DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C1151 Page 1 of 1

Agency Wicomico Count	Agency	Wicomico	County
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Division/Unit Department of Corrections Training Department

Agonoy	viconico County Division/Ont Depa	intificity of Corrections Training Department
Item No.	Description	Retention
1.	Employee Records Series A. Training Record Form B. Field Training Officer (FTO) Certif	Retain for current employees. Destroy (3) years after employment ceases.
2.	Program File Series A. Detention Center Regulations (DC Form B. Personal Data Form C. Orientation Check List D. Orientation for Contract Employee	employees. Destroy (1) year after employment ceases.
3.	In-Service Training Records Series A. Commission In-Service Approval F B. Training Schedule Form C. In-Service Sign-In Sheets D. Student Evaluation Form E. Lesson Plan	Retain for 5 years or until all audit requirements have been met, then destroy.
4.	Instructor Certification Series A. Maryland Police and Correctional Commission (MPCTC) Application Certification Form B. MPCTC Instructor Evaluation Form C. Certification of Specialized Trainin	for Instructor years after employment ceases.
5 .	A. Present/Current Employer Referer B. Present/Current Co-Worker Referer C. Neighborhood Reference Forms D. Personal Reference Forms E. Criminal History Check Results F. Personal Data Documents G. Application for Certification Forms	years after employment ceases.
Agency, or Date Mar Signature Typed Nar	Division Representative.	Authorized by State Archivist April 2011 Levan Lagrange

Instructions –Type or Print a separate form for	DEPAR	RTMENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward			SEMENT DIVI			
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo Ro	oad, P.O. Box	275	1 5	
,			yland 20794		PAGE OF	
			9-1930			
Department/Agency	2. Divisio	on			3. Unit	
Wicomico County	Departm	ent of Correct	tions		Training Department	
DEFINITION: RECORD SERIES: A group of relate	ed records	normally filed	and used as a	unit for re	ference as well as retention and disposition	
purposes.			· · · · · ·			
4. Record Series Title: Employee Records Series					st Year/Latest Year	
				<u>1988</u> t	o <u>present</u>	
C. Danard Carina Danariakian (Drinkly danariba dha				fa		
6. Record Series Description (Briefly describe the t						
series.) These records contain chronological reco function of this series is to ensure that all mandat						
following forms are included in this series: Train					The creating and any specialized certifications. The	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
☑ Letter Size ☐ Microfilm		☐ Alphabetica	ıt	2 Number		
☐ Legal Size ☐ Computer Tape		☐ Numerical		⊠ File Dra	Duar(a)	
		L Numerical		Microfil	• •	
☐ Audio Tape ☐ Floppy Disk		Chronologic	ical Computer Tape(s)			
☐ Bound Book ☐ Video Tape		☐ Geographic	ical Other (specify)			
Other (specify)		Other (spec	10. Annual Accumulation ecify) 1		Accumulation	
				Number		
				⊠ File Dra	muorfe)	
				☐ Microfil	· ·	
				Computer Tape(s) Other (specify)		
				Other (specify)	
11. File is Used		·	12. File Becom	es Inactive Al	fter	
☐ Daily ☐ Weekly ☑ Monthly ☐ An	nually		Number		Month(s) ⊠ Year(s)	
	naan,		Number		monato, eg rearte,	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplica	ited Elsewhere? (If yes, specify agency or office.)	
Administration, 2 nd Floor in the Training/Standards Department			☐ Yes ☑ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
⊠ Yes □ No			□ None	Mistata ⊏	Federal Independent	
The Privacy Act of 1974, 5 U.S.C.			None ⊠ State ☐ Federal ☐ Independent			
47. In one landous Constant and of the constant being and describe						
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes ☑ No	requirements		18. Recommended Retention: Retain for current employees. Destroy			
			(3) years at	ter employ	ment ceases.	
		1		I		
19. Name and Title of Preparer		20. Telepho	one Number	21. Date		
				Echaica	v 9 2011	
Alecia Creighton, Training Coordinator		410-548-48	52. ext 424	l seningi	y 9, 2011	

