	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. C 139
	RECORDS RETENTION AND DISPOSAL SCHEDULE	Page 1 of 5
Agency:	Frederick County Sheriff's Office	Division/Unit
	7300 Marcies Choice Lane	Corrections Bureau
	Frederick, MD 21704	
ltem	Description 1995	Retention
No.	Supercedes Schedule, 6445	Details for (2) sight and a
01	Accounting Records 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	Budget and Fiscal Planning Records 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	Agreements 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	Inmate Base Records 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	Personnel Records 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.
		.BN

REC	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1 393 Page 2 of 5
Agency	Frederick County Sheriff's Office 7300 Marcies Choice Lane Frederick, MD 21704	Division/Unit Corrections Bureau
Item No.	Description Supercedes Schedule CA95.80	Retention
06	Medical Records Inmate Medical Records	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (7) seven years then destroy.
07	Inventories and InspectionsAnsul Fire InspectionsSecurity InspectionsControl Center Equipment Daily RecordsFire/Safety InspectionsFire Extinguisher InspectionsWeapons InspectionsKey InventoriesInmate Property InventoriesProperty Room LogsQuarterly Key InventoriesFacility Sanitation InspectionsShakedown ReportsSprinkler InspectionsTool Control InventoriesWeekly Kitchen Inspection and Sanitation ReportsFire Marshall InspectionsM.O.S.H. InspectionsK-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	Kitchen 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.

1

REC	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. C1393
	(Continuation Sheet)	Page 3 of 5
Agency	Frederick County Sheriff's Office	Division/Unit
~ ~	7300 Marcies Choice Lane	Corrections Bureau
	Frederick, MD 21704	
Item	Description	Retention
No.	Supercedes Schedule C495	
11	Equipment Personnel Equipment / Uniform Issuance Records	Retain until separation of employment and then destroy
12	Drills Evacuation Drills Disaster Drills	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (8) eight years then destroy.
13	Legal Issues 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 Custums 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	Policies Policy Revision and Development (General and Special Orders)	Retain for (5) years and then transfer to Maryland State Archives
15	Statistical Information 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	Miscelaneous 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	Schedule No. C1393
RECO	ORDS RETENTION AND DISPOSAL SCHEDULE	
1. <u></u>	(Continuation Sheet)	Page 4 of 5
Agency	Frederick County Sheriff's Office	Division/Unit
9 7	7300 Marcies Choice Lane	Corrections Bureau
	Frederick, MD 21704	
tem	Description	Retention
No.	Supercedes Schedule 299591	
17	Prison Rape Elimination (PREA) Investigations a. Investigations involving inmates only	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (7) seven years
	b. Investigations involving inmates and staff	then destroy. Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (40) forty years then destroy.
18	Training Records	
18	a. Training Attendance Records	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (7) seven years then destroy.
×.	b. Training Lesson Plans	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (30) thirty years then destroy.
8	c. Weapons Qualifications	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (7) seven years then destroy.
	d. Volunteer Orientation Forms	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (7) seven years then destroy.
19	Reports	
19	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.	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (20) twenty years then send to the Maryland State Archives.
	b. Multi-Year Plans	Scanned to Maryland State Archive standards then destroy paper original. Retain digital content for (20) twenty years then destroy.
	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 (10) ten years then destroy

REC Agency	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet) Frederick County Sheriff's Office 7300 Marcies Choice Lane Frederick, MD 21704	Schedule No. C1 3993 Page 5 of 5 Division/Unit Corrections Bureau
Item		Retention
No.	Supercedes Schedule 6995	
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) 1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE	A REPORT OF A R	GEMENT DIVI oad, P.O. Box ryland 20794 99-1930	SION	AGENCY RECORDS INVENTORY PAGE1 OF6 3. Unit Fiscal Services	
purposes. 4. Record Series Title 1. Accounting Records 6. Record Series Description (Briefly describe the ty	and used as a unit for reference as well as retention and disposition 5. Earliest Year/Latest Year 2008 to 2017 uments/forms found in the series. Include the purpose or function of the Petty Cash fund records, Receipts, and Disbursement Records.				
7. Record Series Format(s) List all 8. Record Series Image: Computer Size Microfilm Image: Legal Size Computer Tape Image: Audio Tape Floppy Disk Image: Bound Book Video Tape Image: Other (specify) Image: Other (specify)		al ical cal			
11. File is Used □ Daily Weekly Monthly Annually AUDITS 13. Current Location(s) (Bldg., Floor, Room) Detention Center Warehouse 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes No Maryland Public Information Act, Section 4-336 (Financial Information) 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes ☑ No		8 Number 14. Is Record S Yes 16. Audit Requ None 18. Recorr	Number Month(s) X Year(s) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES	II one Number 065				

-

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE DEFINITION: RECORD SERIES: A group of relate	es. Forward e (DGS 550-1) F'S OFFICE RECORDS MANAGEMENT D 7275 Waterloo Road, P.O. B Jessup, Maryland 2079 410-799-1930 2. Division CORRECTIONS BUREAU			AGENCY RECORDS INVENTORY PAGE OF 3. Unit Fiscal Services eference as well as retention and disposition	
 4. Record Series Title 02 – Budget and Fiscal Planning Records 6. Record Series Description (Briefly describe the t series.) Budget Files, Operating and Capital Impression 	ypes of information/doc	cuments/forms	5. Earlie	est Year/Latest Year 2007 to 2017 he series. Include the purpose or function of the	
7. Record Series Format(s) List all 8. Record Series Ø Letter Size Microfilm Alphabetic Legal Size Computer Tape Numerical Audio Tape Floppy Disk Ø Chronolog Bound Book Video Tape Geograph Other (specify) Other (specify) Other (specify)		al cal	ence 9. Volume <u>10 boxes</u> Number File Drawer(s) Dicrofilm Reel(s) Computer Tape(s) Other (specify)_Banker Boxes 10. Annual Accumulation <u>1 box</u> Number File Drawer(s) Dicrofilm Reel(s) Computer Tape(s) Other (specify)_Banker Boxes		
11. File is Used □ Daily Weekly Monthly Ann AUDITS 13. Current Location(s) (Bldg., Floor, Room) Detention Center Warehouse 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes □ No Maryland Public Information Act, Section 4-336 (Financial Information) 17. Is an Index System used? If yes, explain briefly and describe regime in the section of the s	Yes 16. Audit Requ	Eeries Duplica No irrements State	Month(s) Xear(s) Ated Elsewhere? (If yes, specify agency or office.) Frederick County Budget Office Federal Independent Retention		
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES	065 03/01/2017				

