Instructions – Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL SI RECORDS MANAGEMENT DI						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. B			275	PAGE OF		
•			ryland 20794 39-1630				
1. Department/Agency	2. Divisio	n		3. Unit			
Sheriff's Office							
•	[						
DEFINITION: RECORD SERIES: A group of relate purposes.	d records i	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year				
Warrant Forms/Files				201	<u>6</u> to		
6. Record Series Description (Briefly describe the I	types of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.) Most Wanted checkoff List – used to document ste	aa takaa ta	worify that a	worrant for a l	Mont Mont	ad tabina is still active		
Most Wanted Checkon List – used to document ste	ps taken k		waitant ior a r	NOSL VVAIN	eu aping is sui aouve.		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
🔀 Letter Size 🔲 Microfilm			đ	Number			
Legal Size Computer Tape	X Numerical			전 File Drawer(s)			
🔲 Audio Tape 🔲 Floppy Disk	Chronological		cal	Compu	omputer Tape(s) ther (specify)		
🔲 Bound Book 🔲 Video Tape	Geographical		ai	10. Annual Accumulation			
Other (specify)	Dither (specify)		ify)	10. Annual			
				Number			
				⊠ File Drawer(s) □ Mkarofilm Reel(s)			
				Computer Tape(s)			
				Cther (specify)			
11. File is Used			12. File Becom	es Inactive Af	ler .		
🖾 Daily 🗋 Weekly 🔲 Monthly 🗍 Ann	nually		Number 🛄 Month(s) 🕅 Year(s)		Ionth(s) 🔀 Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsawhere? (If yes, spacify agency or office.)				
Circuit Courthouse, Security Bureau	٠		Yes 🛛 No				
15. Access Restrictions (If Yes, cile Law(s) & Regulation(s)			16. Audit Requirements				
Yes 🖾 No			Nona 🔲 State 🛄 Federal 🛄 Independent				
		ľ					
17. Is an Index System used? If yes, explain briefly and describe r	requirements		18. Recom	mended R	etention		
			Until no lon	ger neede	d - destroy		
• •			,				
19. Name and Title of Preparer	1	20. Telepho	ne Number	21. Date			
Sue Wilson		410-222-15	71	6/14/16			
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DGS 550-4 (Rev. 1/93)							

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Instructions Type or Print a separate form for			GENERAL SE		
each new or revised record series. Forward			GEMENT DIV	•	74
with Records Retention Schedule (DGS 550-1)	121		oad, P.O. Box ryland 20794	215	PAGE OF
	[		99-1930		
1. Department/Agency	2. Divisio	on			3. Unit
Sheriff's Office					· .
DEFINITION: RECORD SERIES: A group of relate	d records n	normally filed	and used as	a unit for re	ference as well as retention and disposition
purposes.	<u> </u>			5. Earlie	st Year/Latest Year
Warrant Forms/Files				201	6to <u>2018</u>
					- · · · · · · · · · · · · · · · · · · ·
6. Record Series Description (Briefly describe the I	types of info	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the
series.)					ι,
MUCR Report Form – used to enter statistics that a	are sent to (	Central Reco	rds Division o	f MD State	Police.
7. Record Series Format(s) List all	T	8. Record Seri	es Sequence	9. Volume	· · · · · · · · · · · · · · · · · · ·
🗙 Letter Size 🚺 Microfilm		🔲 Alphabetica	at	<u>75</u> Number	-
🗋 Legal Size 🛛 Computer Tape	X Numerical			K File Dri	
🚺 Audio Tape 🛛 Floppy Disk	Chronological		cal	Compu	ter Tape(s)
🗖 Bound Book 🔲 Video Tape	Geographical			Other (	specity)
				10. Annual	Accumulation
Other (specify)	(	🔲 Other (spe	cify)	Number	
	1				
				Karofi	
	1				•••
•		• ,		Dither (	specify)
11. File is Used			12. File Becom	es Inactive Af	ler
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🕅 Daity 📋 Weekly 🔲 Monthly 🔲 Ann	wally		Number	۳⊔. ∙	konth(s) 🖾 Year(s)
				•	
13. Current Location(s) (Bldg., Floor, Room)			14. is Record \$	iertes Duplica	ed Elsewhere? (If yes, specify agency or office.)
Circuit Courthouse, Security Bureau			🗌 Yes	🔀 No	-
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements	· · · · · · · · · · · · · · · · · · ·
🗋 Yes 🛛 No					
	•				Federal 🔲 Independent
17. Is an Index System used? If yes, explain briefly and describe r	equirements		18. Recom	mended R	etention
Yes 🛛 No			2 Years		
· ·					
19. Name and Title of Preparer		20. Telepho	one Number	21. Date	
Sue Wilson		410-222-15	71	6/14/16	
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S 550-4 (Rev. 1/93)					
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InstructionsType or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Sheriff's Office DEFINITION: RECORD SERIES: A group of relate purposes.	7275 Waterloo Jessup, I 4 2. Division	NAGEMENT DIV Road, P.O. Box Maryland 20794 0-799-1930	ASION 275 a unit for re					
4. Record Series Title Warrant Forms/Files			1	st Year/Latest Year 6 to <u>2026</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.) Series.) Domestic Relations Team weekly Timesheet – used to document hourly breakdown of DR activities for the week.								
7. Record Series Format(s) List all	8. Record \$	Series Sequence	9. Volume 76					
🛛 Letter Sizə 🔲 Microfilm	Alphab	tical	Number	-				
Legal Size Computer Tapa Audio Tapa Floppy Disk Bound Book Video Tapa Other (specify)	⊠ Numeri □ Chrono □ Geogra □ Other (	logical phical	File Dra Microfil Compu Other ( 10. Annual Number Number File Dra	m Reel(s) ter Tape(s) specify) Accumutation				
			Microfil Compute Other (*	m Reel(s) ler Tapa(s)				
11. File is Used 🛛 🛛 Weekly 🗋 Monthly 🗍 Ann	wally	12. File Becon <u>10</u> Number						
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Security Bureau	· · · · · · · · · · · · · · · · · · ·	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)				16. Audit Requirements				
17. Is an Index System used? If yes, explain briefly and describe r	18. Recon 10 Years	18. Recommended Retention 10 Years						
19. Name and Title of Preparer Sue Wilson DGS 550-4 (Rev. 1/93)	20. Telej 410-222-	hone Number 1571	21. Date 6/14/16					

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Sheriff's Office DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Warrant Forms/Files	RECC 727 2. Divisio	DRDS MANA 5 Waterloo R Jessup, Ma 410-71 on	GENERAL SE GEMENT DIV oad, P.O. Box ryland 20794 #9-1930	ISION 275 a unit for re 5. Earlie	AGENCY RECORDS INVENTORY  AGENCY RECORDS INVENTORY  PAGEOF  3. Unit  ference as well as retention and disposition st Year/Latest Year  6to			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) series.) Firearms Surrender Notice – used to document possession/surrender of firearms pursuant to a temporary or final protective order.								
7. Record Series Format(s) List all		8. Record Serk	es Sequence	9. Volume				
🔀 Letter Size 🔲 Microfilm		🗋 Alphabetica	al ,	<u>77</u> Number	- 4			
□ Legal Size       □ Computer Tape         □ Audio Tape       □ Floppy Disk         □ Bound Book       □ Video Tape         □ Other (specify)	nually	Numerical	cify)	☐ File Drawer(s)          ☐ Microfilm Reel(s)         ☐ Computer Tape(s)         ☐ Other (specify)				
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Security Bureau			14. Is Record Series Duplicated Elsewhere? (If yes, specify egency or office).)					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements					
17. Is an Index System used? If yes, explain briefly and describe Yes XI No	Is an Index System used? If yes, explain briefly and describe requirements Tes X No			18. Recommended Retention Until order expires				
19. Name and Title of Preparer Sue Wilson		20. Telepho 410-222-15	ne Number 71	21. Date 6/14/16	·			
DGS 550-4 (Rev. 1/83)		۰ ت						

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Instructions – Type or Print a separate form for	DEPART	MENT OF G	SENERAL SE	RVICES AGENCY RECORDS INVENTORY				
each new or revised record series. Forward			GEMENT DIV					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. 80x			275	77 PAGE OF1			
	Jessup, Maryland 20794							
1. Department/Agency	2. Division		9-1930		3. Unit			
Sheriff's Office								
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records no	maily filed	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			
Warrant Forms/Files					6 to <u>2017</u>			
C. Record Carlos Description (Reinfly describe the	hunga of lefer	mation/dag		found in th	e series ladude the surgess of function of the			
6. Record Series Description (Briefly describe the t series.)	ypes or inion	mauonvooci	uments/torms	iouna in ui	e series. Include the purpose of rancion of the			
Teletypes – used for incoming and outgoing teletyp	pe transmissi	ion.			•			
7. Record Series Format(s) List all	`	8. Record Serie	as Sequence	9. Volume	· · · · · · · · · · · · · · · · · · ·			
🛛 Letter Size 🔲 Microfilm	1	Alphabetica	a .	<u>78</u> Number	-			
Legal Size [] Computer Tape	1	🔀 Numerical		🔀 File Dra	•••			
Audio Tape 🔲 Floppy Disk		Chronologia	<b>19</b> 2	Microfilm Reel(s)     Computer Tape(s)				
Bound Book 🔲 Video Tape		Geographic	ลม	Cher (specify)				
Cither (specify)		🗍 Other (spec	-ifu)	10. Annual Accumulation				
				Number				
				🔀 File Dra	wer(s)			
-			Microfilm Reel(s)     Computer Tape(s)					
				specify)				
<u> </u>								
• 11. File is Used			12. File Becom	es inactive Aft	er ·			
🛛 Daily 🗌 Weekly 门 Monthly 🗋 Anr	wally	1	Number 🔲 Manith(s) 🖾 Year(s) .					
			c					
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	ieries Duplicat	ed Elsewhere? (If yes, specify agency or office.)			
Circuit Courthouse, Security Bureau		i	TYes 🖾 No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	<u> </u>		16. Audit Requirements					
🗋 Yes 🖾 No				⊡istata ⊡	Federal 🛛 Independent			
		-						
17. Is an Index System used? If yes, explain briefly and describe (	requirements		18. Recom	mended P	stention			
Transmission         Transmission           Transmission         Yes         No			1 Year					
			·					
-								
19. Name and Title of Preparer	1	20. Telepho	ne Number	21. Date				
Sue Wilson	4	410-222-15	71	6/1 <b>4/16</b>				
		<u></u>		<u> </u>				
DG\$ 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)	RECO 7275	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		ISION 275	AGENCY RECORDS INVENTORY		
1. Department/Agency Sheriff's Office	2. Divisio	2. Division			3. Unit		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records r	iormally filed	and used as a				
4. Record Series Title Warrant Forms/Files			,		st Year/Latest Year 6 to2021		
6. Record Series Description (Briefly describe the series.) Dispatch Log Sheet – a computerized log that reco							
7. Record Series Format(s) List all		8. Record Serie	es Sequenca	9, Volume 79			
Letter Size 🚏 🗋 Microfilm		Alphabetica	đ	Number	-		
Legal Size D Computer Tape		🔀 Numerical		File Dra			
🗋 Audio Tape 🛛 Floppy Disk		Chronologi	cal	Compu	ter Tape(s)		
Bound Book Divideo Tape	🛄 Geographie		al	Other (	specity)		
Other (specify)		Other (spec			Accumulation		
				Other (	m Reel(s) ter Tape(s) specify)		
11. File Is Used		-	12. File Becom				
🔀 Daily 🔲 Weekly 🚺 Monthly 🗍 An	nually		Number	⊡ N	lonth(s) 🛛 Year(s)		
13. Current Location(s) (Bidg., Floor, Room) Circuit Counthouse, Security Bureau	<u>.</u>		14. Is Record Series Duplicated Elsewhere? (If yes, spacify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	lirements			
			🛛 None 🎵 State 🔲 Federal 🔲 Independent				
17. Is an Index System used? If yes, explain briefly and describe Yes X No	s describe requirements		18. Recomme 5 Years		etention .		
19. Name and Title of Preparer	I	20. Telepho	ne Number	21. Date			
Sue Wilson		410-222-15		6/14/16	· · · ·		
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Instructions – Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF GENERAL S RECORDS MANAGEMENT D						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box				PAGE OF		
	Jessup, Maryland 20794 410-799-1930				PAGE OF1		
1. Department/Agency	2. Divisio:				3. Unit		
Sheriff's Office	(						
			۰.				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records n	ormally filed	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		
Financial/Budgetary Purchasing Forms/Files				_ <u>_201</u>	<u>6to2026</u>		
6. Record Series Description (Briefly describe the	types of info	mation/docu	uments/forms	found in th	e series. Include the purpose or function of the		
series.)							
Budget Manual - Contains all documents pertainin	ig to the spe	ecific tiscal ye	ar budget pro	cess.			
7. Record Series Format(s) List all		8. Record Serie	is Sequence	9. Volume 80			
🔀 Letter Siza 🔲 Microfilm		Alphabetica	1.	Number	-		
Legal Size Computer Tape		🔀 Numerical			X     File Drawer(s)		
🔲 Audio Tape 📋 Fioppy Disk		Chronologi	cat	Microfil	ter Tape(s)		
🔲 Bound Book 🔲 Video Tape	·	Geographic	al	Other (specify)			
Other (specify)		🚺 Other (spec	ify)	10. Annual	Accumulation		
				Number	·		
				File Dra	••		
			Comp		ter Tape(s)		
	· [		1	Other (specify)			
11. File is Used	A		12. File Becom 10	es Inactive Afr	6f		
🛛 Daily 🗋 Weakly 🗋 Monthly 🗋 Anr	nually	ļ	Number	ionth(s) 🔀 Year(s)			
	. <u> </u>						
13. Current Location(s) (Bidg., Floor, Room) Circuit Courthouse, Security Bureau			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	·		16. Audit Requ	lirements			
TYes 🛛 No			🛛 🕅 None	🗂 State 🗍	Federal 🔲 Independent		
			_				
17. Is an Index System used? If yes, explain briefly and describe i	requirements		18. Recom	mended R	etention		
		10 Years					
19. Name and Title of Preparer	{	20. Telepho	ne Number	21. Date	· · · · · · · · · · · · · · · · · · ·		
Sue Wilson		410-222-15	71.	6/14/16			
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0GS 550-4 (Rev. 1/93)							

