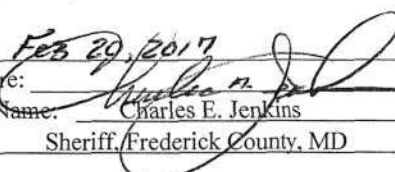


DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. C1393
Agency: Frederick County Sheriff's Office 7300 Marcies Choice Lane Frederick, MD 21704		Division/Unit Corrections Bureau
Item No.	Description Supersedes Schedule C995	Retention
01	<u>Accounting Records</u> Bank Statements, Cancelled Checks, Inmate Canteen Records, Petty Cash Fund Records, Receipts and Disbursement Records	Retain for (8) eight years and until all audit requirements have been fulfilled, then destroy
02	<u>Budget and Fiscal Planning Records</u> Budget Files, Operating and Capital Improvement Projects, Kitchen Fiscal Year Inventories, Grant Files	Retain for (10) ten years and until all audit requirements have been fulfilled, then destroy
03	<u>Agreements</u> Mutual Aid Agreements Memorandum of Understanding Contracts	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (10) ten years then destroy.
04	<u>Inmate Base Records</u> Inmate Property Records Incident Reports Disciplinary Reports Arrest Sheets Commitment Records Release Records Grievance Records Request Slips Release Authorization Form Media Waiver Forms Alternative Sentencing Records Court Orders Transfer of Custody Receipts Detainer Records	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (7) seven years then destroy.
05	<u>Personnel Records</u> Personnel Files Background Investigations Promotion Process Records Secondary Employment Records Hiring Process Records Staff Medical and Psychological Records Staff TB Testing Training Records	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (40) forty years then destroy.
Schedule Approved by Department, Agency, or Division Representative Date: <u>FEB 29, 2017</u> Signature:  Typed Name: <u>Charles E. Jenkins</u> Title: <u>Sheriff, Frederick County, MD</u>		Schedule Authorized by State Archivist Date: <u>5-22-17</u> Signature: <u>Tina D. Ba</u>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. C1393 Page 2 of 5
Agency Frederick County Sheriff's Office 7300 Marcies Choice Lane Frederick, MD 21704	Division/Unit Corrections Bureau	
Item No.	Description Supersedes Schedule C99580	Retention
06	<u>Medical Records</u> Inmate Medical Records	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (7) seven years then destroy.
07	<u>Inventories and Inspections</u> Ansul Fire Inspections Security Inspections Control Center Equipment Daily Records Fire/Safety Inspections Fire Extinguisher Inspections Weapons Inspections Key Inventories Inmate Property Inventories Property Room Logs Quarterly Key Inventories Facility Sanitation Inspections Shakedown Reports Sprinkler Inspections Tool Control Inventories Weekly Kitchen Inspection and Sanitation Reports Fire Marshall Inspections M.O.S.H. Inspections K-9 Scans	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (10) ten years then destroy.
08	<u>Kitchen Liscences and Inspections</u> Food Service Health Department Inspections Food Service Staff Liscences Food Service Health Department Liscence Kitchen Staff Medical Screening	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (20) twenty years then destroy.
09	<u>Hazardeous Materials</u> Hazmat Inventories Material Data Safety Sheets	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (40) forty years then destroy.
10	<u>Kitchen</u> Kitchen Staff Post Orders Kitchen Equipment Temperature Control Form Kitchen Knife and Utensil Log Kitchen Spoon and Knife Inventories Food Service Menu's Modifications to Menu Forms	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (7) seven years and then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. C1393 Page 3 of 5
Agency Frederick County Sheriff's Office 7300 Marcies Choice Lane Frederick, MD 21704	Division/Unit Corrections Bureau	
Item No.	Description Supercedes Schedule <i>C995</i>	Retention
11	<u>Equipment</u> Personnel Equipment / Uniform Issuance Records	Retain until separation of employment and then destroy
12	<u>Drills</u> Evacuation Drills Disaster Drills	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (8) eight years then destroy.
13	<u>Legal Issues</u> Law Suits Inmate Expungement Files Use of Force Reports Chain of Custody Reports Maryland Commission on Correctional Standards Audit Reports National Commission on Correctional Health Care Audit Reports American Correctional Association Audit Reports Immigration and Customs Enforcement Audit Reports Incident Photographs	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (40) forty years then destroy.
14	<u>Policies</u> Policy Revision and Development (General and Special Orders)	Retain for (5) years and then transfer to Maryland State Archives
15	<u>Statistical Information</u> Incident Report Statistics Library Statistics Population Statistics Bond Review Statistics Transportation Statistics Program Statistics Overtime Reports Prison Rape Elimination Act Statistics	Retain (10) ten years and then destroy
16	<u>Miscellaneous</u> Shift Ending Reports Press Releases Staff Meeting Minutes Dental Instrument Inventories Supervisor Staff Sign-off Forms Frequent Visitors Lists Inmate Orientation Rosters General Correspondance	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (5) five years then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. C1393
(Continuation Sheet)		Page 4 of 5
Agency	Frederick County Sheriff's Office 7300 Marcies Choice Lane Frederick, MD 21704	Division/Unit Corrections Bureau
Item No.	Description Supercedes Schedule <i>C995</i>	Retention
17	<u>Prison Rape Elimination (PREA) Investigations</u> a. Investigations involving inmates only b. Investigations involving inmates and staff	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (7) seven years then destroy. Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (40) forty years then destroy.
18	<u>Training Records</u> a. Training Attendance Records b. Training Lesson Plans c. Weapons Qualifications d. Volunteer Orientation Forms	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (7) seven years then destroy. Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (30) thirty years then destroy. Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (7) seven years then destroy. Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (7) seven years then destroy.
19	<u>Reports</u> a. Corrections Bureau Annual Reports These reports show the different divisions and duties within the Frederick County Sheriff's Office - Corrections Bureau as well as annual statistics, promotions, and awards that staff members receive. b. Multi-Year Plans c. Grand Jury Reports These reports are shorter versions of the Annual Reports. Same information is in the Annual Reports.	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (20) twenty years then send to the Maryland State Archives. Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (20) twenty years then destroy. Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (10) ten years then destroy

