

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

Schedule No. C-1423

Page 1 of 4

Agency: Howard County Government

Division/Unit: Department of Corrections

Item No.

Description

Retention

THIS SUPERSEDES SCHEDULE C1085

“The issuance of a legal hold by the Office of Law overrides any portion of this record retention policy or schedule that otherwise calls for the disposal, transfer, or destruction of records subject to the hold, until the hold has been released by the Office of Law. No record that is subject to a legal hold may be altered, disposed of, transferred, or destroyed, even if the scheduled destruction date has passed. Any person preparing to alter, dispose of, transfer, or destroy a record must ascertain whether a litigation hold applies to the record before doing so.”

Schedule Approved by Department, Agency, or Division Representative -

Date: 5/27/18

Signature: [Signature]

Typed Name: Jack Kavanagh

Title: Director

Schedule Approved by County Records Management Representative -

Date: August 31, 2018

Signature: [Signature]

Schedule Authorized by State Archivist -

Date: 1-16-19

Signature: [Signature]

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

Schedule No. C-1423

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Agency: Howard County Government

Division/Unit: Department of Corrections

Item No.	Description	Retention
1	<p><u>Correspondence</u></p> <p>A. Transitory Correspondence - Incoming and outgoing correspondence related to matters of short-term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.</p> <p>B. Administrative Correspondence – Incoming and outgoing business-related correspondence created in the course of administering agency functions and programs. Administrative documents work assigned, work accomplished, transactions made, or actions taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is essential to a core function of another series should follow the retention period for that series.</p> <p>C. Executive Correspondence – Incoming and outgoing non-transitory, business-related correspondence of the agency director. These records document executive decisions made regarding agency interests and provide unique information relating to the functions, policies, procedures or programs of an agency.</p>	<p>A) Retain until administrative need ends and then destroy.</p> <p>B) Retain for 5 years and then destroy.</p> <p>C) Retain for five (5) years and then transfer to the Maryland State Archives (MSA) for permanent retention.</p>
2	<p><u>Leave and Time Sheets</u> Office copies of employees leave and daily time records.</p>	<p>Destroy after three (3) years.</p>
3	<p><u>Budget Records</u></p> <ul style="list-style-type: none"> ▪ Annual Budget Submissions ▪ Monthly Budget Reviews ▪ Working Papers 	<p>Retain for three (3) years and until all external audit requirements have been satisfied, then destroy.</p>
4	<p><u>General Accounting Records</u> Office copies of: Goods received memoranda, bill invoices, expenses and travel reports, requisitions, petty cash vouchers, mileage reports, direct payment records, paid bills, ticket books, purchase orders, deposit slips, receipt books, checking reconciliations, bank statements, etc.</p>	<p>Retain for five (years) and until all external audit requirements have been satisfied, then destroy.</p>

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

Schedule No. C-1423

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Agency: Howard County Government

Division/Unit: Department of Corrections

Item No.	Description	Retention
5	<p><u>Special Accounting Records</u></p> <ul style="list-style-type: none"> ▪ Internal Audit Reports ▪ Financial or Program Grants (i.e., Screening Brief Intervention and Referral to Treatment) 	Retain for five (5) years and until all external audit requirements have been satisfied, then destroy.
6	<p><u>External Audit Reports</u></p> <p>Maryland Commission on Correctional Standards (MCCS), Immigration & Customs Enforcement (ICE), Maryland Occupational Safety and Health (MOSH) and Prison Rape Elimination Act (PREA).</p>	Retain for five (5) years and until all external audit requirements have been satisfied, then transfer to MSA for permanent retention.
7	<p><u>Inmate Records</u></p> <p>Inmate records may include:</p> <ul style="list-style-type: none"> ▪ Intake documents ▪ Transportation documents ▪ Commitment documents ▪ Property/clothing related documents ▪ Classification and Housing assignment documents ▪ Shower records ▪ Documents related to personal and professional visits ▪ Infractions and Community Program information 	Retain for 12 years after the release of inmate/detainee, then destroy.
8	<p><u>Detention Center Forms</u></p> <p>Detention Center forms may include, but are not limited to:</p> <ul style="list-style-type: none"> ▪ B-104a – Weekly Internal Fire/Safety Inspection ▪ B-104b – Monthly Fire Extinguisher Inspection ▪ E-400a – Master Formal Count Sheet ▪ E-401a – Daily Key, Tool & Security Equipment Report ▪ E-401b – Equipment Distribution/Return & Condition Report ▪ E-407a – Acknowledgement of Post Orders, Sign-In Sheet ▪ G-601b – Food Quantities Utilized ▪ G-602c – Weekly Sanitation Inspection Record ▪ G-603a – Food Supply Record ▪ G-606a – Daily Kitchen Utensil Inventory 	Retain four (4) years and until all external audit requirements have been satisfied, then destroy.