new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency 2	L Division CORRECTIONS E	ANAGEMEN oo Road, P.C Maryland 20 410-799-1930 BUREAU	T DIVISION 0. Box 275 0794	AGENCY RECORDS INVENTORY PAGE OF 3. Unit Fiscal Services nce as well as retention and disposition	
 4. Record Series Title 03 - Agreements 6. Record Series Description (Briefly describe the types of the types) 			5. Earliest Year 2007 s found in the ser	to 2017	
series.) Mutual Aid Agreements, Memorandum of L	Inderstandings,	Contracts			
7. Record Series Format(s) List all	8. Record Series	Sequence	9. Volume NA Number		
Legal Size Computer Tape	Numerical		File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify)_Electronically on a server		
Bound Book Video Tape Other (specify) <u>Records are scanned to Maryland State Archive</u> 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.	Geographical Other (specify)		10. Annual Accumu NA Number File Drawer(s) Microfilm Reel(s Computer Tape	5)	
11. File is Used Daily Weekly Monthly Annually Audits and If needed for clarification		12. File Becon 10 Number	ormes Inactive After		
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention Cente	a.	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes □ 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 ☐ None ⊠ State ⊠ Federal ⊠ Independent		
17. Is an Index System used? If yes, explain briefly and describe requireme ☐ Yes	plain briefly and describe requirements			ion y	
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES	20. Telephor 301-600-306		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) 1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE DEFINITION: RECORD SERIES: A group of related records no 4. Record Series Title	RECOR 7275 V J 2. Divisio CORREC	as a unit for reference		est Year/Latest Year		
04 – Inmate Base Files 6. Record Series Description (Briefly describe the types of info Inmate Property Records, Incident Reports, Disciplinary Records, Inmate Request Slips, Release Authorization Transfer of Custody Records, Detainer Records	Reports	, Arrest She	eets, Comr	nitment	Records, Release Records, Grievance	
7. Record Series Format(s) List all Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify) Records are scanned to Maryland State Archive standards, the the original is destroyed and the electronic copy is held for 10 years. Format is eith .pdf. No paper is accumulated. All documents are scanned immediately upon creation	mat(s) List all 8. Record S Microfilm Alphabe Computer Tape Numeric Floppy Disk Chronol Video Tape Geograp Records are scanned to Maryland State Archive standards, then Other (s yed and the electronic copy is held for 10 years. Format is either .tiff or Other (s		cal I gical iical	al NA Number al File Drawer(s) Microfilm Reek(s) Computer Tape(s) Cal Other (specify)_Electronically on a server cal 10. Annual Accumulation NA		
11. File is Used □ Daily ☑ Weekly ☑ Monthly ☑ Annually Audits and If needed for clarification 13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention Center 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes □ No Maryland Public Information Act, Section 4-501 (Personal Information) 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes ☑ No	Inition Center			d Series Dup No equirements No State	Month(s) Year(s)	
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES	PTAIN TIMOTHY SELIN Number			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) 1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE DEFINITION: RECORD SERIES: A group of related records 4. Record Series Title 05 – Personnel Records	RECOR 7275 V J 2. Divisio CORREC	as a unit for reference		AGENCY RECORDS INVENTORY PAGE 0F 24 3. Unit OF 24 9 age 0F 24 3. Unit Personnel 0F e as well as retention and disposition purposes. 0F 0F est Year/Latest Year 1984 to 2017		
6. Record Series Description (Briefly describe the types of inf	ormation/de	ocuments/for	rms found in	the serie	s. Include the purpose or function of the series.)	
Personnel Files, Background Information, Promotion P	Process Re	ecords, Sec	condary Em	nployme	nt Records, Hiring Process Records, Staff	
Medical and Psychological Records, Training Records	, Staff TB	Testing				
7 Decord Carlos Francisco Victoria		0 D	*	0.111		
7. Record Series Format(s) List all		8. Record Ser Sequence	nes	9. Volum	e 60 Banker Boxes of old files	
Letter Size Microfilm			170 a 1	Number		
Legal Size Computer Tape		Alphabeti	cal	🗌 File D	Drawer(s)	
		Numerica	the second se		film Reel(s)	
Audio Tape Floppy Disk		Charles and the second s		01120 20080479	mputer Tape(s)	
Bound Book Video Tape			ical Other (specify)_ <u>Electronically on a server</u>			
Other (specify) Records are scanned to Maryland State Archive standards, t	hen	Geograph	nical	10. Annu	0. Annual Accumulation	
the original is destroyed and the electronic copy is held for 40 years. Format is either and the electronic copy is held for 40 years.		Other (specify)		Number		
.pdf						
No paper is accumulated. All documents are scanned immediately upon creation	2			Micro	File Drawer(s) Kicrofilm Reel(s) Computer Tape(s) Other (specify) Electronically on a server	
					Tokson') From our or a server	
11. File is Used			12. File Becc	mes Inactiv	e After	
🗌 Daily 🛛 Weekly 🖾 Monthly 🖾 Annually			40 Number	0	Month(s) Xear(s)	
				1		
Audits and If needed for clarification					-4	
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	1 Series Dup	blicated Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Re	quirements		
				Maria	M Fadaral M Independent	
Maryland Public Information Act, Section 4-501 (Personal Information) Maryland Public Information Act, Section 4-331 (Information about Public Employ	ees)		L None	State	Federal Independent	
Maryland Public Information Act, Section 4-329 (Medical or Psychological Information						
 Is an Index System used? If yes, explain briefly and describe requirements Yes Xo 			18. Reco	mmende	d Retention	
			Forty (40)	years th	en destroy	
19. Name and Title of Preparer		20. Teleph	none	21. Da		
CAPTAIN TIMOTHY SELIN		Number	005	03/01/2	2017	
DIRECTOR OF ADMINISTRATIVE SERVICES 301-600-3						

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE DEFINITION: RECORD SERIES: A group of related records	DEPARTMENT OF GE SERVICES RECORDS MANAGEMEN 7275 Waterloo Road, P.C Jessup, Maryland 20 410-799-1930 2. Division CORRECTIONS BUREAU			ISION 275	AGENCY RECORDS INVENTORY PAGEOF6_ 3. Unit Administrative e as well as retention and disposition purposes.	
4. Record Series Title 06 – Inmate Medical Records				5. Earliest Year/Latest Year 2010 to2017		
6. Record Series Description (Briefly describe the types of inf Electronic Inmate Medical Records	formation/d	ocuments/fo	rms found in	the serie	s. Include the purpose or function of the series.)	
7. Record Series Format(s) List all 8. Record Series Sequence Letter Size Microfilm Alphabeti Legal Size Computer Tape Numerical Audio Tape Floppy Disk Chronolo Bound Book Video Tape Q Other (specify) <u>Records are scanned to Maryland State Archive standards, then</u> Geograph Mo paper is accumulated. All documents are scanned immediately upon creation. Other standards of the standar			cal jical	A Number I File Drawer(s) I Oraputer Tape(s) Computer Tape(s) I Other (specify)_Electronically on a server Table I D. Annual Accumulation NA		
					puter Tape(s) er (specify) Electronically on a server	
11. File is Used Daily Xweekly X Monthly X Annually Audits and If needed for clarification			12. File Becomes Inactive After7 Number			
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.)			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ∑ Yes □ No Maryland Public Information Act, Section 4-501 (Personal Information) Maryland Public Information Act, Section 4-329 (Medical or Psychological Information)			16. Audit Requirements ☐ None ⊠ State ⊠ Federal ⊠ Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ⊠ No					d Retention en destroy	
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES		20. Teleph Number 301-600-3		03/01/2017		