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. C1393
		Page 5 of 5
Agency Frederick County Sheriff's Office 7300 Marcies Choice Lane Frederick, MD 21704	Division/Unit Corrections Bureau	
Item No.	Description Supersedes Schedule C995	Retention
19	d. Annual Operations Reviews	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (20) twenty years then destroy.

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>26</u>
1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE	2. Division CORRECTIONS BUREAU	3. Unit Fiscal Services
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 1. Accounting Records	5. Earliest Year/Latest Year _____ 2008 _____ to _____ 2017 _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Bank Statements, Cancelled Checks, Inmate Canteen Records, Petty Cash fund records, Receipts, and Disbursement Records.		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume _____ 55 boxes Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Banker Boxes</u> 10. Annual Accumulation _____ 4-5 boxes Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Banker Boxes</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually AUDITS	12. File Becomes Inactive After _____ 8 _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Detention Center Warehouse	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Public Information Act, Section 4-336 (Financial Information)	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Eight (8) years then destroy	
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES	20. Telephone Number 301-600-3065	21. Date 03/01/2017

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>26</u>
1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE	2. Division CORRECTIONS BUREAU	3. Unit Fiscal Services
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 02 – Budget and Fiscal Planning Records	5. Earliest Year/Latest Year 2007 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Budget Files, Operating and Capital Improvement Projects, Fiscal year Inventories, Grant Files		
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume 10 boxes Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Banker Boxes</u> 10. Annual Accumulation 1 box Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Banker Boxes</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually AUDITS	12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Detention Center Warehouse	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Frederick County Budget Office	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Public Information Act, Section 4-336 (Financial Information)	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Ten (10) years then destroy	
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES	20. Telephone Number 301-600-3065	21. Date 03/01/2017

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 <small>410-799-1930</small>	AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>26</u>
1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE	2. Division CORRECTIONS BUREAU	3. Unit Fiscal Services
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 03 - Agreements	5. Earliest Year/Latest Year _____ 2007 _____ to _____ 2017 _____	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Mutual Aid Agreements, Memorandum of Understandings, Contracts		
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 10 years. Format is either .tiff or .pdf. No paper is accumulated. All documents are scanned immediately upon creation.</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume _____ NA _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u> _____ 10. Annual Accumulation _____ NA _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u> _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Audits and If needed for clarification	12. File Becomes Inactive After _____ 10 _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention Center	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Public Information Act, Section 4-336 (Financial Information), Maryland Public Information Act, Section 4-344 (Interagency or Intra-Agency Letters or Memoranda)	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Ten (10) years then destroy	
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES	20. Telephone Number 301-600-3065	21. Date 03/01/2017

