

Carroll County Detention Center	Maryland State Archives 350 Rowe Boulevard Annapolis, Maryland 21401-1686	51469-2354
Reporting Agency		Retain one (1) copy and forward original to address on left.
Records Department		
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.	Section and/or Item No.				
1	Cell restriction authorization 2009	C1186 / .01-A		1-16-13 2009 <i>CWS</i>	¼ inch	1-16-13	Shredding
2	Contractor/Non- Institutional tool inventory 2009	C1186 / .01-B		1-16-13 2009	2 inches	1-16-13	Shredding
3	Dental tool inventory 2009	C1186 / .01-C		1-16-13 2009	2 inches	1-16-13	Shredding
4	Nail clipper logs 2009	C1186 / .01-E		1-16-13 2009	2 inches	1-16-13	Shredding
5	Razor logs 2009	C1186 / .01-F		1-16-13 2009	2 inches	1-16-13	Shredding
6	Vehicle searches 2009	C1186 / .01-J		1-16-13 2009	2 inches	1-16-13	Shredding
7	Transportation logs 2009	C1186 / .01-K		1-16-13 2009	2 inches	1-16-13	Shredding
8	Transportation summary sheets 2009	C1186 / .01-L		1-16-13 2009	2 inches	1-16-13	Shredding
9	Emergency equipment sign-out forms 2009	C1186 / .01-M		1-16-13 2009	¼ inch	1-16-13	Shredding
10	Juvenile detention logs 2009	C1186 / .01-P		1-16-13 2009	¼ inch	1-16-13	Shredding
11	Weapons cleaning logs 2009	C1186 / .01-Q		1-16-13 2009 ✓	1 inch	1-16-13	Shredding

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

Michael D. Green Sr. 

Signature

Captain

Title

1-17-13

Date

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12	Fire safety inspections 2009	C1186 / .02-A		1-16-13 ^{CWS} 2009	3 inches	1-16-13	Shredding
13	Fire drills 2009	C1186 / .02-B		1-16-13 2009	3 inches	1-16-13	Shredding
14	First aid inventory and inspections 2009	C1186 / .02-C		1-16-13 2009	¼ inch	1-16-13	Shredding
15	Internal fire safety inspections 2009	C1186 / .02-D		1-16-13 2009	2 inches	1-16-13	Shredding
16	MOSH (Maryland Occupational Safety and Hazard) inspections 2009	C1186 / .02-E		1-16-13 2009	¼ inch	1-16-13	Shredding
17	Safety and security inspections 2009	C1186 / .02-F		1-16-13 2009	3 inches	1-16-13	Shredding
18	Sanitation inspections 2009	C1186 / .02-G		1-16-13 2009	3 inches	1-16-13	Shredding
19	Search reports 2009	C1186 / .02-H		1-16-13 2009	4 inches	1-16-13	Shredding
20	Supply inventory and inspections 2009	C1186 / .02-I		1-16-13 2009	1 inch	1-16-13	Shredding
21	Barber clipper inspections 2009	C1186 / .02-K		1-16-13 2009	2 inches	1-16-13	Shredding

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22	Inmate special diets 2009	C1186 / .03-A		1-16-13 2009 CWJ	1 inch	1-16-13	Shredding
23	Kitchen utensil checklist 2009	C1186 / .03-B		1-16-13 2009	12 inches	1-16-13	Shredding
24	Kitchen utensil sign out 2009	C1186 / .03-D		1-16-13 2009	6 inches	1-16-13	Shredding
25	Menu approvals 2009	C1186 / .03-E		1-16-13 2009	2 inches	1-16-13	Shredding
26	Commissary records 2009	C1186 / .03-F		1-16-13 2009	7 inches	1-16-13	Shredding
27	Food service inspections 2009	C1186 / .03-G		1-16-13 2009	1 inch	1-16-13	Shredding
28	Food service license 2009	C1186 / .03-H		1-16-13 2009 ✓	¼ inch	1-16-13	Shredding

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29	Vermin and pest control inspections 2009	C1186 / .04-A		1-16-13 2009 <i>CLB</i>	1/4 inch	1-16-13	Shredding
30	Housing reports 2009	C1186 / .04-B		1-16-13 2009	3 inches	1-16-13	Shredding
31	Inmate property inventory 2009	C1186 / .04-C		1-16-13 2009	3 inches	1-16-13	Shredding

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32	Religious service forms 2009	C1186 / .05-A		1-16-13 2009 CWG	3 inches	1-16-13	Shredding
33	Returned mail logs 2009	C1186 / .05-B		1-16-13 2009	3 inches	1-16-13	Shredding
34	Medical records and logs 2009	C1186 / .05-C		1-16-13 2009	12 inches	1-16-13	Shredding
35	Dietary medical screening 2009	C1186 / .05-D		1-16-13 2009	6 inches	1-16-13	Shredding
36	Legal mail logs 2009	C1186 / .05-E		1-16-13 2009	3 inches	1-16-13	Shredding

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37	Banking documents 2009	C1186 / .06-A		1-16-13	4 inches	1-16-13	Shredding
38	CJIS (Criminal Justice Information System) detention reports 2009	C1186 / .06-B		1-16-13	2 inches	1-16-13	Shredding
39	Daily calendar 2009	C1186 / .06-C		1-16-13	2 inches	1-16-13	Shredding
40	Expungements 2009	C1186 / .06-D		1-16-13	6 inches	1-16-13	Shredding
41	MILES/NCIC dissemination logs 2009	C1186 / .06-E		1-16-13	3 inches	1-16-13	Shredding
42	Money receipts 2009	C1186 / .06-F		1-16-13	3 inches	1-16-13	Shredding
43	Paid bills 2009	C1186 / .06-G		1-16-13	4 inches	1-16-13	Shredding
44	Inmate Base Files 2009	C1186 / .06-J		1-16-13	10 (12 x 10 x 24) boxes	1-16-13	Shredding
45	Inmate Medical Files 2007	C1186 / .06-K		1-16-13	10 (12 x 10 x 24) boxes	1-16-13	Shredding

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