

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

| DEPARTMENT OF JUVENILE SERVICES | | RESIDENTIAL FACILITIES |
|---------------------------------|---|------------------------|
| AGENCY | | DIVISION |
| Item No. | Description | Retention |
| 1 | <p>This schedule supercedes all the following previous outdated schedules: 224, 287, 598, 686, 686-A, 728, 1054 and 1144. This schedule covers all the records maintained by the Department in the following residential facilities: Charles H. Hickey, Jr. School, Montrose School, Boys' Village of Maryland, Thomas J.S. Waxter Children's Center, Arthur G. Murphy S. Youth Services Center, Maryland Youth Residence Center, Patterson House, Boys Group Home, Alfred D. Noyes Children's Center, J.DeWeese Carter Youth Facility, and all DJS Youth Centers.</p> <p>Moreover, this schedule shall also apply to all future facilities administered by the Department.</p> <p><u>HEADQUARTERS RECORDS - Office of the Assistant Secretary for Residential Facilities</u></p> <p>This series encompasses all records maintained at 321 Fallsway and includes all activity dealing with confidential issues with the Office of the Secretary and Deputy Secretary; inter and intra-state issues and policies involving Federal, State and Local agencies; and matters dealing with the Judicial Branch of the Government Court. Examples of the files maintained at Headquarters are listed as follows:</p> <ul style="list-style-type: none"> - Files on Residential Facilities including, but not limited to, issues of personnel, contracts, lease information, special incident reports, reports, documents, publications and all correspondences received from the Facility Superintendents. | |

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by

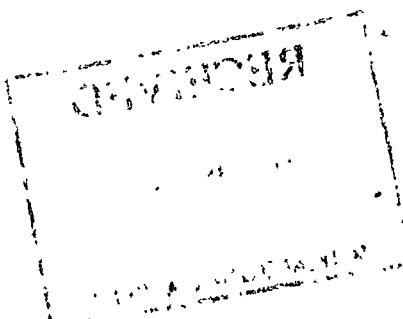
169/91 *Al Murphy* Deputy Secretary
7/23/91 *John P. ...* Director of Administration and Records Management
Date Signature Title

7/23/91 *Edward ...*
Date State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1384

PAGE
NO. 2 of 16

| Item No. | Description | Retention |
|----------|--|---|
| | <p><u>HEADQUARTERS RECORDS - Office of the Assistant Secretary for Residential Facilities (Continued)</u></p> <ul style="list-style-type: none"> - Research documents concerning the operation of the Department and residential facilities. - Correspondence and memoranda completed by Assistant Secretary responding to the issues regarding the internal organization as well as the external environment. - All correspondence received from the Office of the Secretary, Deputy Secretary and Assistant Secretaries, as well as administrators and superintendent including, but not limited to special programs, projects, issues involving the Legislature, policies and procedures defining residential facilities and other related issues. - From January 1990 to present, all matters concerning the operation of all residential facilities for juvenile offenders. | <p>Screen annually. Destroy materials no longer needed for current business. Directives and other materials related to planning and policy or that illustrate the development of the agency, retain permanently for eventual transfer to the Maryland State Archives.</p> |
| 2 | <p><u>PERSONNEL FOLDERS</u></p> <p>This series includes all standard personnel forms as well as other personnel media which provide supporting data for both special and general personnel records.</p> <p>Upon selection of employment within the the Department of Juvenile Services, either as a new hire, transfer, reinstatement or temporary employee, a personnel folder is prepared. This folder may contain all or some of the following documents:</p> <ul style="list-style-type: none"> - Application - Appointment Letter - Correspondence Relating to New Appointment - Personnel Payroll Form |  |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| Item No. | Description | Retention |
|----------|--|--|
| | <p><u>PERSONNEL FOLDERS</u> (Continued)</p> <ul style="list-style-type: none"> - Personnel Position Act Request - Personnel Recruitment Screening Report - Personnel Transaction Form - Employee Withholding Exemption Certificate - Designation of Beneficiary Form - Retirement Form - Affirmative Action Plan <p>During continued employment, the folder may contain the following:</p> <ul style="list-style-type: none"> - Police Checks - EAP Referral Letters and Correspondence - Grievance Actions - Orientation Program - MS 22 - MS 100 - Employment History - Commendations - Counseling Sessions - Efficiency Ratings - General Correspondence - Health Insurance Benefits Forms - Leave Forms - Probations - Resumes - Reclassifications - Training Information - Sick Leave Control Conference Forms - Substance Abuse Police Acknowledgement of Receipt - Summer Employment - Suspension Actions <p>The final documents in the folder are a personnel payroll form and the following:</p> <ol style="list-style-type: none"> i. Letter of Resignation ii. Retirement iii. Transfer iv. Dismissal | |
| 3 | <p><u>HISTORY CARDS</u></p> <p>Upon being selected for employment within a residential facility as a new hire, transfer, reinstatement or a temporary</p> | <p>Retain for five (5) years after termination of employment, then destroy</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| Item No. | Description | Retention |
|----------|---|--|
| | <p><u>HISTORY CARDS</u> (Continued)</p> <p>employee, a personnel history card is prepared. This record will contain, but is not limited to the following data:</p> <ul style="list-style-type: none"> - Name - Address - Social Security Number - Telephone Number - Race - Sex - Birthdate - Increment Date - Entry on Duty Date - Classification - Effective Date of Classification - Employment Status - Salary - Position Identification Number <p>Each reclassification, promotion, demotion, salary change, extended probation, title change, address or telephone number change is duly noted on the card.</p> <p>The last entry on the history card would be one of the following:</p> <ul style="list-style-type: none"> - Resignation - Retirement - Transfer - Dismissal - Expiration | <p>Retain for five (5) years after termination of employment, then destroy</p> |
| 4 | <p><u>PERSONNEL IDENTIFICATION NUMBER CARDS</u></p> <p>This record series contains information pertinent to the status of a specific position within the Department of Juvenile Services. This record includes, but is not limited to:</p> <ul style="list-style-type: none"> - Position Identification Number - Classification - Last Encumbent | <p>PIN Cards will be retained permanently, transfer periodically to State Archives</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| Item No. | Description | Retention |
|----------|---|---|
| 5 | <p><u>SUPERINTENDENT FILES</u></p> <p>The superintendent for each youth correctional facility is responsible for the coordination of all aspects of the operation of the facility, including plant, employee, and juvenile offenders. Files are maintained for all administrative activities involving the facility operation; with confidential issues with the Department's Headquarters; matters dealing with Department and State Policy. Examples of files maintained in the office of the Superintendent are:</p> <ul style="list-style-type: none"> - General files of general correspondence from the various areas of the facility, DJS headquarters - Files of DJS and facility policies and procedures | <p>Retain for five (5) years and then destroy if no longer applicable</p> |
| 6 | <p><u>GENERAL FILES</u></p> <p>This series is comprised of release documents used for supportive information. Examples are as follows:</p> <ul style="list-style-type: none"> - Bills for Supplies, Equipment or Services - Monthly Accident Reports, Sick Leave, Vacancy - Law Related Documents - Form Letters - Inventory Record - Outdated or Obsolete Forms - Clinical Services - Interdepartmental Letters and Memos - Expense Reports - Mileage Forms - Supply Requests - Correspondence and Memos on Programs or Field Services - Volunteer Coordinator Information - Departmental Policies and Regulations - Job Announcements - OSHA Documents - Certificates of Records Disposal - Monthly Statistical Requests - ISYS Printouts - Minutes of Meetings | <p></p> |