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>4</u> OF <u>26</u></p>	
<p>1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE</p>		<p>2. Division CORRECTIONS BUREAU</p>		<p>3. Unit Administrative</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title 04 – Inmate Base Files</p>				<p>5. Earliest Year/Latest Year 2010 to 2017</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Inmate Property Records, Incident Reports, Disciplinary Reports, Arrest Sheets, Commitment Records, Release Records, Grievance Records, Inmate Request Slips, Release Authorization Forms, Media Waiver Forms, Alternative Sentencing Records, Court Orders, Transfer of Custody Records, Detainer Records</p>					
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 10 years. Format is either .tiff or .pdf. No paper is accumulated. All documents are scanned immediately upon creation</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume NA Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Electronically on a server _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p> <p>Audits and If needed for clarification</p>			<p>12. File Becomes Inactive After <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Server on the 2nd floor of the Administrative Building for the Detention Center</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Public Information Act, Section 4-501 (Personal Information)</p>			<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Seven (7) years then destroy</p>		
<p>19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES</p>		<p>20. Telephone Number 301-600-3065</p>		<p>21. Date 03/01/2017</p>	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>5</u> OF <u>26</u>	
1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE		2. Division CORRECTIONS BUREAU		3. Unit Personnel	
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 05 – Personnel Records				5. Earliest Year/Latest Year 1984 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Personnel Files, Background Information, Promotion Process Records, Secondary Employment Records, Hiring Process Records, Staff Medical and Psychological Records, Training Records, Staff TB Testing					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 40 years. Format is either .tiff or .pdf</u> <u>No paper is accumulated. All documents are scanned immediately upon creation.</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume 60 Banker Boxes of old files Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u> _____ 10. Annual Accumulation NA Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u> _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Audits and If needed for clarification			12. File Becomes Inactive After <u>40</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention Center Old paper records are stored in the Facility Warehouse.			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Public Information Act, Section 4-501 (Personal Information) Maryland Public Information Act, Section 4-331 (Information about Public Employees) Maryland Public Information Act, Section 4-329 (Medical or Psychological Information)			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Forty (40) years then destroy		
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES		20. Telephone Number 301-600-3065		21. Date 03/01/2017	

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 <small>410-799-1930</small>	AGENCY RECORDS INVENTORY PAGE <u>6</u> OF <u>26</u>
1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE	2. Division CORRECTIONS BUREAU	3. Unit Administrative
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 06 – Inmate Medical Records	5. Earliest Year/Latest Year <div style="text-align: center;"> <u>2010</u> to <u>2017</u> </div>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Electronic Inmate Medical Records		
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 7 years. Format is either .tiff or .pdf.</u> <u>No paper is accumulated. All documents are scanned immediately upon creation.</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume <div style="text-align: center;"> <u>NA</u> </div> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Electronically on a server</u> 10. Annual Accumulation <div style="text-align: center;"> <u>NA</u> </div> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u>
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Audits and If needed for clarification	12. File Becomes Inactive After <div style="text-align: center;"> <u>7</u> </div> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention Center	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Public Information Act, Section 4-501 (Personal Information) Maryland Public Information Act, Section 4-329 (Medical or Psychological Information)	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Seven (7) years then destroy	
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES	20. Telephone Number 301-600-3065	21. Date 03/01/2017

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>7</u> OF <u>26</u></p>
<p>1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE</p>	<p>2. Division CORRECTIONS BUREAU</p>	<p>3. Unit Administrative</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 07 – Inventories and Inspections</p>	<p>5. Earliest Year/Latest Year _____ 1997 _____ to _____ 2017 _____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Ansul Fire Inspections, Security Inspections, Control Center Equipment Records, Fire/Safety Inspections, Weapons Inspections, Key Inventories, Inmate Property Inventories, Property Room Logs, Quarterly key Inventories, Sanitation Inspections, Shakedown Reports, Sprinkler Inspections, Tool Control Inventories, Fire Marshall Inspections, MOSH Inspections, K-9 Scans</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 10 years. Format is either .tiff or .pdf. No paper is accumulated. All documents are scanned immediately upon creation.</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume _____ NA _____ Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Electronically on a server _____</p> <p>10. Annual Accumulation _____ NA _____ Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Electronically on a server _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p> <p>Audits and If needed for clarification</p>	<p>12. File Becomes Inactive After _____ 10 _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Server on the 2nd floor of the Administrative Building for the Detention Center</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention Ten (10) years then destroy</p>	
<p>19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES</p>	<p>20. Telephone Number 301-600-3065</p>	<p>21. Date 03/01/2017</p>