Instructions –Type or Print a separate form for	DEPART	TMENT OF G	ENERAL SEF	NICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward			SEMENT DIVI			
with Records Retention Schedule (DGS 550-1)			ad, P.O. Box		2 5	
, , ,		Jessup, Mar	yland 20794		PAGE OF	
		410-79	9-1930			
1. Department/Agency	2. Divisio	n			3. Unit	
Wicomico County Department of Corrections				ļ	Training Department	
DEFINITION: RECORD SERIES: A group of related purposes.	d records n	ormally filed a	nd used as a	unit for ref	erence as well as retention and disposition	
Record Series Title: Program File Series				5. Earlie	st Year/Latest Year	
			:	<u>2003</u> to	present	
6. Record Series Description (Briefly describe the ty	•				- · ·	
series.) These files contain specific training that sta						
staff certification status and to satisfy regulations/sta found in this series include: DCR receipt form, orie						
forms, training schedules, rosters, master sign-in she						
supporting documentation. 7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
		31 1 100010 00110		1		
☑ Letter Size ☐ Microfilm		☐ Alphabetica	l	Number		
Legal Size Computer Tape		Numerical		⊠ File Dra	awer(s)	
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- Порто на по		23 chiolologic		Other (ų .	
☐ Bound Book ☐ Video Tape		☐ Geographic	al	10 Annua	al Accumulation	
Other (specify)		Other (spec	ify)	11		
				Number	ımber	
				☑ File Dra	awer(s)	
				Microfi	11	
				Other (ter Tape(s) specify)	
11. File is Used			12. File Becom	ies Inactive A	fter .	
☐ Daily ☐ Weekly ☒ Monthly ☐ Ann	ually	ļ	Number	□ ^	Month(s) ⊠ Year(s)	
13. Current Location(s) (Bidg., Floor, Room)	· · · · · · · · · · · · · · · · · · ·		14 le Paccerd S	Series Duplies	nted Elsewhere? (If yes, specify agency or office.)	
Administration, 2nd Floor in the Training/Standards Department			Yes	⊠ No	tied Lisewhele! (if yes, specify agency of office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Reg	ulramanta		
Yes No			10. Addit Negi	unaments		
The Privacy Act of 1974, 5 U.S.C.			☐ None	State [Federal 🗖 Independent	
The Fitted Action 1914, 0 d.c.b.						
17. Is an Index System used? If yes, explain briefly and describe ☐ Yes ☑ No	requirements		18. Recom	mended R	etention: Retain for current employees. Destroy (1)	
		,	year after e	mploymen	t ceases.	
10 Nome and Title of Process		20 T : :		04.5		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
Alonia Craighton Tenining Constitution		440 540 40	F0 404	Fehruar	y 9, 2011	
Alecia Creighton, Training Coordinator		410-548-48	o∠, ext 424	Corual	, v, =v11	

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DOD CC0 4 (Date 4 MO)

