	DEPARTMENT OF GENERAL S		Schedule No. C-14					
F	RECORDS MANAGEMENT DI ECORDS RETENTION AND DISPOS		Page 1 of 4					
Agency:	Howard County Government	Division/Unit:	Department of Correc					
Item No.	Description	Description						
	THIS SUPERSEDES SCHE	EDULE C1085						
	"The issuance of a legal hold by the Of portion of this record retention p otherwise calls for the disposal, tra records subject to the hold, until the b the Office of Law. No record that is su be altered, disposed of, transferred, scheduled destruction date has passed to alter, dispose of, transfer, or destro whether a litigation hold applies to the	policy or schedule that ansfer, or destruction of hold has been released by ubject to a legal hold may or destroyed, even if the d. Any person preparing by a record must ascertain						
	· .							
	e Approved by Department, Agency, or Representative -	Schedule Approved by Co Representative - Date:	unty Records Manage					
Signatu	ame: Jack Kavanagh	Signature:	a Martin					

	DEPARTMENT OF GENERAL SERVICES	Schedule No. C-1423
	RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 2 of 4
Agency: How	ard County Government Division/Unit: Department	t of Corrections
item No.	Description	Retention
1	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. 	A) Retain until administrative need ends and then destroy.
	 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. 	B) Retain for 5 years and then destroy.
	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.	C) Retain for five (5) years and then transfer to the Maryland State Archives (MSA) for permanent retention.
2	Leave and Time Sheets Office copies of employees leave and daily time records.	Destroy after three (3) years.
3	 <u>Budget Records</u> Annual Budget Submissions Monthly Budget Reviews Working Papers 	Retain for three (3) years and until all external audit requirements have been satisfied, then destroy.
4	<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	Retain for five (years) and until all external audit requirements have been satisfied, then destroy.
· ·	reconciliations, bank statements, etc.	

• •

۰.

-

.

DGS 550-1A

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

Schedule No. C-1423

Page 3 of 4

Agency: How	vard County Government Division/Unit: Department	of Corrections
ltem No.	Description	Retention
5	 Special Accounting Records 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	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).	Retain for five (5) years and until all external audit requirements have been satisfied, then transfer to MSA for permanent retention.
7	Inmate Records Inmate records may include: 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	 <u>Detention Center Forms</u> 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-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.

٩

	DEPARTMENT OF GENERAL SERVICES	Schedule No. C-1423
	RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Page 4 of 4
Agency: Ho	oward County Government Division/Unit: Departmen	t of Corrections
item No.	Description	Retention
9	 <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: 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	Inmate Release Documents These documents include: 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	Employee Training Records These documents include both mandatory and non-mandatory training.	Destroy five (5) years after the employee leaves the County's employment.
12	Prison Rape Elimination Act (PREA) Investigations These investigations include inmates and staff incidents.	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	Prison Rape Elimination Act (PREA) Data All sexual abuse data.	Destroy ten (10) years after the date of initial collection of the sexual abuse data.

.