+

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as reference as well as reference as well as reference and inspection purposes. 4. Record Series Title 07 - Inventories and Inspections 5. Earliest Year/Latest Year 6. Record Series Description (Briefly describe the types of information/documenta/forms found in the series. Include the purpose or function of the series.) Ansul Fire Inspections, Security Inspections, Control Center Equipment Records, Fire/Safety Inspections, Weapons Inspections, Shakedown Reports, Sprinkler Inspections, Tool Control Inventories, Fire Marshall Inspections, MOSH Inspections, K-9 Scans 7. Record Series Control Inventories, Fire Marshall Inspections, MOSH Inspections, K-9 Scans 7. Record Series Control Inventories, Fire Marshall Inspections, MOSH Inspections, K-9 Scans 7. Record Series Description (Briefly description purposes, Used and Inspections, Veragons) 0. Addo Tape Pleap Series 0. Addo Tape Pleap Series 0. Other (beerly)_Edebraced on a series Independent Series 10. Aresid Assemmentation and description purposes. Interesting Series Ser	Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE	RECOR 7275 V	OF GENERAL ICES EMENT DIVISION ad, P.O. Box 275 /land 20794 -1990 REAU		AGENCY RECORDS INVENTORY PAGE		
07 - Inventories and Inspections 1997 to _2017	DEFINITION: RECORD SERIES: A group of related records r	ormally file	ed and used	as a unit for	referenc	e as well as retention and disposition purposes.	
Ansul Fire Inspections, Security Inspections, Control Center Equipment Records, Fire/Safety Inspections, Weapons Inspections, Key Inventories, Sanitation Inspections, Shakedown Reports, Sprinkler Inspections, Tool Control Inventories, Fire Marshall Inspections, MOSH Inspections, So Scans 7.Record Series Formation List all list of Computer Tape					5. Earli	20162320 202 Ac23200	
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 7. Record Series Forma(s) Lat all	6. Record Series Description (Briefly describe the types of info	ormation/do	ocuments/for	ms found in	the serie	s. Include the purpose or function of the series.)	
Sprinkler Inspections, Tool Control Inventories, Fire Marshall Inspections, MOSH Inspections, K-9 Scans 7. Record Series Formal(s) Luit all	Ansul Fire Inspections, Security Inspections, Control Co	enter Equ	ipment Red	cords, Fire/	Safety I	nspections, Weapons Inspections, Key	
7. Record Series Format(s) List all 8. Record Series 9. Volume I Letter Size Computer Tape Alphabeticat Image: Sequence M. I Legisl Size Computer Tape Alphabeticat Image: Sequence Image: Sequence Image: Sequence Audio Tape Flop (Disk) Image: Sequence Image: Sequence Image: Sequence Image: Sequence Image: Sequence Image: Sequence Other (specify) Electronically on a sorver Image: Sequence Image: Sequence Image: Sequence Image: Sequence Other (specify) Electronically on a sorver Image: Sequence Image: Sequence Image: Sequence Image: Sequence	Inventories, Inmate Property Inventories, Property Roo	m Logs, C	Quarterly ke	y Inventori	ies, San	itation Inspections, Shakedown Reports,	
Sequence NA Leafer Size Microfilm Logid Size Computer Tape Audio Tape Pibppy Disk Bound Book Video Tape Bound Book Video Tape Other (specify) Recordina are scanned to Maryland State Archive standards, then the original is destroyed and the electronic coxy is held for 10 years. Format is either uff or going 10. Annual Accumulation Other (specify) Recordina are scanned to Maryland State Archive standards, then the original is destroyed and the electronic coxy is held for 10 years. Format is either uff or going 10. Annual Accumulation Other (specify) Recordina are scanned inmediately upon creation. 10. Annual Accumulation In File Is Used 10. Annual Accumulation Number 11. File Is Used 12. File Becomes Inactive After Becompation Annual Accumulation Number 12. File Bounds for Gingligen Foor, Room) Annually Number Month(x) Year(s) Audia and If needed for clarification 11. Is Record Series Duplicated Elsewhere? (Pyes, specify agency or office.) 13. Access Reparticions (f) Year, (a) Law(s) & Regulation(x) 11. Is Record Series Duplicated Elsewhere? (Pyes, specify agency or office.) 14. Is Record Series Duplicated Elsewhere? (Pyes, specify agency or office	Sprinkler Inspections, Tool Control Inventories, Fire Ma	rshall Ins	pections, N	10SH Insp	ections,	K-9 Scans	
Letter Size Microfilm Legal Size Computer Tape Judio Tape Floppy Disk Bound Book Video Tape Gher (specify) Records are scanned to Mayland State Archive standards, then Numerical Image: Size Chronological Other (specify) Records are scanned to Mayland State Archive standards, then NA Image: Size Size Size Size Size Size Size Size	7. Record Series Format(s) List all		5.000.084600000000	ries	9. Volum	10	
□ Logal Size □ Computer Tape □ Rutofitin Res(s) □ Rutofitin Res(s) □ Audio Tape □ Mumerical □ Computer Tape(s) □ Other (specify) □ Board Book ∪ Vickeo Tape □ Other (specify) □ Other (specify) □ Other (specify) Records are scanned to Maryland State Archive standards, then the original is devoted and the electronic copy is held for 10 years. Formati a either titf or red. □ Other (specify) Numerical Numerical □ Other (specify) Records are scanned inmediately upon creation. □ Other (specify) Number	Letter Size Microfilm		Sequence		Number	NA	
□ Audio Tape □ Foppy Disk □ Audio Tape □ Computer Tape(s) ○ Other (specify) □ Bound Book □ Odeor (specify) Records are scanned to Maryland State Archive standards, then the dectoric copy is held for 10 years. Formati a either stiff or grid. 10. Annual Accumulation Numerical State Archive standards, then the dectoric copy is held for 10 years. Formati a either stiff or grid. 10. Annual Accumulation Number □ other (specify) 11. File is Used □ Daily ○ Weekly ○ Monthy ○ Annualty Number □ Other (specify) □ other (specify) □ other (specify) 13. Current Location(s) (Bidg, Floor, Room) State is a No 14. Is Record States Duplicated Elsewhere? (If yea, specify agency or office.) □ other (specify) 14. Is Record the Archivistaive Building for the Detention Center 14. Audit Requirements □ Non ○ Non ○ State ○ Federal ○ Independent 15. Access Restrictions (If Yea, cite Law(s) & Regulation(s) □ Yea ○ Non ○ State ○ Fed			Alphabeti	cal			
□ Bound Book Video Tape ☑ Chronological ☑ Other (specify)_Electronically on a server	Legal Size Computer Tape		Numerica	r -			
Bound Book Video Tape	Audio Tape Floppy Disk						
Other (specify) Records are scanned to Maryland State Archive standards, then the original is detroyed and the electronic copy is held for 10 years. Format is either utif or jeff, No paper is accumulated. All documents are scanned immediately upon creation. Other (specify) Electronic Copy is held for 10 years. Format is either utif or jeff, No paper is accumulated. All documents are scanned immediately upon creation. No 11. File is Used Computer Target(s) Computer	Bound Book Video Tape		Chronolo	gical	al		
the original is destroyed and the electronic copy is held for 10 years. Format is either: tilf or jodi. □ Other (specify) Number			Geographical 10. Ann		10. Annu		
No paper is accumulated. All documents are scanned immediately upon creation. □			Other (specify)		Number	NA	
Image: State System used? If yes, explain briefly and describe requirements 11. File is Used 12. File Becomes Inactive After							
11. File is Used 12. File Becomes Inactive After □ Daily ☑ Weekly ☑ Monthly ☑ Annually Audits and If needed for clarification 11. File is Used 10. 13. Current Location(s) (Bidg., Floor, Room) Image: Carrier Control of the Administrative Building for the Detention Center 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Image: Carrier Control of the Administrative Building for the Detention Center 16. Audit Requirements 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Image: Carrier Control of the Administrative Building for the Detention Center 18. Audit Requirements 17. Is an Index System used? If yes, explain briefly and describe requirements Image: Recommended Retention Image: Recommended Retention 17. Is an Index System used? If yes, explain briefly and describe requirements Image: Recommended Retention Image: Recommended Retention Image: Weekly No 20. Telephone 21. Date Og/01/2017	No paper is accumulated. All documents are scanned immediately upon creation.					11	
11. File is Used 12. File Becomes Inactive After 0 Daily Weekly Monthly Annuality Audits and If needed for clarification 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 13. Current Location(s) (Bidg., Floor, Room) Server on the 2 rd floor of the Administrative Building for the Detention Center 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes Non 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements Independent 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Ten (10) years then destroy 19. Name and Title of Preparer 20. Telephone 21. Date 03/01/2017							
□ Daily ☑ Weekly ☑ Monthly ☑ Annually Audits and If needed for clarification					Other	r (specify) Electronically on a server	
□ Daily ☑ Weekly ☑ Monthly ☑ Annuality Audits and If needed for clarification 13. Current Location(s) (Bidg., Floor, Room) Server on the 2 rd floor of the Administrative Building for the Detention Center 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) □ Yes ☑ No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ☑ No 16. Audit Requirements □ Yes ☑ None 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes ☑ None 18. Recommended Retention Ten (10) years then destroy 19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN Number 20. Telepone 03/01/2017 21. Date 03/01/2017	11. File is Used			12. File Becc	omes Inactiv	e After	
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 ^{md} floor of the Administrative Building for the Detention Center 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements Yes No 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Yes No 19. Name and Title of Preparer 20. Telephone CAPTAIN TIMOTHY SELIN 20. Telephone 03/01/2017	🗌 Daily 🛛 Weekly 🛛 Monthly 🖾 Annually			and the second of	[Month(s) Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 ^{md} floor of the Administrative Building for the Detention Center 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements Yes No 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Yes No 19. Name and Title of Preparer 20. Telephone CAPTAIN TIMOTHY SELIN 20. Telephone 03/01/2017					-		
Server on the 2 nd floor of the Administrative Building for the Detention Center □ Yes ⊠ No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ⊠ No 16. Audit Requirements 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Ten (10) years then destroy 19. Name and Title of Preparer 20. Teleptore 21. Date CAPTAIN TIMOTHY SELIN Number 03/01/2017	Audits and If needed for clarification						
□ Yes No □ None State Federal Independent 17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention □ Yes No 18. Recommended Retention Ten (10) years then destroy Ten (10) years then destroy 19. Name and Title of Preparer 20. Telephone 21. Date CAPTAIN TIMOTHY SELIN Number 03/01/2017							
17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention Yes No 19. Name and Title of Preparer 20. Telephone 21. Date CAPTAIN TIMOTHY SELIN Number 03/01/2017	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			16. Audit Re	quirements		
17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention □ Yes No 19. Name and Title of Preparer 20. Telephone 21. Date CAPTAIN TIMOTHY SELIN Number 03/01/2017	Yes XNo						
□ Yes No 19. Name and Title of Preparer 20. Telephone CAPTAIN TIMOTHY SELIN Number 03/01/2017							
□ Yes No 19. Name and Title of Preparer 20. Telephone CAPTAIN TIMOTHY SELIN Number 03/01/2017	17. Is an Index System used? If yes, explain briefly and describe requirements			19 Dooo	mmondo	d Potention	
19. Name and Title of Preparer 20. Telephone 21. Date CAPTAIN TIMOTHY SELIN Number 03/01/2017							
CAPTAIN TIMOTHY SELIN Number 03/01/2017					, 5015 116		
CAPTAIN TIMOTHY SELIN Number 03/01/2017							
CAPTAIN TIMOTHY SELIN Number 03/01/2017	19. Name and Title of Preparer		20. Teleph	none	21. Da	te	
DIRECTOR OF ADMINISTRATIVE SERVICES 301-600-3065			V20046 0058200814	100.0000	2012/07/2012/2012		
	DIRECTOR OF ADMINISTRATIVE SERVICES		301-600-3	065			

