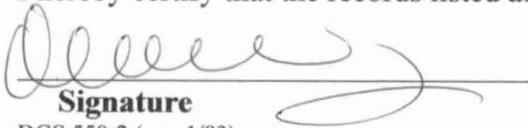


Wicomico County Department of Corrections	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2328
Reporting Agency		Prepare in Duplicate
Medical & Mental Health		Retain one (1) copy and forward original to address on 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	Monthly Hospitalization Emergency Room Log	C1184	2B	7/09 - 6/12	2 cubic ft.	8/7/12	burial
2	Monthly Medical Housing Log	C1184	2C	7/09 - 6/12	2 cubic ft.	8/7/12	burial
3	Monthly offsite and Specialist Referral log	C1184	2D	7/09 - 6/12	2 cubic ft.	8/7/12	burial
4	Automated External Defibrillator Daily	C1184	4F	7/09 - 6/12	2 cubic ft.	8/7/12	burial
5	First Aid kit Inventory Log	C1184	4D	7/09 - 6/12	2 cubic ft.	8/7/12	burial
6	Emergency bag Inventory Log	C1184	4E	7/09 - 6/12	2 cubic ft.	8/7/12	burial
7	Annual Physical Log	C1184	4C	7/09 - 6/12	2 cubic ft.	8/7/12	burial
8	Intake Screening Log	C1184	4A	7/09 - 6/12	2 cubic ft.	8/7/12	burial
9	Sharps Inventory Log	C1184	4G	7/09 - 6/12	2 cubic ft.	8/7/12	burial
10	Sharps Usage Log	C1184	4H	7/09 - 6/12	2 cubic ft.	8/7/12	burial
11	Clinic Logs	C1184	4I	7/09 - 6/12	2 cubic ft.	8/7/12	burial
12	14 Day Physical Log	C1184	4A	7/09 - 1/10	2 cubic ft.	8/7/12	burial
13	Pharmacy Requisition Forms	C1184	4J.1.	7/09 - 2/10	1 cubic ft.	8/7/12	burial
14	Pharmacy Requisition Forms	C1184	4J.1.	3/10 - 11/10	1 cubic ft.	8/7/12	burial
15	Pharmacy Requisition Forms	C1184	4J.1.	12/10 - 8/11	1 cubic ft.	8/7/12	burial
16	Pharmacy Requisition Forms	C1184	4J.1.	9/11 - 4/12	1 cubic ft.	8/7/12	burial

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


Signature
DGS 550-2 (rev. 1/93)

HSA
Title

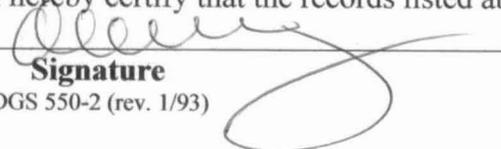
9/11/12
Date

Wicomico County Department of Corrections	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2328
Reporting Agency		Prepare in Duplicate
Medical & Mental Health		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.				
17	Pharmacy Requisition Forms	C1184	4.J.1.	5/12 - 6/12	1 cubic ft.	8/7/12	burial
18	Pharmacy Requisition Reports	C1184	4.J.2.	7/09 - 2/10	1 cubic ft.	8/7/12	burial
19	Pharmacy Requisition Reports	C1184	4.J.2.	3/10 - 11/10	1 cubic ft.	8/7/12	burial
20	Pharmacy Requisition Reports	C1184	4.J.2.	12/10 - 8/11	1 cubic ft.	8/7/12	burial
21	Pharmacy Requisition Reports	C1184	4.J.2.	9/11 - 4/12	1 cubic ft.	8/7/12	burial
22	Pharmacy Requisition Report	C1184	4.J.2.	5/12 - 6/12	.25 cubic ft.	8/7/12	burial
23	Pharmacy Return Reports	C1184	4.J.3.	7/09 - 6/12	2 cubic ft.	8/7/12	burial
24	Clinic Logs	C1184	4I	2/10 - 10/11	2 cubic ft.	8/7/12	burial
25	Clinic Logs	C1184	4I	11/11 - 6/12	2 cubic ft.	8/7/12	burial
26	Non Narcotic Medication Destruction Log	C1184	4.L.4.	7/09 - 6/12	.25 cubic ft.	8/7/12	burial
27	Inmate Medical and Mental Health Record Series	C1184	1. A - F	2002	6 cubic ft.	8/7/12	burial
28	Inmate Medical & Mental Health Records Series	C1184	1. A - F	2003	48 cubic ft.	8/7/12	burial
29	Inmate Medical & Mental Health Record Series	C1184	1. A - F	2004	32 cubic ft.	8/7/12	burial
30	Inmate Medical & Mental Health record Series	C1184	1. A - F	2005	20 cubic ft.	8/7/12	burial
31	Inmate Medical & Mental Health Record Series	C1184	1. A - F	2006	36 cubic ft.	8/7/12	burial

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


Signature
 DGS 550-2 (rev. 1/93)