DGS 550-1A

	1	•	1			
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 1 OF 15	
1. Department/Agency	2. Division				3. Unit	
Howard County Government		Departme	nt of Corrections			
DEFINITION: Records Series- A group of rela	ated records i	normally	iled and used as a uni	t for referen	ce as well as retention and disposition purposes.	
4. Record Series Title Correspondence				5. Earlies	st Year/Latest Year 2018 to <u>Present</u>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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.						
7. Record Series Format(s) List all		8. Reco	ord Series Sequence	9. Volum	e 1/4	
🛛 Letter Size 🔲 Microfilm		🔲 Alphal	betical ·	Number		
Legal Size Computer Tape		Nume Nume	rical	File Drav		
🗌 Audio Tape 🔄 Floppy Disk		Chron	ological	Compute	er Tape(s) pecify)	
🔲 Bound Book 🔄 Video Tape		🛄 Geogi	raphical	10 4000	al Accumulation	
Other (specify)		🗋 Other	(specify) Number		2	
				File Drav Microfilm Comput Other (s	n Reel(s) er Tape(s)	
11. File is Used			12. File Becomes Inactive After			
🗋 Daily 🛛 Weekly 🔲 Monthly	🗌 Annually		Administrative need ends Number Month(s) Year(s)			
13. Current Location(s) (Bldg., Floor, Ro	om)		14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)			
Detention Center and Central Booking	facility		🗌 Yes 🛛 No			
15. Access Restrictions (If Yes, cite Law(s) &	& Regulation(s)	16. Audit Requirements			
🗌 Yes 🛛 No			🖾 None 📋 St	ate 🗌 Feo	deral 🔲 Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes ⊠ No			18. Recommended Retention Retain until administrative need ends and then destroy.		rative need ends and then destroy.	
19. Name and Title of Preparer		20. Te	lephone Number		21. Date	
Renea Somerville, Corrections Program Su	pervisor II	41	0-313-5249		August 31, 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 OF	
1. Department/Agency Howard County Government	2. Division De				3. Unit	
DEFINITION: Records Series- A group of related records normally 4. Record Series Title Correspondence 6. Record Series Description (Briefly describe the types of informat Correspondence – (B) Administrative Correspondence – Incoming			ion/documents/forms for and outgoing business	5. Earlies	t Year/Latest Year <u>2013</u> to <u>Present</u> series. Include the purpose or function of the series.)	
	ictions rather th	han the	creation of functions o		usiness-related correspondence that is essential to a	
7. Record Series Format(s) List all				rd Series Sequence 9. Volume 2 Number .		
Legal Size 🗍 Computer Tape	Numerical		lological	File Drav	ilm Ree!(s)	
Bound Book Video Tape Other (specify)		Geog	(specify)	10. Annua Number	al Accumulation	
				File Drav	Reel(s) ar Tape(s)	
11. File is Used	🛛 Annually		12. File Becomes Inactive After5Number Month(s) Z Year(s)			
13. Current Location(s) (Bldg., Floor, Ro Detention Center and Central Booking			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 ⊠ №			16. Audit Requirements			
17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes ⊠ No			18. Recommended Retention Retain for 5 years and then destroy.			
19. Name and Title of Preparer 20. Tel			lephone Number 10-313-5249		21. Date August 31, 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 SERVI RECORDS MANAGEMENT DIVISIO 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794				AGENCY RECORDS INVENTORY PAGE3 OF15
1. Department/Agency Howard County Government	2. Division		ent of Corrections		3. Unit
DEFINITION: Records Series- A group of rela	ated records	normaliy i	filed and used as a uni	t for referen	ce as well as retention and disposition purposes.
4. Record Series Title Correspondence				5. Earlies	st Year/Latest Year <u>2013</u> to <u>Present</u>
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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		8. Reco	ord Series Sequence	9. Volume	
🛛 Letter Size 🔲 Microfilm		🗌 Alpha	belical	Number	1/4
📋 Legal Size 🔄 Computer Tape	mputer Tape			☐ File Drawer(s) ☐ Microfilm Reel(s)	
🗌 Audio Tape 🔤 🗍 Floppy Disk		🔀 Chror	nological	Compute	er Tape(s) pecify)
Bound Book 🔲 Video Tape		🔲 Geog	raphical	10. Annu	al Accumulation
Other (specify)	C Other		(specify)	Number	n Reel(s)
			Computer Tape(s)		
11. File is Used	Annually	1	12. File Becomes Inactive After 5 Number Month(s)		
13. Current Location(s) (Bldg., Floor, Ro Detention Center and Central Booking	· .		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		
17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes ⊠ No			 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 Su	ipervisor II		Il 21. Date elephone Number 21. Date 10-313-5249 August 31, 2018		