ż

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE DEFINITION: RECORD SERIES: A group of related records r 4. Record Series Title 08 – Kitchen Licenses and Inspections 6. Record Series Description (Briefly describe the types of info Food Service Health Department Inspections, Food Ser	formation/documents/forms found i			ISION 275 referenc 5. Earli the serie	est Year/Latest Year <u>1997</u> to <u>2017</u> s. Include the purpose or function of the series.)	
	100 010	. 2001303,	, iouiti De	partmen		
7. Record Series Format(s) List all Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Ø Other (specify) Records are scanned to Maryland State Archive standards, the the original is destroyed and the electronic copy is held for 10 years. Format is eith .pdf. No paper is accumulated, All documents are scanned immediately upon creation.	ner .tiff or	8. Record Ser Sequence	cal l lical ecify)	al NA Number al File Drawer(s) Microfilm Reel(s) Computer Tape(s) Computer Tape(s) Computer Tape(s) 10. Annual Accumulation NA		
11. File is Used Daily X Weekly X Monthly X Annually Audits and If needed for clarification			12. File Becc 20 Number	5	e After ☐ Month(s) ⊠ 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	d Series Dup	olicated Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ⊠ Yes □ No Maryland Public Information Act, Section 4-333 (Licensing Information) Maryland Public Information Act, Section 4-329 (Medical Information)			16. Audit Re		🛛 Federal 🛛 Independent	
17, Is an Index System used? If yes, explain briefly and describe requirements Yes X No				18. Recommended Retention Twenty (20) years then destroy		
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES		20. Telepł Number 301-600-3	oer 03/		te 2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE DEFINITION: RECORD SERIES: A group of related records n 4. Record Series Title 09 – Hazardous Materials 6. Record Series Description (Briefly describe the types of info Hazmat Inventories – Inventories of all hazardous mate	formation/documents/forms found ir			ISION 275 referenc: 5. Earli	est Year/Latest Year 1990 to <u>2017</u>
Material Data Safety Sheets – Data Sheets for all chemicals u					
7. Record Series Format(s) List all Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Ø Other (specify) Records are scanned to Maryland State Archive standards, th the original is destroyed and the electronic copy is held for 40 years. Format is eith .pdf. No paper is accumulated. All documents are scanned immediately upon creation. 11. File is Used	8. Record Seri Sequence Alphabetic Numerical Chronolog Chronolog Geograph <u>then</u> either tiff or		cal I gical ical	9. Volume Number □ □ File Drawer(s) □ □ □ □ □ ○ ○ ○ ○ 10. Annual Accumulation	
Annually Annually Annually			12. File Becc 40 Number		☐ Month(s) ⊠ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 rd floor of the Administrative Building for the Detention Center			14. Is Record	d Series Dup	olicated Elsewhere? (If yes, specify agency or office.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ⊠ No				equirements	🛛 Federal 🛛 Independent
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes X No			W0801 20029884		d Retention en destroy
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES		Number			te 2017

.

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE DEFINITION: RECORD SERIES: A group of related records r 4. Record Series Title	RECOR 7275 V J 2. Divisio CORREC		ISION 275 reference	est Year/Latest Year		
 10 - Kitchen 6. Record Series Description (Briefly describe the types of info Kitchen Staff Post Orders, Kitchen Equipment Tempera Inventories, Food Service Menus, Modification to Menu 	ature Con				2000 0000 00 000 0000 0000	
 Record Series Format(s) List all Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify) Records are scanned to Maryland State Archive standards, the original is destroyed and the electronic copy is held for 7 years. Format is eith .pdf. No paper is accumulated. All documents are scanned immediately upon creation. 	er .tiff or	8. Record Ser Sequence	ial lical	NA Number I File Drawer(s) Microfilm Reel(s) Computer Tape(s) Computer Tape(s) Xal Ø Other (specify)_Electronically on a server al 10. Annual Accumulation NA		
11. File is Used □ Daily ☑ Weekly ☑ Monthly ☑ Annually Audits and If needed for clarification 13. Current Location(s) (Bldg., Floor, Room) Server on the 2 rd floor of the Administrative Building for the Detention Center 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ☑ No	Daily Weekly Monthly Annually Audits and If needed for clarification 13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention Center 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			12. File Becomes Inactive After 7		
 17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes		20. Teleph Number 301-600-3	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) 1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE DEFINITION: RECORD SERIES: A group of related purposes.	2. Division CORRECTIONS BUR	GEMENT DIVIS oad, P.O. Box 3 ryland 20794 199-1930 REAU	SION 275	AGENCY RECORDS INVENTORY PAGE	
 4. Record Series Title 11 - Equipment 6. Record Series Description (Briefly describe the ty series.) Personnel Equipment / Uniform Issuan 		suments/forms		est Year/Latest Year <u>1984</u> to <u>2017</u> he series. Include the purpose or function of the	
7. Record Series Format(s) List all X Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Other (specify)	8. Record Seri Alphabetic Numerical Chronologi Geographi	al cal	9. Volume 1 Binder Number ☑ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify) 10. Annual Accumulation 3-5 sheets Number ☑ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)		
11. File is Used □ Daily ☑ Weekly ☑ Monthly ☑ Annu Audits and If needed for clarification 13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ☑ No 17. Is an Index System used? If yes, explain briefly and describe re □ Yes ☑ No	ided for clarification tion(s) (Bldg., Floor, Room) floor of the Administrative Building for the Detention Center rictions (If Yes, cite Law(s) & Regulation(s) X No System used? If yes, explain briefly and describe requirements			Month(s) Year(s) Month(s) Year(s) It defendent Federal Independent Retention ion from employment	
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES	20. Teleph 301-600-30	one Number 065	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) 1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE DEFINITION: RECORD SERIES: A group of related records	RECOR 7275 V J 2. Divisio CORREC		ISION 275	AGENCY RECORDS INVENTORY PAGEOF6 3. Unit Administrative e as well as retention and disposition purposes.		
4. Record Series Title 12 - Drills				5. Earli	est Year/Latest Year 2009 to 2017	
				(<u> </u>		
6. Record Series Description (Briefly describe the types of in Evacuation Drills, Disaster Drills	formation/d	ocuments/fo	rms found in	the serie	s. Include the purpose or function of the series.)	
	Э.					
7. Record Series Format(s) List all		8. Record Ser Sequence	ies	9. Volume	a NA	
Letter Size Microfilm				Number		
Legal Size Computer Tape		Alphabeti	al	🗌 File D	rawer(s)	
Audio Tape Floppy Disk		Numerica	і ж	100-02	film Reel(s) buter Tape(s)	
Bound Book Video Tape		Chronolog	gical	a state of the second	(specify)_Electronically on a server	
	~	Geograph	ical	10. Annu	al Accumulation	
Other (specify) Records are scanned to Maryland State Archive standards, the original is destroyed and the electronic copy is held for 8 years. Format is eit		Other (sp	ecify) Number		NA	
.pdf. No paper is accumulated. All documents are scanned immediately upon creation	<u>ı.</u>			🗌 File D	Drawer(s) rofilm Reel(s) nputer Tape(s)	
				A COLOR OF A	(specify) Electronically on a server	
11. File is Used		I	12. File Beco	mes Inactive	a After	
🗌 Daily 🛛 Weekly 🖾 Monthly 🖾 Annually		I.	8 Number	0	Month(s) X Year(s)	
Audits and If needed for clarification			Separation fr	95 055 - 95		
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 Dup	licated Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Re	quirements		
Maryland Public Information Act, Section 4-352 (Information Related to Emergen	ncy Manageme	nt)	None	State	Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Reco	mmende	d Retention	
Yes X No			Eight (8) y	years the	n destroy	
		0	~			
19. Name and Title of Preparer		20. Teleph	none	21. Da	te	
		Number		03/01/2	2017	
DIRECTOR OF ADMINISTRATIVE SERVICES		301-600-3	165			

.