Instructions – Type or Print a separate form for each new or revised record series. Forward			ENERAL SERVICES		AGENCY RECORDS INVENTORY	
with Records Retention Schedule (DGS 550-1)	/ 7275 Waterloo Road, P.O. Bo Jessup, Maryland 20794 410-799-1930			275	PAGE OF	
1. Department/Agency ,	2. Divisi	on			3. Unit	
Sheriff's Office						
		•			· ·	
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	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	
Financial/Budgetary Purchasing Forms/Files				201	6 to <u>2018</u>	
6. Record Series Description (Briefly describe the	types of inf	formation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
Purchase Order Request ~ identifies the item purch	hased, sug	gested vendo	ir, approval, a	ccount cha	rged, item costs and total cost.	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	<u> </u>	
🛛 Letter Size 🔲 Microfilm		Alphabetica	al .	<u>81</u> Number		
. [] Legal Size Computer Tepe .		🔀 Numerica)		File Dra		
🔲 Audio Tape 🔲 Floppy Disk	Chronological		cal		ter Tape(s)	
f Bound Book 🔲 Video Tapa		Geographic	al	Other (specify)		
Cther (specify)	:	Other (spec	#ly)		Accumulation	
				Number		
				File Dra		
			Comput Cliner (s		•	
11. File is Used		L	12. File Becom	es Inactive Af	Ner	
ſ	,		<u>_2</u>			
🛛 🖾 Daily 🗋 Weekly 🚺 Manlihly 🚺 Ann	nually		Number		ionth(s) 🛛 Year(s)	
					,	
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record \$	Series Duplicat	ted Elsawhere? (If yes, specify agency or office.)	
Circuit Courthouse, Security Bureau			Yes 🕅 No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	•		16. Audit Regulrements			
1 -			🛛 None 🔲 State 🗋 Federal 🔲 Independent			
17. 1s an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended R	etention	
🛄 Yes 🛛 No		2 Years				
19. Name and Title of Preparer	ĺ	20. Telepho		21. Date		
Sue Wilson	Ì	410-222-15	<i>י</i> ו	6/14/16		
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Instructions – Type or Print a separate form for	DEPARTMENT O	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MAN					
with Records Retention Schedule (DGS 550-1)		Road, P.O. Box		8		
		laryland 20794		PAGE OF		
		-799-1930				
1. Department/Agency	2. Division			, 3. Unit		
Sheriff's Office						
· · ·						
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally file	ed and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earlie	st Year/Latest Year		
Financial/Budgetary Purchasing Forms/Files			201	<u>6</u> to <u>2018</u>		
6. Record Series Description (Briefly describe the t	ypes of information/d	ocuments/forms	found in th	e series. Include the purpose or function of the		
series.)						
Expense Statement – used to obtain reimbursemen	nt for personal monies	expended for (	County busi	ness.		
7. Record Series Format(s) List all	8. Record S	erles Sequence	9. Voturne			
🛛 Letter Size 📋 Microfilm	Alphabe	ilcal .	<u>82</u> Number	-		
Legal Size 🔲 Computer Tape	X Numeric	al	S File Drawer(s)			
📋 Audio Tape 🔄 Floppy Disk		ogical .	Microfilm Reel(s)     Computer Tape(s)     Computer Tape(s)			
Bound Book 🔲 Video Tape	🔲 Geograf	hical	Other (specify)			
Other (specify)	🗂 Other (s	pecify)	10. Annual Accumulation			
-			Number			
			🖾 File Ora			
·				m Reel(s) ter Tape(s)		
			Dither (	•		
11. File is Used		12. File Becom				
TI. Fub IS USED						
🛛 Daily 🗋 Weekby 🗋 Monthly 🗍 Ann	ually	Number	<b></b>	ionth(s) 🛛 Year(s)		
	. ,					
13. Current Location(s) (Bidg., Floor, Room)		14 le Record i	Corior Ounlicol	ad Eleculture? (If you provide another or office )		
Circult Courthouse, Security Bureau		14. Is Record Series Ouplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Req	16. Audít Requírements			
Yes 🛛 No				Federal 🔲 Independent		
				Leneur - Unicelianceur		
17. Is an Index System used? If yes, explain briefly and describe n	equirements	18. Recorr	mended R	etention		
Yes X No						
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19. Name and Title of Preparer	20. Telep	hone Number	21. Date			
Sue Wilson	410-222-	1571	6/14/16			
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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)	-	GEMENT DIV	ISION	AGENCY RECORDS INVENTORY				
1. Department/Agency Sheriff's Office	2. Division	,		3. Unit				
DEFINITION: RECORD SERIES: A group of related purposes.	I records normally filed	and used as a	a unit for re	ference as well as retention and disposition				
4. Record Series Title Financial/Budgetary Purchasing Forms/Files		•	5. Earlie 201	st Year/Latest Year 6toPersonnel Terminated				
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) series.) Authorizations for Payroll, PAA, Timesheets, Petty Cash Fund – used to provide authorization signature to corresponding County Departments.								
7. Record Series Format(s) List all	8. Record Serie		9. Valume <u>83</u> Number	83				
🔲 Legal Size 🔛 Computer Tape	Numerical		File Drawer(s)					
🗋 Audio Tape 🛛 🛄 Floppy Disk	Chronologi	cal						
Bound Book 🔲 Video Tape	Geographic	al	10. Annual Accumulation					
Ciher (specify)	Other (spec	- -	Number       Microfilm Reel(s)       Computer Tape(s)       Other (specify)					
11. File is Used	·	12. File Becom Until Pers	es Inactive Af	n				
🔀 Daily 🔲 Weekly 🔲 Monthly 🗋 Annu	ually .	Number		ionth(s) 🛛 Year(s)				
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Security Bureau		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requirements							
17. Is an Index System used? If yes, explain briefly and describe re	quirements	18. Recom Until Perso						
19. Name and Title of Preparer Sue Wilson	20. Telepho 410-222-15		ber 21. Date 6/14/16					

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Instructions – Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF RECORDS MAN/						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo I	•		93 PAGE_4 OF1			
	=	aryland 20794					
1. Department/Agency	2. Division	799-1930		3. Unit			
Sheriff's Office							
· · ·							
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally file	d 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			
Financial/Budgetary Purchasing Forms/Files			<u>201</u>	6 to <u>2018</u>			
6. Record Series Description (Briefly describe the I	vpes of information/do	cuments/forms	found in th	e series. Include the ourpose or function of the			
series.)	yp== = = = = = = = = = = = = = = = = = =						
Authorizations for Payroll, PAA, Timesheets, Petty	Cash Fund – used to p	provide authoriz	ation signa	ture to corresponding County Departments.			
7. Record Series Format(s) List all	& Record Se	ries Sequence	9. Voluma	•			
			84	-			
🔀 Letter Size 🚺 Microfilm	<ul> <li>Alphabeti</li> </ul>	caí	Number				
🔲 Legal Size 🚺 Computer Tapé	Numerica Numerica	l	Fite Dra				
🗋 Audio Tapa 📋 Floppy Disk	Chronolo	gical	Сотри	ter Tape(s)			
🗋 Bound Book 📋 Video Tape	Geograph	ucal '	Other (s	۱ 			
Other (specify)	Other (sp	ecily)	10. Annual Accumutation				
			Number				
			🔀 File Dra				
		·	Microfil:				
	i i		Cither (specify)				
11. File Is Used		12. File Becomes Inactive After					
🔀 Cally 🗋 Weekty 🔂 Monthly 🔂 Ana	wally	<u> </u>					
40 Oursel Louis (2) (Bile First Deep)		14. In Record 6	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Security Bureau							
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	16. Audit Requirements				
Yes 🛛 No		🕅 None 🔲 State 🔲 Federal 🔲 Independent					
17. Is an index System used? If yes, explain briefly and describe n	equirements	18. Recom	mended R	etention			
☐ Yes ⊠ No .		2 Years					
				. ,			
		· · · ·					
19. Name and Title of Preparer Sue Wilson	20. Teleph 410-222-1	ione Number 571	21. Date 6/14/16				
DGS 550-4 (Rev. 1/93)							
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Instructions –Type or Print a separate form for				RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV				· ·		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	94 PAGE OF		
	Jessup, Maryland 20794 410-789-1830						
1. Department/Agency	2. Divisio				3. Unit		
Sheriff's Office							
· · ·							
DEFINITION: RECORD SERIES: A group of relate purposes.	d records i	normally filed	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		
Financial/Budgetary Purchasing Forms/Files				_ <u>_201</u>	6to <u>2018</u>		
6. Record Series Description (Briefly describe the t	ypes of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.)	e effinde i		En den orten ont				
Transfer of funds request – used to request transfe	r of lunus i	within a speci	ne department	ι.			
7. Record Series Format(s) List ali		8. Record Serie	es Sequence	9. Volume			
🔀 Letter Size 🗌 Microfilm		Alphabetica	ti	Number	-		
Legal Size 🚺 Computer Tape	Numerical			File Dra			
🔲 Audio Tage 🔄 Floppy Disk	Chronological			Compu	Microfilm Ree(s) Computer Tape(s)		
Bound Book 🔲 Video Tapa		Geographic	al	Other (specify)			
C Other (specify)		Cther (sper	:ify)	10. Annual	Accumulation		
	·		:	Number			
				File Drawer(s)  Kicrofilm Reel(s)  Computer Tape(s)			
				Cther (specify)			
11. File is Used			12. File Becom	es Inactive Af	ler		
. 🛛 Daily 🗍 Weekly 🗍 Monthly 🗌 Ann	ually		Number				
13. Current Location(s) (Bidg., Floor, Room) Circuit Counthouse, Security Bureau		ĺ	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
🗋 Yes 🖾 No		1	None 🗋 State 🗋 Federal 📄 Independent				
17. Is an index System used? If yes, explain briefly and describe requirements			18. Recom	merided R	etention		
Tes 🔯 No			2 Years		·		
				•			
	- <u></u> T				· · · · · · · · · · · · · · · · · · ·		
19. Name and Title of Preparer			ne Number	21. Date			
Sue Wilson		410-222-15	f1	6/14/16			
DGS 550-4 (Rev. 1/93)					<u> </u>		