	i	•	• ,			
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 SERVIC RECORDS MANAGEMENT DIVISIO 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794				AGENCY RECORDS INVENTORY	
1. Department/Agency Howard County Government	2. Division		nt of Corrections		3. Unit	
DEFINITION: Records Series- A group of rela	ated records	normally f	iled and used as a uni	t for referen	ce as well as retention and disposition purposes.	
4. Record Series Title Leave and Time Sheets				5. Earlie:	st Year/Latest Year 2015 to Present	
 Record Series Description (Briefly describ Leave and Time Sheets - Office copies of 	-			ound in the	series. Include the purpose or function of the series.)	
7. Record Series Format(s) List all		8. Reco	rd Series Sequence	9. Volum	e 3	
🛛 Letter Size 🔲 Microfilm		🗌 Alphal	petical	Number		
Legal Size 🔲 Computer Tape	i	🔲 Nume	rical	File Drav		
🗌 Audio Tape 🛛 Floppy Disk		🔀 Chron	ological	Computi	er Tape(s)	
Bound Book 📋 Video Tape		🛄 Geogr	raphical		респу <u>,</u>	
Other (specify)		C Other	specify) 10. Annual Accumulation			
				Number	n Reel(s)	
11. File is Used		1	12. File Becomes I	nactive Afte	r	
🛛 Daily 🗌 Weekly 🗌 Monthly	🔲 Annually		 Number ☐ Month(s) ⊠ Year(s)			
13. Current Location(s) (Bldg., Floor, Ro	iom)		14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)			
Detention Center and Central Booking	facility		Tes XNO			
15. Access Restrictions (If Yes, cite Law(s)	& Regulation	s)	16. Audit Requirements			
□ Yes ⊠ No			None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ⊠ No			18. Recommended Retention Destroy after three (3) years.		3) years.	
19. Name and Title of Preparer		20. Te	lephone Number		21. Date	
Renea Somerville, Corrections Program Su	Renea Somerville, Corrections Program Supervisor II 41				June 8, 2018	

	•	•	۰ <u>.</u>		
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 SERVIC RECORDS MANAGEMENT DIVISIO 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794			ŀ	AGENCY RECORDS INVENTORY PAGE 5 OF 15
1. Department/Agency Howard County Government	2. Division	2. Division Department of Corrections			3. Unit
DEFINITION: Records Series- A group of rel	ated records r	ormally f	iled and used as a uni	t for reference	ce as well as retention and disposition purposes.
4. Record Series Title Budget Records				5. Earlies	at Year/Latest Year 2015 to Present
 Record Series Description (Briefly describ Budget Records - Annual Budget Submi . 					series. Include the purpose or function of the series.)
7. Record Series Format(s) List all		8. Reco	rd Series Sequence	9. Volume	2
🛛 Letter Size 📋 Microfilm		Alphat	petical	Number	
🗌 Legal Size 🔄 Computer Tape		Nume	rical	File Draw	
🗋 Audio Tape 🛛 Floppy Disk		🛛 Chron	ological	Compute	er Tape(s)
Bound Book . 🗌 Video Tape		🗌 Geogi	aphical		pecify)
Other (specify)		Other	ther (specify)		al Accumulation
				Number Fite Drav Microfilm Compute Other (s)	n Reel(s) ar Tape(s)
11. File is Used			12. File Becomes li	nactive After	r
Daily 🗋 Weekly 🛛 Monthly	Annually		_3 years and after all external audit requirements are satisfied		
13. Current Location(s) (Bldg., Floor, Ro Detention Center and Central Booking			14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)		
15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s)	16. Audit Requirements		
🗋 Yes 🖾 No			🖾 None 🔲 State 🔲 Federal 🔲 Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			 Recommended Retention Retain for three (3) years and until all external audit requirements have been satisfied, then destroy. 		and until all external audit requirements have been
19. Name and Title of Preparer		20. Te	lephone Number		21. Date
Renea Somerville, Corrections Program Su	upervisor II	Renea Somerville, Corrections Program Supervisor II 41			June 8, 2018