HSA
Title

8/11/12
Date

Corrected

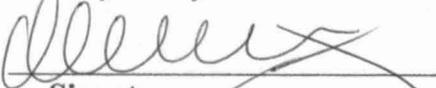
Corrected
Page 1 of 2

Wicomico County Department of Corrections	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2328
Reporting Agency		Prepare in Duplicate
Medical & Mental Health		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	Monthly Hospitalization Emergency Room Log	C1184	2B	7/09 - 6/12	2 cubic ft.	8/7/12	burial
2	Monthly Medical Housing Log	C1184	2C	7/09 - 6/12	2 cubic ft.	8/7/12	burial
3	Monthly offsite and Specialist Referral log	C1184	2D	7/09 - 6/12	2 cubic ft.	8/7/12	burial
4	Automated External Defibrillator Daily	C1184	4F	7/09 - 6/12	2 cubic ft.	8/7/12	burial
5	First Aid kit Inventory Log	C1184	4D	7/09 - 6/12	2 cubic ft.	8/7/12	burial
6	Emergency bag Inventory Log	C1184	4E	7/09 - 6/12	2 cubic ft.	8/7/12	burial
7	Annual Physical Log	C1184	4C	7/09 - 6/12	2 cubic ft.	8/7/12	burial
8	Intake Screening Log	C1184	4A	7/09 - 6/12	2 cubic ft.	8/7/12	burial
9	Sharps Inventory Log	C1184	4G	7/09 - 6/12	2 cubic ft.	8/7/12	burial
10	Sharps Usage Log	C1184	4H	7/09 - 6/12	2 cubic ft.	8/7/12	burial
11	Clinic Logs	C1184	4I	7/09 - 6/12	2 cubic ft.	8/7/12	burial
12	14 Day Physical Log	C1184	4B	7/09 - 1/10	2 cubic ft.	8/7/12	burial
13	Pharmacy Requisition Forms	C1184	4J.1.	7/09 - 2/10	1 cubic ft.	8/7/12	burial
14	Pharmacy Requisition Forms	C1184	4J.1.	3/10 - 11/10	1 cubic ft.	8/7/12	burial
15	Pharmacy Requisition Forms	C1184	4J.1.	12/10 - 8/11	1 cubic ft.	8/7/12	burial
16	Pharmacy Requisition Forms	C1184	4J.1.	9/11 - 4/12	1 cubic ft.	8/7/12	burial

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


 Signature
 DGS 550-2 (rev. 1/93)

RN, HSA
 Title

1/23/13
 Date

Corrected

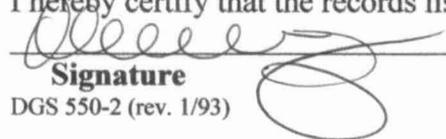
Corrected
Page 2 of 2

Wicomico County Department of Corrections	Department of General Services Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2328
Reporting Agency		Prepare in Duplicate
Medical & Mental Health		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.				
17	Pharmacy Requisition Forms	C1184	4J.1.	5/12 - 6/12	1 cubic ft.	8/7/12	burial
18	Pharmacy Requisition Reports	C1184	4J.2.	7/09 - 2/10	1 cubic ft.	8/7/12	burial
19	Pharmacy Requisition Reports	C1184	4J.2.	3/10 - 11/10	1 cubic ft.	8/7/12	burial
20	Pharmacy Requisition Reports	C1184	4J.2.	12/10 - 8/11	1 cubic ft.	8/7/12	burial
21	Pharmacy Requisition Reports	C1184	4J.2.	9/11 - 4/12	1 cubic ft.	8/7/12	burial
22	Pharmacy Requisition Report	C1184	4J.2.	5/12 - 6/12	.25 cubic ft.	8/7/12	burial
23	Pharmacy Return Reports	C1184	4J.3.	7/09 - 6/12	2 cubic ft.	8/7/12	burial
24	Clinic Logs	C1184	4I	2/10 - 10/11	2 cubic ft.	8/7/12	burial
25	Clinic Logs	C1184	4I	11/11 - 6/12	2 cubic ft.	8/7/12	burial
26	Non Narcotic Medication Destruction Log	C1184	4.L.4.	7/09 - 6/12	.25 cubic ft.	8/7/12	burial
27	Inmate Medical and Mental Health Record Series	C1184	1. A - F	2002	6 cubic ft.	8/7/12	burial
28	Inmate Medical & Mental Health Records Series	C1184	1. A - F	2003	48 cubic ft.	8/7/12	burial
29	Inmate Medical & Mental Health Record Series	C1184	1. A - F	2004	32 cubic ft.	8/7/12	burial
30	Inmate Medical & Mental Health record Series	C1184	1. A - F	2005	20 cubic ft.	8/7/12	burial
31	Inmate Medical & Mental Health Record Series	C1184	1. A - F	2006	36 cubic ft.	8/7/12	burial

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


 Signature
 DGS 550-2 (rev. 1/93)

RN, HSA
 Title

1/23/13
 Date