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

Schedule No. C-1423

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Agency: Howard County Government

Division/Unit: Department of Corrections

Item No.	Description	Retention
9	<p><u>Medical Records</u> These records may consist of the following official actions of Medical Personnel providing Medical Services to inmates/detainees in the Howard County Department of Corrections:</p> <ul style="list-style-type: none"> ▪ Medication Records ▪ Records of Treatment ▪ Permission to Release Information ▪ Medical Liability Information ▪ Psychological Evaluations ▪ Diagnostic and Treatment Records 	Retain for twelve (12) years after release of inmate/detainee, then destroy.
10	<p><u>Inmate Release Documents</u> These documents include:</p> <ul style="list-style-type: none"> ▪ Diminution of sentence documents ▪ Monthly release records ▪ Weekenders information ▪ Good Time date 	Retain for ten (10) years after release and until all external audit requirements have been satisfied, then destroy.
11	<p><u>Employee Training Records</u> These documents include both mandatory and non-mandatory training.</p>	Destroy five (5) years after the employee leaves the County's employment.
12	<p><u>Prison Rape Elimination Act (PREA) Investigations</u> These investigations include inmates and staff incidents.</p>	Retain for ten (10) years after the release of the inmate/detainee or ten (10) years after all relevant employee(s) leave County employment, whichever is later, then destroy.
13	<p><u>Prison Rape Elimination Act (PREA) Data</u> All sexual abuse data.</p>	Destroy ten (10) years after the date of initial collection of the sexual abuse data.

<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</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>15</u></p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Department of Corrections</p>	<p>3. Unit</p>
<p>DEFINITION: Records 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 Correspondence</p>	<p>5. Earliest Year/Latest Year 2018 to Present</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.) Correspondence – (A) Transitory Correspondence - Incoming and outgoing correspondence related to matters of short-term interest. Transmittal correspondence between individuals, departments or external parties containing no final contractual, financial or policy information. This correspondence does not impact agency functions. When resolved, there is no further use or purpose.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</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 <u>1/4</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation <u>2</u> 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) <u>Boxes</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>Administrative need ends</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Detention Center and Central Booking facility</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p style="text-align: center;">Retain until administrative need ends and then destroy.</p>	
<p>19. Name and Title of Preparer Renea Somerville, Corrections Program Supervisor II</p>	<p>20. Telephone Number 410-313-5249</p>	<p>21. Date August 31, 2018</p>

<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</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>15</u></p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Department of Corrections</p>	<p>3. Unit</p>
<p>DEFINITION: Records 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 Correspondence</p>	<p>5. Earliest Year/Latest Year 2013 to Present</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.) Correspondence – (B) Administrative Correspondence – Incoming and outgoing business-related correspondence created in the course of administering agency functions and programs. Administrative document, work assigned, work accomplished, transactions made, or action taken. This correspondence documents the implementation of agency functions rather than the creation of functions or policies. Business-related correspondence that is essential to a core function of another series should follow the retention period for that series.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</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 <u>2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation <u>2</u> 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) <u>Boxes</u></p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Detention Center and Central Booking facility</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 checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input 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 Retain for 5 years and then destroy.</p>	
<p>19. Name and Title of Preparer Renea Somerville, Corrections Program Supervisor II</p>	<p>20. Telephone Number 410-313-5249</p>	<p>21. Date August 31, 2018</p>