	۲	•. •	•			
Instructions - Type or Print a separate form for each new or revised record series.			OF GENERAL SERVI		AGENCY RECORDS INVENTORY	
Forward with Records Retention Schedule			Waterloo Road			
(DGS 550-1)	P.O. Box 275				PAGE 6 OF 15	
			, Maryland 20794			
1. Department/Agency	2. Division		· · ·		3. Unit	
Howard County Government	C	Departme	nt of Corrections			
DEFINITION: Records Series- A group of rel	ated records r	ormalivi	inu a sa hasu haa hali	t for referen	ce as well as retention and disposition purpos	
4. Record Series Title					st Year/Latest Year	
General Accounting Records				o. Lamo.	2013 to Present	
					<u></u>	
6. Record Series Description (Briefly describ	e the types of	informati	ion/documents/forms fe	ound in the	series. Include the purpose or function of the	series.)
General Accounting Records - Office copie	es of Goods re	eceived n	nemoranda, bill invoice	s, expense:	s and travel reports, requisitions, petty cash v	ouchers,
mileage reports, direct payments records, pai	id bills, ticket	books, pu	irchase orders, deposi	t slips, recei	pt books, checking reconciliations, bank state	ements,
etc.						
·_···						
7. Record Series Format(s) List all		8. Reco	ord Series Sequence	9. Volum	6	
🛛 Letter Size 🔲 Microfilm		🗌 Alpha	betical	Number		
Legal Size Computer Tape		🔲 Nume	rical	File Drav		
🔲 Audio Tape 🔛 Floppy Disk		Chror	ological	Compute		
🔲 Bound Book 📄 Video Tape		🗌 Geog	raphical			
Other (specify) receipt booklets, ticket books, deposit	slips	Other	(specify)	10. Annu	0. Annual Accumulation	
				Number	lumber	
				S File Dray	wer(s)	
				Microfilm		
				Computer Tape(s) Other (specify)		
·			1			
11. File is Used		•	12. File Becomes Inactive After			
Daily Weekly 🛛 Monthly			5 years and after all external audit requirements are satisfied			
			Number 🔲 Month(s) 🛛 Year(s)			
13. Current Location(s) (Bldg., Floor, Ro	om)		14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)			
Detention Center and Central Booking	facility		☐ Yes ⊠ No			
15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s)	16. Audit Requirem	ients		
🗌 Yes 🛛 No			🛛 None 🗌 Sta	te 🗌 Feder	ral 🔲 Independent	
-						
17. Is an Index System used? If yes, explain		18. Recommended Retention				
describe requirements			ł		until all external audit requirements have bee	'n
🗌 Yes 🛛 No			satisfied, then	destroy.		
19. Name and Title of Preparer		20. Te	lephone Number		21. Date	
Renea Somerville, Corrections Program Su	pervisor II	4	10-313-524 9		June 8, 2018	
L		I			·····	

J

DGS 550-4 (Revised 1/93)

	,	·. ·	·.		
Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVI RECORDS MANAGEMENT DIVISIO 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794				AGENCY RECORDS INVENTORY PAGE OF
1. Department/Agency Howard County Government	2. Division Department of Corrections				3. Unit
4. Record Series Title Special Accounting Records			5. Earlies	ce as well as retention and disposition purposes. st Year/Latest Year <u>2013</u> to <u>Present</u> series. Include the purpose or function of the series.)	
Special Accounting Records - Internal Au					
Letter Size Microfilm			cal Number		
Legal Size Computer Tape	Chron		-	Microfilm Compute Other (s	er Tape(s)
Other (specify) Binders		C Other	(specify)	Number	2 wer(s) n Ree!(s) er Tape(s)
11. File is Used	🛛 Annualiy		12. File Becomes Inactive After _5 years and after all external audit requirements are satisfied Number Month(s) Xear(s)		
13. Current Location(s) (Bldg., Floor, Ro Detention Center and Central Booking	,		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		
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes			 Recommended Retention Retain for five (5) years and until all external audit requirements have been satisfied, then destroy. 		til all external audit requirements have been satisfied,
19. Name and Title of Preparer Renea Somerville, Corrections Program Su	ıpervisor II	lephone Number 0-313-5249		21. Date June 8, 2018	

	•	•	·				
Instructions – Type or Print a separate form					AGENCY RECORDS INVENTORY		
for each new or revised record series.	REC		IANAGEMENT DIVISIO	JN .			
Forward with Records Retention Schedule			Waterloo Road		PAGE 8 OF 15		
(DGS 550-1)			P.O. Box 275				
		Jessut	o, Maryland 20794				
1. Department/Agency	2. Division				3. Unit		
Howard County Government	C	Departme	nt of Corrections				
DEFINITION: Records Series- A group of rel	ated records i	normally f	iled and used as a uni	t for referen	L ce as well as retention and disposition purposes.		
4. Record Series Title					st Year/Latest Year		
External Audit Reports				•••	2013 to Present		
					<u></u>		
	sion on Corre	ctional St	tandards (MCCS), Imm		series. Include the purpose or function of the series.) Customs Enforcement (ICE), Maryland Occupational		
7. Record Series Format(s) List all		8. Reco	ord Series Sequence	9. Volum	e 3		
🛛 Letter Size 🔲 Microfilm		🗌 Alphat	betical	Number			
🔲 Legal Size 🔄 Computer Tape		🗋 Nume	rical	File Drav			
🗌 Audio Tape 🛛 Floppy Disk		🛛 Chron	ological	Compute			
Bound Book DVideo Tape		🗌 Geogr	raphical	10. Annu	al Accumulation		
Cther (specify)		🗌 Other	her (specify)		1/2		
				File Drav			
			Comput				
				🛛 Other (s	pecify)Box		
11. File is Used			12. File Becomes li	I nactive Afte	r		
			5 years and after all external audit requirements are satisfied				
Daily Weekly Monthly	🛛 Annually		Number 🔲 Month(s) 🖾 Year(s)				
13. Current Location(s) (Bldg., Floor, Rc	om)		14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
Detention Center and Central Booking	facility		Tes X No				
15. Access Restrictions (If Yes, cite Law(s)	& Regulation((s)	16. Audit Requirements				
🗋 Yes 🛛 No							
			None State Federal Independent				
17. Is an Index System used? If yes, explain briefly and			18. Recommended Retention				
describe requirements			Retain for five (5) ye	ears and un	til all external audit requirements have been satisfied,		
🗋 Yes 🛛 No			then transfer to MSA for permanent r		nent retention.		
19. Name and Title of Preparer		20. Te	lephone Number		21. Date		
Renea Somerville, Corrections Program Su	upervisor II	41	10-313-5249		August 31, 2018		
	•	<u> </u>					