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE DEFINITION: RECORD SERIES: A group of related records m	DEPARTMENT OF GENERA SERVICES RECORDS MANAGEMENT DIVI 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930 2. Division CORRECTIONS BUREAU			ISION 275	AGENCY RECORDS INVENTORY PAGE 13 OF 26 3. Unit Administrative	
4. Record Series Title 13 – Legal Issues	ormany me			5. Earliest Year/Latest Year <u>1990</u> to <u>2017</u>		
6. Record Series Description (Briefly describe the types of information/documents/for Lawsuits, Inmate Expungement Files, Use of Force Reports, Chain of Custo Audit Reports, National Commission on Correctional health Care Audit Rep Immigration and Customs Enforcement Audit Reports, Incident Video and F				s, Maryl can Cor	and Commission on Correctional Standards	
7. Record Series Format(s) List all Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk		8. Record Sei Sequence	es 9. Volume <u>NA</u> Number al File Drawer(s) Microfilm Reel(s) Computer Tape(s)			
Bound Book Video Tape Other (specify) <u>Records are scanned to Maryland State Archive standards, the</u> the original is destroyed and the electronic copy is held for 40 years. Format is eith .pdf. No paper is accumulated. All documents are scanned immediately upon creation.	ndards, then rmat is either .tiff or Other		specify) Number		al Accumulation NA Drawer(s) film Reel(s) puter Tape(s) r (specify) <u>Electronically on a server</u>	
11. File is Used Daily Weekly Monthly Annually Audits and If needed for clarification			12. File Becomes Inactive After 			
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 nd floor of the Administrative Building for the Detention Center			14. Is Record	d Series Dup	plicated Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ∑ Yes □ 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 Re		🛛 Federal 🛛 Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements		2	202021252.00		d Retention en destroy	
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES		20. Teleph Number 301-600-3	er 03/0		te 2017	

DGS 550-4 (Rev. 1/93)

Instructions –Type or Print a separate form for each new	DEF	PARTMENT	OF GENERAL		AGENCY RECORDS INVENTORY	
or revised record series. Forward with Records Retention		SERVI				
Schedule (DGS 550-1)	RECOR	DS MANAG	EMENT DIV	ISION	11 7/	
	7275	ad, P.O. Box	275	PAGE 14 OF 26		
		lessup, Mary	land 20794			
		410-799	-1930			
1. Department/Agency	2. Divisio				3. Unit	
FREDERICK COUNTY SHERIFF'S OFFICE	CORREC	CTIONS BUP	REAU		Administrative	
DEFINITION: RECORD SERIES: A group of related records	normally fil	ed and used	as a unit for	referenc	e as well as retention and disposition purposes.	
4. Record Series Title				5. Earli	est Year/Latest Year	
14 - Policies					2012 to 2017	
6. Record Series Description (Briefly describe the types of in					60	
Policy Revision and Development – Drafts are kept or	n paper an	d the policy	revision is	kept ele	ectronically.	
7. Record Series Format(s) List all		8. Record Set	ies	9. Volume	A	
		Sequence	163	5. VOIDIN	NA	
Letter Size Microfilm			32 1 T	Number		
Legal Size Computer Tape		Alphabeti	ai	🗌 File D	Drawer(s)	
		Numerica			film Reel(s)	
Audio Tape Floppy Disk		Chronolog	pical	100	outer Tape(s) r (specify) Electronically on a server	
Bound Book Video Tape						
	1h	Geograph	ical	cal 10. Annual Accumulation NA		
Other (specify) Records are scanned to Maryland State Archive standards, the original is destroyed and the electronic copy is held for 5 years. Format is eit	Service of Street Street	Other (sp				
.pdf.						
No paper is accumulated. All documents are scanned immediately upon creation	<u>n.</u>		File Drawer(s)		Stand State Annual	
			Comp		outer Tape(s)	
			Othe		r (specify) Electronically on a server	
11. File is Used		1	12. File Beco	l mes Inactive	e After	
			<u>0</u>	ar.		
🗌 Daily 🛛 Weekly 🖾 Monthly 🖾 Annually			Number	L	Month(s) Year(s)	
Audits and If needed for clarification						
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record	I Series Dup	licated Elsewhere? (If yes, specify agency or office.)	
Server on the 2^{nd} floor of the Administrative Building for the Detention Center						
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16, Audit Requirements			
Yes No			999-2017 (RE1992231-84 C			
Maryland Public Information Act, Section 4-351 Security Procedures)			None None	State	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Reco	mmende	d Retention	
Yes XNO			Five (5) ye	ears then	transfer to the Maryland State Archives	
			After 20 y	ears the	document can be open to the public inspection.	
19. Name and Title of Preparer		20. Teleph	none	21. Da		
CAPTAIN TIMOTHY SELIN		Number	1973	03/01/2	2017	
DIRECTOR OF ADMINISTRATIVE SERVICES		301-600-3	065			

.

Instructions –Type or Print a separate form for each new	DEF	PARTMENT	OF GENERAL		AGENCY RECORDS INVENTORY	
or revised record series. Forward with Records Retention		SERVI	CES			
Schedule (DGS 550-1)	RECOR	DS MANAG	EMENT DIV	ISION	17 1	
	7275 V	Vaterloo Roa	ad, P.O. Box	275	PAGE 15 OF 26	
		essup, Mary		849.09709A.A.		
		410-799				
1. Department/Agency	2. Divisio	n			3. Unit	
FREDERICK COUNTY SHERIFF'S OFFICE	CORREC	CTIONS BUR	REAU		Administrative	
×						
DEFINITION: RECORD SERIES: A group of related records n	file	ed and used	as a unit for	0		
4. Record Series Title				5. Earli	est Year/Latest Year	
15 – Statistical Information				1	to17	
6. Record Series Description (Briefly describe the types of info						
Incident Report Statistics, Library Statistics, Population	Statistics	s, Program	Statistics,	Overtime	e Reports, Prison Rape Elimination Act	
Statistics						
7. Record Series Format(s) List all		8. Record Ser	ies	9. Volume	- 835.	
Letter Size Microfilm		Sequence		Number	NA	
		Alphabeti	cal		2	
Legal Size Computer Tape				File D		
Audio Tape 🛛 Floppy Disk		Numerica	I	Microfilm Reel(s) Computer Tape(s)		
		Chronolog	gical	Computer Tape(s) Other (specify) Electronically on a server		
Bound Book Video Tape		2000000 2	0			
M Other (and the Beneric an annual to Menderal State Archive strategies the		Geograph	and a second and a second and a second and a second a se			
Other (specify) Records are scanned to Maryland State Archive standards, th the original is destroyed and the electronic copy is held for 10 years. Format is eith		Other (sp	kcify) Number			
.pdf.				0.000.0000000		
No paper is accumulated. All documents are scanned immediately upon creation					(Å.)	
3)			Microfilm Reel(s) Computer Tape(s)			
					(specify) Electronically on a server	
				102-54.9		
11. File is Used			12. File Becc	omes Inactiv	e After	
🗌 Daily 🛛 Weekly 🖾 Monthly 🖾 Annually			10 Number	ſ	Month(s) Xear(s)	
Audits and If needed for clarification						
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record	d Series Dup	licated Elsewhere? (If yes, specify agency or office.)	
Server on the 2 nd floor of the Administrative Building for the Detention Center			🗌 Yes	No No	10 12 10 12 10 100 10 10 10	
45 America Deutsiniana (III) an alla Landol 8 Developinato)			10 1.10 0.			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Re	quirements		
			None	State	Sederal Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements			18 Pace	mmonde	d Retention	
Yes XNo			0.0000000000000000000000000000000000000			
			Ten (10)	years the	n destroy.	
19. Name and Title of Preparer		20. Telepi	none	21. Da	te	
CAPTAIN TIMOTHY SELIN		Number		03/01/2	2017	
DIRECTOR OF ADMINISTRATIVE SERVICES		301-600-3	065		6 ²⁶	

Instructions –Type or Print a separate form for each new	DEP		OF GENERAL		AGENCY RECORDS INVENTORY		
or revised record series. Forward with Records Retention Schedule (DGS 550-1)	7275 V	SWE DR 18 MER	EMENT DIVISION ad, P.O. Box 275 /land 20794		PAGE 16 OF 26		
	0.0111	410-799	-1930		2.11-2		
1. Department/Agency	2. Divisio				3. Unit Administrative		
FREDERICK COUNTY SHERIFF'S OFFICE	CORREC	CTIONS BUF	KEAU		Administrative		
DEFINITION: RECORD SERIES: A group of related records n	normally file	ed and used	as a unit for	referenc	e as well as retention and disposition purposes.		
4. Record Series Title				5. Earli	est Year/Latest Year		
16 – Miscellaneous Reports					2007 to <u>2017</u>		
6. Record Series Description (Briefly describe the types of info	ormation/de	ocuments/fo	rms found in	the serie	s. Include the purpose or function of the series.)		
Shift Ending Reports, Press Releases, Staff Meeting M	linutes, D	ental Instru	ment Inver	ntories, S	Staff policy and training sign-off forms,		
Frequent Visitors Lists, Inmate Orientation Rosters, Ge	eneral Cor	rresponden	се				
7. Record Series Format(s) List all		8. Record Ser	ies	9. Volume	1		
		Sequence			NA		
Letter Size Microfilm		Alphabetic	cal	Number			
Legal Size Computer Tape			199	File D	rawer(s)		
		Numerica	t –	Carde Vie	film Reel(s)		
Audio Tape Floppy Disk			leair	1000 Stores	Computer Tape(s) Cother (specify)Electronically on a server		
Bound Book Video Tape			Jical				
		Geograph	ical	10. Annual Accumulation			
Other (specify) Records are scanned to Maryland State Archive standards, th the original is destroyed and the electronic copy is held for 5 years. Format is eith		Other (sp	ecify)	Number	NA		
.pdf.				cify) Number			
No paper is accumulated. All documents are scanned immediately upon creation.	8			File D			
				2223	film Reel(s) buter Tape(s)		
				1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	(specify) Electronically on a server		
11. File is Used			12. File Beco	mes Inactive	e After		
🗌 Daily 🛛 Weekly 🖾 Monthly 🖾 Annually			Number		Month(s) Year(s)		
the states and attended at the states							
Audits and If needed for clarification							
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record	I Series Dup	licated Elsewhere? (If yes, specify agency or office.)		
Server on the 2 nd floor of the Administrative Building for the Detention Center			Ves	No No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Re	quirements			
Yes No Maryland Public Information Act, Section 4-344 (Interagency or Intra-Agency lette	rs or memoral	nda)		State	S Federal Independent		
				a d an shara n			
17. Is an Index System used? If yes, explain briefly and describe requirements			40.5				
Yes X No					d Retention		
oproposi promovil			Five (5) y	ears then	Destroy		
40 News and Title of Demosr-		00 T-1- 1		01 0			
19. Name and Title of Preparer		20. Teleph	ione	21. Dat			
CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES		Number	005	03/01/2	2017		
		301-600-3	065				