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>8</u> OF <u>26</u>	
1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE		2. Division CORRECTIONS BUREAU		3. Unit Administrative	
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 08 – Kitchen Licenses and Inspections				5. Earliest Year/Latest Year 1997 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Food Service Health Department Inspections, Food Service Staff Licenses, Health Department Licenses, Kitchen Staff Medical Screening					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 10 years. Format is either .tiff or .pdf. No paper is accumulated. All documents are scanned immediately upon creation.		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume NA Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Electronically on a server _____ 10. Annual Accumulation NA Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Electronically on a server _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Audits and If needed for clarification			12. File Becomes Inactive After 20 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention Center			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Public Information Act, Section 4-333 (Licensing Information) Maryland Public Information Act, Section 4-329 (Medical Information)			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Twenty (20) years then destroy		
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES		20. Telephone Number 301-600-3065		21. Date 03/01/2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>9</u> OF <u>26</u>	
1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE		2. Division CORRECTIONS BUREAU		3. Unit Administrative	
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 09 – Hazardous Materials			5. Earliest Year/Latest Year 1990 to 2017		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Hazmat Inventories – Inventories of all hazardous materials within the building Material Data Safety Sheets – Data Sheets for all chemicals utilized within the facility.					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 40 years. Format is either .tiff or .pdf. No paper is accumulated. All documents are scanned immediately upon creation.		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume NA Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Electronically on a server _____ 10. Annual Accumulation NA Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Electronically on a server _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Audits and If needed for clarification			12. File Becomes Inactive After 40 Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention Center			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Forty (40) years then destroy		
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES		20. Telephone Number 301-600-3065		21. Date 03/01/2017	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>10</u> OF <u>26</u></p>	
<p>1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE</p>		<p>2. Division CORRECTIONS BUREAU</p>		<p>3. Unit Administrative</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title 10 - Kitchen</p>			<p>5. Earliest Year/Latest Year 2010 to 2017</p>		
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Kitchen Staff Post Orders, Kitchen Equipment Temperature Control Log, Kitchen Knife and Utensil Log, Kitchen Knife and Spoon Inventories, Food Service Menus, Modification to Menu forms.</p>					
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 7 years. Format is either .tiff or .pdf. No paper is accumulated. All documents are scanned immediately upon creation.</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume NA Number _____</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Electronically on a server _____</p> <p>10. Annual Accumulation NA Number _____</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Electronically on a server _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p> <p>Audits and If needed for clarification _____</p>			<p>12. File Becomes Inactive After <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Server on the 2nd floor of the Administrative Building for the Detention Center</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Seven (7) years then destroy</p>		
<p>19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES</p>		<p>20. Telephone Number 301-600-3065</p>		<p>21. Date 03/01/2017</p>	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 <small>410-799-1930</small>		AGENCY RECORDS INVENTORY PAGE <u>11</u> OF <u>26</u>	
1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE		2. Division CORRECTIONS BUREAU		3. Unit Administrative	
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 11 - Equipment				5. Earliest Year/Latest Year 1984 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Personnel Equipment / Uniform Issuance records					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify)		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)		9. Volume 1 Binder Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) 10. Annual Accumulation 3-5 sheets Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Audits and If needed for clarification			12. File Becomes Inactive After 0 Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) Separation from Employment		
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention Center			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Destroy after separation from employment		
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES		20. Telephone Number 301-600-3065		21. Date 03/01/2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>12</u> OF <u>26</u>	
1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE		2. Division CORRECTIONS BUREAU		3. Unit Administrative	
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 12 - Drills			5. Earliest Year/Latest Year 2009 to 2017		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Evacuation Drills, Disaster Drills					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 8 years. Format is either .tiff or .pdf.</u> <u>No paper is accumulated. All documents are scanned immediately upon creation.</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume NA Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u> <hr/> 10. Annual Accumulation NA Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u>	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Audits and If needed for clarification			12. File Becomes Inactive After <u>8</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s) Separation from Employment		
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention Center			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Public Information Act, Section 4-352 (Information Related to Emergency Management)			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Eight (8) years then destroy		
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES		20. Telephone Number 301-600-3065		21. Date 03/01/2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE <u>13</u> OF <u>26</u>
1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE	2. Division CORRECTIONS BUREAU	3. Unit Administrative
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 13 – Legal Issues	5. Earliest Year/Latest Year 1990 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Lawsuits, Inmate Expungement Files, Use of Force Reports, Chain of Custody Reports, Maryland Commission on Correctional Standards Audit Reports, National Commission on Correctional health Care Audit Reports, American Correctional Association Audit Reports, Immigration and Customs Enforcement Audit Reports, Incident Video and Photographs		
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 40 years. Format is either .tiff or .pdf. <u>No paper is accumulated. All documents are scanned immediately upon creation.</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume NA Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u> <hr/> 10. Annual Accumulation NA Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u>
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Audits and If needed for clarification	12. File Becomes Inactive After <u>40</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention Center	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Public Information Act, Section 4-322 (Surveillance Images) Maryland Public Information Act, Section 4-344 (Interagency or Intra-Agency letters or memoranda)	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Forty (40) years then destroy	
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES	20. Telephone Number 301-600-3065	21. Date 03/01/2017

