

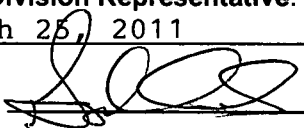
**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**


Schedule No. C1151

Page 1 of 1

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

Item No.	Description	Retention
1.	<p><u>Employee Records Series</u> A. Training Record Form B. Field Training Officer (FTO) Certification Form</p>	<p>Retain for current employees. Destroy (3) years after employment ceases.</p>
2.	<p><u>Program File Series</u> A. Detention Center Regulations (DCR) Receipt Form B. Personal Data Form C. Orientation Check List D. Orientation for Contract Employees Check List</p>	<p>Retain for current employees. Destroy (1) year after employment ceases.</p>
3.	<p><u>In-Service Training Records Series</u> A. Commission In-Service Approval Form B. Training Schedule Form C. In-Service Sign-In Sheets D. Student Evaluation Form E. Lesson Plan</p>	<p>Retain for 5 years or until all audit requirements have been met, then destroy.</p>
4.	<p><u>Instructor Certification Series</u> A. Maryland Police and Correctional Training Commission (MPCTC) Application for Instructor Certification Form B. MPCTC Instructor Evaluation Form C. Certification of Specialized Training</p>	<p>Retain for current employees. Destroy (5) years after employment ceases.</p>
5.	<p><u>Background Investigation File Series</u> A. Present/Current Employer Reference Forms B. Present/Current Co-Worker Reference Forms C. Neighborhood Reference Forms D. Personal Reference Forms E. Criminal History Check Results F. Personal Data Documents G. Application for Certification Forms (AFC)</p>	<p>Retain for current employees. Destroy (5) years after employment ceases.</p>

Schedule Approved by Department, Agency, or Division Representative.
 Date March 25, 2011
 Signature 
 Typed Name George Kaloroumakis
 Title Director

Schedule Authorized by State Archivist
 Date 20 April 2011
 Signature 

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>5</u></p>
<p>1. Department/Agency Wicomico County</p>	<p>2. Division Department of Corrections</p>	<p>3. Unit Training Department</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title: Employee Records Series</p>	<p>5. Earliest Year/Latest Year <u>1988</u> to <u>present</u></p>	
<p>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 records contain chronological records pertaining to pre-service, in-service, and out-service training that employees receive. The function of this series is to ensure that all mandated staff maintains their certification status with MPCTC and any specialized certifications. The following forms are included in this series: Training record form, FTO certification form</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>_____</p> <p>Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Administration, 2nd Floor in the Training/Standards Department</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The Privacy Act of 1974, 5 U.S.C.</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention: Retain for current employees. Destroy (3) years after employment ceases.</p>	
<p>19. Name and Title of Preparer Alecia Creighton, Training Coordinator</p>	<p>20. Telephone Number 410-548-4852, ext 424</p>	<p>21. Date February 9, 2011</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>5</u></p>
<p>1. Department/Agency Wicomico County Department of Corrections</p>	<p>2. Division</p>	<p>3. Unit Training Department</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title: Program File Series</p>	<p>5. Earliest Year/Latest Year <u>2003 to present</u></p>	
<p>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 specific training that staff has attended and orientation records of new employees. The purpose of this series is to maintain staff certification status and to satisfy regulations/standards and audit requirements of the MPCTC and the Maryland Standards Commission. Forms found in this series include: DCR receipt form, orientation check list, orientation test answer sheets, academy completion form, Commission approval forms, training schedules, rosters, master sign-in sheets, matter of record reports, test answer sheets, student evaluation forms, lesson plans and supporting documentation.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Administration, 2nd Floor in the Training/Standards Department</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The Privacy Act of 1974, 5 U.S.C.</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention: Retain for current employees. Destroy (1) year after employment ceases.</p>	
<p>19. Name and Title of Preparer Alecia Creighton, Training Coordinator</p>	<p>20. Telephone Number 410-548-4852, ext 424</p>	<p>21. Date February 9, 2011</p>

