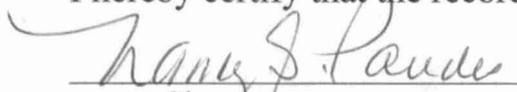


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Division or Unit		

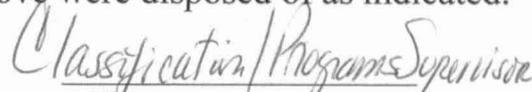
CERTIFICATE OF RECORDS DISPOSAL

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.	Inmate Classification File Series/ Pre - Classification Sheet	C1140	A	1995 - 2010	150	7/28/11	Buried
	PREA - Prison Rape Elimination Act of 2003	C1140	B	1995 - 2010	150	7/28/11	Buried
	Inmate Orientation Acknowledgement, Diet	C1140	C	1995 - 2010	150	7/28/11	Buried
	Religion Affiliation, and Housing Form	C1140	D	1995 - 2010	150	7/28/11	Buried
	Progress Sheet	C1140	E	1995 - 2010	150	7/28/11	Buried
	Inmate Request Slip	C1140	F	1995 - 2010	150	7/28/11	Buried
	Mental Health Evaluation Request	C1140	G	1995 - 2010	150	7/28/11	Buried
	Medical Clearance Request	C1140	H	1995 - 2010	150	7/28/11	Buried
	Kitchen Clearance Request	C1140	I	1995 - 2010	150	7/28/11	Buried
	Parole Application	C1140	J	1995 - 2010	150	7/28/11	Buried

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


Signature

DGS 550-2 (rev. 1/93)

 10/8/12
Title Date

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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.				
	Maryland Parole Commission-Recommendation	C1140	K	1995 - 2010	150	7/28/11	Buried
	Reclassification Form	C1140	L	1995 - 2010	150	7/28/11	Buried
	Parole Appeal Form	C1140	M	1995 - 2010	150	7/28/11	Buried
	Parole Waiver	C1140	N	1995 - 2010	150	7/28/11	Buried
	Parole Violation Hearing Master Docket	C1140	O	1995 - 2010	150	7/28/11	Buried
	Incident Report	C1140	P	1995 - 2010	150	7/28/11	Buried
	Notice of Infraction	C1140	Q	1995 - 2010	150	7/28/11	Buried
	Disciplinary Hearing Officer Report	C1140	R	1995 - 2010	150	7/28/11	Buried
	Disciplinary Hearing notice of Results	C1140	S	1995 - 2010	150	7/28/11	Buried
	Notice of Assignment of Administrative Segregation	C1140	T	1995 - 2010	150	7/28/11	Buried
	Notice of Protective Custody Placement	C1140	U	1995 - 2010	150	7/28/11	Buried
	Notice of Protective Custody Placement	C1140	V	1995 - 2010	150	7/28/11	Buried

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

Classification Programs Supervisor
 Title

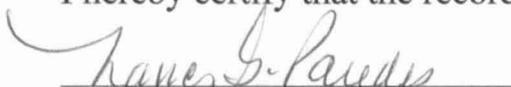
10/8/12
 Date

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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.				
	Inmate Movement Sheet	C1140	W	1995 - 2010	150	7/28/11	Buried
	Inmate Cell Transfer	C1140	X	1995 - 2010	150	7/28/11	Buried
	Segregation/Protective Custody Record and Certification	C1140	Y	1995 - 2010	150	7/28/11	Buried
	Work Release Eligibility	C1140	Z	1995 - 2010	150	7/28/11	Buried
	Weekly Job Assignment/Removal	C1140	AA	1995 - 2010	150	7/28/11	Buried
	General Correspondence	C1140	AB	1995 - 2010	150	7/28/11	Buried
2.	Volunteer File Series / Volunteer Application	C1140	A	1995 - 2010	150	7/28/11	Buried
	General Correspondence	C1140	B	1995 - 2010	150	7/28/11	Buried

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 Signature

Classification Programs Supervisor

 Title

10/8/12

 Date

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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.	Inmate Classification File Series/ Pre - Classification Sheet	C1140	1 A	1995	5	7/28/11	Buried
1.	PREA - Prison Rape Elimination Act of 2003	C1140	1 B	1995	5	7/28/11	Buried
1.	Inmate Orientation Acknowledgement, Diet	C1140	1 C	1995	5	7/28/11	Buried
1.	Religion Affiliation, and Housing Form	C1140	1 D	1995	5	7/28/11	Buried
1.	Progress Sheet	C1140	1 E	1995	5	7/28/11	Buried
1.	Inmate Request Slip	C1140	1 F	1995	5	7/28/11	Buried
1.	Mental Health Evaluation Request	C1140	1 G	1995	5	7/28/11	Buried
1.	Medical Clearance Request	C1140	1 H	1995	5	7/28/11	Buried
1.	Kitchen Clearance Request	C1140	1 I	1995	5	7/28/11	Buried
1.	Parole Application	C1140	1 J	1995	5	7/28/11	Buried

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

Randy Paulino
Signature

DGS 550-2 (rev. 1/93)

Classification Programs Supervisor
Title

1/16/13
Date

Corrected

Corrected
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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	51469-2330
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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.	Maryland Parole Commission-Recommendation	C1140	1 K	1995	5	7/28/11	Buried
1.	Reclassification Form	C1140	1 L	1995	5	7/28/11	Buried
1.	Parole Appeal Form	C1140	1 M	1995	5	7/28/11	Buried
1.	Parole Waiver	C1140	1 N	1995	5	7/28/11	Buried
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1.	Incident Report	C1140	1 P	1995	5	7/28/11	Buried
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1.	Disciplinary Hearing Officer Report	C1140	1 R	1995	5	7/28/11	Buried
1.	Disciplinary Hearing notice of Results	C1140	1 S	1995	5	7/28/11	Buried
1.	Notice of Assignment of Administrative Segregation	C1140	1 T	1995	5	7/28/11	Buried
1.	Notice of Protective Custody Placement	C1140	1 U	1995	5	7/28/11	Buried
1.	Notice of Protective Custody Placement	C1140	1 V	1995	5	7/28/11	Buried

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

Nancy Paulis
Signature

Classification/Program Supervisor
Title

01/16/13
Date

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Page 3 of 3

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	51469-2330
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1.	Weekly Job Assignment/Removal	C1140	1 AA	1995	5	7/28/11	Buried
1.	General Correspondence	C1140	1 AB	1995	5	7/28/11	Buried
2.	Volunteer File Series / Volunteer Application	C1140	2 A	1995	5	7/28/11	Buried
	General Correspondence	C1140	2 B	1995	5	7/28/11	Buried

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

Harvey Pauds
Signature

Classification Programs Supervisor 01/16/13
Title Date