each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 7278 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 1. Department/Agency Wicomico County Department of Corrections 2. Division 3. Unit Training Department 5. Earliest Year/Latest Year 2003 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.) These files contain records of in-service training that has been approved by the Maryland Correctional Training Commission The function of these records is to have a record of who attended in-service training and the what was taught during in-service. 7. Record Series Format(s) List at Aphabotical Aphabotical B. Record Series Sequence Aphabotical B. Record Series Sequence Aphabotical Computer Tape Audio Tape Plappy Disk Chronological Computer Tape Chronological Computer Tap	Instructions -Type or Print a separate form for	DEPARTM	IENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY	
1. Department/Agency 2. Division 3. Unit Training Department Training Indianing Department Training Training Department	 +,	RECORE	DS MANAG	EMENT DIVI	SION		
Jessup, Maryland 20794	with Records Retention Schedule (DGS 550-1)	7275 W	Vaterloo Ro	ad, P.O. Box	275		
1. Department/Agency Wicomico County Department of Corrections 2. Division 3. Unit Training Department 4. Record Series Title: In-Service Training Records Series 5. Earliest Year/Latest Year 2003 to present 2003 to present 2003 to present 2004 to present 2005 to present 2005 to present 2006 to present 2007 to present 2008 to present 2008 to present 2009 to pre		Je				VF	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retertion and disposition purposes. 4. Record Series Title: In-Service Training Records Series 5. Earliest Year/Latest Year 2003 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.) These files contain records of in-service training that has been approved by the Maryland Correctional Training Commission The function of these records is to have a record of who attended in-service truining and the what was taught during in-service. 7. Record Series Format(s) List atl Legal State Grouputer Tape Aphabetical Aphabetical Series Format(s) Computer Tape Geographical Ge	1 Department/Agency	O District	410-799	-1930		2 11=14	
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series.) These files contain records of in-service training that has been approved by the Maryland Correctional Training Commission The function of these records is to have a record of who attended in-service training and the what was taught during in-service. 7. Record Series Format(s) List all 8. Record Series Sequence Aphabetical Site Microfilm Alphabetical Number					2003 to	o present	
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function of these records is to have a record of who attended in-service training and the what was taught during in-service. 7. Record Series Format(s) List all Letter Size Microfilm						· · ·	
Letter Size		_			-	-	
Letter Size							
Letter Size	7. Record Series Format(s) List all	8.	. Record Series	s Sequence			
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Audio Tape Floppy Disk Computer Tape(s) Other (specify)	Legal Size Computer Tape		Numerical			· · ·	
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Other (specify)	Round Book Video Tone		Other (s		Other (
Number Number	_ bound book video rape		 		10. Annual	Accumulation	
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Microfilm Reel(s) Computer Tape(s) Other (specify)					Number		
Computer Tape(s) Other (specify) 11. File is Used 12. File Becomes Inactive After 3 Number Month(s) Year(s) 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) None State Federal Independent Indepen					_	· ·	
11. File is Used 12. File Becomes Inactive After 3 Monthly Annually Month(s) Year(s) 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No None State Federal Independent						• •	
3 Number					Other (specify)	
Daily Weekly Monthly Annually Number Month(s) ☑ Year(s) 13. Current Location(s) (Bidg., Floor, Room) Administration, 2™ Floor in the Training/Standards Department 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes ☐ None ☑ None ☑ State ☐ Federal ☐ Independent	11. File is Used	I			es Inactive Af	ter	
Administration, 2 nd Floor in the Training/Standards Department Yes No	☐ Daily ☐ Weekly ☒ Monthly ☐ Annu	ually			□₩	lonth(s) ☑ Year(s)	
Administration, 2 nd Floor in the Training/Standards Department Yes No							
Administration, 2 nd Floor in the Training/Standards Department Yes No							
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements Yes				_		ted Elsewhere? (If yes, specify agency or office.)	
☑ Yes ☐ No ☐ None ☑ State ☐ Federal ☐ Independent	Administration, 2. Floor in the Training/Standards Department			∐ Yes	No 🔀 No		
☐ None ☑ State ☐ Federal ☐ Independent				16. Audit Requ	equirements		
The District Act of 4074 CHO 0	24 . 66			☐ None	State	Federal 🔲 Independent	
The Privacy Act of 1974, 5 U.S.C.	The Privacy Act of 1974, 5 U.S.C.						
17. Is an Index System used? If yes, explain briefly and describe requirements 18. Recommended Retention: Retain for (5) years or until all audit		equirements		18. Recom	mended R	etention: Retain for (5) years or until all audit	
☐ Yes No requirements have been met.	∐ Yes			requiremen	ts have be	en met.	
		1			· - ·		
19. Name and Title of Preparer 20. Telephone Number 21. Date	19. Name and Title of Preparer	2	20. Telepho	ne Number	21. Date		
Alecia Creighton, Training Coordinator 410-548-4852, ext 424 February 9, 2011	Alecia Creighton, Training Coordinator		110-548-484	52. ext 424	February	, 9, 2011	