•

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE DEFINITION: RECORD SERIES: A group of related records 4. Record Series Title 17A – Prison Rape Elimination Act Investigations involving in	RECOR 7275 \ J 2. Divisio CORREC normally fil	SERVI DS MANAG Waterloo Ro: 410-799 n CTIONS BUF ed and used	EMENT DIVISION ad, P.O. Box 275 /land 20794 9-1930 REAU Las a unit for reference 5. Earli		AGENCY RECORDS INVENTORY PAGE		
6. Record Series Description (Briefly describe the types of inf Prison Rape Elimination Act Investigations involving inmates		ocuments/fo	rms found in	the serie	s. Include the purpose or function of the series.)		
7. Record Series Format(s) List all		8. Record Ser	ies	9. Volume	and the second se		
Letter Size Microfilm		Sequence	cal	Number	NA		
Legal Size Computer Tape		Numerica		File D			
Audio Tape 🛛 Floppy Disk				Microfilm Reel(s) Computer Tape(s)			
Bound Book Video Tape		Chronolog		Other	Other (specify)_Electronically on a server		
Other (specify) Records are scanned to Maryland State Archive standards, the original is destroyed and the electronic copy is held for 7 years. Format is eith	either .tiff or Other (sp		pecify) Numbe		al Accumulation NA rawer(s) film Reel(s) suter Tape(s) (specify) Electronically on a server		
11. File is Used			12. File Becc	mes Inactive) After		
🗌 Daily 🛛 Weekly 🖾 Monthly 🖾 Annually			7 Number	C] Month(s) 🛛 Year(s)		
Audits and If needed for clarification							
13. Current Location(s) (Bldg., Floor, Room) Server on the $2^{\alpha g}$ floor of the Administrative Building for the Detention Center			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Re	quirements			
Yes INO Maryland Public Information Act, Section 4-351 Investigations Intelligence Inform	No lic Information Act, Section 4-351 Investigations Intelligence Information; Security Procedures)			None 🛛 State 🖾 Federal 🖾 Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes			0.2353556		d Retention en destroy		
19. Name and Title of Preparer		20. Telepł	none	21. Dat	e		
CAPTAIN TIMOTHY SELIN		Number		03/01/2	2017		
		301-600-3	065				

•

Jackseting Tree of Drink a second for far and	DEE				AGENCY RECORDS INVENTORY	
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention	DEP	SERV	OF GENER	AL		
Schedule (DGS 550-1)	RECOR		EMENT DIV	ISION		
			ad, P.O. Box 275		PAGE 6 _ 26	
		essup, Mary				
	0	410-799				
1. Department/Agency	2. Divisio	n			3. Unit	
FREDERICK COUNTY SHERIFF'S OFFICE	CORREC	CTIONS BU	REAU		Administrative	
DEFINITION: RECORD SERIES: A group of related records n	ormally file	d and used	as a unit for	roforono	a se well as rotantian and disposition purposes	
4. Record Series Title	ormany me	and docu	as a unit to		est Year/Latest Year	
17B – Prison Rape Elimination Act Investigations involving inm	nates and s	staff	2014 to 2017			
6. Record Series Description (Briefly describe the types of info	ormation/do	ocuments/for	rms found in	the serie	s. Include the purpose or function of the series.)	
Prison Rape Elimination Act Investigations involving inmates a						
7. Record Series Format(s) List all		8. Record Se	ries	9. Volum	3	
Letter Size Microfilm		Sequence		Number	NA	
		Alphabeti	cal	Number		
Legal Size Computer Tape	e e			File Drawer(s)		
Audio Tape 🛛 Floppy Disk		Numerica	al .	Microfilm Reel(s)		
		Chronolo	gical	Other (specify)Electronically on a server		
Bound Book Video Tape						
Other (specify) Records are scanned to Maryland State Archive standards, the	en	Geograpi	hical	cal 10. Annual Accumulation NA		
the original is destroyed and the electronic copy is held for 40 years. Format is eith		Other (sp				
.pdf. No paper is accumulated. All documents are scanned immediately upon creation.			File Drawer(s)			
To paper is accumulated. All documents are scanned immediately upon organism.					film Reel(s)	
×			Com		outer Tape(s)	
			Other (specify) Electronically on a server			
11. File is Used			12. File Beco	I omes Inactiv	e After	
			40			
🗌 Daily 🛛 Weekly 🖾 Monthly 🖾 Annually			Number	L	Month(s) X Year(s)	
Audits and If needed for clarification						
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record	d Series Dup	blicated Elsewhere? (If yes, specify agency or office.)	
Server on the 2^{nd} floor of the Administrative Building for the Detention Center			Yes	No No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Re	equirements		
Yes No Maryland Public Information Act, Section 4-351 Investigations Intelligence Informa	tion: Security	Procedures)			S Federal S Independent	
Maryland Public Information Act, Section 4-331 Information about Public Employe		rocedures				
	n (***21		State Concernant			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Reco	mmende	d Retention	
Yes X No			Forty (40)) years th	en destroy	
		E				
19. Name and Title of Preparer		20. Telep	hone	21. Da		
		Number		03/01/2	2017	
DIRECTOR OF ADMINISTRATIVE SERVICES		301-600-3	3065	165		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE DEFINITION: RECORD SERIES: A group of related records 4. Record Series Title 18A – Training Attendance Records	RECOR 7275 V J 2. Divisio CORREC	as a unit for	ISION 275 referenc 5. Earli	est Year/Latest Year 2010 to 2017			
6. Record Series Description (Briefly describe the types of inf	ormation/d	ocuments/fo	rms found in	the serie	s. Include the purpose or function of the series.)		
Training Attendance Records							
7. Record Series Format(s) List all		8. Record Ser	ies	9. Volume			
Letter Size Microfilm		Sequence		Number	NA		
Legal Size Computer Tape Audio Tape Floppy Disk		Alphabetio			rawer(s) īlm Reel(s) uter Tape(s)		
Bound Book Video Tape		Chronolog	gical	Other Other	her (specify)Electronically on a server		
Bound Book U video rape Other (specify) Records are scanned to Maryland State Archive standards, the original is destroyed and the electronic copy is held for 7 years. Format is eith .pdf. No paper is accumulated. All documents are scanned immediately upon creation	ner .tiff or	Geograph	1. Control	10. Annual Accumulation NA Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Electronically on a server			
11. File is Used			12. File Beco	mes Inactive	After		
Daily Weekly Monthly Annually			Number	0] Month(s) 🛛 Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Server on the 2 rd floor of the Administrative Building for the Detention Center			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No Maryland Public Information Act, Section 4-331 (Information about Public Employees)			16. Audit Requirements ☐ None ⊠ State ⊠ Federal ⊠ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes					d Retention en destroy		
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES		20. Telepł Number 301-600-3	03/01/2017		14.0400		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE DEFINITION: RECORD SERIES: A group of related records n 4. Record Series Title 18B – Training Lesson Plans	RECOR 7275 V J 2. Divisio CORREC	CTIONS BUI	CES EMENT DIV ad, P.O. Box land 20794 -1930 REAU as a unit for	ISION 275 reference 5. Earli	est Year/Latest Year 1987 to <u>2017</u>	
6. Record Series Description (Briefly describe the types of info	ormation/do	ocuments/for	ms found in	the serie	s. Include the purpose or function of the series.)	
Training Lesson Plans						
7. Record Series Format(s) List all		8. Record Se	ries	9. Volume	,	
Letter Size Microfilm		Sequence		Number	NA	
		Alphabeti	cal	Runnoer		
Legal Size Computer Tape		Numerica	File D			
Audio Tape Floppy Disk			10. 10	Microfilm Reel(s) Computer Tape(s)		
Bound Book Video Tape		Chronolo	gical	Other	(specify)_Electronically on a server	
		Geograph	nical	10. Annual Accumulation		
Other (specify) Records are scanned to Maryland State Archive standards, th the original is destroyed and the electronic copy is held for 30 years. Format is eith		Other (sp			NA	
.pdf. No paper is accumulated. All documents are scanned immediately upon creation.		2			roworled	
re paper le documulater. All documente ale scalifier infineriately upon creation.				File Drawer(s) Microfilm Reek(s)		
				2 <u>1</u>	uter Tape(s) (specify) Electronically on a server	
				D Other	(apount) Electronically on a server	
11. File is Used			12. File Becomes Inactive After			
🗌 Daily 🛛 Weekly 🖾 Monthly 🖾 Annually			Number	[] Month(s) 🛛 Year(s)	
Audits and If needed for clarification						
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Server on the 2 nd floor of the Administrative Building for the Detention Center			Yes INo Maryland Police and Corrections Training Commission			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
Yes 🛛 No.	lo.		□ None			
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention			
🗌 Yes 🛛 No			Thirty (30) years then destroy			
19. Name and Title of Preparer		20. Telepi	none	21. Dat	e	
CAPTAIN TIMOTHY SELIN		Number			2017	
DIRECTOR OF ADMINISTRATIVE SERVICES		301-600-3	065	8		