RECEIVED

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| Item No | Description | Retention |
|---------|---|---|
| | <p><u>GENERAL FILES</u> (Continued)</p> <ul style="list-style-type: none"> - Assorted Correspondence - General Requisition - Grievance Documents - Certificates of Records Disposal | <p>Retain for three (3) years, then destroy</p> |
| 7 | <p><u>DAILY ADMISSION LOGS</u></p> <p>This series contains the documentation of each youth's admission to the facility. Examples of the type of information contains is as follows:</p> <ul style="list-style-type: none"> - Admission Date - Admission Time - Youth's Name - Race - Sex - Date of Birth - Admitting County - County of Residence - Admitting Judge - Initial or Continued Detention - Name of Intake Person | <p>Retain for three (3) years, then destroy</p> |
| 8 | <p><u>DAILY RELEASE LOGS</u></p> <p>This series is the documentation of a youth's release from the facility. Examples of the type of information contained is as follows:</p> <ul style="list-style-type: none"> - Release Date - Youth's Name - County Detaining - Name and Agency of Person Receiving Custody of Youth | <p>Retain for three (3) years, then destroy</p> |
| 9 | <p><u>DAILY POPULATION RECORD</u></p> <p>This series contains records of the day-to-day population of the facility. Examples of the contained information are:</p> <ul style="list-style-type: none"> - Date - Facility Name - Listing of Residents - Number of Consecutive Nights of Detention - County Detaining | |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| Item No. | Description | Retention |
|----------|---|--|
| | <p><u>DAILY POPULATION RECORD (Continued)</u></p> <ul style="list-style-type: none"> - Assigned Juvenile Counselor - Court Date - ISYS Report - Daily Totals of Youth Detained and Released - Authorized Absences - Unauthorized Absences - Number of Youth in Detention 21 Days and Over - Number of Male and Female Youth | <p>Retain for three (3) years, then destroy</p> |
| 10 | <p><u>WORKERS COMPENSATION FIRST REPORT OF INJURY</u></p> <p>This series encompasses all materials related to employee related on duty accidents. The record will consist of:</p> <ul style="list-style-type: none"> - Accident Leave Information - Medical Documentation - Related Correspondence with the State Accident Fund, Medical Providers and Workmen's Compensation | <p>Retained by facility until final disposition, then destroyed after five (5) years</p> |
| 11 | <p><u>DEPARTMENT OF PERSONNEL ANNUAL REPORTS</u></p> <p>This series contains all state-wide Department of Personnel and Department of Juvenile Services Annual Reports. Examples of the contents are:</p> <ul style="list-style-type: none"> - Personnel Data and Statistics - Each Department's Number of Transactions, Grievances and Positions - Related Memos and Correspondence | <p>Retain for five (5) years, then destroy</p> |
| 12 | <p><u>YOUTH RECORDS (CENTRAL FILES)</u></p> <p>This series is comprised of all materials related to youth while attending the facility. Examples of the materials included are:</p> <ul style="list-style-type: none"> - Juvenile Court Order - Psychological Evaluation - Psychiatric Evaluation - Social History - Medical Consent Form - Face Sheet | |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| Item No. | Description | Retention |
|----------|--|--|
| | <p><u>YOUTH RECORDS (CENTRAL FILES)</u> (Continued)</p> <ul style="list-style-type: none"> - Progress Reports - Incident Reports - Drug and Alcohol Assessment - Behavioral Reports - Pre-admission Slip - Risk/Needs Form - Medical Information - Related Correspondence - Unit Notes - Court Reports - Case Notes - ISYS Printouts | <p>Retain for three (3) years following youth's release or until youth's 21st Birthday, whichever is sooner, then destroy.</p> |
| 13 | <p><u>FIRE DRILL LOGS</u></p> <p>This series contains the documentation of the length of time used to evacuate facility buildings in a practice fire drill. Included will be the dates of the drills, along with the time involved.</p> | <p>Retain three (3) years, then destroy</p> |
| 14 | <p><u>YOUTH MEDICAL RECORDS</u></p> <p>This series consists of all health care files of the youth in residence. Examples of the contents are:</p> <ul style="list-style-type: none"> - Face Sheet - Medical Consent - Admission Health Screen - Progress Notes - Physician's Order Sheet - Referral Forms - Laboratory Reports - Community Referral Reports - Medication Administration Records - Incident Reports - Psychotropic Drug Reports - Throat Culture Reports - Juvenile Court Orders Prescribing Specific Medical Care | <p>Retained until youth reaches age twenty-one (21) years old, then destroy</p> |
| 15 | <p><u>PSYCHOLOGICAL/PSYCHIATRIC REPORTS</u></p> <p>This series is comprised of psychological and psychiatric youth evaluation reports ordered by the Court.</p> | <p>Retain for five (5) years following youth's release or until youth's 21st Birthday, whichever is sooner, then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| Item No. | Description | Retention |
|----------|--|---|
| 16 | <p><u>ACCOUNTING RECORDS</u></p> <p>This record series encompasses files on the budgetary record of the facility. Examples of the contents are as follows:</p> <ul style="list-style-type: none"> - Payroll - Accounts Payable - Cash Receipts - Purchasing Orders | <p>Retain for three (3) years, then destroy</p> |
| 17 | <p><u>VOLUNTEER SERVICES</u></p> <p>This series incorporates all materials pertaining to donations of time, services, and materials to the facility. Examples of the record are:</p> <ul style="list-style-type: none"> - Monthly Reports - Policies and Procedures - Individual Volunteer Records - Activity Sheets - Donations - Acceptance Letters - Chapter I By-Laws, Notices, Meetings, and Announcements - Receipts - Purchase Orders - Notices - Related Correspondence | <p>Retain for five (5) years, then destroy</p> |
| 18 | <p><u>DEPUTY SUPERINTENDENT'S FILES</u></p> <p>This series contains assorted documents which are kept by the Deputy Superintendent office. Examples of the contained materials are:</p> <ul style="list-style-type: none"> - Informal Staff Records - General Correspondence - State, Departmental and Facility Related Policies and Procedures - Monthly Statistics | <p>Retain for five (5) years, then destroy</p> |
| 19 | <p><u>DIETARY SERVICES</u></p> <p>This series consist of general records of food and equipment ordered and current price lists. Content examples are:</p> | |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| Item No. | Description | Retention |
|----------|--|--|
| | <p><u>DIETARY SERVICES</u> (Continued)</p> <ul style="list-style-type: none"> - Purchase Orders - Receipts of Food - Receipts of Dietary Equipment - Contracts | <p>Retain for three (3) years, then destroy</p> |