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>14</u> OF <u>26</u>	
1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE		2. Division CORRECTIONS BUREAU		3. Unit Administrative	
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 14 - Policies			5. Earliest Year/Latest Year 2012 to 2017		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Policy Revision and Development – Drafts are kept on paper and the policy revision is kept electronically.					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 5 years. Format is either .tiff or .pdf.</u> <u>No paper is accumulated. All documents are scanned immediately upon creation.</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume NA Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u> 10. Annual Accumulation NA Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u>	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Audits and If needed for clarification			12. File Becomes Inactive After <u>0</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention Center			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Public Information Act, Section 4-351 Security Procedures)			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Five (5) years then transfer to the Maryland State Archives After 20 years the document can be open to the public inspection.		
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES		20. Telephone Number 301-600-3065		21. Date 03/01/2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE <u>15</u> OF <u>26</u>
1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE	2. Division CORRECTIONS BUREAU	3. Unit Administrative
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 15 – Statistical Information	5. Earliest Year/Latest Year 2007 to 2017	
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 Statistics, Library Statistics, Population Statistics, Program Statistics, Overtime Reports, Prison Rape Elimination Act Statistics		
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 10 years. Format is either .tiff or .pdf.</u> <u>No paper is accumulated. All documents are scanned immediately upon creation</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume NA Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u> <hr/> 10. Annual Accumulation NA Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u>
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Audits and If needed for clarification	12. File Becomes Inactive After <u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention Center	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Ten (10) years then destroy.	
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES	20. Telephone Number 301-600-3065	21. Date 03/01/2017

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>16</u> OF <u>26</u>	
1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE		2. Division CORRECTIONS BUREAU		3. Unit Administrative	
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 16 – Miscellaneous Reports			5. Earliest Year/Latest Year 2007 to 2017		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Shift Ending Reports, Press Releases, Staff Meeting Minutes, Dental Instrument Inventories, Staff policy and training sign-off forms, Frequent Visitors Lists, Inmate Orientation Rosters, General Correspondence					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 5 years. Format is either .tiff or .pdf.</u> <u>No paper is accumulated. All documents are scanned immediately upon creation.</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume NA Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u> _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Audits and if needed for clarification		12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention Center		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Public Information Act, Section 4-344 (Interagency or Intra-Agency letters or memoranda)		16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		18. Recommended Retention Five (5) years then Destroy			
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES		20. Telephone Number 301-600-3065		21. Date 03/01/2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE <u>17</u> OF <u>26</u>
1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE	2. Division CORRECTIONS BUREAU	3. Unit Administrative
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 17A – Prison Rape Elimination Act Investigations involving inmates only	5. Earliest Year/Latest Year 2014 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Prison Rape Elimination Act Investigations involving inmates only		
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 7 years. Format is either .tiff or .pdf.</u> <u>No paper is accumulated. All documents are scanned immediately upon creation.</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume NA Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u> 10. Annual Accumulation NA Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u>
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Audits and If needed for clarification	12. File Becomes Inactive After <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention Center	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Public Information Act, Section 4-351 Investigations Intelligence Information; Security Procedures)	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Seven (7) years then destroy	
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES	20. Telephone Number 301-600-3065	21. Date 03/01/2017