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1. Department/Agency Howard County Government	2. Division Department of Corrections	3. Unit
DEFINITION: Records 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 Correspondence	5. Earliest Year/Latest Year 2013 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Correspondence – (C) Executive Correspondence – Incoming and outgoing non-transitory, business-related correspondence of the agency director. These records document executive decisions made regarding agency interests and provide unique information relating to the functions, policies, procedures or programs of an agency.		
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 <u>1/4</u> 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 <u>1</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Box</u>
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Detention Center and Central Booking facility	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 checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input 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 Retain for five (5) years and then transfer to the Maryland State Archives (MSA) for permanent retention.	
19. Name and Title of Preparer Renea Somerville, Corrections Program Supervisor II	20. Telephone Number 410-313-5249	21. Date August 31, 2018

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			PAGE <u>4</u> OF <u>15</u>
1. Department/Agency Howard County Government	2. Division Department of Corrections	3. Unit	
DEFINITION: Records 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 Leave and Time Sheets		5. Earliest Year/Latest Year 2015 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Leave and Time Sheets - Office copies of employees leave and daily 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 <u>3</u> 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 <u>1</u> 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 checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Detention Center and Central Booking facility		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 checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input 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 three (3) years.	
19. Name and Title of Preparer Renea Somerville, Corrections Program Supervisor II		20. Telephone Number 410-313-5249	21. Date June 8, 2018

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1. Department/Agency Howard County Government	2. Division Department of Corrections	3. Unit	
DEFINITION: Records 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 Budget Records		5. Earliest Year/Latest Year 2015 to Present	
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 Records - Annual Budget Submissions; Monthly Budget Reviews; Working Papers			
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 <u>2</u> 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 <u>1/4</u> 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 type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After <u>3 years and after all external audit requirements are satisfied</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Detention Center and Central Booking facility		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 checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input 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 Retain for three (3) years and until all external audit requirements have been satisfied, then destroy.	
19. Name and Title of Preparer Renea Somerville, Corrections Program Supervisor II	20. Telephone Number 410-313-5249	21. Date June 8, 2018	

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1. Department/Agency Howard County Government	2. Division Department of Corrections	3. Unit
DEFINITION: Records 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 General Accounting Records	5. Earliest Year/Latest Year 2013 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) General Accounting Records - Office copies of Goods received memoranda, bill invoices, expenses and travel reports, requisitions, petty cash vouchers, mileage reports, direct payments records, paid bills, ticket books, purchase orders, deposit slips, receipt books, checking reconciliations, bank statements, etc.		
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>receipt booklets, ticket books, deposit slips</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 <u>6</u> 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 <u>1</u> 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 type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>5 years and after all external audit requirements are satisfied</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Detention Center and Central Booking facility	14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
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6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Special Accounting Records - Internal Audit Reports and Financial or Program		
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>Binders</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 <u>5</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Binders</u> 10. Annual Accumulation <u>2</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Binders</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After <u>5 years and after all external audit requirements are satisfied</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Detention Center and Central Booking facility	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 checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input 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 Retain for five (5) years and until all external audit requirements have been satisfied, then destroy.	
19. Name and Title of Preparer Renea Somerville, Corrections Program Supervisor II	20. Telephone Number 410-313-5249	21. Date June 8, 2018