		·. `	, ,				
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 SERVIO RECORDS MANAGEMENT DIVISIO 7275 Waterloo Road P.O. Box 275				AGENCY RECORDS INVENTORY PAGE 9 OF 15		
1. Department/Agency	2. Division	•	o, Maryland 20794		3. Unit		
Howard County Government	C	Departme	nt of Corrections				
DEFINITION: Records Series- A group of rel	l ated records i	normally	filed and used as a unit	t for referen	L		
4. Record Series Title Inmate Records				5. Earlie	st 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.) 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.							
7. Record Series Format(s) List all		8. Reco	ord Series Sequence	9. Volum 22,9			
🔀 Letter Size 🔲 Microfilm		🗌 Alpha	betical	Number			
Legal Size 🔲 Computer Tape		Nume	rical	Fite Dra			
🔄 Audio Tape 🔄 Floppy Disk	Chron		nological Comput		ter Tape(s)		
Bound Book Video Tape		🔲 Geog	raphical	Other (s	specify) PDFs		
	:	Other	Other (specify) 10. Annu		al Accumulation		
Other (specify) PDF			Number		2,000		
				wer(s) π Reel(s) ter Tape(s) specify)PDFs			
11. File is Used			12. File Becomes Ir	nactive Afte	r		
🛛 Daily 🗌 Weekly 🗌 Monthly	🗋 Annualiy		12 Number ☐ Month(s) ⊠ Year(s)				
13. Current Location(s) (Bldg., Floor, Ro Detention Center and Central Booking			14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.) □ Yes ⊠ №				
15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s)	16. Audit Requirements				
🗋 Yes 🖾 No			None 🕅 State Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
Yes – These records are stored in PDF format in Howard County's No records management system (OpenText) until retention expiration date is met.			Rotain For 12 years after the release of inmate / detain than destroy.		safter the release of inmate Idetainee,		
19. Name and Title of Preparer		20. Te	lephone Number		21. Date		
Renea Somerville, Corrections Program Su	upervisor II	4	10-313-5249		June 8, 2018		