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>18</u> OF <u>26</u>	
1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE		2. Division CORRECTIONS BUREAU		3. Unit Administrative	
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 17B – Prison Rape Elimination Act Investigations involving inmates and staff				5. Earliest Year/Latest Year 2014 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Prison Rape Elimination Act Investigations involving inmates and staff					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 40 years. Format is either .tiff or .pdf. No paper is accumulated. All documents are scanned immediately upon creation.		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume NA Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Electronically on a server _____ 10. Annual Accumulation NA Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Electronically on a server _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Audits and If needed for clarification			12. File Becomes Inactive After 40 Number _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention Center			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Public Information Act, Section 4-351 Investigations Intelligence Information; Security Procedures) Maryland Public Information Act, Section 4-331 (Information about Public Employees)			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Forty (40) years then destroy		
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES		20. Telephone Number 301-600-3065		21. Date 03/01/2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE <u>19</u> OF <u>26</u>
1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE	2. Division CORRECTIONS BUREAU	3. Unit Administrative
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 18A – Training Attendance Records	5. Earliest Year/Latest Year 2010 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Training Attendance Records		
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 7 years. Format is either .tiff or .pdf.</u> <u>No paper is accumulated. All documents are scanned immediately upon creation.</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume NA Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u> _____ 10. Annual Accumulation NA Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u> _____
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Audits and If needed for clarification	12. File Becomes Inactive After <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention Center	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Public Information Act, Section 4-331 (Information about Public Employees)	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Seven (7) years then destroy	
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES	20. Telephone Number 301-600-3065	21. Date 03/01/2017

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>20</u> OF <u>26</u></p>	
<p>1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE</p>		<p>2. Division CORRECTIONS BUREAU</p>		<p>3. Unit Administrative</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title 18B – Training Lesson Plans</p>				<p>5. Earliest Year/Latest Year 1987 to 2017</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Training Lesson Plans</p>					
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 30 years. Format is either .tiff or .pdf.</u> <u>No paper is accumulated. All documents are scanned immediately upon creation.</u></p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume NA Number _____</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u></p> <p>10. Annual Accumulation NA Number _____</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u></p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p> <p>Audits and If needed for clarification</p>			<p>12. File Becomes Inactive After <u>30</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Server on the 2nd floor of the Administrative Building for the Detention Center</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Police and Corrections Training Commission</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Thirty (30) years then destroy</p>		
<p>19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES</p>		<p>20. Telephone Number 301-600-3065</p>		<p>21. Date 03/01/2017</p>	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE <u>21</u> OF <u>26</u>
1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE	2. Division CORRECTIONS BUREAU	3. Unit Administrative
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 18C – Weapons Qualifications	5. Earliest Year/Latest Year 2010 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Weapons Qualifications by Staff		
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 7 years. Format is either .tiff or .pdf.</u> <u>No paper is accumulated. All documents are scanned immediately upon creation</u>	8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____	9. Volume NA Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u> <hr/> 10. Annual Accumulation NA Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u>
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Audits and if needed for clarification	12. File Becomes Inactive After <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention Center	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Police and Corrections Training Commission	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Maryland Public Information Act, Section 4-325 (Firearm and Handgun Records)	16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Seven (7) years then destroy	
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES	20. Telephone Number 301-600-3065	21. Date 03/01/2017