| 20 | <p><u>GENERAL MAINTENANCE FILES</u></p> <p>This series contains files for facility buildings, grounds and equipment. Examples of the materials included are:</p> <ul style="list-style-type: none"> - Vehicle Accident Reports - Building Renovations - Permits and Licenses - Maintenance Contracts - Equipment Information - Inventory Records - Related Correspondence and Memos - Fire Marshall Reports - Bid Documents - Form Letters - Maps - Toll Tickets - Timesheets - Personnel Policies | <p>Retain for five (5) years, then destroy</p> |
| 21 | <p><u>VEHICLE RECORDS</u></p> <p>This series is comprised of documents used for information on cars, trucks, buses, vans, tractors, and heavy equipment. Content examples are:</p> <ul style="list-style-type: none"> - Copies of Titles and Registration - Bills of Sale - Vehicle Service Information - Repair Invoices - Inspection Reports - Emission Test Results - Purchase Dates - Disposal Dates | <p>Retain for one (1) year after the life of the vehicle, then destroy</p> |
| 22 | <p><u>BLUEPRINT FILE</u></p> <p>This series consists of blueprints of the facility buildings, grounds and under-ground wires and pipes and is used for renovation information. Examples are:</p> | |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| Item No. | Description | Retention |
|----------|--|--|
| | <p><u>BLUEPRINT FILE</u> (Continued)</p> <ul style="list-style-type: none"> - Blueprints of Existing and Proposed Buildings - Underground wires and pipes | <p>Retain permanently; transfer periodically to State Archives</p> |
| 23 | <p><u>WORK ORDER FILES</u></p> <p>This series is comprised of copies of all work orders completed by the facility maintenance department for future use in building maintenance. The file will contain completed work orders for all buildings, grounds and vehicles.</p> | <p>Retain for four (4) years, then destroy</p> |
| 24 | <p><u>MILEAGE FORM FILES</u></p> <p>This series contains copies of all mileage forms filed with the Department of Budget and Fiscal Planning for future reference as required. Examples of this record are:</p> <ul style="list-style-type: none"> - Copies of Monthly Mileage Forms - Vehicle Acquisition and Disposal Reports - Related Correspondence and Memos | <p>Retain for five (5) years, then destroy</p> |
| 25 | <p><u>TIMEKEEPING</u></p> <p>This series encompasses all materials related to employee working hours. Examples of the file are:</p> <ul style="list-style-type: none"> - Employee Time/Status Reports - Day Corrections and 10 Corrections - Time Cards and overtime Authorizations - FABS Printouts for Employee Leave Records - Monthly Sick Leave Reports - Quarterly and Annual Sick Leave Reports | <p>Retain for five (5) years or until audited, whichever is sooner, then destroy.</p> |
| 26 | <p><u>PRINCIPAL'S FILES</u></p> <p>This series incorporates all documentation and correspondence regarding the Education Program; Funding Sources; Budgetary; and Program Management from the office of the Principal. Examples are:</p> <ul style="list-style-type: none"> - Cumulative Student Educational Records - Program Results involving Achievement Test Data | <div data-bbox="1176 1617 1562 1893" style="border: 1px dashed black; padding: 5px;"> <p style="text-align: center;">RECEIVED</p> <p style="text-align: center;">10-1-75</p> <p style="text-align: center;">COMPUTER CENTER</p> </div> |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| Item No. | Description | Retention |
|----------|--|---|
| | <p><u>PRINCIPAL'S FILES</u> (Continued)</p> <ul style="list-style-type: none"> - Budgetary and Purchasing Information - General Program Procedures - Policies - State and Federal Projects | <p>Retain for ten (10) years, then destroy</p> |
| 27 | <p><u>SPEECH/LANGUAGE FILES</u></p> <p>This series consist of all materials relating to youth's speech and language assessment needs and treatment. Examples of the contents are:</p> <ul style="list-style-type: none"> - Individual Educational Plans - Contracts - Policies and Procedures - Assessment Plans - Instructional Materials - Test Forms - Testing Materials - Statistics - I.E.P. Goals - Therapy Materials - Related Correspondence and Memos | <p>Retain for five (5) years following youth's release or until youth's 21st Birthday, whichever is sooner, then destroy.</p> |
| 28 | <p><u>ADMINISTRATIVE FILE FOR EDUCATION PROGRAM</u></p> <p>This series is comprized of materials relates to the operation of the Educational Component of the facility. Material examples are:</p> <ul style="list-style-type: none"> - Personnel Records - Administrative Directives - Timesheets - Attendance Forms for Staff and Students - Policies and Procedures - Supply Requisitions - Educational Committee Records - Staff Evaluations - Unit Rosters - Permission Slips - Commisary Records - Detention Records - Special Education Forms - Inventories - Related Correspondence | <p>Retain for five (5) years, then destroy</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| Item No. | Description | Retention |
|----------|--|--|
| 29 | <p><u>REGULAR EDUCATION FILES</u></p> <p>This series contains all materials related to youth in the regular educational program while attending a residential facility. Examples of contents are as follows:</p> <ul style="list-style-type: none"> - Roll Books - Daily Logs - Lesson Plan Books - Test Scores - Inventory of School Supplies - Teacher's Individual Work Folders - Teacher Evaluations - Tapes (Student Record, Courses) - Educational Progress Reports - Computer Reports - Attendance Reports - Transcripts - Educational Management Plan Forms (w/Data) - Face Sheets - Classroom Contracts - Teacher Resource Material - Related Correspondence | <p>Retain roll books (student attendance) for fourteen (14) years, then destroy</p> <p>Retain all other listed items for five (5) years, then destroy.</p> |
| 30 | <p><u>SPECIAL EDUCATION FILES</u></p> <p>This series consists of all materials related to youth in the Special Education Program while attending a residential facility. File examples are:</p> <ul style="list-style-type: none"> - Face Sheets - Review Record - Tracking Sheet - SSIS Form - IEP - ARD Minutes - Psychological Report - Educational Assessment - Consentual Forms - Screening Forms - Social History - Public School Record - Maryland Student Transfer Record - Report Card - Progress Notes - Related Correspondence - Copies of Blank Forms - Statistical Reports - ARD Notices and Summaries | <p>Retain for five (5) years following youth's release or until youth's 21st Birthday, whichever is sooner, then destroy.</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. 1384