<p><u>Instructions</u> –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>3</u> OF <u>5</u></p>
<p>1. Department/Agency Wicomico County Department of Corrections</p>	<p>2. Division</p>	<p>3. Unit Training Department</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title: In-Service Training Records Series</p>	<p>5. Earliest Year/Latest Year <u>2003</u> to <u>present</u></p>	
<p>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.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Administration, 2nd Floor in the Training/Standards Department</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The Privacy Act of 1974, 5 U.S.C.</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention: Retain for (5) years or until all audit requirements have been met.</p>	
<p>19. Name and Title of Preparer Alecia Creighton, Training Coordinator</p>	<p>20. Telephone Number 410-548-4852, ext 424</p>	<p>21. Date February 9, 2011</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>4</u> OF <u>5</u></p>
<p>1. Department/Agency Wicomico County</p>	<p>2. Division Department of Corrections</p>	<p>3. Unit Training Department</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title: Instructor Certification Series</p>	<p>5. Earliest Year/Latest Year <u>2000</u> to <u>present</u></p>	
<p>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 records contain instructor certification information, for employees who provide training for the agency. The purpose of these records is to ensure only Commissions certified instructors, those who have been waived from attending instructor training, or qualified experts conduct training for mandated staff. The forms in this series are : MPCTC Application for Instructor Certification forms, MPCTC Instructor evaluation forms, and general and specialized training certificates.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation _____ Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>3</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Administration, 2nd Floor in the Training/Standards Department</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No The Privacy Act of 1974, 5 U.S.C.</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention: Retain for current employees. Destroy (5) years after employment ceases.</p>	
<p>19. Name and Title of Preparer Alecia Creighton, Training Coordinator</p>	<p>20. Telephone Number 410-548-4852, ext 424</p>	<p>21. Date October 21, 2010</p>

<p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>5</u> OF <u>5</u></p>
<p>1. Department/Agency Wicomico County</p>	<p>2. Division Department of Corrections</p>	<p>3. Unit Training Department</p>
<p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title: Background Investigative File Series</p>	<p>5. Earliest Year/Latest Year 1988 to <u>present</u></p>	
<p>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 records contain information pertaining to employment background investigations. This information is used to obtain certification for mandated staff through the MPCTC. These files may contain the following information: present/past employer reference forms, present/past co-worker reference forms, neighborhood reference forms, personal reference forms, criminal history checks, high school/college transcripts, personal documents and Application for Certification forms.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input checked="" type="checkbox"/> Other (specify) <u>These files are organized in according to the Standards Audit Form</u></p>	<p>9. Volume <u>2</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>0</u> Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Administration, 2nd Floor in the Training/Standards Department</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>The Privacy Act of 1974, 5 U.S.C.</p>	<p>16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention: Retain for current employees. Destroy 5 years after employment ceases.</p>	
<p>19. Name and Title of Preparer Alecia Creighton, Training Coordinator</p>	<p>20. Telephone Number 410-548-4852, ext 424</p>	<p>21. Date February 9, 2011</p>

INSTRUCTIONS – Type or print a Separate form for each new/revise electronic record series. Forward with Records Retention Schedule (DGS 550-1) COMAR 14.18.04		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 (410) 799-1930		ELECTRONIC RECORDS INVENTORY	
				Page 1 of 1	
1 DEPARTMENT/AGENCY Wicomico County		2 DIVISION Department of Corrections		3 UNIT Training Department	
DEFINITION – Record Series: A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes					
4 ELECTRONIC RECORD SERIES TITLE: Employee Record Series				5 EARLIEST YEAR/LATEST YEAR <u>1988</u> to <u>present</u>	
6 INPUT - Identify source of information to be entered Employee names, personal data, education, certification numbers, training dates, hours, and scores.			7 OUTPUT - Identify the use/s of information generated by system This information is used to submit training records to the Maryland Police and Correctional Training Commissions (MPCTC)		
8 ELECTRONIC RECORD SERIES DESCRIPTION: Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. These records contain employee names, personal data, education records, certification numbers, training dates, hours and scores. These records are used to keep accurate records of employees training and are submitted to the MPCTC annually.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. These files can only be accessed by the Training Coordinator and used to keep accurate records of employees training and to submit electronic training report to the MPCTC annually.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Information within the database is updated on a continuous basis.					
11. SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Database is password protected and is only located on the Training Department's computer at Wicomico County Department of Corrections					
12 RECOMMENDED RETENTION: Retain for current employee. After employment ceases electronic files are moved to program archives.					
13 TYPED OR PRINTED NAME OF PREPARER Alecia Creighton		14 TELEPHONE NUMBER 410-548-4850		15 DATE February 9, 2011	
16 TITLE OF PREPARER Training Coordinator					
DGS 550-6					