3 In the second s					AGENCY RECORDS INVENTORY		
' <u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SE RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930			ISION			
1. Department/Agency	2. Divisi	on		•	3. Unit		
Sheriff's Office				•			
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title	·			1	st Year/Latest Year		
Financial/Budgetary Purchasing Forms/Files				201	6to <u>2017</u>		
6. Record Series Description (Briefly describe the	types of ini	formation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.) Telephone Bills – Generated by the telephone con	npany.		•		·		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	······································		
🛛 Letter Size 🔲 Microfilm		Alphabetica	al ,	<u>66</u> Number			
🔲 Legal Siza 🔄 Computer Tape		Numerical		File Dra	•		
🔲 Audio Tape 🔛 Floppy Disk		Chronologi	cal	- ·	ter Tape(s)		
,		🔲 Geographic	ca	Other (specify)			
Cither (specify)		Diher (spec	city)	10. Annual Accumulation			
				Number	Number .		
				Microfit	File Drawer(s)     Microfilm Reel(s)     Computer Tape(s)     Other (specify)		
11. File is Used		1	12. File Becomes Inactive After				
🛛 Daily 🗋 Weekly 🔲 Monthly 🗍 And	nually		<u>18</u> Number ⊠ Monih(s) ⊡ Year(s)				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yas, specify agency or office.)				
Circuit Counthouse, Security Bureau			Yes ⊠No.				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
			🛛 None 🔲 State 🗋 Federal 🔲 Independent				
17. Is an index System used? If yes, explain briefly and describe	requirements		18. Recommended Retention				
Yes 🛛 Na			18 Months		· ·		
					· .		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Sue Wilson		410-222-15	71	6/14/16			
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Instructions – Type or Print a separate form for	DEPARTMENT OF G	SENERAL SEL	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANA				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R			86	
	Jessup, Ma	ryland 20794		Page_ <u>*</u> OF _ <u>1</u>	
1. Department/Agency	2. Division			3. Unit.	
Sheriff's Office				τ.	
DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	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	
Financial/Budgetary Purchasing Forms/Files			<u>201</u>	6to <u>2066</u>	
6. Record Series Description (Briefly describe the ty	pes of information/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)				· ·	
Grant Files – signed grants issued to the Sheriff's O	ffice by outside agenci	es.		• •	
7. Record Series Format(s) List all	8. Record Serie	as Sequence	9. Volume	· ·	
🛛 Letter Size 🗋 Microfilm	Alphabetica	al .	<u>87</u> Number		
🗋 Legal Size 🔲 Computer Tape 💡	X Numerical		⊠ File Drawer(s) □ Microfilm Reei(s)		
Audio Tape 📋 Floppy Disk	Chronologi	cal		ter Tape(s)	
🔲 Bound Book 🔲 Video Tape	Geographic	zəl		Accumulation	
Other (specify)	[] Other (spec	≓fy)	10. Autom		
			Number		
			🔀 File Drawar(s)		
			Microfile		
				ter Tapa(s) soacify)	
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11. File is Used		12. File Becom	es inactive Afi	er .	
🛛 Daily 🗂 Weekly 🗋 Monthly 🔲 Annua	ally	Number Month(s) X Year(s)			
·					
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Administration		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		15. Audit Requ	dremants		
[] Yes [2] No					
	)	None 🛛	State	Federal 🔲 Independent	
			·		
17. Is an Index System used? If yes, explain briefly and describe rec	18. Recom	mended R	etention		
LiYes X3No . I				· · · ·	
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19. Name and Title of Preparer	20. Telepho	ne Number	21. Date		
Sue Wilson	410-222-15	71	6/14/16	· ·	
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Instructions – Type or Print a separate form for	RECORDS MAN			· · · · · · · · · · · · · · · · · · ·			
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with Records Retention Schedule (DGS 550-1)		Road, P.O. Box	2/5	PAGE OF1			
		Maryland 20794 D-799-1830					
. Department/Agency	2. Division			3. Unit			
Sheriff's Office							
	]						
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally file	ed and used as	a unit for re	ference as well as retention and disposition			
4. Record Series Title	<u> </u>		5. Earlie	st Year/Latest Year			
Financial/Budgetary Purchasing Forms/Files			201	6 to <u>2017</u>			
5. Record Series Description (Briefly describe the	types of information/do	ocuments/forms	found in th	e series. Include the purpose or function of the			
series.)			· .	·			
General Property Records – documents relating to	Snemin's Office prope	ny (chairs, file c	adinets, co	imputers, etc.)			
7. Record Series Format(s) List all	8. Record S	eries Sequence	9. Volume	· · · · · · · · · · · · · · · · · · ·			
		·	<u>88</u>				
🛛 Letter Size 📋 Microfilm	Alphabe	ocal	Number	· · ·			
Legal Size Computer Tape		al	File Dra	- •			
🗋 Audio Tape 🛛 Fioppy Disk	Chronal	ogical	Microfil	n Real(s) ter Tape(s)			
		_	Other (				
Bound Book 🔲 Video Tape	Geograg	phical	10. Annual	Accumulation			
Other (specify)	C Other (s	pecify)					
			Number				
			🛛 File Dra				
			Microfil	m Reel(s) Ner Tape(s)			
	. 1		Other (				
11. File is Used		12. File Becon	es Inactive Af	ter			
· · · ·		<u></u>					
🛛 Daity 🔲 Weekly 🗋 Monthly 🗍 Ani	nually	Number		Ionth(s) 🛛 Year(s)			
13. Current Location(s) (Bidg., Floor, Room)		14. Is Record !	Series Duplicat	ted Elsewhere? (If yes, specify agency or office.)			
Circuit Courthouse, Administration		☐ Yés					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Reg	uirements	·			
		l i		<b>_</b>			
		None None	State C	Federal 🔲 Independent			
L							
17. Is an index System used? If yes, explain briefly and describe	requirements	18. Recorr	mended R	tetention			
		1 Year					
		ſ		· ·			
·		<u> </u>					
19. Name and Title of Preparer		hone Number	21. Date	,			
Sue Wilson	410-222-	1571 ,	6/14/16				
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Instructions – Type or Print a separate form for each new or revised record series. Forward	RECORDS MAN					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo F	Road, P.O. Box	275	PAGE OF1		
		aryland 20794 799-1930		PAGE OF		
1. Department/Agency	2. Division			3. Unit		
Sheriff's Office						
	I					
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally file	and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title				st Year/Latest Year		
Financial/Budgetary Purchasing Forms/Files			_ <u>201</u>	<u>6to2017</u>		
6. Record Series Description (Briefly describe the t	ypes of information/do	cuments/forms	found in th	e series. Include the purpose or function of the		
series.)						
Procurement Card Purchase Records - Original re	ceipts, logs and statem	ients of items p	urchased v	with AA County procurement card.		
7. Record Series Format(e) List all	8. Record Se	ies Sequence	9. Volume	· · ·		
🛛 Letter Size 🔲 Microfilm	Alphabetik	ai	<u>89</u> Number	• •		
Legal Size Computer Tape	🛛 Numerica	1	⊠ Fils Orawer(s) □ Microfilm Reel(s)			
Audio Tape 🔲 Floppy Disk		jical	Computer Tape(s) Coher (specify)			
Bound Book 🔲 Video Tape	🔲 Geograph	ical				
Other (specify)	Duther (spi	10. Annual Accumulation				
		File Drawer(s)				
				i Microfilm Reel(s)   Computer Tape(s) 		
			Dther (s	specify)		
11. File is Used		12. File Becom	les inactive Afi	er		
🔀 Daily 🔲 Weekiy 🔲 Monthly 🗌 Ann	ually	Number Month(s) X Year(s)				
40 Council and include (Title Class Base)			adas Duallas			
13. Current Location(s) (Bidg., Floor, Room) Circuit Courthouse, Administration		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		18. Audit Requirements				
Yes X No			🗋 State 🗖	, Federal 🔲 independent		
· · ·						
17. Is an Index System used? If yes, explain briefly and describe n	18. Recommended Retention					
TYes X No	1 Year					
x						
19. Name and Title of Preparer	20. Teleph	one Number				
Sue Wilson	410-222-1	571	6/14/16			
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Instructions – Type or Print a separate form for	DEPARTMEN		ENERAL SEE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			SEMENT DIVI				
with Records Retention Schedule (DGS 550-1)			ad, P.O. Box		PAGE OF		
· · · · · · · · · · · · · · · · · · ·			yland 20794	•	PAGE OF1		
1. Department/Agency	2. Division			3. Unit			
Sheriff's Office	•						
DEFINITION: RECORD SERIES: A group of related purposes.	d records norma	ally filed a	and used as a		<del> </del>		
4. Record Series Title			5. Earliest Year/Latest Year				
Volunteer Application Packet Forms/Files				201	<u>6</u> to <u>2066</u>		
6. Record Series Description (Briefly describe the t	ypes of informat	ation/docu	ments/forms i	found in the	e series. Include the purpose or function of the		
series.)					· · · · · · · · · · · · · · · · · · ·		
Waiver of Claim & Release – Agreement to hold ha volunteer work or engaging in a ride-along program		jovemmei	nt or the SO t	or any acts	against persons or property while in the course of		
7. Record Series Format(s) List all		Record Series	Sequence	9. Votuma			
			-	90			
Letter Size D Microfilm	. [ _	Alphabetical		Number			
Legal Size Computer Tape		Numerical		=	⊠ File Drawer(s) ∏ Microfilm Reek(s)		
🔲 Audio Tape 🛛 Floppy Disk		Chronologic	al	Comput			
🔲 Bound Book 🔲 Video Tape		Geographica	Bi -	10 Annual	Accumulation		
Other (specify)		Other (speci	ify)	<u> </u>			
				Number			
· .				File Dra	••		
				Comput			
				🔲 Other (s	specify)		
11. File is Used			12. File Becom	es Inactive Aft	er		
🖾 Daily 📋 Weekly 🔲 Monthly 🗋 Ann	ually		Number	Дм	ionth(s) 🛛 Year(s)		
· .							
13. Current Location(s) (Bidg., Floor, Room)		` <b>_</b> _	14, is Record S	eries Dunlicat	ed Elsewhere? (If yes, specify agency or office.)		
Circuit Courthouse, Operations			🗋 Yeş	🔀 No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		[	16. Audit Requ	irements			
Yes 🛛 No 🔹			57 No. 4				
			X None		Federai 🔲 Independent		
17. Is an index System used? If yes, exptain briefly and describe n		18. Recommended Retention					
			18. Recommended Retention 5 Years				
			-,				
					· · · · ·		
19. Name and Title of Preparer	20.	. Telephor	ne Number	21. Date			
Sue Wilson	410	0-222-157	71	6/14/16			
DGS 550-4 (Rev. 1/93)							

1. Department/Agency       2.         Sheriff's Office       2.         DEFINITION: RECORD SERIES: A group of related re purposes.       4. Record Series Title	Jessup, Mar 410-76 2. Division	oad, P.O. Box yland 20794 19-1830 and used as a	3. Unit a unit for reference as well as retention and disposition 5. Earliest Year/Latest Year			
Volunteer Application Packet Forms/Files		_ <u>2016</u> to <u>2021</u>				
6. Record Series Description (Briefly describe the type series.) Volunteer Application Form – Used for background and			e series. Include the purpose or function of the			
7. Record Series Format(s) List all	6. Record Serie	es Sequence	9. Volume			
🛛 Letter Size 🔲 Microfilm	C Alphabetica	1	Number			
🗖 Legal Size 🔲 Computer Tape	X Numerical		File Drawer(s)			
Audio Tape 🔲 Floppy Disk	Chronologia	al	Microfilm Reel(s)     Computer Tape(s)     Other (specify)			
🔲 Bound Book 🔄 Video Tape	Geographic	al	10. Annual Accumulation			
Cither (specify)	Diher (spec	#fy)	· · ·			
			Number Nicrofili Campul	n Resks) ler Tape(s)		
11. File is Used		12. File Becom	es Inactive Aft	é.		
🛛 Daily 🔲 Weekly 🔲 Monthly 🗌 Annually	,	Number ' Month(s) 🛛 Year(s)				
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Operations		14. Is Record Series Duplicated Elsewhere? (If yas, specify agency or office.) '				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	iremants	·····		
Tes 🛛 No	🛛 None 🔲 State 📋 Federal 🎦 Independent					
17. Is an Index System used? If yes, explain briefly and describe requin	18. Recommended Retention 5 Years					
19. Name and Title of Preparer	20. Telepho	ne Number	21. Date			
Sue Wilson	410-222-15	71 '	6/14/16			
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)		GEMENT DIVI	SION	AGENCY RECORDS INVENTORY		
1. Department/Agency Sheriff's Office	2. Division			3. Unit		
ourposes. 4. Record Series Title Volunteer Application Packet Forms/Files	· · · · · · · · · · · · · · · · · · ·	ed and used as a unit for reference as well as retention and disposition 5. Earliest Year/Latest Year2016 to2021 bocuments/forms found in the series. Include the purpose or function of the				
series.) /olunteer Deputy ID Form – Completed by volunte	er to provide informatio	n for creation o	f an ID car	d.		
	8. Record Ser         Alphabetic         Numerical         Chronolog         Geographi         Other (spectrum)	al ical ccily) 12. File Become 5 Number 14. Is Record S Yes 16. Audit Requ	Number Number Stile Dra Comput Other (: es Inactive Aff Base Inactive Aff Merries Duplication No irements	m Reel(s) ter Tapa(s) spacify) Accumulation wer(s) m Reel(s) ter Tapa(s) specify)		
<ul> <li>Is an Index System used? If yes, explain briefly and describe Yes X No</li> </ul>	18. Recommended Retention 5 Years					
9. Name and Title of Preparer Sue Wilson 3 550-4 (Rev. 1/93)	20. Telephi 410-222-15	IL one Number 571	21. Date 6/14/16			
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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 SERVICES       AGENCY RECORDS IN AGENCY RECORDS IN ADAGEMENT DIVISION         1. Department/Agency       2. Division       7275 Waterloo Road, P.O. Box 275 Jéssup, Maryland 20794 410-789-1880       3. Unit         1. Department/Agency       2. Division       3. Unit       3. Unit         DEFFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and purposes.       5. Earliest Year/Latest Year	1 d disposition				
Sheriff's Office         DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and purposes.         4. Record Series Title       5. Earliest Year/Latest Year         Volunteer Application Packet Forms/Files       5. Earliest Year/Latest Year         6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose of series.)         Volunteer Deputy Calendar timesheet – Used to record monthly recap of work performed by a volunteer.         7. Record Series Format(s)       List all         8. Record Series Sequence       9. Volume         -93					
purposes.         4. Record Series Title         Volunteer Application Packet Forms/Files         5. Earliest Year/Latest Year        2016to2021         6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose of series.)         Volunteer Deputy Calendar timesheet – Used to record monthly recap of work performed by a volunteer.         7. Record Series Format(s)       List all         8. Record Series Sequence       9. Volume        93      93					
4. Record Series Title       5. Earliest Year/Latest Year         Volunteer Application Packet Forms/Files	r function of the				
series.)         Volunteer Deputy Calendar timesheet – Used to record monthly recap of work performed by a volunteer.         7. Record Series Format(s)         Ust all         8. Record Series Sequence         9. Volume	r function of the				
Volunteer Deputy Calendar timesheet – Used to record monthly recap of work performed by a volunteer.         7. Record Series Format(s)       Ust all         8. Record Series Sequence       9. Volume					
93					
Legal Size Computer Tape					
Audio Tape   Floppy Disk   Chronological   Computer Tape(s)					
Bound Book Video Tape	•				
Other (specify) Other (specify) Number					
Image: Second system					
11. File is Used 12. File Becomes Inactive After5					
🛛 Daily 🗋 Weekly 📋 Monthly 🔲 Annually Number 📄 Month(s) 🖾 Year(s)					
13. Current Location(s)       (Bldg., Floor, Room)         14. Is Record Series Duplicated Elsewhere?         (If yes, specify agency of Circuit Courthouse, Operations         Yes	r office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes					
None 🗍 State 🗍 Federal 🗍 Independent	🛛 None 🔲 State 🔲 Federal 🔲 Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements       18. Recommended Retention         □ Yes       ☑ No					
	5 Years				
19. Name and Title of Preparer 20. Telephone Number 21. Date					
Sue Wilson 410-222-1571 6/14/16					
GS 550-4 (Rev. 1/83)					
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Instructions –Type or Print a separate form for			ENERAL SERVICES AGENCY RECORDS INVENTORY				
each new or revised record series. Forward			GEMENT DIV				
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo R	oad, P.O. Box	275	PAGEOF1		
		-	ryland 20794	•			
1. Department/Agency	2. Divisio			3. Unit			
Sheriff's Office							
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DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year				
Volunteer Application Packet Forms/Files			<u>2016</u> to <u>2021</u>				
6. Record Series Description (Briefly describe the I	lypes of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.) Volunteer Deputy Checkoff Form – used to record	backoround	d information	about a volun	teer deputy			
					·		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume 94			
🛛 Letter Size 🔲 Microfilm		Alphabetica	ut -	Number			
🗋 Legal Size 📄 Computer Tape		Numerical			e Drawer(s)		
Audio Tape T Floppy Disk		Chronologi	cai	Microfile	ter Tape(s)		
🗌 Bound Book 🔲 Video Tape		🔲 Geographic	<b>a</b> )	Other (a	;pecify]		
Other (specify)		🗍 Other (spec	cify)	10. Annual 	Accumulation •		
		•		Number			
				🔀 File Dra	. ,		
· ·				Microfili	•••		
			Other (specify)				
11. File is Used	<b>I</b>		12. File Becom	es Inactive Afi	Gf		
🛛 Daily 🗍 Weekly 🗌 Monthly 🛄 Ann	wally		Number	<b>D</b> M	onth(s) 🔯 Year(s)		
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record S	Series Duplicat	ed Elsewhere? (If yes, specily agency or office.)		
Circuit Courthouse, Operations			🗋 Yes	X No			
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s)			16. Audit Requ	lirements			
Yes X No			🕅 None 🔲 State 🗋 Federal 🔲 Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
☐ Yes Ø No			5 Years				
					· · · · · · · · · · · · · · · · · · ·		
19. Name and Title of Preparer		20. Telepho 410-222-15		21. Date 6/14/16			
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DGS 550-4 (Rev. 1/93)			<u></u>	<u> </u>			