PAGE
NO. 14 of 16

| Item No. | Description | Retention |
|----------|---|--|
| 31 | <p><u>EDUCATIONAL GENERAL FILES</u></p> <p>This series consist of all the general files of the education department of the facility. Content examples are:</p> <ul style="list-style-type: none"> - Statistical Report Forms - Memos and Correspondence - IEP Forms - ARD forms - Initial Screening Forms - Referral Forms - Notification Forms - Parental Release of Records Forms - Maryland State Transfer Record Forms - COMAR Regulations - Consent Decree - SSIS Forms - Sample Forms - Outdated Forms, Reports and Information - Sample Tests - MDLC Documents | <p>Retain for five (5) years following youth's release or until youth's 21st Birthday, whichever is sooner, then destroy.</p> <p>Keep forms until no longer needed</p> |
| 32 | <p><u>EDUCATIONAL BUDGET FILES</u></p> <p>This series encompasses information concerning budget funding, as it pertains to the Education Program. Materials consist of information concerning Vocational, State and Special Education Funds, along with ECIA, Chapter I Funds.</p> | <p>Retain for five (5) years, then destroy</p> |
| 33 | <p><u>ON-SITE AUDITS, MONITORING AND EVALUATIONS</u></p> <p>This series consists of information and data resulting from the ECIA and MSDE Audits and Evaluations. Material examples are:</p> <ul style="list-style-type: none"> - ECIA On-Site Audits - Maryland State Department of Education Special Education Monitoring - Evaluations - Special Education Audits | <p>Retain for five (5) years, then destroy</p> |
| 34 | <p><u>GRAPHIC ARTS WORK SHEETS</u></p> <p>This series materials related to the graphic arts class of the educational program. Examples of the contents are:</p> | <p>REMOVED</p> |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| Item No. | Description | Retention |
|----------|--|--|
| | <p><u>GRAPHIC ARTS WORK SHEETS</u> (Continued)</p> <ul style="list-style-type: none"> - Blank Student Worksheets - Completed Worksheets - Lesson Plans - Contracts | <p>Retain for five (5) years, then destroy</p> |
| 35 | <p><u>VOCATION EDUCATION GENERAL FILE</u></p> <p>This series contains information and data on Vocational Education funds. Examples of the materials are:</p> <ul style="list-style-type: none"> - Proposals - Grants - Budget Information - General Correspondence | <p>Retain for five (5) years, then destroy</p> |
| 36 | <p><u>MASONRY RECORDS</u></p> <p>This series encompasses information pertaining to the facility education program. Material examples are:</p> <ul style="list-style-type: none"> - Inventory Files - Instructional Materials - Student Records | <p>Retain for five (5) years, then destroy</p> |
| 37 | <p><u>SHOP RECORDS</u></p> <p>This series is comprised of all information dealing with students involved in the shop class of the Educational Program. Material examples are:</p> <ul style="list-style-type: none"> - Competency Profiles - Contracts - Incident Reports - Review Forms - Instructional Materials on the Electric Trades | <p>Retain for five (5) years, then destroy</p> |
| 38 | <p><u>DAILY SHIFT REPORTS</u></p> <p>This series consists of daily reports of all activities that transpired on the Shift Coordinator's tour of duty.</p> | <p>Retain for five (5) years, then destroy</p> |
| 39 | <p><u>FLOPPY DISC FILES</u></p> <p>This series consists of the back-up for the hard disc in the computer. Examples of materials are:</p> | |

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

| Item No. | Description | Retention |
|----------|--|--|
| | <p><u>FLOPPY DISC FILES (Continued)</u></p> <ul style="list-style-type: none"> - Form copies - Documents - Statistical Reports | <p>Retain for five (5) years, then destroy</p> |
| 40 | <p><u>ACADEMIC CLASSROOM RECORDS</u></p> <p>This series consists of all materials relative to the academic classroom or the facility education program. Examples are:</p> <ul style="list-style-type: none"> - Pre- and Post-test Scores - Hickey Scope and Sequence - WICAT Manuals - GED Materials <li style="padding-left: 20px;">ARD Referral and Minutes - Answer Sheets - Computer Printouts - Incident and Review Reports - Woodrock Johnson Test Scores - Placement and Transfer Forms | <p>Retain for five (5) years, then destroy</p> |
| 41 | <p><u>UNIT LOG REPORTS</u></p> <p>This series encompasses the individual unit daily log record of all activities that take place on the unit. Examples of contents are:</p> <ul style="list-style-type: none"> - Shift Supervisors - Shift Population - All Population Changes - Unit Assignments - Special Incidents - All Population Activities <p>*****</p> | <p>Retain for five (5) years, then destroy</p> |

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 41

1. DEPARTMENT/AGENCY
Department of Juvenile Services

2. DIVISION
Residential Facilities

3. UNIT
Headquarters

DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Office of Assistant Secretary - Headquarters

5. EARLIEST YEAR/LATEST YEAR
1988 TO Present

5. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

The Assistant Secretary for Residential Facilities is responsible for the coordination of all aspects of facilities that house juvenile offenders. Files are maintained for all administrative activities involving the facilities operations in the 24 jurisdictions of the state; inter-state issues and procedures involving federal, state and local agencies; all administrative matters dealing with confidential issues with the office of the Secretary and Deputy Secretary; matters dealing with the Executive, Judiciary and Legislative Branches of the Government. Other materials might include but are not limited to: files for each facility, research documents, internal organization; and correspondence relating to facility programs.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
4
NUMBER COMPUTER TAPE(S)
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
1
NUMBER COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
5
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Headquarters

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S)
Annotated Code of Maryland Courts and Judicial

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
Proceedings, Section 3-828
 YES NO

18. RECOMMENDED RETENTION
Screen annually. Destroy materials no longer needed for current business. Directives and other materials related to planning and policy or that illustrate the development of the agency, retain permanently for eventual transfer to the Maryland State Archives.

19. NAME AND TITLE OF PREPARER
Sara Werther
Assistant Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 2 OF 41

1. DEPARTMENT/AGENCY
Department of Juvenile Services

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Personnel Records

5. EARLIEST YEAR/LATEST YEAR
1955 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
Files include all standard personnel forms as well as other media which support data for both special & general personnel records. Files may include, but are not limited to the following: MS 22; MS 100; Appointment Letter, Payroll Forms; Position Action Request; Recruitment Screening Report; Transaction Form; Withholding Exemption Certificate, Designation of Beneficiary Form; Retirement Form, Affirmative Action Plan; Police checks; grievance actions, orientation program, employment history; commendations; counseling sessions; efficiency ratings; Health insurance benefits, leave cards; probations; promotions; resumes; reclassifications; training information; sick leave; substance abuse; suspensions; temporary employment; letters of retirement, resignation, transfer, or dismissal; general correspondence, etc.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
560
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
20
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
immediately MONTH(S) YEAR(S)
NUMBER following employment termination

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO DJJ Headquarters

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S)
State Government Article Section 10-616
Annotated Code of Maryland

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for five (5) years after termination of employment, then destroy.