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	AGENCY RECORDS INVENTORY PAGE <u>8</u> OF <u>15</u>
1. Department/Agency Howard County Government	2. Division Department of Corrections	3. Unit
DEFINITION: Records 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 External Audit Reports	5. Earliest Year/Latest Year 2013 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) External Audit Reports - Maryland Commission on Correctional Standards (MCCS), Immigration & Customs Enforcement (ICE), Maryland Occupational Safety and Health (MOSH) and Prison Rape Elimination Act (PREA).		
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 <u>3</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Folders</u> 10. Annual Accumulation <u>1/2</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Box</u>
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually	12. File Becomes Inactive After <u>5 years and after all external audit requirements are satisfied</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Detention Center and Central Booking facility	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 checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input 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 Retain for five (5) years and until all external audit requirements have been satisfied, then transfer to MSA for permanent retention.	
19. Name and Title of Preparer Renea Somerville, Corrections Program Supervisor II	20. Telephone Number 410-313-5249	21. Date August 31, 2018

<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</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>9</u> OF <u>15</u></p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Department of Corrections</p>	<p>3. Unit</p>
<p>DEFINITION: Records 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 Inmate Records</p>	<p>5. Earliest Year/Latest Year 2006 to Present</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 Records – Inmate records may include: Intake documents, transportation documents, Commitment documents, Property/clothing related documents, Classification and Housing documents, Shower records, Documents related to personal and professional visits & Infractions and Community Program information.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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>PDF</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 <u>22,970</u> 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) <u>PDFs</u></p> <hr/> <p>10. Annual Accumulation <u>2,000</u> 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) <u>PDFs</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>12</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Detention Center and Central Booking facility</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input checked="" type="checkbox"/> Yes – These records are stored in PDF format in Howard County's records management system (OpenText) until retention expiration date is met. <input type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Destroy after twelve (12) years. <i>Retain For 12 years after the release of inmate/detainee, then destroy.</i></p>	
<p>19. Name and Title of Preparer Renea Somerville, Corrections Program Supervisor II</p>	<p>20. Telephone Number 410-313-5249</p>	<p>21. Date June 8, 2018</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	AGENCY RECORDS INVENTORY PAGE <u>10</u> OF <u>15</u>
1. Department/Agency Howard County Government	2. Division Department of Corrections	3. Unit
DEFINITION: Records 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 Detention Center Forms	5. Earliest Year/Latest Year 2006 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Detention Center Forms – Detention Center forms may include, but are not limited to: B-104a – Weekly Internal Fire/Safety Inspection, B-104b – Monthly Fire Extinguisher Inspection, E-400a – Master Formal Count Sheet, E-401a – Daily Key, tool & Security Equipment Report , E-401b – Equipment Distribution/Return & Condition Report, E-407a – Acknowledgement of Post Orders, Sign-In Sheet, G-601b – Food Quantities Utilized, G-602c – Weekly Sanitation Inspection record, G-603a – Food Supply Record, G-606a – Daily Kitchen Utensil Inventory		
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>PDF</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 <u>8,225</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>PDFs</u> 10. Annual Accumulation <u>750</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>PDFs</u>
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>4 (and until all external audit requirements are satisfied)</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Detention Center and Central Booking facility	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 type="checkbox"/> Federal <input type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes – These records are stored in PDF format in Howard County's records management system (OpenText) until retention expiration date is met. <input type="checkbox"/> No	18. Recommended Retention Retain four (4) years and until all external audit requirements have been satisfied, then destroy.	
19. Name and Title of Preparer Renea Somerville, Corrections Program Supervisor II	20. Telephone Number 410-313-5249	21. Date June 8, 2018

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	AGENCY RECORDS INVENTORY PAGE <u>11</u> OF <u>15</u>
1. Department/Agency Howard County Government	2. Division Department of Corrections	3. Unit
DEFINITION: Records 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 Medical Records	5. Earliest Year/Latest Year 2006 to Present	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Medical Records – These records may consist of the following official actions of Medical Personnel providing Medical Services to inmates/detainees in the Howard County Department of Corrections: Medication Records, Records of Treatment, Permission to Release Information, Medical Liability Information, Psychological Evaluations & Diagnostic and treatment 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 checked="" type="checkbox"/> Other (specify) <u>PDF</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 <u>36,133</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>PDFs</u> 10. Annual Accumulation <u>1,100</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>PDFs</u>
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>12 (after release of inmate/detainee)</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Detention Center and Central Booking facility	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 type="checkbox"/> Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes – These records are stored in PDF format in Howard County's records management system (OpenText) until retention expiration date is met. <input type="checkbox"/> No	18. Recommended Retention Retain for twelve (12) years after release of inmate/detainee, then destroy.	
19. Name and Title of Preparer Renea Somerville, Corrections Program Supervisor II	20. Telephone Number 410-313-5249	21. Date June 8, 2018