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1. Department/Agency       2. Division       3. Unit         1. Department/Agency       2. Division       3. Unit         Department/Agency       2. Division       3. Unit         Department/Agency       6. Earliest Year/Latest Year	Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		GEMENT DIV	ISION	AGENCY RECORDS INVENTORY				
Personnal Records/Files      2016	1. Department/Agency Sheriff's Office			3. Unit					
4. Record Series Title       5. Earliest Vear/Latest Vear         2016		d records normally filed	and used as	a unit for m	eference as well as retention and disposition				
series.) Personnel Records Files - contain copies of documents such as Performance evaluations, position descriptions, PAA's awards/commendations. SO Personnel Orders and related correspondence. Record Series Formal(a) List all Record Series System used? If yes, explain briefly and description(a) Record Series System used? If yes, explain briefly and description(a) Record Series System used? If yes, explain briefly and description(a) Record Series System used? If yes, explain briefly and descriptiones Number Record Series System used? If yes, explain briefly and descriptiones Record Series System used? If yes, explain briefly and descriptiones Record Series System used? If yes, explain briefly and descriptiones Record Series System used? If yes, explain briefly and descriptiones Record Series System used? If yes, explain briefly and descriptiones Record Series System used? If yes, explain briefly and descriptiones Number Record Series System used? If yes, explain briefly and descriptiones Number Record Series System used? If yes, explain briefly and descriptiones Number Record Series System used? If yes, explain briefly and descriptiones Number Record Series System used? If yes, explain briefly and descriptiones Number Record Series System used? If yes, explain briefly and descriptiones Number Record Series System used? If yes, explain briefly and descriptiones Number Record Series System used? If yes, explain briefly and descriptiones Number Record Series System used? If yes, explain briefly and descriptiones Number Record Series Record Releging(C) Record Series Record Releging(C) Record Series Record Releging(C) Record Series Record Releging(C) Record Series Relations Record Releging(C) Record Series Record Releging(C) Record Releging(C) Record Series Record Releging(C) Record Releging	4. Record Series Title	· ·			•				
Q Lutier Stace       Morosim	series.) Personnel Records Files – contain copies of docur		· •						
Bit Latter Stap       Information       Aphabatelicat       Number         Legad Stap       Computer Tape       Member       Eliko Desver(s)         Audio Tape       Floppy Disk       Chronologicat       Desver(s)         Bound Book       Viceo Tape       Geographicat       10. Annual Accumutation         Other (specify)       ID Annual Accumutation       ID. Annual Accumutation         It les is Used       Si File Drever(s)       ID. Annual Accumutation         It. File is Used       II. File is Used       Si File Drever(s)         II. File is Used       II. File is Used       II. File is Used         II. File is Used       II. File is Used       II. File is Used         II. File is Used       II. Annualy       II. File Becomes Instition After         III. File is Used       III. File is Record Series Duplicated Elsewhere? (If yes, specify againty or office.)         III. Current Location(i)       (Bidg, Fibor, Room)       III. Audit Requirements         III. Sea nondex Explanation       III. Audit Requirements       More Istal I Independent         III. Sea nondex Explanation       III. Recommended Retention       30 Years         III. Name and Title of Preparer       20. Telephone Number       III. Date	7. Record Series Format(s) List all	8. Record Ser	ies Sequence	-					
□ Audio Tape       □ Poppy Disk         □ Bound Book       □ Other (specify)         □ Other (specify)       □ Geographical         □ Other (specify)       □ Other (specify)         □ It, File is Used       □ 12. File Decomes institive After         □ Digity       □ Weekly         □ Annual Accumulation       □ Other (specify)         11. File is Used       □ 2. File Decomes institive After         □ Digity       □ Weekly         □ Annually       □ 4. Is Record Safeta Diplicated Elsewhere? (if yes, specify agency or office.)         □ Gradit Courdworks, Administration       □ Yes         □ Yes       S No         15. Access Restrictione (if Yee, cits Law(s) & Regulation(s)       □ Yes         □ Yes       S No         17. Is an index System used? If yes, captath briefly and desorite requirementa       18. Recommended Retention         17. Is an index System used? If yes, captath briefly and desorite requirementa       18. Recommended Retention         18. Name and Title of Preparer       20. Telephone Number       21. Date         Site Viscon <td< td=""><td>🔀 Letter Size 🔲 Microfilm</td><td>Alphabetic</td><td>al</td><td></td><td>_</td></td<>	🔀 Letter Size 🔲 Microfilm	Alphabetic	al		_				
□ Audio Tape       □ Groundingical       □	🗋 Legal Size 🛛 Computer Tape	🔀 Numerical	į -						
□ Bound Book       □ Vrice Tape         □ Other (specify)       □         □ I. File is Used       □         ☑ Delty       □ Weskly         □ Monthly       □ Annually         11. File is Used       □         ☑ Delty       □ Weskly         □ Annual Location(s)       (Bidg., Floor, Room)         □ Caramit Location(s)       (Bidg., Floor, Room)         □ Train Counthuses, Administration       □         □ Yes       ⊠ No         □ Namber       □ Isoterel □ Independent         □ Yes       ⊠ No         □ Yes       No	🗋 Audio Tape 🛛 Floppy Disk		i <b>cal</b>	Compa	uter Tape(s)				
□ Other (specify)	🗋 Bound Book 🔲 Video Tape	Geograph	ical						
Important Real(s)         Important Real(s)         Computer Tape(s)         Other (specify)         11. File is Used         Important Real(s)	C Other (specify)	Other (spe	cciy)	· · ·					
Image: State       30         Number       Month(s)       Year(s)         Number       Month(s)       Year(s)         13. Current Location(s)       (Bidg., Floor, Room)       14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)         Circuit Courthouse, Administration       Image: Yes       No         15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)       Image: Yes       Image: Yes         Yes       No       Image: Yes       Image: Yes         17. Is an Index System used? If yes, explain briefly and describe requirements       18. Recommended Retention       Image: Yes         19. Name and Title of Preparer       20. Telephone Number       21. Date         Gue Wilson       21. Date       6/14/16				Microfi	lm Reel(s) ster Tape(s)				
Circuit Courthouse, Administration       □ Yes ⊠ No         15. Access Restrictions (II Yes, cite Law(s) & Regulation(e)       16. Audit Requirements         □ Yes ○ ⊠ No       □ State □ Federal □ Independent         17. Is an index System used? If yes, explain briefly and describe requirements       18. Recommended Retention         □ Yes ⊠ No       18. Recommended Retention         17. Is an index System used? If yes, explain briefly and describe requirements       18. Recommended Retention         □ Yes ⊠ No       20. Telephone Number       21. Date         19. Name and Title of Preparer       20. Telephone Number       21. Date         Sue Wilson       410-222-1571       6/14/16	11. File is Used			<u>30</u> ′					
□ Yes       ⊠ No         □ Yes       ⊠ None         17. Is an Index System used? If yes, explain briefly and describe requirements       18. Recommended Retention         □ Yes       ⊠ No         19. Name and Title of Preparer       20. Telephone Number         Sue Wilson       21. Date         6/14/16       6/14/16				-	ted Elsewhere? (If yes, specify agency or office.)				
□ Yes     ☑ No       30 Years       19. Name and Title of Preparer       Sue Wilson         20. Telephone Number       410-222-1571   6/14/16									
Sue Wilson 410-222-1571 6/14/16									
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	§ 550-4 (Rov. 1/93)	<u></u>							

410-7 Division ords normally filed of information/doc	GEMENT DIV coad, P.O. Box inyland 20794 99-1930 and used as a unments/forms boklet (blue bo gulation 87.2. es Sequence al ical	ISION 275 a unit for ref 5. Earlies 2016 found in the ok) and the 9. Volume 96 Number 06 Number 06 Number 06 00 Number	n Reel(s) er Tape(s) pecify) Accumulation ver(s) 1 Reel(s)		
7275 Waterloo R Jessup, Ma 410-7 Division ords normally filed of information/doc story statement bo ion; Executive Reg 8. Record Seri 1 Alphabetic 8. Numerical 1 Chronologi 1 Geographi	toad, P.O. Box Inyland 20794 99-1930 and used as a unments/forms poklet (blue bo gulation 87.2. es Sequence al ical	a unit for ref 5. Earlies 2016 found in the ok) and the 96 Number 96 Number 010 Compute 010 Compute 	3. Unit         ference as well as retention and disposition         at Year/Latest Year         6to2046         a series. Include the purpose or function of the         following forms completed by the applicant:         wer(s)         n Reel(s)         er Tape(s)         pecify)         Accumulation		
Jessup, Ma 410-7 Division	and used as a and used as a uments/forms poklet (blue bo gulation 87.2. es Sequence al ical	a unit for ref 5. Earlies 2016 found in the ok) and the 9. Volume 96 Number I Gonpute I Other (sp 10. Annual A Number I Other (sp 10. Annual A Number	3. Unit         ference as well as retention and disposition         at Year/Latest Year         6to2046         a series. Include the purpose or function of the         following forms completed by the applicant:         wer(s)         n Reel(s)         er Tape(s)         pecify)         Accumulation		
210-7 Division ords normally filed of information/doc istory statement bo ion; Executive Reg 8. Record Seri Alphabetic 8. Numerical Chronologi Geographi	and used as a suments/forms poklet (blue bo gulation 87.2. es Sequence al	5. Earlies 2016 found in the ok) and the 9. Volume 96 Number Ø File Draw [] Other (sy 10. Annual A  Number	rerence as well as retention and disposition at Year/Latest Year 5to2046 a series. Include the purpose or function of the following forms completed by the applicant: wer(s) n Reel(s) er Tape(s) pecify) Accumulation wer(e) n Reel(s)		
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C Other (spe	city)	Number	ver(s) 1 Reel(s)		
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		Microfilm	n Reel(s)		
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I		Other (sp	pecify)		
	12. File Becom	es Inactive Afte	N		
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	Number	Month(s) X Year(s)			
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			d Elsewhere? (If yes, specify agency or office.)		
	16. Audit Requ	irements			
	X None State Federal Independent				
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nents	18. Recorn	mended Re	tention		
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			GENERAL SE		AGENCY RECORDS INVENTORY				
Instructions – Type or Print a separate form for each new or revised record series. Forward	•		GEMENT DIV						
with Records Retention Schedule (DGS 550-1)	1	•	oad, P.O. Box		PAGEOF1				
	ļ	Jessup, Ma	ryland 20794 89-1930		PAGE OF1				
1. Department/Agency	2. Division			3. Unit					
Sheriff's Office									
	· · · · · · · · · · · · · · · · · · ·				· · ·				
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records (	normally filed	and used as a	<u> </u>	······································				
4. Record Series Title			5. Earliest Year/Latest Year						
Personnel Records/Files				_ <u>_201</u>	6to <u>2046</u>				
6. Record Series Description (Briefly describe the	types of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the				
series.)									
Employees MD Withholding Exemption Certificate	- used to d	ienote MD ta:	xes to be with!	held.					
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume					
🖾 Letter Size 🔲 Microfilm		Alphabetica	al	<u>97</u> Number	•				
Legal Size 🔲 Computer Tape		🔀 Numèrical			ile Drawer(s)				
🗌 Audio Tape 🔛 Floppy Disk		🔲 Chronologi	cal	Microfil	m Reel(s) . ter Tape(s)				
Bound Book 🚺 Video Tape	1	Geographic	cal		specify)				
· Other (specify)		🗋 Other (spe	cify)	10. Annual Accumutation					
		•		Number					
		•		🔀 File Dra	••				
		•	:	Microfil	m Reel(s) ter Tape(s)				
			Other (specify)						
11. File is Used	4		12. File Becom	es inactive Af	ter				
X Daily 🔲 Weekly 🔲 Monihily 🗍 Anu	nually		<u>30</u> Number	۵	ionth(s) 🛛 Year(s)				
	•			_					
					· · · · · · · · · · · · · · · · · · ·				
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Administration			14. Is Record Series Duplicated Elsewhere? (If yes, specify egency or office.)						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements						
TYes 🖾 No									
			🛿 None 🔲 State 🗋 Federal 🗍 Independent						
17. Is an index System used? If yes, explain briefly and describe requirements			18. Recommended Retention						
Tes 🖾 No			30 Years						
<b></b>			L		· · · · ·				
19. Name and Title of Preparer			ne Number	21. Date					
Sue Wilson		410-222-15	71	6/14/16	·				
DGS 5504 /Rev 1833		<u></u>			·				

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Instructions – Type or Print a separate form for	DEPARTMENT OF (					
each new or revised record series. Forward	RECORDS MANA					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R			017 PAGE OF		
	Jessup, Ma	ryland 20794		PAGE OF1		
1. Department/Agency	2. Division	······	3. Unit			
Sheriff's Office		,	·			
DEFINITION: RECORD SERIES: A group of related purposes.	l records normally filed	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		
Personnel Records/Files			_ <u>201</u>	6to <u>2046</u>		
6. Record Series Description (Briefly describe the ty	pes of information/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.)						
W-4 Employees withholding allowance certificate - I	used to denote Federa	I taxes to be w	ithheid.	· · ·		
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume	•		
🔀 Letter Size 📋 Microfilm	Aphabetic:	al	<u>98</u> Number	· .		
🔲 Legal Size 🔲 Computer Tape	X Numerical		File Dra			
🔲 Audio Tape 🚺 Floppy Disk	Chronologi	cal	Microfil			
🔲 Bound Book 🔲 Video Tape	Geographi	cal	📮 Other (s	specify)		
Cither (specify)	Cther (spe	cify)	10. Annual Accumulation			
<b>—</b> ,			Number			
· · ·	1		🔀 File Dra	wer(s)		
· · · ·			Computer Tape(s) Clifer (specify)			
		40 50 500				
11. File is Used		12. File Becom <u>30</u>	es infore vi			
🛛 Daily 🗋 Weekdy 📄 Monthly 📄 Annu:	ally	Number	<b>M</b>	konth(s) 🛛 Year(s)		
			•			
13. Current Location(s) (Bidg., Floor, Room)			•	ed Elsewhere? (If yes, specify agency or office.)		
Circuit Courthouse, Administration		Yes Yes	🛛 No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	irementa			
	🕅 None	🗋 State 🔲	Federal 🔲 independent			
· · ·						
17. Is an Index System used? If yes, explain briefly and describe red	18. Recommended Retention					
🗋 Yes 🛛 No 🐪	30 Years					
			1			
19. Name and Title of Preparer	20. Telepho	ne Number	21. Date	· · ·		
Sue Wilson	410-222-15	71	6/14/16	·		
DGS 550-4 (Rev. 1/93)						