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	SENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECO	ORDS MANA	SEMENT DIVI	SION			
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo Ro	oad, P.O. Box	275	4 5		
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Department/Agency	2. Divisio		9-1930		3. Unit		
Wicomico County		on ent of Correct	liono				
Wicomico County	Departin	ient of Correct	110115		Training Department		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title: Instructor Certification Serie	s			5. Earlie	st Year/Latest Year		
				<u>2000</u> to	o <u>present</u>		
	-						
6. Record Series Description (Briefly describe the t					·		
series.) These records contain instructor certificat				-			
records is to ensure only Commissions certified in conduct training for mandated staff. The forms in							
evaluation forms, and general and specialized training			САррпсацоп	i ioi ilisuu	etor Certification forms, MFCTC instructor		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
☑ Letter Size ☐ Microfilm		☐ Alphabetica	1	1 Number			
Legal Size Computer Tape		☐ Numerical		☑ File Dra	awer(s)		
☐ Audio Tape ☐ Floppy Disk			cal	☐ Microfil	m Reel(s) ter Tape(s)		
☐ Bound Book ☐ Video Tape		☐ Geographic	eal	Other (specify)		
El coming poor.		10. Ann		10. Annual	al Accumulation		
Other (specify)		Other (spec	cify)		- -		
				Number	Number		
				File Dra	awer(s)		
				Microfil			
				Computer Tape(s) Other (specify)			
11. File is Used			12. File Becom	es Inactive Af	fter		
☐ Daily ☐ Weekly ☒ Monthly ☐ Anr	nually		Number				
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)		
Administration, 2 nd Floor in the Training/Standards Department			☐ Yes No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☑ Yes ☐ No			16. Audit Requ	uirements			
The Privacy Act of 1974, 5 U.S.C.							
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recommended Retention: Retain for current employees. Destroy				
☐ Yes No					ment ceases.		
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10 Name and Title of Preparer		20 7	no Ni :	24 5=4			
19. Name and Title of Preparer		zu. relepno	one Number	21. Date	•		
Alacia Crainblea Training Consultrator		440.540.40	E0 404	October	21, 2010		
Alecia Creighton, Training Coordinator		410-548-48	52, ext 424	I COLODE!	- 1, -0 10		

