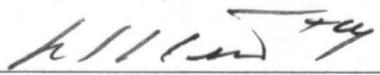


Wicomico County Department of Corrections	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2324
Reporting Agency		Prepare in Duplicate
Security Department		Retain one (1) copy and forward original to address on left.
Division or Unit		

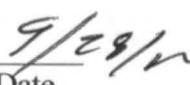
### CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1.	Security Equipment Inspection and Inventory Series – Security Equipment Issue and Inspection.	C1150	A	2006 - 2010	7	7/28/11	Buried
	Central Control Key Distribution	C1150	B	2006 - 2010	7	7/28/11	Buried
	Delivery Vehicle Inspection	C1150	C	2006 - 2010	7	7/28/11	Buried
	Radio Issue and Return	C1150	D	2006 - 2010	7	7/28/11	Buried
	Razor/Nail Clipper Log	C1150	E	2006 - 2010	7	7/28/11	Buried
	Monthly Security Inventory and Inspection	C1150	F	2006 - 2010	7	7/28/11	Buried
	Quarterly Key Inventory and Inspection	C1150	G	2006 - 2010	7	7/28/11	Buried
2.	Inmate Series –Inmate Request	C1150	A	2006 - 2010	10	7/28/11	Buried
	Barber Sign Up Sheet	C1150	B	2006 - 2010	10	7/28/11	Buried

I hereby certify that the records listed above were disposed of as indicated.

  
 Signature  
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 Title

  
 Date

Wicomico County Department of Corrections	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2324
Reporting Agency		Prepare in Duplicate
Security Department		Retain one (1) copy and forward original to address on left.
Division or Unit		

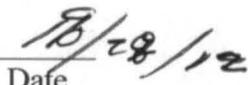
### CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Institutional Laundry Form	C1150	C	2006 - 2010	10	7/28/11	Buried
	Inmate Grievance Form	C1150	D	2006 - 2010	10	7/28/11	Buried
	Property Release Form	C1150	E	2006 - 2010	10	7/28/11	Buried
	Telephone Request	C1150	F	2006 - 2010	10	7/28/11	Buried
	Inmate visitation Request	C1150	G	2006 - 2010	10	7/28/11	Buried
	Chain of Custody Drug Court	C1150	H	2006 - 2010	10	7/28/11	Buried
	Urine Control Sheet	C1150	I	2006 - 2010	10	7/28/11	Buried
	Weekly Sanitation Form	C1150	J	2006 - 2010	10	7/28/11	Buried
3.	Use of Force Series – Use of Force Form	C1150	A	2006 - 2010	7	7/28/11	Buried
	Medical Use of Force Clearance	C1150	B	2006 – 2010	7	7/28/11	Buried
	Use of Force Review Form	C1150	C	2006 – 2010	7	7/28/11	Buried
	Video	C1150	D	2006 – 2010	7	7/28/11	Buried
	Inmate Statement Form	C1150	E	2006 – 2010	7	7/28/11	Buried
	Incident Report	C1150	F	2006 – 2010	7	7/28/11	Buried
	Inmate Infraction	C1150	G	2006 – 2010	7	7/28/11	Buried

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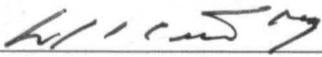
  
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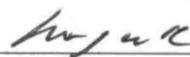
Wicomico County Department of Corrections	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2324
Reporting Agency		Prepare in Duplicate
Security Department		Retain one (1) copy and forward original to address on left.
Division or Unit		

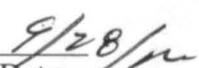
### CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
4.	Shift Activities – Central Control Release /Complaint	C1150	A	2006 - 2010	12	7/28/11	Buried
	Central Control Activity Sheet	C1150	B	2006 - 2010	12	7/28/11	Buried
	Prisoner Traffic Log	C1150	C	2006 - 2010	12	7/28/11	Buried
	Meal Count Form	C1150	D	2006 - 2010	12	7/28/11	Buried
	Daily Roster	C1150	E	2006 - 2010	12	7/28/11	Buried
	Body Receipt	C1150	F	2006 - 2010	12	7/28/11	Buried
	Delivery Vehicle Inspection	C1150	G	2006 - 2010	12	7/28/11	Buried
	Vehicle Inspection Log (Transportation Vehicles)	C1150	H	2006 - 2010	12	7/28/11	Buried
	Activity Log Books	C1150	I	2006 - 2010	12	7/28/11	Buried
	Supervisor Release Checklist	C1150	J	2006 - 2010	12	7/28/11	Buried
	Housing Unit Search Checklist	C1150	K	2006 - 2010	12	7/28/11	Buried
	Housing Unit Search	C1150	L	2006 - 2010	12	7/28/11	Buried
	Fire Drill	C1150	M	2006 - 2010	12	7/28/11	Buried