Instructions – Type or Print a separate form for each new	DEF	PARTMENT		AL	AGENCY RECORDS INVENTORY		
or revised record series. Forward with Records Retention	SERVICES						
Schedule (DGS 550-1)	RECORDS MANAGEMENT DI			10-01-02-0	PAGE 21 OF _ 26		
	7275 Waterloo Road, P.O. Be			275			
	Jessup, Maryland 20794 410-799-1930						
1. Department/Agency	2. Divisio	'n			3. Unit		
FREDERICK COUNTY SHERIFF'S OFFICE	CORREC	CTIONS BUR	REAU		Administrative		
DEFINITION: RECORD SERIES: A group of related records	normally fil	ed and used	as a unit for	referenc	e as well as retention and disposition purposes.		
4. Record Series Title					est Year/Latest Year		
18C – Weapons Qualifications				-	2010 to 2017		
6. Record Series Description (Briefly describe the types of info	ormation/d	ocuments/fo	rms found in	the serie	s. Include the purpose or function of the series.)		
Weapons Qualifications by Staff							
<i>2</i>							
7. Record Series Format(s) List all		8. Record Sei Sequence	ies	9. Volume	NA		
Letter Size Microfilm		-		Number			
Legal Size Computer Tape		Alphabeti	cal	File D	rawer(s)		
		Numerica	i i		film Reel(s)		
Audio Tape Floppy Disk		Chronolog	leat	All and a second second	Computer Tape(s) Other (specify)Electronically on a server		
Bound Book 🔲 Video Tape			Jicai		(specify)Electronically on a server		
Other (specify) Records are scanned to Maryland State Archive standards, th	han	Geograph	(specify) Number		al Accumulation		
the original is destroyed and the electronic copy is held for 7 years. Format is eith		Other (sp			NA		
.pdf.					1000		
No paper is accumulated. All documents are scanned immediately upon creation	2			File D	rawer(s) film Reel(s)		
					uter Tape(s)		
				Other (specify) Electronically on a server			
11. File is Used			12. File Becomes Inactive After				
			7 Number □ Month(s) ⊠ Year(s)				
🗌 Daily 🛛 Weekly 🖾 Monthly 🖾 Annually			Number	L	Month(s) X Year(s)		
Audits and If needed for clarification							
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Server on the 2 nd floor of the Administrative Building for the Detention Center			Yes No Maryland Police and Corrections Training Commission				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
Ves 🛛 No				57.000			
Maryland Public Information Act, Section 4-325 (Firearm and Handgun Records)			None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes			18. Recommended Retention				
			Seven (7) years then destroy				
19. Name and Title of Preparer		20. Teleph	none	21. Dat			
		Number	84.0 54.02508.003.005600.0				
DIRECTOR OF ADMINISTRATIVE SERVICES		301-600-3	690				

Instructions –Type or Print a separate form for each new	DEF	PARTMENT	OF GENERAL		AGENCY RECORDS INVENTORY			
or revised record series. Forward with Records Retention		SERV	CES					
Schedule (DGS 550-1)	RECOR	RDS MANAG	EMENT DIV	ISION	2 1			
	7275	Waterloo Ro	ad, P.O. Box	275	PAGE _ 22 OF _ 26_			
		Jessup, Mary	land 20794					
8		410-799						
1. Department/Agency	2. Divisio	n			3. Unit			
FREDERICK COUNTY SHERIFF'S OFFICE	CORREC	CTIONS BUR	REAU		Administrative			
		083						
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purpose								
4. Record Series Title	normally fil	led and used	5. Earliest Year/Latest Year					
WERE THE R OF SERVICE AN				5. Earlie	2022 0000			
18D – Volunteer Orientation Forms			to					
6. Record Series Description (Briefly describe the types of int	formation/d	locuments/fo	rms found in	the serie	s. Include the purpose or function of the series.)			
Volunteer Orientation Forms								
7. Record Series Format(s) List all		8. Record Se	ies	9. Volume	a.			
Letter Size Microfilm		Sequence		Number	<u>NA</u>			
		Alphabeti	cal					
Legal Size Computer Tape				File D	COLLEG 197			
Audio Tape 🛛 Floppy Disk		Numerica	I		Microfilm Reel(s) Computer Tape(s)			
		Chronolog	gical	1 1000 00 00 00 00 00 00 00 00 00 00 00	Computer Tape(s) Compu			
Bound Book Video Tape			1000000		1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1			
		Geograph	nical	10. Annua	al Accumulation			
Other (specify) Records are scanned to Maryland State Archive standards, the original is destroyed and the electronic copy is held for 7 years. Format is eith		Other (sp	ecifv)	Number	NA			
.pdf.								
No paper is accumulated. All documents are scanned immediately upon creation	<u>ı.</u>			File D	and the second data and the se			
					film Reel(s) uter Tape(s)			
					(specify) Electronically on a server			
11. File is Used			12. File Becc	omes Inactive	After			
🗌 Daiły 🛛 Weekły 🖾 Monthly 🖾 Annually			Number Month(s) X Year(s)					
Audits and If needed for clarification								
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
Server on the 2 nd floor of the Administrative Building for the Detention Center			Yes X No					
-								
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements					
Yes X No			□ None					
 Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes No 			18. Recommended Retention					
			Seven (7) years then destroy					
19. Name and Title of Preparer		20. Teleph	none	21. Dat	e			
CAPTAIN TIMOTHY SELIN		Number		03/01/2	017			
DIRECTOR OF ADMINISTRATIVE SERVICES		301-600-3	065					

Instructions –Type or Print a separate form for each new or	DEP	PARTMENT	OF GENERAL		AGENCY RECORDS INVENTORY		
revised record series. Forward with Records Retention	SERVICES						
Schedule (DGS 550-1)	RECORDS MANAGEMENT DIV			ISION	,		
	7275 Waterloo Road, P.O. Bo			121.202	PAGE 23 OF 26		
		essup, Mary		2.0	2		
	Ŭ	410-799					
1. Department/Agency	2. Divisio	n			3. Unit		
FREDERICK COUNTY SHERIFF'S OFFICE	CORREC	CTIONS BUI	REAU		Administrative		
DEFINITION: RECORD SERIES: A group of related records n	ormally file	ed and used	The second state of a conservation state of the second state of th				
4. Record Series Title				5. Earli	est Year/Latest Year		
19A – Corrections Bureau Annual Reports			1997 to10				
6. Record Series Description (Briefly describe the types of info	rmation/do	ocuments/for	ms found in	the serie	s. Include the purpose or function of the series.)		
Corrections Bureau Annual Reports							
					ξ.		
7. Record Series Format(s) List all	0	8. Record Se	ries	9. Volume			
Letter Size Microfilm		Sequence		Number	NA		
		Alphabeti	cal	Humber			
Legal Size Computer Tape			File D				
Audio Tape Floppy Disk		Numerica	Ľ.	Microfilm Reel(s) Computer Tape(s)			
		Chronolo	gical	Computer Tape(s) Other (specify) Electronically on a server			
Bound Book Video Tape			201-000				
		Geograph	nical				
Other (specify) Records are scanned to Maryland State Archive standards, the the original is destroyed and the electronic copy is held for 20 years. Format is eith	And Survey and	Other (sp	ecify)	Number	NA		
.pdf.							
No paper is accumulated. All documents are scanned immediately upon creation.	}			File D			
				17 50	film Reel(s) buter Tape(s)		
					(specify) Electronically on a server		
11. File is Used			12. File Becomes Inactive After 20				
🗌 Daily 🛛 Weekly 🖾 Monthly 🖾 Annually			Number Month(s) X Year(s)				
Audits and If needed for clarification							
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Server on the 2 nd floor of the Administrative Building for the Detention Center			🗌 Yes 🛛 No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)							
Yes No			16. Audit Requirements				
			None	State	🛛 Federal 🛛 Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements							
☐ Yes ⊠ No			18. Recommended Retention				
				Twenty (20) years send to the Maryland State Archives.			
19. Name and Title of Preparer		20. Telepl	ephone 21. Date				
		Number					
DIRECTOR OF ADMINISTRATIVE SERVICES	301-600						