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>22</u> OF <u>26</u>	
1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE		2. Division CORRECTIONS BUREAU		3. Unit Administrative	
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 18D – Volunteer Orientation Forms				5. Earliest Year/Latest Year 2010 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Volunteer Orientation Forms					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 7 years. Format is either .tiff or .pdf. No paper is accumulated. All documents are scanned immediately upon creation.		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume NA Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Electronically on a server _____ 10. Annual Accumulation NA Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Electronically on a server _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Audits and If needed for clarification			12. File Becomes Inactive After <u>7</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention Center			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Seven (7) years then destroy		
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES		20. Telephone Number 301-600-3065		21. Date 03/01/2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>23</u> OF <u>26</u>	
1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE		2. Division CORRECTIONS BUREAU		3. Unit Administrative	
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 19A – Corrections Bureau Annual Reports				5. Earliest Year/Latest Year 1997 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Corrections Bureau Annual Reports					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 20 years. Format is either .tiff or .pdf.</u> <u>No paper is accumulated. All documents are scanned immediately upon creation.</u>		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume NA Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u> 10. Annual Accumulation NA Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u>	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Audits and If needed for clarification			12. File Becomes Inactive After <u>20</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention Center			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Twenty (20) years send to the Maryland State Archives.		
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES		20. Telephone Number 301-600-3065		21. Date 03/01/2017	

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>24</u> OF <u>26</u></p>	
<p>1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE</p>		<p>2. Division CORRECTIONS BUREAU</p>		<p>3. Unit Administrative</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title 19B – Multi-Year Plans</p>				<p>5. Earliest Year/Latest Year _____ 1997 _____ to _____ 2017 _____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Long Range Multi-year Plans for the Corrections Bureau</p>					
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 20 years. Format is either .tiff or .pdf.</u> <u>No paper is accumulated. All documents are scanned immediately upon creation.</u></p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume _____ NA _____ Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u></p> <p>10. Annual Accumulation _____ NA _____ Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronically on a server</u></p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p> <p>Audits and If needed for clarification</p>			<p>12. File Becomes Inactive After _____ 20 _____ Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>		
<p>13. Current Location(s) (Bldg., Floor, Room) Server on the 2nd floor of the Administrative Building for the Detention Center</p>			<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Public Information Act, Section 4-344 (Interagency or Intra-Agency letters or memoranda)</p>			<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>		
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			<p>18. Recommended Retention Twenty (20) years then destroy</p>		
<p>19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES</p>		<p>20. Telephone Number 301-600-3065</p>		<p>21. Date 03/01/2017</p>	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE <u>25</u> OF <u>26</u>	
1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE		2. Division CORRECTIONS BUREAU		3. Unit Administrative	
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 19C – Reports to the Grand Jury				5. Earliest Year/Latest Year 1997 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Reports to the Frederick County Grand Jury Inspection. These are simplified Annual Reports.					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 10 years. Format is either .tiff or .pdf. No paper is accumulated. All documents are scanned immediately upon creation.		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____		9. Volume NA Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Electronically on a server _____ 10. Annual Accumulation NA Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Electronically on a server _____	
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually Audits and If needed for clarification			12. File Becomes Inactive After 10 Number _____ <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention Center			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			18. Recommended Retention Ten (10) years then destroy		
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES		20. Telephone Number 301-600-3065		21. Date 03/01/2017	

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>26</u> OF <u>26</u></p>	
<p>1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE</p>		<p>2. Division CORRECTIONS BUREAU</p>		<p>3. Unit Administrative</p>	
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>					
<p>4. Record Series Title 19D – Annual Operations Review</p>				<p>5. Earliest Year/Latest Year _____ 1997 _____ to _____ 2017 _____</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Annual Operations Review</p>					
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) Records are scanned to Maryland State Archive standards, then the original is destroyed and the electronic copy is held for 20 years. Format is either .tiff or .pdf. No paper is accumulated. All documents are scanned immediately upon creation.</p>		<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>		<p>9. Volume _____ NA _____</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) Electronically on a server _____</p>	
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p> <p>Audits and if needed for clarification</p>		<p>12. File Becomes Inactive After _____ 20 _____</p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>			
<p>13. Current Location(s) (Bldg., Floor, Room) Server on the 2nd floor of the Administrative Building for the Detention Center</p>		<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>			
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Public Information Act, Section 4-344 (Interagency or Intra-Agency letters or memoranda)</p>		<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input checked="" type="checkbox"/> Independent</p>			
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>		<p>18. Recommended Retention Twenty (20) years then destroy</p>			
<p>19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES</p>		<p>20. Telephone Number 301-600-3065</p>		<p>21. Date 03/01/2017</p>	