Istructions – Type or Print a separate form for ach new or revised record series. Forward ith Records Retention Schedule (DGS 550-1) Department/Agency heriff's Office	DEPARTMENT OF RECORDS MANA 7275 Waterloo R			1 .			
th Records Retention Schedule (DGS 550-1) Department/Agency							
Department/Agency							
	Jessup, Ma	aryland 20794		PAGE OF			
	410-7	789-1930					
heriff's Office	2. Division			3. Unit			
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	}	_		· ·			
EFINITION: RECORD SERIES: A group of relate	ed records normally filed	d and used as a	a unit for re	ference as well as retention and disposition			
Record Series Title			5. Earlie	est Year/Latest Year			
ersonnel Records/Files			201	16 to <u>2021</u>			
			<u> </u>				
Record Series Description (Briefly describe the	types of information/doc	cuments/forms	found in th	e series. Include the purpose or function of the			
ries.)				·			
				icant processing checklist; reference check form;			
eighborhood investigation; authorization for relea				eoucadonal questionnaire; new employee e; Lateral/comparative compliance supplemental			
formation sheet; AFC/MPTC tracking sheet; Inte	1	• •					
Record Series Format(s) List all	8. Record Ser						
		f	<u>99</u>				
Letter Size 🔲 Microfilm	. Alphabetic	381	Number				
Legal Size Computer Tape	Numerical	I	File Dr				
] Audio Tape 🛛 Floppy Disk	Chronolog	lical .		im Rael(s) · · · · · · · · · · · · · · · · · · ·			
				(specify)			
Bound Book 🔲 Video Tapa	Geograph	ical	10. Annual Accumulation				
] Other (specify)	Cther (spe	ecify)					
•			Number				
			File Dra	awer(s)			
			Microfil	••			
			∐ Compu   □ Other (	iter Tope(s) (specify)			
				· · · · · · · · · · · · · · · · · · ·			
. File is Used		12. File Becon	nes inactive Ai	îter ·			
🔀 Daily 🗌 Weekly 门 Monthly 🗌 An	nually	Number		vlonth(s) 🛛 Year(s)			
	-						
	ŀ						
I. Current Location(s) (Bidg., Floor, Room)	<u></u>	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
rcuit Courthouse, Administration		Yes 🛛 No					
. Access Restrictions (if Yes, cite Law(s) & Regulation(s)		16. Audit Requirements					
🗋 Yes 🛛 🕅 No		Silling Clother Cleaner Clansed					
		🖾 None 🗋 State 🔲 Federal 📋 Independent					
		· · · · · · · · · · · · · · · · · · ·					
<ol> <li>Is an Index System used? If yes, explain briefly and describe requirements</li> <li>Yes XI No</li> </ol>			18. Recommended Retention				
			30 Years				
· · · · · · · · · · · · · · · · · · ·		<u> </u>					
). Name and Title of Preparer		one Number	21. Date				
ue Wilson	410-222-1	5/1 ·	6/14/16				
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550-4 (Rev. 1/93)	:						

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Instructions – Type or Print a separate form for	DEPARTMENT OF	GENERAL SE				
each new or revised record series. Forward	RECORDS MAN	AGEMENT DIV	ISION	· ·		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo	Road, P.O. Box	275	99 PAGE OF1		
		laryland 20794 1-799-1930	-	PAGE OF _ <u></u>		
1. Department/Agency	2. Division		3. Unit			
Sheriff's Office			1			
DEFINITION: RECORD SERIES: A group of related purposes.	d records normally file	ed and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earlie	st Year/Latest Year		
Personnel Records/Files			_ <u>_201</u>	6 to <u>2021</u>		
.6. Record Series Description (Briefly describe the ty	voes of information/du	cuments/forms	found in th	e series. Include the purpose or function of the		
series.)						
Deputy Weapon Request – used to request to carry	oersonal weapon wi	ile off-duty.				
		•	•			
7. Record Series Format(s) List all	6. Record S	eries Sequence	9. Volume			
V Letter Size 🗋 Micrafilm	🚺 Alphabe	ica)	<u>100</u> Number	<b>•</b> • • •		
Legal Size 🚺 Computer Tape	🔀 Numeric	al ·	S File Drawer(s)			
🗖 Audio Tape 🔲 Floppy Disk		gical	Microfilm Reel(s)     Computer Tape(s)			
🗍 Bound Book 🔲 Video Tape	Geograf	hical	Cther (specify)			
	Dither (s		10. Annual Accumulation			
C Other (specify)			Number			
			🔀 File Dra	wer(s)		
•		· ·	Microfil	••		
			Computer Tape(s)			
11. File & Used		12. File Becon	nes Inactive Afi	ler		
🛛 Daily 📑 Weekly 📄 Monthly 📄 Annu	ally	Number	. 🗖 M	lonth(s) 🛛 Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Administration		14. IS Record :	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	<u></u>	16. Audit Req	16. Audit Requirements			
Yes 🖾 No	· _ ·	-				
	None 🛛	C State	Federal 🔲 Independent			
		_ <b> </b>	· · · · · · · · · · · · · · · · · · ·			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
	5 Years	5 Years				
· · ·						
19. Name and Title of Preparer	20 Telen	hone Number	21. Date			
Sue Wilson	410-222-		6/14/16	· /		
· ·		•		· · ·		
DGS 550.4 (Roy 1/03)	<u>l</u>					

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Instructions – Type or Print a separate form for	DEPARTMENT						
each new or revised record series. Forward		NAGEMENT DIV					
with Records Retention Schedule (DGS 550-1)		o Road, P.O. Box		ina			
	_ Jessup,	Maryland 20794		PAGE <u>[00</u> of <u>1</u>			
1. Department/Agency	2. Division	10-100-1000		3. Unit			
Sheriff's Office							
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally i	iled and used as	a unit for re	ference as well as retention and disposition			
4. Record Series Title			5. Earliest Year/Latest Year				
Personnel Records/Files			201	6to <u>2021</u>			
6. Record Series Description (Briefly describe the t	ypes of information/	documents/forms	found in th	e series. Include the purpose or function of the			
series.)							
Acknowledgement of receipt of weapon and/or am	mo – documents rec	eipt of weapon a	nd/or ammi	inition.			
7. Record Series Format(s) List all	8. Record	Series Sequence					
🛛 Letter Size 🔲 Microfilm	. Alpha	Detical	Number				
🔲 Legal Size 🔄 Computer Tape	Nume	rical		K File Drawer(s)			
🗋 Audio Tape 🛛 Floppy Disk	Chror	ological		ter Tape(s)			
🗖 Bound Book 🔄 Video Tape	Geog	aphical	Other (	specify)			
☐ Other (specify)	C Other	(specify)	10. Annual	al Accumulation			
			Number				
			File Dra				
		·	Microfil	ter Tape(s)			
			Diher (	specify)			
11. File is Used		12. File Becon	nes Inactive Af	ter			
🛛 🖸 Daily 🔲 Weekly 🗂 Monthly 📑 Ann	ually	<u>5</u> Number	П»	hanth(s) XI Year(s)			
13. Current Location(s) (Bldg., Floor, Room) Circuit Counthouse, Administration		14. Is Record	Series Duplical	ted Elsewhere? (If yes, specify agency or office.)			
		16. Audit Reg					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			on at unch 112				
			State	Federal 🔲 Independent			
· · · · · · · · · · · · · · · · · · ·							
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
☐ Yes ⊠ No			5 Years				
19 Name and Title of Program		phone Number	21. Date				
19. Name and Title of Preparer Sue Wilson	410-22	-	6/14/16	· · ·			
	10-22						
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Instructions – Type or Print a separate form for	DEPAR	TMENT OF (	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward			GEMENT DIV			
with Records Retention Schedule (DGS 550-1)			oad, P.O. Box		PAGE OF	
· · ·		Jessup, Ma	ryland 20794 99-1930		rns≈ <u>jvi</u> 0r <u>j</u>	
1. Department/Agency	2. Divisio	n			3. Unit	
Sheriff's Office						
	<b>[</b> .					
DEFINITION: RECORD SERIES: A group of relate purposes.	d records n	normally filed	and used as a	<del> </del>	<u></u>	
4. Record Series Title					st Year/Latest Year	
Personnel Records/Files		-		<u>_201</u>	6 to <u>2046</u> _	
6. Record Series Description (Briefly describe the t	types of info	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of	
series.)						
Agreement for Personal Vehicle Usage - agreeme	ent to utilize	a private vel	nicle furtheran	ce of officia	I duties for an established mileage allowan	
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume		
🔀 Letter Size 🔲 Microfilm		Alphabetic	çi	<u>102</u> Number	-	
Legal Size 🚺 Computer Tape		Numerical		🔀 File Dra	wents)	
		_		Microfile	n Real(s)	
🔲 Audio Tape 🛛 Floppy Disk	. [	🔲 Chronologi	ical .	Computer Tape(s)		
C Bound Book Video Tape		🔲 Geographi	çal	10 Annual	Accumulation	
Other (specify)		🗌 Other (spa	cify)	10. Animuai	Accumulation	
				Number /		
				File Dra		
				Microfil		
	•					
11. File is Used			12. File Becom	les Inactive Aft	er	
			<u>30</u>		onth(s) 🛛 Year(s)	
🖾 Daily 🗌 Weekdy 🚺 Monthly 🛄 Ann	uyally		Number		onth(s) 🛛 Year(s)	
13. Current Location(s) (Bidg., Floor, Room)			l _	•	ed Elsewhere? (If yes, specify agency or office.)	
Circuit Courthouse, Administration			☐ Yes ⊠ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
			🛛 None 🔲 State 🚺		Federal 🔲 Independent	
17. Is an Index System used? If yes, explain briefly and describe r	requirements		18. Recom	mended R	etention	
🗋 Yes 🛛 No			30 Years			
		ļ				
10. Name and Title of Property		20 Tolooto		21. Date	<u> </u>	
19. Name and Title of Preparer Sue Wilson		20. Telepho 410-222-15	one Number	21. Uate 6/14/16		
GS 550-4 (Rev. 1/93)		_;n_ <u></u> _	<u> </u>			
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Instructions - Type or Print a separate form for			SENERAL SE		AGENCY RECORDS INVENTORY				
each new or revised record series. Forward	ļ		GEMENT DIV						
with Records Retention Schedule (DGS 550-1)			oad, P.O. Box ryland 20794		PAGE 102 OF				
			19-1930	<b>`</b>					
1. Department/Agency	2. Division	 1			3. Unit				
Sheriff's Office									
					,				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records no	ormally filed	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				
Personnel Records/Files				201	6to <u>2046</u>				
				[	a series likelide the sumary of function of the				
6. Record Series Description (Briefly describe the t series.)	types of intol	mation/doci	uments/torms	iouna in in	e series. Include the purpose of function of the				
Application for Secondary Employment Authorizati	on/Liability A	Aareement –	Application to	o participat	e in secondary employment listing duties to be				
performed.	-	•		•					
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Votume					
🕅 Letter Size 🍸 Microfilm	· ]	Alphabetica	ป	<u>103</u> Number	<b>-</b>				
			-		· .				
🗋 Legal Size 🔲 Computer Tape		X Numerical	•	K File Ora					
🗋 Audio Tape 🔲 Floppy Disk	l l	Chronologie	Cal	Сотри	Computer Tape(s)				
Bound Book 🔲 Video Tape	j	Geographic	al	Other (	specify)				
	j			10. Annual	Accumulation				
C Other (specify)		Other (spec	aity)	Number					
	. ]			File Dra					
					ter Tape(s)				
				Other (	specify)				
11. File Is Used	(		12. File Becom	les Inactive Af	ter				
🛛 Oaily 🔲 Weekly 🔲 Monthly 🔲 Ann	ualle		<u>30</u> Number		tanih(s) 🛛 Year(s)				
	wany				murity Karten (a)				
13. Current Location(s) (Bidg., Floor, Room)	· <del>····································</del>	·	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)						
Circuit Courthouse, Administration	·		Yes 🖾 No						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements						
Yes 🛛 No			Mana						
		·	None 💭 State 🗍 Federal 🔲 Independent						
17. Is an Index System used? If yes, explain briefly and describe r	requirements		18. Recom	mended R	etention				
Tes 🛛 No	ļ	30 Years							
			}						
					•				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date					
Sue Wilson		410-222-15	71	6/14/16					
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DGS 550-4 (Rev. 1/93)									
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<u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	REC	ORDS MANA 5 Waterloo R	GENERAL SERVICES GEMENT DIVISION Road, P.O. Box 275 Iryland 20794		AGENCY RECORDS INVENTORY		
1. Department/Agency	2. Divisi				3. Unit		
Sheriff's Office							
DEFINITION: RECORD SERIES: A group of relate	d records	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
purposes. 4. Record Series Title				5. Earlie:	st Year/Latest Year		
Personnel Records/Files	•			_201			
6. Record Series Description (Briefly describe the t	ypes of inf	ormation/doc	uments/forms	found in the	e series. Include the purpose or function of the		
series.)							
Hire/Exit checkoff List - form filed in an employee's	s personne	I file to docur	ment procedur	es and issu	ed equipment when hired, and to document the		
return of items upon termination.							
7. Record Series Format(s) List all		6. Record Seri	es Sequence	9. Votume			
🔀 Letter Size 🗌 Microfilm		🔲 Alphabetic	al	<u>104</u> Number	-		
🗍 Legal Size 📄 Computer Tape		🛛 Numerical	۱,	File Dra			
🔲 Audio Tape 🔄 Floppy Disk		Chronologi	ical	Comput	er Tape(s)		
Bound Book 🔲 Video Tape		Geographi	cat				
. Other (specify)		🔲 Other (spe	cify)	10. Annual Accumulation       Number			
				File Dra	warfe)		
				Microfilr			
				Comput	· · · ·		
•				🔲 Other (s	pecity)		
11. File is Used	-		12. File Becom	es inactive Aft	er		
. 🔀 Daily 📑 Weekiy 🔲 Monthly 🗌 Ann	ually		<u>30</u> Number	Пм	anth(s) 🛛 Year(s)		
13. Current Location(s) (Bidg., Floor, Room) Circuit Courthouse, Administration			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
Tes 🛛 No							
					Federal 🔲 Independent		
17. Is an Index System used? If yes, explain briefly and describe re	aquirements		18. Recom	mended R	atention		
Yes X No		18. Recommended Retention 30 Years					
					,		
			, , ,				
19. Name and Title of Preparer		20. Telepho	one Number	21. Date	· .		
Sue Wilson		410-222-15	71	6/14/16			
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CS 550.4 (Pmr 1/03)							