Instructions –Type or Print a separate form for each new or	DEP	ARTMENT	OF GENERAL		AGENCY RECORDS INVENTORY		
revised record series. Forward with Records Retention	SERVICES			6.51			
Schedule (DGS 550-1)	RECOR	DS MANAG	EMENT DIV	ISION			
	7275 V	Vaterloo Roa	ad, P.O. Box	275	PAGE 124 OF 26		
	J	essup, Mary	land 20794				
		410-799	1930				
1. Department/Agency	2. Divisio	n			3. Unit		
FREDERICK COUNTY SHERIFF'S OFFICE	CORREC	CTIONS BUP	REAU		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	ormany mo		5. Earliest Year/Latest Year				
19B – Multi-Year Plans					1997 to 2017		
6. Record Series Description (Briefly describe the types of info	rmation/do	ocuments/for	ms found in	the serie	es. Include the purpose or function of the series.)		
Long Range Multi-year Plans for the Corrections Bureau					an na managang ang penangan ing ang ing ang pengenang pengenang na pengenang pengenang pengenang pengenang pen		
100							
7. Record Series Format(s) List all		8. Record Ser	ies	s 9. Volume			
		Sequence			NA		
Letter Size Microfilm		Alphabeti	al	Number			
Legal Size Computer Tape			cai	File C	Drawer(s)		
		Numerica	l.		ofilm Reel(s)		
🗋 Audio Tape 🔄 Floppy Disk		Mahari		10000	Computer Tape(s)		
Bound Book Video Tape		Chronolog	gical	Othe Othe	r (specify)Electronically on a server		
		Geograph	ical	10. Annual Accumulation			
Other (specify) Records are scanned to Maryland State Archive standards, the	Contraction of the second s		File D		NA		
the original is destroyed and the electronic copy is held for 20 years. Format is eith .pdf.	ier .un or	Other (sp					
No paper is accumulated. All documents are scanned immediately upon creation.					Drawer(s)		
					ofilm Reek(s)		
*					puter Tape(s) r (specify) Electronically on a server		
		21		a the second second			
11. File is Used			12. File Becomes Inactive After				
🗌 Daily 🛛 Weekly 🛛 Monthly 🖾 Annually			20 Number □ Month(s) ⊠ Year(s)				
				1			
Audits and If needed for clarification							
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Server on the 2 nd floor of the Administrative Building for the Detention Center			Yes 🛛 No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)							
Yes No			16. Audit Requirements				
Maryland Public Information Act, Section 4-344 (Interagency or Intra-Agency letter	s or memoran	da)	None 🛛 State 🖾 Federal 🖾 Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
Yes 🛛 No			 V20414 - 0.0-25481-0 V20414 - 0.0-25481-0 				
			Twenty (20) years then destroy				
		00	Pertina				
19. Name and Title of Preparer		20. Telepi	none	21. Da			
CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES		Number					
	301-600-						

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency FREDERICK COUNTY SHERIFF'S OFFICE DEFINITION: RECORD SERIES: A group of related records n	DEPARTMENT OF GENE SERVICES RECORDS MANAGEMENT D 7275 Waterloo Road, P.O. B Jessup, Maryland 2079 410-799-1930 2. Division CORRECTIONS BUREAU			ISION 275	AGENCY RECORDS INVENTORY PAGE	
 4. Record Series Title 19C – Reports to the Grand Jury 6. Record Series Description (Briefly describe the types of information/documents/fo Reports to the Frederick County Grand Jury Inspection. These are simplified Annual 						
7. Record Series Format(s) List all Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Bound Book Video Tape Ø Other (specify) Records are scanned to Maryland State Archive standards, th the original is destroyed and the electronic copy is held for 10 years. Format is eitt .pdf. No paper is accumulated. All documents are scanned immediately upon creation.	either .tiff or Other (sp		cal I gical Nical	NA Number I File Drawer(s) Microfilm Reel(s) Computer Tape(s) Scal Ø Other (specify)Electronically on a server al 10. Annual Accumulation NA		
11. File is Used	Monthly Mannually				☐ Month(s) ⊠ Year(s)	
 13. Current Location(s) (Bldg., Floor, Room) Server on the 2nd floor of the Administrative Building for the Detention Center 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes X No 					2. A 1. J	
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ⊠ No				years the	d Retention In destroy	
19. Name and Title of Preparer CAPTAIN TIMOTHY SELIN DIRECTOR OF ADMINISTRATIVE SERVICES		20. Telepi Number 301-600-3		21. Da 03/01/2	-anno-constant -	

3							
Instructions –Type or Print a separate form for each new or	DEPARTMENT OF G			AL	AGENCY RECORDS INVENTORY		
revised record series. Forward with Records Retention	SERVICES						
Schedule (DGS 550-1)	RECORDS MANAGEMENT DIV			Dr. 0901325	PAGE 26 OF 26		
	7275 Waterloo Road, P.O. Bo			¢ 275			
	Jessup, Maryland 20794						
	410-799-1930				0.11-11		
1. Department/Agency	2. Divisio			1	3. Unit		
FREDERICK COUNTY SHERIFF'S OFFICE	CORRECTIONS BUREAU				Administrative		
DEFINITION: RECORD SERIES: A group of related records n	d and used	as a unit for	referenc	e as well as retention and disposition purposes.			
4. Record Series Title				5. Earli	est Year/Latest Year		
19D – Annual Operations Review					1997 to 2017		
6. Record Series Description (Briefly describe the types of info	rmation/do	cuments/for	ms found in	the serie	es. Include the purpose or function of the series.)		
Annual Operations Review							
7. Record Series Format(s) List all		8. Record Se	ries	9. Volume	e		
		Sequence		-	NA		
Letter Size Microfilm		Alphabeti	cal	Number	8		
Legal Size Computer Tape			our	🗌 File D	Drawer(s)		
		Numerica	Comp		film Reek(s)		
Audio Tape Floppy Disk		Chronolo			puter Tape(s) r (specify) Electronically on a server		
Bound Book Video Tape			gicai	Other	(specify)Electronically on a server		
		Geograpi	nical	10. Annu	al Accumulation		
Other (specify) Records are scanned to Maryland State Archive standards, the		Other (sp	onifu)		NA		
the original is destroyed and the electronic copy is held for 20 years. Format is eith .pdf.	ner un or		File C Micro Com				
No paper is accumulated. All documents are scanned immediately upon creation.		S			Drawer(s)		
					ofilm Reel(s)		
	8				puter Tape(s) r (specify) Electronically on a server		
· · · · · · · · · · · · · · · · · · ·				2	(open.)) <u></u>		
11. File is Used			12. File Beco	omes Inactiv	ve After		
🗌 Daily 🛛 Weekly 🖾 Monthly 🖾 Annually			20 Number		Month(s) X Year(s)		
			Number	1	monu(s)		
Audits and If needed for clarification							
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Server on the 2 nd floor of the Administrative Building for the Detention Center			Yes X No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ⊠ Yes □ No			16. Audit Requirements				
Maryland Public Information Act, Section 4-344 (Interagency or Intra-Agency letter	s or memoran	da)	□ None				
 Is an Index System used? If yes, explain briefly and describe requirements 					d Retention		
			Twenty (20) years then destroy				
19. Name and Title of Preparer		20. Telep	hone	21. Da	te		
CAPTAIN TIMOTHY SELIN		Number	03/01/2017				
DIRECTOR OF ADMINISTRATIVE SERVICES	\overline{n}	301-600-3	3065				