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Wicomico County Department of Corrections	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469 - 2324
Reporting Agency		Prepare in Duplicate
Security Department		Retain one (1) copy and forward original to address on left.
Division or Unit		

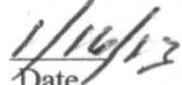
### CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1.	Security Equipment Inspection and Inventory Series - Security Equipment Issue and Inspection.	C1150	1 A	2006 - 2010	1	7/28/11	Buried
	Central Control Key Distribution	C1150	1 B	2006 - 2010	½	7/28/11	Buried
	Delivery Vehicle Inspection	C1150	1 C	2006 - 2010	½	7/28/11	Buried
	Radio Issue and Return	C1150	1 D	2006 - 2010	½	7/28/11	Buried
	Razor/Nail Clipper Log	C1150	1 E	2006 - 2010	½	7/28/11	Buried
	Monthly Security Inventory and Inspection	C1150	1 F	2006 - 2010	3	7/28/11	Buried
	Quarterly Key Inventory and Inspection	C1150	1 G	2006 - 2010	1	7/28/11	Buried
2.	Inmate Series - Inmate Request	C1150	2 A	2006 - 2010	3	7/28/11	Buried
	Barber Sign Up Sheet	C1150	2 B	2006 - 2010	½	7/28/11	Buried

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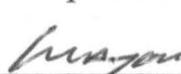
Wicomico County Department of Corrections	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2324
Reporting Agency		Prepare in Duplicate
Security Department		Retain one (1) copy and forward original to address on left.
Division or Unit		

### CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
	Institutional Laundry Form	C1150	2 C	2006 - 2008	1	7/28/11	Buried
	Inmate Grievance Form	C1150	2 D	2006 - 2008	1/2	7/28/11	Buried
	Property Release Form	C1150	2 E	2006 - 2008	1	7/28/11	Buried
	Telephone Request	C1150	2 F	2006 - 2008	1/2	7/28/11	Buried
	Inmate visitation Request	C1150	2 G	2006 - 2008	1/2	7/28/11	Buried
	Chain of Custody Drug Court	C1150	2 H	2006 - 2008	1	7/28/11	Buried
	Urine Control Sheet	C1150	2 I	2006 - 2008	1	7/28/11	Buried
	Weekly Sanitation Form	C1150	2 J	2006 - 2008	1	7/28/11	Buried
3.	Use of Force Series – Use of Force Form	C1150	3 A	2006 - 2008	2	7/28/11	Buried
	Medical Use of Force Clearance	C1150	3 B	2006 – 2008	1/2	7/28/11	Buried
	Use of Force Review Form	C1150	3 C	2006 – 2008	1/2	7/28/11	Buried
	Video	C1150	3 D	2006 – 2008	1	7/28/11	Buried
	Inmate Statement Form	C1150	3 E	2006 – 2008	1	7/28/11	Buried
	Incident Report	C1150	3 F	2006 – 2008	1	7/28/11	Buried
	Inmate Infraction	C1150	3 G	2006 – 2008	1	7/28/11	Buried

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 Date

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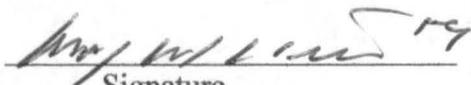
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Wicomico County Department of Corrections	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2324
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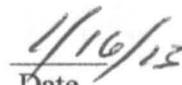
### CERTIFICATE OF RECORDS DISPOSAL

No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
4.	Shift Activities – Central Control Release /Complaint	C1150	4 A	2006 - 2008	1	7/28/11	Buried
	Central Control Activity Sheet	C1150	4 B	2006 - 2008	1	7/28/11	Buried
	Prisoner Traffic Log	C1150	4 C	2006 - 2008	1	7/28/11	Buried
	Meal Count Form	C1150	4 D	2006 - 2008	1	7/28/11	Buried
	Daily Roster	C1150	4 E	2006 - 2008	1	7/28/11	Buried
	Body Receipt	C1150	4 F	2006 - 2008	½	7/28/11	Buried
	Delivery Vehicle Inspection	C1150	4 G	2006 - 2008	½	7/28/11	Buried
	Vehicle Inspection Log (Transportation Vehicles)	C1150	4 H	2006 - 2008	½	7/28/11	Buried
	Activity Log Books	C1150	4 I	2006 - 2008	½	7/28/11	Buried
	Supervisor Release Checklist	C1150	4 J	2006 - 2008	3	7/28/11	Buried
	Housing Unit Search Checklist	C1150	4 K	2006 - 2008	½	7/28/11	Buried
	Housing Unit Search	C1150	4 L	2006 - 2008	½	7/28/11	Buried
	Fire Drill	C1150	4 M	2006 - 2008	1	7/28/11	Buried

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