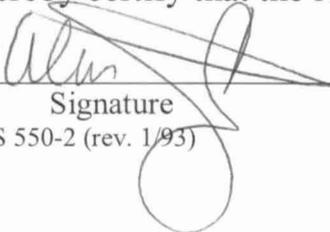


Wicomico County Department of Corrections	<b>Department of General Services</b> Records Management Division 7275 Waterloo Road (Rte. 175) P.O. Box 275 Jessup, Maryland 20794-0275	51469-2332
Reporting Agency		Prepare in Duplicate
Training Department		Retain one (1) copy and forward original to address on left.
Division or Unit		

### CERTIFICATE OF RECORDS DISPOSAL

No.	<u>Employee Records Series</u>	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Training Record Form	C1151	A	YR 1993-1995	1	06/01/12	Shredded
1	Field Training Officer (FTO) Certification form	C1151	B	YR 1993-1995	1	06/01/12	Shredded
1	Training Record Form	C1151	A	YR 1998-2002	1	06/01/12	Shredded
1	Field Training Officer (FTO) Certification form	C1151	B	YR 1998-2002	1	06/01/12	Shredded
2	Detention Center Regulations (DCR) Receipt form	C1151	A	YR 1993-1995	1	06/01/12	Shredded
2	Personal Data Form	C1151	B	YR 1993-1995	1	06/01/12	Shredded
2	Orientation Check List	C1151	C	YR 1993-1995	1	06/01/12	Shredded
2	Orientation for Contract Employees Check List	C1151	D	YR 1993-1995	1	06/01/12	Shredded
2	Detention Center Regulations (DCR) Receipt form	C1151	A	YR 1998-2002	1	06/01/12	Shredded
2	Personal Data Form	C1151	B	YR 1998-2002	1	06/01/12	Shredded
2	Orientation Check List	C1151	C	YR 1998-2002	1	06/01/12	Shredded
2	Orientation for Contract Employees Check List	C1151	D	YR 1998-2002	1/4	06/01/12	Shredded

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

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

Training Coordinator  
 \_\_\_\_\_  
 Title

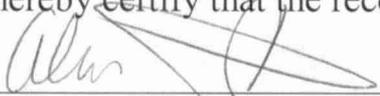
11/2/12  
 \_\_\_\_\_  
 Date

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	51469-2332 Prepare in Duplicate  Retain one (1) copy and forward original to address on left.
Reporting Agency		
Training Department		
Division or Unit		

### CERTIFICATE OF RECORDS DISPOSAL

No.	<u>Background Investigation</u> <u>File Series</u>	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
5	Present/Current Employer Reference forms	C1151	A	YR 2001-2005	1	10/29/12	Shredded
5	Present/Current Co-Worker Reference forms	C1151	B	YR 2001-2005	1	10/29/12	Shredded
5	Neighborhood Reference Forms	C1151	C	YR 2001-2005	1	10/29/12	Shredded
5	Personal Reference forms	C1151	D	YR 2001-2005	1	10/29/12	Shredded
5	Criminal History Check Results	C1151	E	YR 2001-2005	1	10/29/12	Shredded
5	Personal Data Documents	C1151	F	YR 2001-2005	1	10/29/12	Shredded
5	Application for Certification Forms (AFC)	C1151	G	YR 2001-2005	1	10/29/12	Shredded

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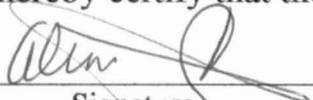
11/1/12  
 Date

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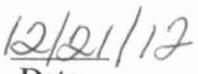
## CERTIFICATE OF RECORDS DISPOSAL

No.	<u>Employee Records Series</u>	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
1	Training Record Form	C1151	1A	YR 1993-1995	1	06/01/12	Shredded
1	Field Training Officer (FTO) Certification form	C1151	1B	YR 1993-1995	1	06/01/12	Shredded
1	Training Record Form	C1151	1A	YR 1998-2002	1	06/01/12	Shredded
1	Field Training Officer (FTO) Certification form	C1151	1B	YR 1998-2002	1	06/01/12	Shredded
2	Detention Center Regulations (DCR) Receipt form	C1151	2A	YR 1993-1995	1	06/01/12	Shredded
2	Personal Data Form	C1151	2B	YR 1993-1995	1	06/01/12	Shredded
2	Orientation Check List	C1151	2C	YR 1993-1995	1	06/01/12	Shredded
2	Orientation for Contract Employees Check List	C1151	2D	YR 1993-1995	1	06/01/12	Shredded
2	Detention Center Regulations (DCR) Receipt form	C1151	2A	YR 1998-2002	1	06/01/12	Shredded
2	Personal Data Form	C1151	2B	YR 1998-2002	1	06/01/12	Shredded
2	Orientation Check List	C1151	2C	YR 1998-2002	1	06/01/12	Shredded
2	Orientation for Contract Employees Check List	C1151	2D	YR 1998-2002	¼	06/01/12	Shredded

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 DGS 550-2 (rev. 1/93)

  
 Title

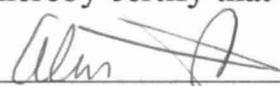
  
 Date

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	51469-2332
Reporting Agency		Prepare in Duplicate
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Division or Unit		

### CERTIFICATE OF RECORDS DISPOSAL

No.	<u>Background Investigation</u> <u>File Series</u>	Authorization		Inclusive Dates of Records Destroyed	Volume Cubic Feet	Date of Disposal	Method of Disposal
		Retention Schedule No.	Item No.				
5	Present/Current Employer Reference forms	C1151	5A	YR 2001-2005	1	10/29/12	Shredded
5	Present/Current Co-Worker Reference forms	C1151	5B	YR 2001-2005	1	10/29/12	Shredded
5	Neighborhood Reference Forms	C1151	5C	YR 2001-2005	1	10/29/12	Shredded
5	Personal Reference forms	C1151	5D	YR 2001-2005	1	10/29/12	Shredded
5	Criminal History Check Results	C1151	5E	YR 2001-2005	1	10/29/12	Shredded
5	Personal Data Documents	C1151	5F	YR 2001-2005	1	10/29/12	Shredded
5	Application for Certification Forms (AFC)	C1151	5G	YR 2001-2005	1	10/29/12	Shredded

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

  
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 DGS 550-2 (rev. 1/93)

Training Coordinator  
 \_\_\_\_\_  
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12/21/12  
 \_\_\_\_\_  
 Date