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       AGENCY RECORDS INVENTOR         r       RECORDS MANAGEMENT DIVISION       7275 Waterloo Road, P.O. Box 275       PAGE	-				
with Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	-				
Jessup, Maryland 20794 410-798-1930	-				
1. Department/Agency         2. Division         3. Unit					
Sheriff's Office					
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and dispose purposes.	ition				
4. Record Series Title 5. Earliest Year/Latest Year					
Personnel Records/Filestotototo					
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function	on of the				
series.) Personnel Action Authorization – form used to initiate/change information regarding personnel such as rate of pay, hire/exit, change of add	irace atc				
	1633, 614.				
7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume					
Image: Size in Microfilm     Image: Size in Microfilm					
Legal Size 🔲 Computer Tape 🛛 🛛 Numerical 🔯 File Drawer(s)					
🛄 Microfilm Reel(s)					
Audio Tape Chronological Computer Tape(s)					
Bound Book Video Tape					
Other (specify)     Other (specify)					
Number	ĺ				
X File Drawer(s)					
Microfilm Reel(s)     Computer Tape(s)					
C Other (specify)					
11. File Is Used 12. File Becomes Inactive After					
🔯 Deily 🗋 Weekly 📋 Monthly 🗋 Annually Number 🗌 Month(s) 🔯 Year(s) .					
13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? . (If yes, specify agency or office.)					
Circuit Counthouse, Administration Sy Yes No AA County Personnel	X Yes No AA County Personnel				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements					
🗋 Yes 🖾 No / 🔯 None 🛄 State 💭 Federal 🛄 Independent					
17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention					
☐ Yes ⊠ No 30 Years					
19. Name and Title of Preparer 20. Telephone Number 21. Date					
Sue Wilson 410-222-1571 6/14/16					

Instructions – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Sheriff's Office DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Personnel Records/Files	REC 727 2. Divisi	ORDS MANA 75 Waterloo R Jessup, Ma 410-71 on	5. Earlie:		AGENCY RECORDS INVENTORY  PAGE PAGE 3. Unit  ference as well as retention and disposition st Year/Latest Year 6to2046		
6. Record Series Description (Briefly describe the t series.) Position Description form – form used to define job			uments/forms				
7. Record Series Format(s) List all		0. Record Serie	es Sequence	9. Volume			
Letter Size 🗋 Microfilm		Alphabetica	al .	<u>106</u> Number			
Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape		Numerical		File Dra Microfile Compu Other (s	m Reel(s)		
Other (specify)	C Geographic		cify) Number Number Ø File D		m Real(s) ter Tape(s)		
11. File Is Used 🔀 Daily 🗌 Weekly 🗋 Monthly 🗌 Ann	waiły		12. File Becom <u>30</u> Number		ler Ionth(s) 🛛 Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Administration ,			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)           X         Yes         No           AA County Personnel         A				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) · ☐ Yes Ø No			16. Audit Requirements				
17. Is an Index System used? If yes, explain briefly and describe n	17. Is an Index System used? If yes, explain briefly and describe requirements Yes X No			18. Recommended Retention 30 Years			
19. Name and Title of Preparer Sue Wilson		20. Telepho 410-222-15		21. Date 6/14/16	· · · · · · · · · · · · · · · · · · ·		
DGS 550-4 (Rev. 1/93)							

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Instructions – Type or Print a separate form for	DEPAR	TMENT OF G	SENERAL SE	RVICES	AGENCY RECORDS INVENTORY				
each new or revised record series. Forward			GEMENT DIV						
with Records Retention Schedule (DGS 550-1)	7275		oad, P.O. Box	275	PAGE 106 0F				
	Jessup, Maryland 207 410-799-1930			•					
1. Department/Agency	2. Divisio	n		_	3. Unit				
Sheriff's Office									
DEFINITION: RECORD SERIES: A group of relate purposes.	d records n	ormally filed	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				
Personnel Records/Files				201	6 to <u>2046</u>				
6. Record Series Description (Briefly describe the t	ypes of info	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the				
series.)									
Leave Sharing Approval Form - used to indicate le	ave recipie	nt, leave don	or, and appro	vals if an e	mployee has exhausted all forms of paid leave.				
7. Recard Series Format(s) List all		6. Record Serk	as Sequence	9. Volume					
🛛 Letter Size 🔲 Microfilm		Alphabetica	al	<u>_107</u> Number	<b>-</b> .				
🗋 Legal Size 🗧 Computer Tape		🔀 Numerical		-					
🔲 Audio Tapa 🔄 Floppy Disk		Chranologi	cal	Microfil					
🖸 Bound Book 🔲 Video Tape		🔲 Geographic	al	Other (1	specify)				
		Other (spec		10. Annual	Accumulation				
				Number					
	[			🔀 File Dra	wer(s)				
	l I			Microfik	m Reel(s) ler Tape(s)				
				Other (					
11. File is Used	I		12. File Becom	es Inactive Afi	ler				
🛛 Daily 🗌 Weskly 🚺 Monthly 🔲 Ann			<u>30</u> Number	· –	ionth(s) 🕅 Year(s)				
🛛 🖾 Daily 🗌 Weeldy 🗌 Monthly 🛄 Ann	many		NUMOR	»ب	onui(s) 🖾 tear(s)				
13. Current Location(a) (Bidg., Floor, Room)					ed Elsewhere? (If yes, specify agency or office.)				
Circuit Courthouse, Administration			AA County Per	No 🗌 No					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	drements					
🗋 Yes 🛛 No				🗆 Stata 🗖	Federal 🔲 Independent				
17. Is an Index System used? If yes, explain briefly and describe n	equirements		18. Recom	mended R	etention				
🗋 Yes 🛛 No			30 Years						
,									
·	<u> </u>		L						
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date					
Sue Wilson		410-222-15	71	6/14/16					
			. <u></u>						
DGS 550-4 (Rev. 1/83)									

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 Watertoo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			ISION	AGENCY RECORDS INVENTORY PAGE OF		
1. Department/Agency Sheriff's Office	2. Division				3. Unit		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records (	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title Personnel Records/Files	•				est Year/Latest Year 16 to <u>2046</u>		
6. Record Series Description (Briefly describe the t series.) Annuity & Sick Pay Request for MD Income tax wit							
7. Record Series Format(e) List all		8. Record Seri	es Sequence	9. Volume			
🛛 Letter Size 🔲 Micro®m		Alphabetic	al ,	<u>108</u> Number			
Legal Size Computer Tape		🔀 Numerica)		File Dr			
Audio Tape 🔲 Floppy Disk		Chranologi	cal		iter Tape(s)		
Bound Book 🔲 Video Tape		🗍 Geographi	at		(specify)		
Other (specify)			Other (specify) Nu		Accumulation		
•				File Dn	m Reel(s) ter Tape(s)		
11. File is Used	naga		12. File Becom <u>30</u> Number	1	ter Aanth(s) 🔯 Year(s)		
13. Current Location(s) (Bkdg., Floor, Room) Circuit Courthouse, Administration			14. Is Record & X Yes AA County Per	No No	ted Elsewhere? (If yes, specify agency or office.)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) '		16. Audit Requirements					
<ul> <li>Is an index System used? If yes, explain briefly and describe requirements</li> <li>Yes X No</li> </ul>		18. Recomm 30 Years		mended Retention			
19. Name and Title of Preparer Sue Wilson		20. Telepho 410-222-15		21. Date 6/14/16			
S 550-4 (Rev. 1/93)		<u> </u>		<u> </u>	·		

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instructions - Type or Print a separate form for			ENERAL SE		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	1		SEMENT DIV			
with Records Retention Schedule (DGS 550-1)			bad, P.O. Box	275	PAGE 108 OF	
	Je		yland 20794 9-1930			
1. Department/Agency	2. Division	-			3. Unit	
Sheriff's Office						
	,					
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records norn	nally filed	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title	- <u></u>			5. Earlie	st Year/Latest Year	
Personnel Records/Files				· <u>201</u>	6 to <u>2046</u>	
6. Record Series Description (Briefly describe the	types of inform	ation/docu	iments/forms	found in th	e series. Include the purpose or function of the	
series.) Drug/Alcohol Test Order Form – Used to order dru	o/alcohol tests	on emplo	vées.			
			·	r		
7. Record Series Format(s) List all	8.1	Record Serie	s Sequence	9. Volume		
🛛 Letter Size 🔲 Microfilm		Alphabetica	i	<u>109</u> Number	_	
· · · ·		Numerical '		🔀 File Dra		
Computer Tapa		Numencar	•	Microfil	,	
🛄 Audio Tape 🔄 Floppy Disk		Chronologic	al .	Computer Tape(s)     Other (specify)		
D Bound Book D Video Tape	ם (	] Geographic	al		· · · · · · · · · · · · · · · · · · ·	
Other (specify)	Cither (spec		ify)	10, Annual	Accumulation	
				Number		
				🔀 File Dre	wer(s)	
_				Microfil		
		•		Comput		
11. File is Used			12. File Becom	on leasting Af		
			<u>30</u>			
🛛 Daily 🗋 Weekly 📄 Monthly 🔲 An	nually		Number		onth(s) 🛛 Year(s)	
13. Current Location(s) (Bidg., Floor, Room)		]	14. Is Record S	ierles Duplicat	ed Elsawhera? (If yes, specify agency or office.)	
Circuit Counthouse, Administration			X Yes AA County Per	No []		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ			
[]Yes ⊠No			X None	State 🗂	Federal 🔲 Independent	
					· · · · · · · · · · · · · · · · · · ·	
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended R	etention	
Yes No			30 Years			
					•	
·	1	``			-	
19. Name and Title of Preparer			ne Number	21. Date		
Sue Wilson	· 41	0-222-157	71	6/14/16		
\$\$ 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)	RECORDS 7275 Wa Jes	GENERAL SE GEMENT DIV Dad, P.O. Box yland 20794 19-1930	ISION	AGENCY RECORDS INVENTORY				
1. Department/Agency Sheriff's Office	2. Division			3. Unit				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records norm	nally filed	and used as a	a unit for re	ference as well as retention and disposition			
4. Record Series Title Personnel Records/Files					st Year/Latest Year 6to <u>2046</u>			
<ol> <li>Record Series Description (Briefly describe the series.)</li> <li>Personnel Medical Records – Doctor's notes; first</li> </ol>				found in th	e series. Include the purpose or function of the			
7. Record Series Format(s) List all	6. F	Record Serie	is Sequence	9. Volume 110				
K Letter Size 🔲 Microfilm		Alphabelica	a	Number	-			
Legal Size 🔲 Computer Tape		Numerical		🔀 File Dra				
Audio Tape	Chronologi				ter Tape(s) specify)			
Bound Book IVideo Tape	Geographi		10.		Accumulation			
					e Drawer(s) crofilm Reel(s) mputer Tape(s) her (specify)			
11. File is Used           IMonthly         Image: Annu and Annu annu annu annu annu annu annu ann	n mbr		12. File Becom <u>30</u> Number		ionth(s) 🛛 Year(s)			
🛛 Daily 🛄 Weekty 🚺 Monthly 🗌 And	wany							
13. Current Location(s) (Bidg., Floor, Room) Circuit Courthouse, Administration			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	<u> </u>		16. Audit Requirements					
			🔀 None 🔲 State 🛄 Federal 🛄 Independent					
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention 30 Years					
19. Name and Title of Preparer Sue Wilson		. Telepho 0-222-157	ne Number 71	21. Date 6/14/16				
S 550-4 (Rev. 1/93)	<u> </u>					ال <u>س</u> ے		

Instructions Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	REC	ORDS MANA 75 Waterloo R Jessup, Ma	GENERAL SE GEMENT DIV oad, P.O. Box ryland 20794 99-1830	ISION	AGENCY RECORDS INVENTORY
1. Department/Agency Sheriff's Office	2. Divisi	on			3. Unit
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as	a unit for ref	erence as well as retention and disposition
4. Record Series Title Personnel Records/Files				5. Earlies <u>2016</u>	t Year/Latest Year 6 to2046
6. Record Series Description (Briefly describe the f series.) Random Drug Testing Records – required for Law			i.	found in the	e series. Include the purpose or function of the
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	· · ·
🛛 Letter Size 🔲 Microfilm		Alphabetica	21	<u>111</u> Number	-
🔲 Legal Size 🔄 Computer Tape		Numerical		File Drav	
🔲 Audio Tape 🛛 Floppy Disk		Chronologi	cal	Microfilm	ar Tape(s)
Bound Book 🔲 Video Tape		Geographic	cal	Other (s	······································
Other (specify)		Ciher (spe	cify)	10. Annual A ———— Number	Accumulation
				G File Drav Microfilm Compute Other (sp	n Resi(s) ar Tape(s)
11. File is Used		L	8	I les inactive Afte	и
🔀 Daily 🛄 Weekly 🔲 Monthly 🚺 Ann	wally		<u>30</u> Number	🖾 Mo	mth(s) 🖾 Year(s)
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Administration			14. Is Record S	Series Duplicate	ed Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, clie Law(s) & Regulation(s)			16. Audit Requ		Federal 🔲 Independent
17. Is an Index System used? If yes, explain briefly and describe n	equirements		18. Recom 30 Years	mended Re	tention
4D Name and Title of Decourse		20 Talent	no Numbro	24 Date	
19. Name and Title of Preparer Sue Wilson		20. Telepho 410-222-15	one Number 71	21. Date 6/14/16	• • •
GS 550-4 (Rov. 1/93)				<u> </u>	
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Instructions – Type or Print a separate form for	DEPART		GENERAL SE	RVICES	AGENCY RECORDS INVENTO	RY		
each new or revised record series. Forward	ľ		GEMENT DIV					
with Records Retention Schedule (DGS 550-1)	7275		oad, P.O. Box	275 PAGE OF				
			ryland 20794 99-1930					
1. Department/Agency	2. Divisio	n			3. Unit			
Sheriff's Office	•		•		1			
DEFINITION: RECORD SERIES: A group of relate	d records n	ormally filed	and used as a	a unit for re	ference as well as retention and dispo	sition		
purposes 4. Record Series Title	<u> </u>		<u> </u>		st Year/Latest Year			
Personnel Records/Files				í	6 to <u>2046</u>	Í		
				farmed in th		·		
<ol> <li>Record Series Description (Briefly describe the t series.)</li> </ol>	ypes or into	rmauonvooc	umentsnorms	iouna in m	e series. Include the purpose of funct	on or ute		
Norkers Comp Employers first report of injury or ill	ness/stars -	- used to do	cument and au	ithorized m	edical treatment for an employee.			
7. Racord Series Format(s) List all	r	8. Record Seri	es Somence	9. Volume	•	{		
· .		Alphabetic		<u>112</u>	-	1		
— <u> </u>		_				. 🗍		
🗋 Legal Size 🛛 Computer Tape		Mumerical		Microfil	File Drawer(s) Microfilm Reel(s)			
Audio Tape 🔲 Floppy Disk .		Chronologi		Compu				
Bound Book Dideo Tape		🔲 Geographi	cal	10. Annual	l·			
Other (specify)		🔲 Other (spe	cify)	Number	<i>.</i>			
				🔀 File Dra	nuorie)	· .		
				Microfil	m Reel(s)	ſ		
				Compo Other (				
11. File is Used			12. File Becom	es inactive Af	lêr			
🔀 Daily 🔲 Weekly 🔲 Monthly 🛄 Ann	waliy		Number Month(s) 🛛 Year(s)					
13. Current Location(s) (Bklg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
Circuit Counthouse, Administration			⊠ Yes □ No Risk Management					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements					
🗋 Yes 🛛 No			🔯 None 🔲 State 🔛 Federal 🋄 Independent					
	<u> </u>							
<ol> <li>Is an Index System used? If yes, explain briefly and describe r</li> <li>Yes X No</li> </ol>	requirements		18. Recommended Retention					
			30 Years					
·								
•	/		one Number	21. Date				
Sue Wilson		410-222-15	97 I	6/14/16		•		
S 550-4 (Rev. 1/93)	<u></u>							