Instructions – Type or Print a separate form	DEPA	RTMENT	OF GENERAL SERVIC	ES	AGENCY RECORDS INVENTORY			
for each new or revised record series.	REC		IANAGEMENT DIVISIO	N				
Forward with Records Retention Schedule			5 Waterloo Road					
(DGS 550-1)			P.O. Box 275	•	PAGE 10 OF 15			
		Jessu	p, Maryland 20794					
1. Department/Agency	2. Division				3. Unit			
Howard County Government	C	Departme	ent of Corrections					
DEFINITION: Records Series- A group of rel	ated records	normally	filed and used as a unit	for referen	ce as well as retention and disposition purposes.			
4. Record Series Title				5. Earlie	est Year/Latest Year			
Detention Center Forms					2006 to Present			
					· · · · · · · · · · · · · · · · · · ·			
6. Record Series Description (Briefly describ	e the types of	informat	ion/documents/forms for	und in the	series. Include the purpose or function of the series.)			
Detention Center Forms – Detention Cente	r forms may ii	nclude, bi	ut are not limited to: B-1	04a - We	eekly Internal Fire/Safety Inspection, B-104b - Monthly			
					urity Equipment Report, E-401b – Equipment			
		-	-		6-601b - Food Quantities Utilized, G-602c - Weekly			
Sanitation Inspection record, G-603a – Food	d Supply Reco	ord, G-60	6a – Daily Kitchen Uter	nsil Invento	bry			
7. Record Series Format(s) List all		8. Reco	ord Series Sequence	9. Volun	ne 8,225			
🛛 Letter Size 🔲 Microfilm		🗌 Atpha	betical	Number				
🗌 Legal Size 📄 Computer Tape		🗋 Nume	rical	File Dr	awer(s) Im Reel(s)			
🗋 Audio Tape 🔄 Floppy Disk		🛛 Chror	nological	Compu	uter Tape(s) (specity) PDFs			
🗍 Bound Book 🔲 Video Tape		🔲 Geog		10. Ann	ual Accumulation			
Other (specify)PDF		Other	r (specify) Number		750			
				File Dr	•••			
					Microfilm Reel(s) Computer Tape(s)			
				Other (specify) PDFs				
dd. Eile is Used			12. File Becomes In					
11. File is Used								
🛛 Daily 🗌 Weekty 🔲 Monthly	Annually		4 (and until all external audit requirements are satisfied) Number Image: Month(s) Number Image: Month(s)					
13. Current Location(s) (Bldg., Floor, Ro	vom)		14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)					
Detention Center and Central Booking	facility	•	☐ Yes 🖾 No					
15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s)	16. Audit Requirements					
☐ Yes ⊠ No			None State	None State Federal Independent				
 Is an Index System used? If yes, explain briefly and describe requirements 			18. Recommended Retention					
Yes - These records are stored in PDF format in How records management system (OpenText) until retention ex	-	No et.	destroy.	Retain four (4) years and until all external audit requirements have been satisfied destroy.				
			I		· · · · · · · · · · · · · · · · · · ·			
19. Name and Title of Preparer		20. Te	elephone Number		21. Date			
Renea Somerville, Corrections Program Su	upervisor II	4	10-313-5249		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 SERVIO RECORDS MANAGEMENT DIVISIO 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794				AGENCY RECORDS INVENTORY PAGE 11 OF 15		
1. Department/Agency Howard County Government		2. Division Department of Corrections			3. Unit		
DEFINITION: Records Series- A group of relations	ated records r	normally f	iled and used as a unit	t for referen	ce as well as retention and disposition purposes.		
4. Record Series Title Medical Records				5. Earlies	t Year/Latest Year <u>2006</u> to <u>Present</u>		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) 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		8. Reco	rd Series Sequence	9. Volume	9 36,133		
🛛 Letter Size 📋 Microfilm		Alphat	petical	Number			
🔲 Legal Size 🛛 Computer Tape		🗋 Nume	rical	File Drav			
🔲 Audio Tape 🛛 Floppy Disk	Chronologica		ological	Compute	er Tape(s)		
Bound Book 🔲 Video Tape	Geographical		raphical				
Other (specify) PDF	Other (specify)		(specify)	10. Annua Number	al Accumulation 1,100		
					 ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☑ Other (specify)PDFs 		
11. File is Used			12. File Becomes li	nactive After			
🔀 Daily 🗌 Weekly 🗌 Monthly	Annually		12 (after release of inmate/detainee) Number ☐ Month(s) Xear(s)				
13. Current Location(s) (Bldg., Floor, Ro Detention Center and Central Booking			14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.) □ Yes				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ⊠ No			16. Audit Requirements				
 17. Is an Index System used? If yes, explain describe requirements Yes - These records are stored in PDF format in Howarecords management system (OpenText) until retention explanation 	ard County's	🗌 No et.		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 Su	ipervisor II	20. Telephone Number			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 SERVIC RECORDS MANAGEMENT DIVISIO 7275 Waterloo Road P.O. Box 275 Jessup, Maryland 20794			AGENCY RECORDS INVENTORY		
1. Department/Agency Howard County Government		2. Division Department of Corrections			3. Unit		
DEFINITION: Records Series - A group of related records normally 4. Record Series Title Inmate Release Documents			filed and used as a unit for reference as well as retention and disposition purposes. 5. Earliest Year/Latest Year 2008 to Present				
	• /				series. Include the purpose or function of the series.) y release records, Weekenders information and Good		
7. Record Series Format(s) List all X Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk	etter Size Microfilm Alpha egal Size Computer Tape Nume udio Tape Floppy Disk X Chro		cal File Drawer(s) Microfilm Reel(s) logical Computer Tape(s) Other (specify)		10 ver(s) h Reel(s) er Tape(s)		
Bound Book Video Tape Other (specify)		Geographical			10. Annual Accumulation		
11. File is Used	🗌 Annualiy		12. File Becomes Inactive After10NumberMonth(s) X Year(s)				
13. Current Location(s) (Bldg., Floor, Ro Detention Center and Central Booking			14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) □ Yes ⊠ №			16. Audit Requirements				
17. Is an Index System used? If yes, explain describe requirements ☐ Yes ⊠ №				 Recommended Retention Retain for ten (10) years after release and until all external audit requirements been satisfied, then destroy. 			
19. Name and Title of Preparer Renea Somerville, Corrections Program Su	ipervisor II	20. Telephone Number Dervisor II 410-313-5249			21. Date June 8, 2018		