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Instructions –Type or Print a separate form for	UEDVO.		ENERAL SERVICES		AGENCY RECORDS INVENTORY
each new or revised record series. Forward			SEMENT DIVISION		
with Records Retention Schedule (DGS 550-1)					5 5
with Records Retention Schedule (DGS 550-1)	7275		ead, P.O. Box 275		PAGE OF
		Jessup, Man			
Department/Agency	2. Division				3. Unit
Wicomico County	Department of	Corrections			Training Department
DEFINITION: RECORD SERIES: A group of related	d records normal	ly filed and us	sed as a unit for referer	nce as w	ell as retention and disposition purposes.
4. Record Series Title: Background Investigative Fil	le Series			5. Earl	iest Year/Latest Year
				1988	8 to present
6. Record Series Description (Briefly describe the ty					
records contain information pertaining to employ the MPCTC. These files may contain the followin					
neighborhood reference forms, personal reference					
Certification forms.		···			• /•
7. Record Series Format(s) List all	8. Record	1 Series Sequence	•	9. Volum 2	9
☐ Letter Size ☐ Microfilm	☐ Alpha	betical		Number	
Legal Size Computer Tape .	Nume	erical		_	Orawer(s) ofilm Reel(s)
Audio Tape Floppy Disk	Chror	nological		Com	puter Tape(s) r (specify)
Bound Book Video Tape	☐ Geog	raphical			al Accumulation
Other (specify)		r (specify) These	files are organized in	10. Airio	ar Accumulation
	according	g to the Standards	s Audit Form	Number	
				⊠ File 0	Orawer(s)
					ofilm Reel(s)
					puter Tape(s) r (specify)
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11. File is Used			12. File Becomes Inactive	After	
☐ Daily ☐ Weekly ☒ Monthly ☐ Ann	ually			Month(s)	☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room)			`	cated Elsev	where? (If yes, specify agency or office.)
Administration, 2 rd Floor in the Training/Standards Department			☐ Yes No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		
⊠ Yes □ No			☐ None 🏻 State	☐ Federa	I Independent
The Privacy Act of 1974, 5 U.S.C.			 		_
17. Is an Index System used? If yes, explain briefly and describe r	requirements		18. Recommended	Retentio	n: Retain for current employees. Destroy 5 years
☐ Yes No			after employment ce	eases.	
		İ			
19. Name and Title of Preparer	20. Tel	lephone Numl	ber	21. Da	ute
·					
Alecia Creighton, Training Coordinator	410-54	I8-4852. ext 4	24	Februa	ary 9, 2011

INSTRUCTIONS – Type or print a Separate form for each new/revised electronic record series. Forward with	RECORDS N	OF GENERAL SERVICE IANAGEMENT DIVISION Ioo Road, P.O. Box 275	S ELECTRONIC RECORDS INVENTOR
Records Retention Schedule (DGS 550-1) COMAR 14.18.04		o, Maryland 20794 110) 799-1930	Page 1 of 1
1 DEPARTMENT/AGENCY	2 DIVISION	ıl	3 UNIT
Wicomico County		ent of Corrections	Training Department
DEFINITION December Contract Associated	······································		
DEFINITION – Record Series: A group of and dispos	ition purposes	ed electronically and used	as a unit for reference as well as retention
4 ELECTRONIC RECORD SERIES TITL	E: Employee Reco	ord Series	5 EARLIEST YEAR/LATEST YEA
			1988 to present
6 INPUT - Identify source of information	to be entered	7 OUTPUT - Identify	the use/s of information generated by system
Employee names, personal data, educat numbers, training dates, hours, and scor	ion, certification	This information is used to	submit training records to the Maryland raining Commissions (MPCTC)
8 ELECTRONIC RECORD SERIES DESC contained in a series. Include purpose		I Ifly describe the informate system.	tion/documents/forms
cores. These records are used to keep ac nnually.			
	olain or attach cop Training Coordina PCTC annually.	v if established in writing for and used to keep a	g. curate records of employees training and
9 POLICY ON ACCESS AND USE – Exp These files can only be accessed by the submit electronic training report to the Mi	lain or attach cop Training Coordina PCTC annually.	y if established in writing for and used to keep acong the second of the	g. curate records of employees training and
9 POLICY ON ACCESS AND USE – Exp These files can only be accessed by the submit electronic training report to the MF 10 UPDATING CYCLES OR CONDITION	olain or attach copy Training Coordina PCTC annually. IS AND RULES FO on a continuous but the continuous b	y if established in writing for and used to keep acount of the property of the	curate records of employees training and ATION IN THE SYSTEM E. Explain the progression established to
9 POLICY ON ACCESS AND USE – Exp These files can only be accessed by the submit electronic training report to the MF 10 UPDATING CYCLES OR CONDITION Information within the database is updated 11. SPECIFY THE LOCATION AND MED	olain or attach copy Training Coordina PCTC annually. IS AND RULES For on a continuous but the continuous but the continuous but the continuous the continuo	or if established in writing or and used to keep act of the property of the pr	ccurate records of employees training and EATION IN THE SYSTEM E. Explain the progression established to cycle.
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