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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)	REC	ORDS MANA 75 Waterloo R Jessup, Ma	GENERAL SE GEMENT DIV oad, P.O. Box ryland 20794 89-1830	ISION	AGENCY RECORDS INVENTORY		
1. Department/Agency Sheriff's Office	2. Divisi		89-1630	•	3. Unit		
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title Personnel Records/Files		- <b></b> .			st Year/Latest Year 6 to <u>2021</u>		
6. Record Series Description (Briefly describe the i series.) Acknowledgement of Receipt – acknowledgement							
7. Record Series Format(s) List all		8. Record Serie		9. Volume <u>113</u> Number			
C Legal Size Computer Tape		Numerical	cal [,]	X File Dra Microfil	im Reel(s) Jur Tape(s)		
Bound Book 🔲 Video Tape	· .	Geographic	cal		specify)		
Other (specify)		🗋 Other (spe			Accumulation		
,				File Dra Microfil Compus Other (s	m Reel(s)		
11. File is Used	<u></u>	L	12. File Becom	es Inactive Af	er		
🛛 Daily 💭 Weekly 🔂 Monthly 🗋 Ann	nually		Number	<b>D</b> M	lanth(s) 🔀 Year(s)		
13. Current Location(s) (Bidg., Floor, Room) Circuit Courthouse, Administration		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
15. Access Restrictions (N Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
17. Is an Index System used? If yes, explain briefly and describe r	requirements		18. Recom 5 Years	mended R	etention		
19. Name and Title of Preparer Sue Wilson		20. Telepho 410-222-15	ne Number 71	21. Date 6/14/16			

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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)         1. Department/Agency         Sheriff's Office         DEFINITION: RECORD SERIES: A group of relate purposes.         4. Record Series Title         Personnel Records/Files         6. Record Series Description (Briefly describe the fisheries.)         Workers comp. Occurrence Log – records occurrent	RECOR 7275 V Ju 2. Division d records nor	RDS MANAG Waterloo Ro Jessup, Mar 410-79 rmally filed	uments/forms	ISION 275 a unit for re 5. Earlies 201 found in th	st Year/Latest Year 6to2021	
7. Record Series Format(s)       List all       8. Record Series         Ø Letter Size       Microfilm       Alphabetica         I Legal Size       Computer Tape       Ø Numerical         I Audio Tape       Floppy Disk       I Chronologie         Bound Book       Video Tape       Geographic         Other (specify)       Other (specify)       Other (specify)			1 :21) :21	Number Number Microfilm Reel(s) Computer Tape(s) Cither (specify) 10. Annual Accumulation		
				Number  Fite Drawer(s)  Microfilm Reel(s)  Computer Tape(s)  Other (specify)		
11. Fite is Used	wally		12. File Becom <u>5</u> Number		er onth(s) X Year(s)	
13. Current Location(s) (Bidg., Floor, Room) Circuit Courthouse, Administration 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)         Yes         No         Risk Management         18. Audit Requirements			
			None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe r	equirements		18. Recommended Retention 5 Years			
19. Name and Title of Preparer Sue Wilson		20. Telepho 410-222-157				

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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) 1. Department/Agency Sheriff's Office DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title	DEPARTMENT OF GENERAL SI RECORDS MANAGEMENT DI 7275 Waterloo Road, P.O. Bo Jessup, Maryland 20794 410-799-1930 2. Division			ISION 275	AGENCY RECORDS INVENTORY PAGEOF 3. Unit ference as well as retention and disposition st Year/Latest Year		
Personnel Records/Files				201	<u>6</u> to <u>2017</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.) Series.) Personnel Requisition – used to request hiring personnel.							
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume			
🛛 Letter Size 🔲 Microfilm		Alphabetica		<u>115</u> Number			
Legal Size Computer Tape		🔀 Numerical		File Dra	iwen(a)		
		-		Microfilm Reel(s)     Computer Tape(s)     Other (specify)      10. Annual Accumulation			
Audio Tape 🔲 Floppy Disk		Chronologi	Cal				
Bound Book 🔲 Video Tape		🔲 Geographi	zal				
Other (specify)	Other (specify)		clfy)	19. Authur Acadminiation			
				Number			
				Image: Second state sta			
11. File is Used	I		12. File Becon	les inactive Af	er		
🛛 Daily 🗌 Weekly 🗌 Manthly 🗍 Ann	ually		1 Number I Month(s) 🛛 Year(s)				
13. Current Location(s) (Bidg., Floor, Room) Circuit Counthouse, Administration	_ <u></u> _		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirementa				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
🗋 Yes 🛛 Ng			1 Year				
10 Name and Title of Property		20. Telepho	L	21. Date			
19. Name and Title of Preparer Sue Wilson		410-222-15		21. Date 6/14/16			
GS 550-4 (Rev. 1/83)		<u></u>	<u></u>				

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InstructionsType 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			ISION	AGENCY RECORDS INVENTORY		
1. Department/Agency Sheriff's Office	2. Divisi	on			3. Unit		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	a unit for re	sference as well as retention and disposition		
4. Record Series Title Personnel Records/Files				)	tst Year/Latest Year 16to2017		
6. Record Series Description (Briefly describe the t series.) Request for reallocation study of an occupied posit position.	-						
7. Record Series Format(s) List all (		8. Record Serie	es Sequence	9. Volume 116			
🔀 Letter Size 🔲 Microfilm		Alphabetics	1	Number	••••••••••••••••••••••••••••••••••••••		
Legel Size     Computer Tape     Audio Tape     Floppy Disk	Numericel		, cal	Image: Second state sta			
Bound Book 🔲 Video Tape		Geographic	al		Accumulation		
[] Other (specify)	Dihər (specify)		er (specify)				
- -					Im Reel(s) Iter Tape(s)		
11. File is Used			12. File Becom	les Inactive Af	îter		
🕅 Daily 🛄 Weekly 🛄 Monthly 🛄 Ann	ualty		Number 🔲 Month(s) 🛛 Year(s)				
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Administration			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention 1 Year		letention			
19. Name and Title of Preparer Sue Wilson	*	20. Telepho 410-222-15		21. Date 6/14/16			
IS 350-4 (Rev. 1/83)	,	· <u> </u>	<u></u>		<del>است با این است با است با این است با است این است با است این است با است این است با است این است با این است با این</del>		

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 SE RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1830			ISION	AGENCY RECORDS INVENTORY		
1. Department/Agency	2. Divisio	חכ		-	3. Unit		
Sheriff's Office					· ·		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records i	normally filed	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		
Personnel Records/Files				_ <u>201</u>	6 to <u>2066</u>		
	<u> </u>						
6. Record Series Description (Briefly describe the t series.)	ypes of inf	ormation/doci	uments/forms	found in th	e series. Include the purpose or function of the		
ID Card Log - numbered listing of paper ID cards is	ssued to e	mployees and	l civilian volun	teers.			
	•			•			
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
🔀 Letter Size 🔲 Microfilm		Alphabetica	ıl	Number	-		
🔲 Legal Size 🔄 Computer Tape		🔀 Numerical	-	_			
🗖 Audio Tape 🛛 Floppy Disk		Chronologi	cal	Compu	Microfilm Resi(s)     Computer Tape(s)		
Bound Book 🔲 Video Tape		Geographic	al	Other (specify)			
Other (specify)		Other (spec	≭ty)	10. Annual Accumutation			
				Number '			
				File Drawer(s)			
		4	J	-	Microfilm Reek(s)     Computer Tepe(s)		
				Other (specify)			
11. File is Used			12. File Becom		er		
11. Fus is USEU			<u>50</u>				
🖾 Daily 🗍 Weskly 🔲 Monthly 🗍 Ann	ually		Number 🔲 Month(s) 🖾 Year(s)				
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency ar office.)				
Circuit Courthouse, Security			Yes X No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
Yes X No			None 🗋 State 🗋 Federal 🔲 Independent				
17. is an Index System used? If yes, explain briefly and describe m	equirements		18. Recom	mended R	etention		
	•						
					· · · · · · · · · · · · · · · · · · ·		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Sue Wilson		410-222-15	71	6/14/16 ·			
DGS 550-4 (Rev. 1/83)	•				· .		

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Instructions – Type or Print a separate form for	DEPAR		GENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward			GEMENT DIV			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo Jessup, Maryland 20794 410-799-1930			275	page117_ of1	
1. Department/Agency	2. Divisio				3. Unit	
Sheriff's Office					· · ·	
			4			
DEFINITION: RECORD SERIES: A group of related purposes.	d records n	ormally filed	and used as a	a unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Eartie	st Year/Latest Year	
Personnel Records/Files			•	201	6to <u>2066</u>	
6. Record Series Description (Briefly describe the ty	ypes of info	ormation/doci	iments/forms	found in th	e series. Include the purpose or function of the	
series.) Office ID Card Form – used to document information	e recorded		cordo (orier la	Jactollatio	n of Circuit Court ID computer)	
Chice ID Card Form - used to document anormation		i vii paper iD	icards (prior it	) III Standuu	a circuit Court in comparery.	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	· · · · · · · · · · · · · · · · · · ·	
		Alphabetica		<u>118</u> Number	- · ·	
🛛 🖾 Letter Sizø 🔲 Microfilm			•	Mumber		
Legal Size Computer Tape		🔀 Numerical		File Dra	• -	
🔲 Audio Tape 🔛 Floppy Disk		Chronologia	al	Compu	ter Tape(s)	
Bound Book 📋 Video Tape		🗌 Geographic	al	Other (:	specify)	
		Other (spec	 sitv)	10. Annual	Accumulation	
				Number		
				File Dra	wen's)	
					m Reel(s)	
			Comput			
11. File is Used			12. File Becom	es inactive Afl	er	
🖾 Daily 🛄 Weekly 📑 Monthly 🛄 Annu	ally		Number I Month(s) X Year(s)			
	•,				· · ·	
	······································		dd is Record S	adaa Dualiaat		
13. Current Location(s) (Bidg., Floor, Room) Circuit Courthouse, Security			14. ts Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes 🖾 No			🔀 None 🔲 State 🔲 Federal 🔲 Independent			
17. Is an index System used? If yes, explain briefly and describe re	quirements		18. Recom	mended R	etention	
		50 Years				
	·				·	
· · ·		-			ſ	
19. Name and Title of Preparer	Ī	20. Telepho	ne Number	21. Date	· ·	
Sue Wilson		410-222-15	71 `	6/14/16	1	
	·		<u> </u>	· · · · · · · · · · · · · · · · · · ·		
DG\$ 550-4 (Rev. 1/93)						

Instructions - Type or Print a separate form for	DEPARTN	MENT OF G	SENERAL SEI	RVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			ISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE OF		
	Jessup, Maryland 20794 410-799-1930						
1. Department/Agency	2. Division		···		3. Unit		
Sheriff's Office							
DEFINITION: RECORD SERIES: A group of relate purposes.	d records nor	mally filed	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		
· Payroll Files/Forms				201	<u>6</u> to <u>2019</u>		
6. Record Series Description (Briefly describe the t	ypes of inform	mation/docu	uments/forms	found in th	e series. Include the purpose or function of the		
series.)							
Daily Personnel Roster – Identifies Bureau personn	iel daily assig	griments an	d duty hours.				
7. Record Series Formal(s) List all	8	3. Record Serie	s Sequence	9. Volvima	· · · <del>-</del> . · · <del>-</del>		
🔀 Letter Size 🔲 Microfilm	t	Alphabelica	Ji	<u>.11</u> 07 Number			
🗋 Legal Size 👘 Computer Tape .		🛛 Numerical		S File Drawer(s)			
🗋 Audio Tapa 🔄 Floppy Disk	1	Chronologic	cət	Microfilm Reel(s) Computer Tape(s)			
🖸 Bound Book 🔲 Video Tape	Geographical			Other (specify)			
Other (specify)	Other (specify)		iív) _	10. Annual Accumulation			
			.,, <u> </u>	Number			
				⊠ File Drawer(s)			
				Microfilm Reel(s)			
					ter Tape(s) .		
				Other (specify)			
11. File is Used			12. File Becomes Inactive After				
🛛 Daily 🗋 Weekly 📋 Monthly 🗌 Ann	ually	,	Number		lonth(s) 🛛 Year(s)		
				•••			
					•		
13. Current Location(s) (Bldg., Floor, Room)	· · · ·		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Circuit Counthouse, Administration			🗆 Yes 🖾 No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
			🔀 None	State	Federal 🚺 Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended R	etention		
			3 Years		•		
			•		· ·		
19. Name and Title of Preparer	2	0. Telepho	ne Number	21. Date			
Sue Wilson	4	10-222-15	71	6/14/16			
DGS 550-4 (Rev. 1/93)							
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Instructions – Type or Print a separate form for	DEPART	MENT OF G	SENERAL SERVICES		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward			GEMENT DIV				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. E Jessup, Maryland 207 410-799-1930			275	PAGE OF		
1. Department/Agency	2. Division	n			3. Unit		
Sheriff's Office							
DEFINITION: RECORD SERIES: A group of relate purposes.	d records no	ormally filed	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		
Payroll Files/Forms	•			_ <u>_201</u>	<u>6to2019</u>		
6. Record Series Description (Briefly describe the t	ypes of info	rmation/docu	uments/forms		e series. Include the purpose or function of the		
series.)			designate sub	v Andinatan A			
Designation of Authority – used to document instan	ices where s	supervisors (	iesignate sub	ordinates t	o act in their positions during absences.		
7. Record Series Format(s) List aff		8. Record Serie	is Sequence	9. Valume 120			
X Letter Size 🔲 Microfilm		Alphabetica	I	Number			
🔲 Legal Size 🔄 Computer Tape		X Numerical			File Drawer(s) Microfilm Reel(s)		
🗋 Audio Taps 🛛 📋 Floppy Disk	Chronologica		al	Compu	ter Tape(s) specify)		
🗋 Bound Book 🔲 Video Tape	Geographical		al .		Accumulation		
Other (specify)	Cther (spe		ify)				
	ĺ		:	Number			
				File Ora	m Ree!(s)		
					ter Tape(s) specify)		
11. Fila is Used			12. File Becom	es Inactive Afi	ler		
🔯 Daily 🗋 Weakly 🔲 Monthly 🔲 Ann	uaity		3 Number ☐ Month(s) ⊠ Year(s)				
			•		•		
13. Current Location(s) (Bidg., Floor, Room) Circuit Courthouse, Administration			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
			☐ Yes ⊠ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Regulrements				
			🔀 Nans 🔲 State 📋 Federal 🔲 Independent				
17. Is an Index System used? If yes, explain briefly and describe re	equirements		18. Recom	mended R	etention		
Yes 🔯 No			3 Years				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Sue Wilson		410-222-15	71	6/14/16	r		
1028 555.4 (Day 109)		<u> </u>					