		•
		· · ·
	•	

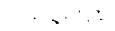
 Record Series Title Employee Training Records Record Series Description (Briefly described) 				for referen 5. Earlie	AGENCY RECORDS INVENTORY PAGE 13 OF 15 3. Unit 3. Unit eference as well as retention and disposition purposes. Earliest Year/Latest Year 1993 to Present in the series. Include the purpose or function of the series.) ry training.		
Image: Size Image: Microfilm Image: Alphate Image: Legal Size Image: Computer Tape Image: Nume Image: Audio Tape Floppy Disk Image: Chron Image: Bound Book Image: Video Tape Image: Geographic Science] Alphab] Numeri] Chronc] Geogra	cal		15 awer(s) itm Real(s) uter Tape(s) (specify) ual Accumulation 2 rawer(s) itm Reel(s)		
			Number	active After loyee leaves the County's employment Month(s) X Year(s)			
13. Current Location(s) (Bldg., Floor, Ro Detention Center and Central Booking			14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.) □ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements				
17. Is an Index System used? If yes, explain describe requirements □ Yes ⊠ No				 Recommended Retention Destroy five (5) years after the employee leaves the County's employment. 			
19. Name and Title of Preparer Renea Somerville, Corrections Program Su	20. Telephone Number pervisor II 410-313-5249			21. Date June 8, 2018			

· · · · · · · · · · · · · · · · · · ·							
Instructions – Type or Print a separate form	DEPAI	RTMENT	OF GENERAL SERVI	CES	AGENCY RECORDS INVENTORY		
for each new or revised record series.	RECORDS MANAGEMENT DIVISIO			N			
Forward with Records Retention Schedule		7275	Waterloo Road				
(DGS 550-1)		Р	.O. Box 275		PAGE 14 OF 15		
		Jessup	, Maryland 20794				
1. Department/Agency	2. Division		,,		3. Unit		
Howard County Government	L	epanme	nt of Corrections				
DEFINITION: Records Series- A group of rela	ated records r	normally f	led and used as a unit	for referen	ce as well as retention and disposition purposes.		
4. Record Series Title				5. Earlies	t Year/Latest Year		
Prison Rape Elimination Act (PRE	A) Investigat	ions			2012 to Present		
6. Record Series Description (Briefly describ	e the types of	informati	on/documents/forms fo	ound in the s	series. Include the purpose or function of the series.)		
Prison Rape Elimination Act (PREA) Investi	natione - The	eo invoet	ications include inmat	ae and staff	incidents		
Prison Rape Elimination Act (PREA) investig	gauons - The	SE 117651	igations include inmati		incidents.		
			· · · · · · · · · · · · · · · · · · ·				
7. Record Series Format(s) List all		8. Reco	rd Series Sequence	9. Volume	1		
🛛 Letter Size 📋 Microfilm		🗌 Alphat	petical	Number	<u> </u>		
🗌 Legal Size 🔄 Computer Tape		🗋 Nume	rical	File Drav			
		🔀 Chron	plonical Microfili		r Reel(s) er Tape(s)		
🗌 Audio Tape 🔛 Floppy Disk		9		Other (s)			
🔲 Bound Book 📋 Video Tape		Geogr	aphical				
	 □ Other		(specify)	10. Annual Accumulation			
Other (specify)				Number	1/2 hber		
				File Drav			
				Microfilm			
					Computer Tape(s) Coher (specify) Folder		
11. File is Used			12. File Becomes Ir	nactive After			
	_		10 yrs (after release	e of inmate/	detainee or after all relevant employees leave County)		
🗋 Daily 🛛 Weekly 🗌 Monthly	Annually		Number Month(s) X Year(s)				
13. Current Location(s) (Bldg., Floor, Ro	om)		14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
Detention Center and Central Booking	facility		Yes	X N	D		
45 Access Destrictions (If Man either Law (a)	9 Deculation	-					
15. Access Restrictions (If Yes, cite Law(s)	a regulation(-	16. Audit Requirem	ents	,		
🗌 Yes 🛛 No		•	None	State	Sederal Independent		
17. Is an Index System used? If yes, explain	briefly and		18. Recommended	Retention	<u></u>		
describe requirements							
	_			ears after th	ne release of the inmate/detainee or ten (10) years after		
Yes 🛛 No			all relevant employe	e(s) leave (County employment, whichever is later, then destroy.		
19. Name and Title of Preparer		20. Te	ephone Number		21. Date		
Renea Somerville, Corrections Program Su	pervisor II 410-313-5249				⁻ August 31, 2018		