19. NAME AND TITLE OF PREPARER
Sandra Werther
Assistant Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 3 OF 41

1. DEPARTMENT/AGENCY
Department of Juvenile Services

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

History Cards

5. EARLIEST YEAR/LATEST YEAR

1980 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Upon being selected for employment within a residential facility as a new hire, transfer, reinstatement or a temporary employee, a personnel history card is prepared. This record will contain, but is not limited to, the following data: Name, Address; Social Security number; telephone number; race; sex; birthdate; increment date; entry on duty date; classification; effective date of classification; employment status; salary; position identification number. Each reclassification, promotion, demotion, salary change, extended probation, title change, address or telephone number change is duly noted on the card. The last entry on the History card would be one of the following: resignation, retirement; transfer; dismissal; expiration.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER(SPECIFY)

5" X 8"

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

11
NUMBER

5" X 8" cardfile

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
- MICROFILM REEL(S)
- COMPUTER TAPE(S)
- OTHER(SPECIFY)

1/2
NUMBER

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER immediately following employee termination
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO

(IF YES, CITE LAW(S) & REGULATION(S)
State Government Article Section 10-616

Annotated Code of Maryland

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES NO

18. RECOMMENDED RETENTION

Retain for five (5) years after termination of employment, then destroy.

19. NAME AND TITLE OF PREPARER

Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER

461-0365

21. DATE

7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 4 OF 41

1. DEPARTMENT/AGENCY
Department of Juvenile Services

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Personnel Identification Number Cards

5. EARLIEST YEAR/LATEST YEAR

1974 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This record series contains information pertinent to the status of a specific position within the Department of Juvenile Services. This record includes, but is not limited to, PIN (Position Identification Number); classification; and last incumbent.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

5" X 8"

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

9
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

1/2
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
when position is abolished
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))
State Government Article Section 10-616
Annotated Code of Maryland

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
PIN cards will be retained permanently,
transfer periodically to State Archives.

19. NAME AND TITLE OF PREPARER
Sandra Werther
Assistant Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 5 OF 41

1. DEPARTMENT/AGENCY
Department of Juvenile Services

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Superintendent's Files

5. EARLIEST YEAR/LATEST YEAR
1988 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
The Superintendent for each Youth Correctional Facility is responsible for the coordination of all aspects of the operation of the facility, including plant, employee and juvenile offenders. Files are maintained for all administrative activities involving the facility operation with confidential issues with the Department's Headquarters, matters dealing with Department & State Policy. Other materials might include, but are not limited to: Informal Staff files, Internal organization, General Correspondence, Special Incidents.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
44 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
11 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S)
Annotated Code of Maryland, Courts & Judicial Proceedings.
S3-808

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for five (5) years and then destroy if no longer applicable

19. NAME AND TITLE OF PREPARER
Sara Werther
Assistant Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 6 OF 41

1. DEPARTMENT/AGENCY

DJS

2. DIVISION

Residential Facilities

3. UNIT

Youth Correctional Facility

DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

General Files

5. EARLIEST YEAR/LATEST YEAR

1982 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Release documents used for supportive information. Record series may include, but is not limited to the following: Bills for supplies; equipment, or services; monthly accident reports; law related documents; form letters; inventory records; outdated or obsolete forms; clinical services; interdepartmental letters and memos; expense reports; mileage forms; supply requests; correspondence and memos on programs or Field Services; Volunteer Coordinator information; departmental policies and regulations; job announcements; OSHA documents; certificates of records disposal; monthly statistical requests; ISYS printouts; minutes of meetings; assorted correspondence; general requisition.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
- 56
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
- 12
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO

(IF YES, CITE LAW(S) & REGULATION(S)
State Government Article Section 10-616
Annotated Code of Maryland

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES NO

18. RECOMMENDED RETENTION

Retain for three (3) years, then destroy

19. NAME AND TITLE OF PREPARER

andra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER

461-0365

21. DATE

7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 7 OF 41

1. DEPARTMENT/AGENCY

DJS

2. DIVISION

Residential Facilities

3. UNIT

Youth Correctional Facility

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Daily Admission Logs

5. EARLIEST YEAR/LATEST YEAR

1987 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series contains documentation of each youth's admission to the facility. The materials may contain, but may not be limited to the following: Admission Date and Time; Youth's Name, Race, Sex, and Date of Birth; Admitting County; County of Residence; Admitting Judge; Initial or Continued Detention; Name of Intake Person

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- 16
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- 2
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- MONTH(S) YEAR(S)
- 3
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO

(IF YES, CITE LAW(S) & REGULATION(S)
Annotated Code of Maryland Courts and
Judicial Proceedings, S3-828

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES NO

18. RECOMMENDED RETENTION

Retain for three (3) years, then destroy

19. NAME AND TITLE OF PREPARER

Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER

461-0365

21. DATE

7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 8 OF 41

1. DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Daily Release Logs

5. EARLIEST YEAR/LATEST YEAR
1987 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series documents the release of each youth that leaves. Record may contain, but may not be limited to the following: Release Date; Youth Name; County Detaining; Name of person releasing youth and agency they are from.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
16
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
2
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S)
Annotated Code of Maryland Courts and
Judicial Proceedings S-3828

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for three (3) years, then destroy

19. NAME AND TITLE OF PREPARER
Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 9 OF 41

1. DEPARTMENT/AGENCY
Department of Juvenile Services

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Daily Population Record

5. EARLIEST YEAR/LATEST YEAR
1987 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
This series contains recorded daily population of the facility. The record may contain, but is not limited to: the date; facility name; listing of residents; consecutive nights of detention; county detaining; juvenile counselor; court date; ISYS reports; daily totals of youth detained & released; authorized absences; unauthorized absences, youth in detention 21 days and over; number of male and female youth.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
10
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
2
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S)
Annotated Code of Maryland Courts & Judicial Proceedings
SS-828

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for three (3) years, then destroy.

19. NAME AND TITLE OF PREPARER
Sandra Werther
Assistant Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 10 OF 41

1. DEPARTMENT/AGENCY
Department of Juvenile Services

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Workers Compensation First Report of Injury

5. EARLIEST YEAR/LATEST YEAR
1985 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series contains all materials related to employee related on duty accidents. The record will contain, but not be limited to accident leave information; medical documentation; and general correspondence with State Accident Fund, medical providers and Workman's Compensation.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
0
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
2
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES NO

18. RECOMMENDED RETENTION

Retain by facility until final disposition, then destroyed after five (5) years

19. NAME AND TITLE OF PREPARER
Sandra Werther
Assistant Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE

7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 273
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 11 OF 41

1. DEPARTMENT/AGENCY
Department of Juvenile Services

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Department of Personnel Annual Reports

5. EARLIEST YEAR/LATEST YEAR

1985 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
This series consists of all state-wide Department of Personnel and Department of Juvenile Services Annual Reports, containing, but not limited to, the following: Personnel Data and statistics; each Department's number of transactions, grievances, positions; related memos and correspondence.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
4
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
2
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 5 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES NO

18. RECOMMENDED RETENTION

Data will be retained by the facility for five (5) years then destroyed.