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		AGENCY RECORDS INVENTORY
			PAGE <u>12</u> OF <u>15</u>
1. Department/Agency Howard County Government	2. Division Department of Corrections	3. Unit	
DEFINITION: Records Series - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.			
4. Record Series Title Inmate Release Documents		5. Earliest Year/Latest Year 2008 to Present	
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 Release Documents - These documents include: Diminution of sentence documents, Monthly release records, Weekenders information and Good Time date.			
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 <u>10</u> 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 <u>2</u> 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 checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually		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 and Central Booking facility		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 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 Retain for ten (10) years after release and until all external audit requirements have been satisfied, then destroy.	
19. Name and Title of Preparer Renea Somerville, Corrections Program Supervisor II	20. Telephone Number 410-313-5249	21. Date June 8, 2018	

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	AGENCY RECORDS INVENTORY PAGE <u>13</u> OF <u>15</u>
1. Department/Agency Howard County Government	2. Division Department of Corrections	3. Unit
DEFINITION: Records 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 Employee Training Records		5. Earliest Year/Latest Year 1993 to Present
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Employee Training Records – These documents include both mandatory and non-mandatory training.		
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 <u>15</u> 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 <u>2</u> 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 type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>5 (after the employee leaves the County's employment)</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Detention Center and Central Booking facility	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 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 five (5) years after the employee leaves the County's employment.	
19. Name and Title of Preparer Renea Somerville, Corrections Program Supervisor II	20. Telephone Number 410-313-5249	21. Date June 8, 2018

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	AGENCY RECORDS INVENTORY PAGE <u>14</u> OF <u>15</u>
1. Department/Agency Howard County Government	2. Division Department of Corrections	3. Unit
DEFINITION: Records 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 Prison Rape Elimination Act (PREA) Investigations	5. Earliest Year/Latest Year 2012 to Present	
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 (PREA) Investigations - These investigations include inmates and staff incidents.		
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 <u>1</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Box</u> 10. Annual Accumulation <u>1/2</u> Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Folder</u>
11. File is Used <input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>10 yrs (after release of inmate/detainee or after all relevant employees leave County)</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Detention Center and Central Booking facility	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 type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input 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 Retain for ten (10) years after the release of the inmate/detainee or ten (10) years after all relevant employee(s) leave County employment, whichever is later, then destroy.	
19. Name and Title of Preparer Renea Somerville, Corrections Program Supervisor II	20. Telephone Number 410-313-5249	21. Date August 31, 2018

<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</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>15</u> OF <u>15</u></p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Department of Corrections</p>	<p>3. Unit</p>
<p>DEFINITION: Records 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 Prison Rape Elimination Act (PREA) Data</p>		<p>5. Earliest Year/Latest Year 2012 to Present</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.) Prison Rape Elimination Act (PREA) Data – All sexual abuse data.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</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 <u>6</u> 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>CD Disk</u></p> <hr/> <p>10. Annual Accumulation <u>1</u> 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>CD Disk</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>10</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Detention Center and Central Booking facility</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input type="checkbox"/> State <input checked="" type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p>Destroy ten (10) years after the date of initial collection of the sexual abuse data.</p>	
<p>19. Name and Title of Preparer Renea Somerville, Corrections Program Supervisor II</p>	<p>20. Telephone Number 410-313-5249</p>	<p>21. Date August 31, 2018</p>