•



.



Instructions -Type or Print a separate form	DEPAR		OF GENERAL SERVI	CES	AGENCY RECORDS INVENTORY		
for each new or revised record series.	RECORDS MANAGEMENT DIVISIO			N			
Forward with Records Retention Schedule	7275 Waterloo Road						
(DGS 550-1)			P.O. Box 275		PAGE 15 OF 15		
(DG3 550-1)	•						
		Jessup	, Maryland 20794				
1. Department/Agency	2. Division				3. Unit		
Howard County Government			nt of Corrections				
DEFINITION: Records Series- A group of rela	ated records r	normally f	iled and used as a unit	t for referen	ce as well as retention and disposition purposes.		
4. Record Series Title				5. Earlie:	st Year/Latest Year		
Prison Rape Elimination Act (PRE	A) Data				2012 to Present		
6. Record Series Description (Briefly describ	e the types of	informati	on/documents/forms fo	ound in the	series. Include the purpose or function of the series.)		
Prison Rape Elimination Act (PREA) Data	- All sexual a	aouse dai	ia,				
7 Pacard Series Format/s) List all	[8 Roco	rd Series Sequence	9. Volum	e		
7. Record Series Format(s) List all		0. 11000	na Oenes Oequence		<u>6</u>		
🛛 Letter Size 🔲 Microfilm		🗌 Alphat	petical	Number			
🗌 Legal Size 🔄 Computer Tape		🗌 Nume	rical	Fite Ora			
🔲 Audio Tape 🔲 Floppy Disk		🔀 Chron	otogical				
		_		Other (s	pecify) CD Disk		
🔲 Bound Book 🔛 Video Tape		🔲 Geogr	aphical	10, Annu	Annual Accumulation		
Other (specify)	Other (specify)		(specify)		1		
					Number		
				File Drawer(s)			
					omputer Tape(s) ther (specify) CD Disk		
11. File is Used	1		12. File Becomes Ir	L nactive Afte	r.		
			10				
🛛 Daily 📋 Weekly 🔲 Monthly	Annually		Number Month(s) Year(s)				
13. Current Location(s) (Bldg., Floor, Ro	om)		14. Is Record Series Duplicated Elsewhere? (If yes, specify Agency or Office.)				
Detention Center and Central Booking							
			☐ Yes 🖾 No				
15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s) ·	16. Audit Requirements				
🗋 Yes 🛛 No							
			None S	aate ⊠Fe	deral independent		
17. Is an Index System used? If yes, explair	briefly and		18. Recommended Retention				
describe requirements	. Lineny and						
·			Destroy ten (10) yea	ars after the	e date of initial collection of the sexual abuse data.		
🗋 Yes 🖾 No							
19. Name and Title of Preparer		20. Te	lephone Number		21. Date		
Renea Somerville, Corrections Program Su	inervisor II	A	0-313-5249		August 31, 2018		
	ратноог п	1	10 010-0270				
		· =					