19. NAME AND TITLE OF PREPARER

Sandra Werther
Assistant Records Coordinator

20. TELEPHONE NUMBER

461-0365

21. DATE

7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 12 OF 41

1. DEPARTMENT/AGENCY
Department of Juvenile Services

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Youth Records (Central File)

5. EARLIEST YEAR/LATEST YEAR
1982 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series contains all materials related to youth while attending a residential facility. The record may include, but is not limited to the following: Juvenile Court Order; Face Sheet; Risk/Needs Forms; Psychological evaluation; Progressive reports; Medical information; Psychiatric evaluation; Incident reports; related correspondence; social history; drug & alcohol assessment; unit notes; medical consent form; behavioral reports; court reports; pre-admission slips; case notes; and ISYS print outs.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
800
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
68
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S)
Annotated Code of Maryland Courts & Judicial proceedings
53-828

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for three (3) years following youth's release or until youth's 21st Birthday, whichever is sooner, then destroy.

19. NAME AND TITLE OF PREPARER
Sandra Werther
Assistant Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 273
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 13 OF 41

1. DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Fire Drill Logs

5. EARLIEST YEAR/LATEST YEAR
1989 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series contains the documentation of the length of time used to evacuate facility buildings in a practice fire drill.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- 4
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- 1
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain three (3) years, then destroy

19. NAME AND TITLE OF PREPARER
Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 14 OF 41

1. DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Youth Medical Records

5. EARLIEST YEAR/LATEST YEAR
1982 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
This record series consists of the Health Care Files on youth committed and detained at each Youth Correctional Facility. This medical file includes, but is not limited to the following: Face sheet; medical consent; admission health screen; progress notes; physician's order sheet; referral forms; laboratory reports; community referral reports; medication administration records; incident reports; psychotropic drug reports; throat culture reports.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
100
NUMBER
10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
64
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S)
Annotated Code of Maryland Courts and
Judicial Proceedings, S3-828

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain until youth reaches age twenty-one years old, then destroy

19. NAME AND TITLE OF PREPARER
andra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 15 OF 41

1. DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Psychological/Psychiatric Reports

5. EARLIEST YEAR/LATEST YEAR
1987 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
This series is comprised of psychological and psychiatric youth evaluation reports that have been ordered by the Court.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
20 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)
Floppies

10. ANNUAL ACCUMULATION
8 FILE DRAWER(S)
NUMBER MICROFILM REEL(S)
40 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)
Floppies

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Youth Records

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S)
Annotated Code of Maryland Courts and
Judicial Proceedings, S-3828

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
For floppy disks, last name of youth and month of evaluation is recorded

18. RECOMMENDED RETENTION
Retain for five (5) years following youth's release or until youth's 21st Birthday, whichever is sooner, then destroy.

19. NAME AND TITLE OF PREPARER
Andra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 16 OF 41

1. DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Accounting Records

5. EARLIEST YEAR/LATEST YEAR
1982 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This record series encompasses files on the budgetary record of the facility. Materials may include but are not limited to the following: Payroll; accounts payable; cash receipts; purchasing orders

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
106 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
40 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for three (3) years, then destroy

19. NAME AND TITLE OF PREPARER
Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 273
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 17 OF 41

1. DEPARTMENT/AGENCY

DJS

2. DIVISION

Residential Facilities

3. UNIT

Youth Correctional Facility

DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Volunteer Services

5. EARLIEST YEAR/LATEST YEAR

1974 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This record series incorporates all materials pertaining to donations that assist in enhancing the existing facility programs and meeting the needs of the youth residing at the facility. Files are maintained for monthly reports; policies and procedures; individual volunteer records; activity sheets; donations; acceptance letters; Chapter I by laws, notices, meetings and announcements. Other materials might include, but are not limited to are: receipts, purchase orders, notices and related correspondence.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
18 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
4 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 5 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES NO

18. RECOMMENDED RETENTION

Retain five (5) years, then destroy

19. NAME AND TITLE OF PREPARER

Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER

461-0365

21. DATE

7/15/91

INSTRUCTIONS-TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 18 OF 41

1. DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Deputy Superintendent's Files

5. EARLIEST YEAR/LATEST YEAR
1975 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series contains assorted documents which are kept by Deputy Superintendent. The documents include, but are not limited to the following: Informal staff records; general correspondence; state departmental and facility related policies and procedures; monthly statistics

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
40 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
2 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S)
Annotated Code of Maryland Courts and
Judicial Proceedings, S3-828

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for five (5) years, then destroy

19. NAME AND TITLE OF PREPARER
Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 19 OF 41

1. DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Dietary Services

5. EARLIEST YEAR/LATEST YEAR
1980 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series contains general records of food and equipment ordered and current price lists. Other materials might include but are not limited to: Files on the purchasing and receiving of food and dietary equipment.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
18 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
2 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for three (3) years, then destroy

19. NAME AND TITLE OF PREPARER
Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 20 OF 41

1. DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
General Maintenance Files

5. EARLIEST YEAR/LATEST YEAR
1960 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

General maintenance files for building grounds and equipment are included in this series. Records include but are not limited to the following: Vehicle accident reports; building renovations; permits and licenses; maintenance contracts; equipment information; inventory records; correspondence and memos on maintenance; Fire Marshall reports; bid documents; form letters; maps; toll tickets; time sheets; personnel policies.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
48 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
5 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain Records for five (5) years, then destroy

19. NAME AND TITLE OF PREPARER
Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 21 OF 41

1. DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Vehicle Records

5. EARLIEST YEAR/LATEST YEAR
1963 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series contains documents used for information on cars, trucks, buses, vans, tractors and heavy equipment. Records include but are not limited to the following: Copies of titles and registration cards, bill of sales, vehicle service information, repair invoices, vehicle inspection reports for emission test, dates of purchase and disposal.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
- 6
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
- 2
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
6 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for one (1) year after the life of the vehicle, then destroy

19. NAME AND TITLE OF PREPARER
Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 22 OF 41

1. DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Blueprint File

5. EARLIEST YEAR/LATEST YEAR
1960 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
This record consists of Blueprints of buildings, grounds and underground wires and pipes needed for new building and renovation information. This file contains but is not limited to: blueprints of existing buildings; proposed buildings; underground wires and pipes.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)
Full Size Blueprints

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)
Buildings & Renovations

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
2
NUMBER OTHER(SPECIFY)
Blueprint cabinet

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
2-3
NUMBER OTHER(SPECIFY)
Blueprints

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER N/A
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain permanently; transfer periodically to State Archives

19. NAME AND TITLE OF PREPARER
Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 23 OF 41

1. DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Work Order Files

5. EARLIEST YEAR/LATEST YEAR
1986 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This record series contains copies of work orders completed by the maintenance department for future use in building maintenance. The file may include but is not limited to completed work orders for all buildings, grounds and vehicles.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY) 8½X5½

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

By Building & Vehicle

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
12
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
2
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
4
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for four (4) years, then destroy

19. NAME AND TITLE OF PREPARER
Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 24 OF 41

1. DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Mileage Form Files

5. EARLIEST YEAR/LATEST YEAR
1986 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series contains copies of all mileage forms filed with the Department of Budget and Fiscal Planning for future reference as required. Records include but are not limited to the following: Copies of all monthly mileage forms, vehicle acquisition and disposal reports, correspondence and memos regarding vehicles.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- 6
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- 3
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
5
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Dept. of Budget and Fiscal Planning