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Instructions Type or Print a separate form for	DEPARTMENT OF		DVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward		AGEMENT DIVISION				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo I			120		
		aryland 20794		PAGE OF		
		799-1930				
1. Department/Agency	2. Division			3. Unit		
Sheriff's Office						
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally file	d and used as	T .			
4. Record Series Title				st Year/Latest Year		
Payroli Files/Forms			201	<u>6to2019</u>		
6. Record Series Description (Briefly describe the t	ypes of information/do	cuments/forms	found in th	e series. Include the purpose or function of the		
series.)				· · ·		
Individual Payroll Timesheets - generated by autor	mated time and attenda	ance to record	hours work	ed by an individual.		
7. Record Series Format(s) List all	8. Record Se	ries Sequence	9. Volume			
🛛 Letter Size 🔲 Microfilm	🗋 Alphabeti	cal	<u>121</u> Number	<b>.</b>		
🗋 Legal Size 🔄 Computer Tape	🔀 Numerica	ı	🔀 File Ora	wer(s)		
🔲 Audio Tape 🔲 Floppy Disk		gical	Microfil	m Reek(s) . ler Tape(s)		
Bound Book 📋 Video Tapa	Geograph	ical	Dther (	specity)		
□ Other (specify)	Other (sp		10. Annual	Accumulation		
-			Number			
			🔀 File Dra	- •		
· · · · ·			Microfilm Real(s)     Computer Tape(s) _			
			Other (s	specify)		
11. File is Used	k	12. File Becom	ies inactive Af	er		
🛛 Daily 🔲 Weekly 🔲 Monthly 🛄 Ann	ually	Number	<b>,</b> Ш м	konth(s) 🛛 Year(s)		
	-		-	··· ··· ··· ··· ··· ··· ···· ···· ······		
				· · · · ·		
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Administration		14. Is Record Series Dupficated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	, <b></b>	16. Audit Requirements				
Yes No						
	None 🗋 State 🛄 Federal 🔲 Independent					
17. Is an Index System used? If yes, explain briefly and describe ro	18. Recom	mended R	etention			
Yes X No		3 Years	18. Recommended Retention			
19. Name and Title of Preparer	20. Teleph	one Number	21. Date			
Sue Wilson	410-222-1	571	6/14/16			
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DGS 550-4 (Rev. 1/93)

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Instructions -Type or Print a separate form for		GENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANA			· · · · · · · · · · · · · · · · · · ·	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R			·	
	Jessup, Ma	ryland 20794 99-1930		PAGE OF	
1. Department/Agency	2. Division			3. Unit	
Sheriff's Office	*				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title			5. Earlie	st Year/Latest Year	
Payroll Files/Forms	-	,	<u>_201</u>	<u>6to2019</u>	
6. Record Series Description (Briefly describe the	types of information/doc	uments/forms f	iound in th	e series. Include the purpose or function of the	
series.)					
Payroll registers – ADP reports generated by Payro	oll to indicating hours we	orked, leave tai	ken and pa	ay for all employees.	
7. Record Series Format(s) List all	8. Record Seri	es Sequence .	9. Volume	· · · · · · · · · · · · · · · · · · ·	
. 🔀 Letter Size 🔲 Microfilm	Alphabetica	, a)	<u>122</u> Number	-	
Legal Size Computer Tapa	🛛 Numerical		🔀 File Dra	wer(s)	
				m Real(s)	
🔲 Audio Tape 🔛 Floppy Disk	Chronologi	ical i	Computer Tape(s) Other (specify)		
📋 Bound Book 🔲 Video Tapa 🕠	Geographi	cal			
C Other (specify)	Other (spe	city)		Accumulation	
			Number		
			🛛 File Dra		
			Microfile		
			Other (a		
11. File is Used		12. File Become	as Inactive Afi	19	
53 Daily 디 Weekly 디 Monthly 디 Ang	and the	3 Number [] Manth(s) ⊠ Year(s)			
🛛 🖸 Daily 🔲 Weekly 🗐 Monthly 🗌 Anr	luany	Number		kuuni(s) 🔯 tearis)	
· ·			-		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Circuit Counthouse, Administration		Yes 🛛 No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requi	rements		
💭 Yes 🖾 No			⊐ State ∫	Federal Dindepandent	
	None State [] Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe r	reguirements	18. Recom	nended R	etention	
🗋 Yes 🛛 No	3 Years				
19. Name and Title of Preparer	20. Telepho	one Number	21. Date	· · ·	
Sue Wilson	410-222-15	571	6/14/16		

DG\$ 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) 1. Department/Agency Sheriff's Office	DEPARTMENT OF GENERAL S RECORDS MANAGEMENT DI 7275 Waterloo Road, P.O. Bo Jessup, Maryland 20794 410-799-1930 2. Division		NON 175 PAGE <u>177</u> of <u>1</u> 3. Unit			
purposes. 4. Record Series Title Payroll Files/Forms	ypes of information/doc	and used as a unit for reference as well as retention and disposition  5. Earliest Year/Latest Year 2016 to2019  suments/forms found in the series. Include the purpose or function of the while on overtime status.				
7. Record Series Format(s) List all	8. Record Sari	Sequence     9. Volume      123       Number       Image: Sequence       Ima				
11. File is Used	ually	12. File Becomes Inactive After 3 NumberMonth(s) X Year(s)				
13. Current Location(s)       (Bidg., Floor, Room)         Circuit Courthouse, Administration         15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)         Yes       No         17. Is an larger System used? If yes, emiliab briefly and describe and descr	onuiremente	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)         Yes       No         16. Audit Requirements         None       State         Federal       Independent				
7. Is an Index System used? If yes, explain briefly and describe requirements         Yes       Xi No         9. Name and Title of Preparer       20. Telephon         Sue Wilson       410-222-157						

Instructions – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Sheriff's Office DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Payroll Files/Forms	DEPARTMENT OF GENER RECORDS MANAGEMEN 7275 Waterloo Road, P. Jessup, Maryland 2 410-799-1930 2. Division		a unit for re	AGENCY RECORDS INVENTORY  PAGE 723 or 1  3. Unit  ference as well as retention and disposition st Year/Latest Year  6to2019			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Compensatory Leave – Identifies date, hours, and specific duty performed to justify compensatory leave.							
7. Record Series Format(s) List all          X       Letter Size       Microfilm         Legal Size       Computer Tape         Audio Tape       Floppy Disk         Bound Book       Video Tape         Other (specify)	8. Record Seri Alphabetic Numerical Chronolog Geographi Other (spe	a) Icel	Microfik	124 Number  If lie Drawer(s) Image: Microfilm Reel(s) Image: Computer Tape(s) Image: Other (specify)  10. Annual Accumulation Number Image: File Drawer(s)			
11. File is Used				2. File Becomes Inactive After  3.  4. Month(s) X Year(s)			
13. Current Location(s)       (Bidg., Floor, Room)         Circuit Courthouse, Administration         15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)         Image: Personal Structure         Yes         Image: No	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)         I Yes       I No         16. Audit Requirements         I None       State         Federal       Independent						
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recom 3 Years	mended R	etention			
19. Name and Title of Preparer Sue Wilson DGS 550-4 (Rev. 1/83)	Sue Wilson 410-222-15		571 6/14/16				
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Instructions Type or Print a separate form for	Type or Print a separate form for DEPARTMENT OF			AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA	GEMENT DIV	ISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	load, P.O. Box	275	PAGE 124 OF		
		ryland 20794 99-1930		PAGE_ <u>1</u>		
1. Department/Agency	2. Division	·		3. Unit		
Sheriff's Office				<i>.</i> .		
·						
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as	a unit for re	ference as well as retention and disposition		
4. Record Series Title	· · · ·		5. Earlie	st Year/Latest Year		
Payroll Files/Forms			201	<u>6</u> to <u>2019</u>		
				<del></del>		
6. Record Series Description (Briefly describe the t	types of information/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.)						
Leave Approval Form – used by employee to requi	est leave approval of an	y kina.				
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume			
			<u>125</u>	_ ·		
🔀 Letter Size 🔲 Microfilm	Alphabetic	al	Number	•		
📋 Legal Size 🛛 Computer Tape	Numerical		I File Drawer(s)			
🗂 Audio Tape 🔲 Fioppy Disk	Chronologi	cat	Microfilm Reel(s)     Computer Tape(s)     Other (specify)			
🗖 Bound Book 🔲 Video Tape	Geographi	cal	10. Annual Accumulation			
Other (specify)	Ciher (spe	cify)				
			Number	,		
			🛛 File Dra	wer(s)		
			Microfili			
	,		Comput			
				· · · · · · · · · · · · · · · · · · ·		
11. File is Used		12. File Becom	ies Inactive Afi	er		
🛛 Daily 🗌 Weekdy 🗌 Monthly 🔲 Ann	ually	Number Month(a) X Year(s)				
		<u> </u>				
13. Current Location(s) (Bldg., Floor, Room) Circuit Courthouse, Administration		14. Is Record Series Duplicated Elsew/here? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
🗋 Yes 🛛 No		M Mana				
	🛛 None 🔲 State 🔲 Federal 🔲 Independent					
17. Is an index System used? If yes, explain briefly and describe n	equirements	18. Recom	mended R	etention		
Yes X No	3 Years		· · · ·			
· ·			<u></u>			
19. Name and Title of Preparer	20. Telepho	one Number	21. Date			
Sue Wilson	410-222-15	71	6/14/16			
G\$ 550-4 (Rev. 1/B3)						

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Instructions – Type or Print a separate form for	DEPAF	RTMENT OF (	ENERAL SERVICES		AGENCY RECORDS INVENTORY			
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECORDS MANAGEMEN 7275 Waterloo Road, P.O Jessup, Maryland 20 410-799-1830				PAGE <u>125</u> of <u>1</u>			
1. Department/Agency Sheriff's Office	2. Divisi	on			3. 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					
Training Files				_ <u>2016</u> to <u>2046</u>				
<ol> <li>Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</li> <li>Computer training needs; firearms range performance report; field training recruit observation report/field training record;</li> </ol>								
7. Record Series Format(s) List all	Record Series Format(s) List all 8. Record Series			es Sequence 9. Volume				
. Retter Size 🔲 Microfilm	Alphabetica		et	<u>126</u> Number				
💭 Legal Size 👝 🛄 Computer Tape	Numerical			⊠ File Drawer(s)				
🔲 Audio Tape 🔛 Floppy Disk			cal					
Bound Book 🗍 Video Tape	Geographic		cal					
Other (specify)	Cther (spec		city)					
				File Drawer(s)  Microfilm Reek(s)  Computer Tape(s)  Other (specify)				
11. File is Used			12. File Becom	es Inactive Afi	ler			
🛿 Daity 🗋 Weakly 🔲 Monthly 🔲 Annualiy			<u>30</u> Number (] Monih(s) 🛛 Year(s)					
13. Current Location(s) (Bldg., Floor, Room) Circuit Counthouse, Training Coordinator			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements					
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention 30 Years					
19. Name and Title of Preparer 20. Telepho		ne Number	e Number 21. Date					
Sue Wilson 410-222-1		410-222-15	1 6/14/16					
IGS 55D-4 (Rev. 1/93)								

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Instructions – Type or Print a separate form for	DEPARTMENT OF GENERAL SE			DVICES	AGENCY RECORDS INVENTORY				
each new or revised record series. Forward RECORDS MANAGEM			·						
			5 Waterloo Road, P.O. Box 275		PAGE 76 OF 26				
	Jessup, Ma								
1. Department/Agency	410-799-1930 2. Division			3. Unit					
Sheriff's Office		,							
			-	•	•				
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						
Training Files			20		<u>6to2046</u>				
6. Report Soign Description (Briefly describe the l		umontalforma	found in th						
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)									
Maryland Police & Correction Training Commissions year-end Reports.									
7. Record Series Format(s) List all		8. Record Series Sequence		8. Votume					
🛛 Letter Size 🔲 Microfilm		Alphabetical		<u>121</u> Number					
C Legal Size C Computer Tape		Mumerical		File Drawer(s)					
🔲 Audio Tape 🔄 Floppy Disk		Chronological		Microfilm Reel(s) Computer Tape(s)					
Bound Book 🔲 Video Tape		Geographical		Other (specify)					
☐ Other (specify)			Other (specify)		10. Annual Accumulation				
		,		Number					
	1			I File Drawer(s)					
			Microfil						
· ·			Other (						
11. Fãe is Used			12. File Becomes Inactive After						
🛛 Daily 📑 Weekty 📑 Monthly 📑 Annually			<u>30</u> Number ☐ Month(s) ⊠ Year(s)						
42 Current Lauritaria) (Bila Eller Dann)		14 In Descent C							
13. Current Location(s) (Bldg., Floor, Room) Carcuit Counthouse, Training Coordinator			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency ar office.)						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			MD Police & Correctional Training Commission 16. Audit Requirements						
Yes X No					_ ·				
,	Federal 🔲 Independent								
17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention									
🗋 Yes 🖾 No			30 Years						
		20. Telepho	l. I.	21. Date					
Sue Wilson 41		410-222-1571		6/14/16					
GS 550-4 (Rev. 1/93)									