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for five (5) years, then destroy

19. NAME AND TITLE OF PREPARER
Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 25 OF 41

1. DEPARTMENT/AGENCY

DJS

2. DIVISION

Residential Facilities

3. UNIT

Youth Correctional Facility

DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Time Keeping

5. EARLIEST YEAR/LATEST YEAR

1987 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series encompasses all materials relating to employee working hours. Materials may include but may not be limited to: Employee time/status report for all employees; day corrections and 10 corrections to employee time/status reports; time cards and overtime authorizations; leave cards; doctor slips; Workmen's compensation authorization; FABS printouts for employees' leave records; monthly sick leave reports; quarterly annual and sick leave reports.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
- 225
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
- 10
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- Remain active MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO DJS Headquarters

15. ACCESS RESTRICTIONS YES NO

(IF YES, CITE LAW(S) & REGULATION(S)
COMAR Title 06, Chapter 04

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES NO

18. RECOMMENDED RETENTION

Retain for five (5) years or until audited, whichever is sooner, then destroy.

19. NAME AND TITLE OF PREPARER

Andra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER

461-0365

21. DATE

7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 273
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 26 OF 41

DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Principal's Files

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series incorporates all documentation and correspondence regarding the education program; funding sources; budgetary and program management. Other materials that may be included but not limited to are: cumulative students' educational records; program results involving achievement test data and budgetary and purchasing information; general program procedures; policies; state and federal projects.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
75 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
40 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S)
Annotated Code of Maryland Courts and
Judicial Proceedings, Section 3-828

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for ten (10) years and then
destroy

NAME AND TITLE OF PREPARER
Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 27 OF 41

1. DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Speech/Language Files

5. EARLIEST YEAR/LATEST YEAR
1987 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series consist of all materials relating to youth's speech and language assessment needs and treatment. The materials include but are not limited to: Individual educational plans, contracts, policies and procedures; assessment plans; instructional materials, test forms; testing materials; statistics; I.E.P. goals; related correspondence and memorandums; therapy materials.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
28 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
8 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 5 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- { IF YES, SPECIFY AGENCY OR OFFICE }
 YES NO Youth Records

15. ACCESS RESTRICTIONS YES NO

{ IF YES, CITE LAW(S) & REGULATION(S).
Annotated Code of Maryland and Judicial
Proceedings Section 3-828

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? { IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE }

- YES NO

18. RECOMMENDED RETENTION

Retain for five (5) years following a youth's release, or until their 21st birthday, whichever is sooner, then destroy.

19. NAME AND TITLE OF PREPARER

Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER

461-0365

21. DATE

7/15/91

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY
PAGE 28 OF 41

| | | |
|-----------------------------|---------------------------------------|--|
| 1. DEPARTMENT/AGENCY DJS | 2. DIVISION Residential Facilities | 3. UNIT Youth Correctional Facility |
|-----------------------------|---------------------------------------|--|

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

| | |
|---|---|
| 4. RECORD SERIES TITLE Administrative File for Education Program | 5. EARLIEST YEAR/LATEST YEAR <u>1980</u> TO <u>Present</u> |
|---|---|

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series is comprised of materials related to the operation of the educational component of the facility. The materials include but are not limited to: Personnel records; administrative directives; time sheets; attendance forms for staff and students; policies and procedures; supply requisition; educational committee records; staff evaluations; unit rosters; permission slips; commissary records; detention records; special education forms; inventories; related correspondence.

| | | |
|---|--|--|
| 7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input checked="" type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) | 8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY) | 9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>60</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>36</u> Bound Books |
| | | 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <u>4</u> <input type="checkbox"/> COMPUTER TAPE(S) NUMBER <input type="checkbox"/> OTHER(SPECIFY) |

| | |
|--|--|
| 11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY | 12. FILE BECOMES INACTIVE AFTER <u>5</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) |
|--|--|

| | |
|---|---|
| 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Any Youth Correctional Facility | 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO DJS Headquarters; Youth Records; Personnel File |
|---|---|

| | |
|---|---|
| 15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S) Annotated Code of Maryland and Judicial Proceedings, Section 3-828 | 16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT |
|---|---|

| | |
|--|--|
| 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | 18. RECOMMENDED RETENTION Retain for five (5) years, then destroy |
|--|--|

| | | |
|---|----------------------------------|---------------------|
| 19. NAME AND TITLE OF PREPARER Sandra Werther Asst. Records Coordinator | 20. TELEPHONE NUMBER 461-0365 | 21. DATE 7/15/91 |
|---|----------------------------------|---------------------|

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 273
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 29 OF 41

1. DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Regular Educational Files

5. EARLIEST YEAR/LATEST YEAR
1980 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series contains all materials related to youth in the regular educational program while attending a residential facility. The record may include but is not limited to the following: Roll books; daily logs; lesson plan books; test scores; inventory of school supplies; teachers individual work folder; teacher evaluations; tapes (student records, courses); educational progress reports; computer reports; attendance reports; transcripts; educational management plan forms; teacher resource material; correspondence; classroom contracts; face sheet; youth contracts.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
460
NUMBER COMPUTER TAPE(S)
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
60
NUMBER COMPUTER TAPE(S) (2)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
5
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S).
Annotated Code of Maryland and Judicial
Proceedings, Section 3-828

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION

Retain roll books (student attendance) for fourteen (14) years, then destroy
Retain all other listed items for five (5) years then destroy.

19. NAME AND TITLE OF PREPARER
Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

1. DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Special Education Files

5. EARLIEST YEAR/LATEST YEAR
1986 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series contains all materials related to youth in the Special Educational Program while attending a residential facility. The record may include but is not limited to the following: Face sheets; review records; tracking sheet; SSIS form; IEP; ARD minutes; psychological report; educational assessment; consentual forms; screening forms; social history; public school records; Maryland Student Transfer Records; report card; progress notes; related correspondence; copies of blank forms; statistical report; ARD notices and summaries.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
- MICROFILM REEL(S)
- 20 COMPUTER TAPE(S)
- OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
- MICROFILM REEL(S)
- 10 COMPUTER TAPE(S)
- OTHER(SPECIFY)

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 5 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
- YES NO

15. ACCESS RESTRICTIONS YES NO

(IF YES, CITE LAW(S) & REGULATION(S)
COMAR 94-142

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES NO

18. RECOMMENDED RETENTION

Records retained for five (5) years following a student's release or 21st birthday, whichever is sooner, then destroy.

19. NAME AND TITLE OF PREPARER

Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER

461-0365

21. DATE

7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 31 OF 41

1. DEPARTMENT/AGENCY

DJS

2. DIVISION

Residential Facilities

3. UNIT

Youth Correctional Facility

DEFINITION-RECORD SERIES--A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Educational General Files

5. EARLIEST YEAR/LATEST YEAR

1986 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series includes, but is not limited to the following: Statistical report forms; memos; correspondence; IEP forms; ARD forms; initial screening forms; referral forms; notification forms; parental release of records forms; maryland student transfer record forms; COMAR Regulations; consent decree; SSIS forms; sample forms; outdated forms; reports and information; sample tests; MDLC documents.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

Per Category

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

13
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

4
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 5 NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO

(IF YES, CITE LAW(S) & REGULATION(S)
Annotated Code of Maryland Courts and
Judicial Proceedings, Section 3-828

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES NO

18. RECOMMENDED RETENTION

Retain for five (5) years after a youth is released or 21st birthday, whichever is sooner, then destroy.

Keep forms until no longer needed

19. NAME AND TITLE OF PREPARER

Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER

461-0365

21. DATE

7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 32 OF 41

1. DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Educational Budget Files

5. EARLIEST YEAR/LATEST YEAR
1990 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series encompasses information concerning budget funding, as it pertains to the operation of the education program. The materials consist of but are not limited to information concerning Vocational Education; State; Special Education Funds, and ECIA, Chapter I Funds.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
4 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
4 MICROFILM REEL(S)
NUMBER COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for five (5) years, then destroy

19. NAME AND TITLE OF PREPARER
Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 33 OF 41

1. DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
On-Site Audits and Monitoring and Evaluations

5. EARLIEST YEAR/LATEST YEAR
1986 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

The series consists of information and data resulting from the ECIA and MSDE audits and evaluations. The materials include but are not limited to ECIA On-Site Audits and Maryland State Department of Education Special Education Monitoring and Evaluations, and Special Education Audits.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

by Subject Category

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
- 6
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
- 2
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION

Retain for five (5) years, then destroy

RECEIVED

19. NAME AND TITLE OF PREPARER
Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 34 OF 41

1. DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Graphic Arts Work Sheets

5. EARLIEST YEAR/LATEST YEAR

1990 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series contains student work sheets from the graphic arts text book. Other materials may include but not be limited to are: completed contracts, lesson plans and worksheets.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
8 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
4 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 5 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES NO

18. RECOMMENDED RETENTION

Retain for five (5) years, then destroy

19. NAME AND TITLE OF PREPARER

Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER

461-0365

21. DATE

7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 35 OF 41

1. DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Vocational Education General File

5. EARLIEST YEAR/LATEST YEAR
1989 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series contains information and data on vocational education funds. Materials included but not limited to are as follows: Proposals; grants; budget information and general correspondence.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

By Funding Source

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
- 2
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
- 2
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 MONTH(S) MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES NO

18. RECOMMENDED RETENTION

Retain for five (5) years, then destroy

NAME AND TITLE OF PREPARER
Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 36 OF 41

1. DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES-A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Masonry Records

5. EARLIEST YEAR/LATEST YEAR
1986 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series encompasses information pertaining to the masonry classes of the facility education program. The materials may include but not be limited to: Inventory files; instructional materials and student records.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
6 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
2 MICROFILM REEL(S)
NUMBER COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S)
Annotated Code of Maryland Courts and
Judicial Proceedings, Section 3-828

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN
BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES NO

18. RECOMMENDED RETENTION

Retain for five (5) years, then destroy

19. NAME AND TITLE OF PREPARER
Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 273
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 37 OF 41

1. DEPARTMENT/AGENCY
JS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Shop Records

5. EARLIEST YEAR/LATEST YEAR
1987 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series is comprised of all information dealing with students involved in the shop class of the educational program. Materials include, but may not be limited to the following: Competency profiles; contracts; incident reports; instructional materials on electrical trades; review forms.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
12
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctinal Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S)
Annotated Code of Maryland Courts and
Judicial Proceedings, Section 3-828

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for five (5) years, then destroy

19. NAME AND TITLE OF PREPARER
Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 38 OF 41

1. DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Daily Shift Reports

5. EARLIEST YEAR/LATEST YEAR
1988 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series consists of daily reports of all activities that transpired on the Shift Coordinator's tour of duty.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
4 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
1 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S)
Annotated Code of Maryland Courts and
Judicial Proceedings, Section 3-828

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION
Retain for five (5) years, then destroy

19. NAME AND TITLE OF PREPARER
Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE
7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 39 OF 41

1. DEPARTMENT/AGENCY
DJS

2. DIVISION
Residential Facilities

3. UNIT
Youth Correctional Facility

DEFINITION-RECORD SERIES. A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
Floppy Disc Files

5. EARLIEST YEAR/LATEST YEAR
1970 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series consists of the backup for the hard disc in the computer. The materials include but are not limited to: Copies of forms; documents; statistical reports.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
5 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)
Floppy disc case

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
3 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
5 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO

18. RECOMMENDED RETENTION

Retain for five (5)-years, then destroy

19. NAME AND TITLE OF PREPARER
Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER
461-0365

21. DATE

7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 350-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 40 OF 41

1. DEPARTMENT/AGENCY

DJS

2. DIVISION

Residential Facilities

3. UNIT

Youth Correctional Facility

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Academic Classroom Records

5. EARLIEST YEAR/LATEST YEAR

1975 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This record series contains materials relative to a youth's involvement in an academic class of the educational program. Content examples: Pre-test and post-test scores; Hickey Scope and Sequence; WICAT Manuals; DJS Glossary; Review lists; Woodrock Johnson Test Scores; placement and transfer forms; contracts; computer printouts; incident and review reports; answer sheets; ARD referrals and minutes; GED materials.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
- 80
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
- 40
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 5
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO

(IF YES, CITE LAW(S) & REGULATION(S)
Annotated Code of Maryland Courts and
Judicial Proceedings, Section 3-828

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES NO

18. RECOMMENDED RETENTION

Retain for five (5) years, then destroy

19. NAME AND TITLE OF PREPARER

Sandra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER

461-0365

21. DATE

7/15/91

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 41 OF 41

1. DEPARTMENT/AGENCY

DJS

2. DIVISION

Residential Facilities

3. UNIT

Youth Correctional Facility

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Unit Log Reports

5. EARLIEST YEAR/LATEST YEAR

1960 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

This series encompasses the individual unit daily log record of all activities that take place on each unit of the facility as it pertains to youth and staff. Information contents will include but not be limited to the following: Shift Supervisors; shift population; population changes; assignment; special incidents; all population activities.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
bound books
- 500
NUMBER

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY) books
- 50
NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 5 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Any Youth Correctional Facility

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
- YES NO

15. ACCESS RESTRICTIONS YES NO

(IF YES, CITE LAW(S) & REGULATION(S)
Annotated Code of Maryland Courts and
Judicial Proceedings Section 3-828

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES NO

18. RECOMMENDED RETENTION

Retain for five (5) years, then destroy

19. NAME AND TITLE OF PREPARER

Andra Werther
Asst. Records Coordinator

20. TELEPHONE NUMBER

461-0365

21. DATE

7/15/91