

ANNE ARUNDEL COUNTY DEPARTMENT OF DETENTION FACILITIES ADMINISTRATIVE DIRECTIVE	AD NO: 08.04 DATE: July 1, 2023 SUBJECT: Records TITLE: Records Retention & Storage FOR PUBLIC RELEASE: Yes
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- I. Reference: Records Retention and Disposal Schedule, as authorized by the State Hall of Records; Maryland Department of General Services Records Management Manual dated July, 2004; MCCS .08E(4); COMAR 14.18.02; COMAR 14.18.05; State Government Article, 9-1007-9-1012, 10-608-611 and 632 Annotated Code of Maryland; Anne Arundel County Information Technology Acceptable Use Policy; AD 08.02, AD 08.03
- II. Applicable to: Anne Arundel County Department of Detention Facilities (AACDDF)
- III. Purpose: To establish guidelines for the retention and disposal of all inmate and institutional records, and to protect and preserve records for historical and data transparency purposes.
- IV. Definitions:
- A. **Records Retention and Disposal Schedule (Appendix 1)** – An AACDDF schedule that defines how long records/data items must be kept and provides disposal guidelines for how records/data should be discarded, approved by the Maryland State Archives.
 - B. **In-Custody Records** – Files pertaining to inmates committed to the Jennifer Road Detention Center (JRDC) and the Ordnance Road Correctional Center (ORCC), including legal documents generated by the Courts and those generated internally (e.g., Classification file, House Arrest file, Medical records and Commitment files).
 - C. **Out of Custody Records** – Files pertaining to inmates participating in JRDC/ORCC Programs where inmates are not in physical custody. Out of custody records include Pretrial Supervised Release (PSRU) files, House Arrest Daily Monitoring and non-committed/probationary supervision files and community service files.
 - D. **Administrative Records** – Files pertaining to all standard personnel forms. Administrative records include Employee files, including medical and training files, time and attendance records, expungements, finance/budget records, purchase orders, billing invoices, expense/travel and mileage reports, procurement records, Volunteer Files, Recruitment/Interview files.
 - E. **Regulatory Records** – Files used for Administrative purposes which are required by the Maryland Commission on Correctional Standards (MCCS) and the American

Correctional Association (ACA) Standards files. Audited Special Reports/files – local jail backup and House Bill 101 Billing Reports and Criminal History Authorizations.

- F. **Operational Reports** – Paper documents that cannot be electronically reproduced, but are generated during the course of daily operations, to include Shift Commander's Reports, Discharge Release Roster, Day for Day Reports, Incident Reports not filed in Standards Files, Security Briefs.
- G. **Inmate Accounting** – Records maintained on inmate accounts.
- H. **Automation Records** – Records stored on the shared drive or on JRDC/ORCC servers to include Offender Management System (OMS) historical records.
- I. **Certificate of Records Disposal (550-2) (Appendix 4)** – A certificate generated to report the destruction of records/data, capturing the volume and date of records.
- J. **Agency Record Inventory Form (550-4) (Appendix 2)** – A State form utilized when amending or adding items to the Department's Records Retention and Disposal Schedule.
- K. **Electronic Records Inventory Form (550-6) (Appendix 3)** – A State form utilized when amending or adding electronic items to the Department's Records Retention and Disposal Schedule.

V. Policy:

- A. It shall be the policy of the AACDDF to maintain records in accordance with the approved Records Retention and Disposal Schedule.
- B. The Assistant Correctional Facility Administrator (ACFA)-Inmate Services shall be responsible for the Records Retention Program and its update once every two (2) years.
- C. The AACDDF Compliance Officer shall be the designated Departmental Records Management Officer responsible for the coordination of records retention activities.

VI. Procedure:

- A. Institutional Records shall be divided into seven (7) categories; In-Custody Records, Out of Custody Records, Administrative Records, Regulatory Records, Operational Reports, Inmate Accounting Records and Automated Records. The Records Retention and Disposal Schedule delineates the type of records included in each category.

B. Each Correctional Facility Administrator (CFA) shall be responsible for ensuring the Retention and Disposal for both inmate and institutional records.

1. In-Custody Records:

- a. Upon an inmate's discharge from custody, the following staff shall review each inmate file and ensure the contents are in proper order, as outlined in AD 08.02 and AD 08.03; Management Assistant II (MAII)-Records, Medical Administrator and all Criminal Justice Program Supervisors (CJPS).
- b. The Correctional Records Clerks (CRC) shall strip the contents of the Commitment file and place same in a manila half-cut end tab folder that has been stamped "Confidential" ensuring indexing information is easily accessible.
- c. The Office Support Specialist (OSS) assigned each CJPS shall remove contents of the Programs file, secure together and merge in the rear of the Commitment file.
- d. The Medical Administrator or designee shall maintain all medical records in an electronic medical records management system.
- e. The Records Manager and the Medical Administrator shall maintain these Records in accordance with the Records Retention and Disposal Schedule.

2. Out of Custody Records:

- a. The CJPS-Community Programs and the CJPS-PSRU or their designees shall ensure their respective Program Files are reviewed after closure of supervision and paperwork contained in each is thorough, organized and indexed for retrieval. Files shall be handled in accordance with Records Retention and Disposal Schedule.

3. Administrative Records:

- a. The MAII-Personnel shall review each inactive Personnel file and ensure the file contains the training records and medical records of the respective person. Personnel files shall be maintained in accordance with the Records Retention and Disposal Schedule. The files shall be placed in an approved storage box; labeled using a completed transmittal form to ensure indexing and destruction dates for off-site storage is clear and concise.

- b. The Training Director shall ensure the training file is forwarded to the MAII-Personnel within thirty (30) days of employment separation.
 - c. The Program Specialist-Volunteer shall store the inactive Volunteer files in accordance with the Records Retention and Disposal Schedule.
4. Regulatory Records:
- a. The Compliance Officer shall store Standards Files from the completed audit off-site, in accordance with the Records Retention and Disposal Schedule, through the following audit. The files shall be placed in an approved storage box; labeled using a completed transmittal form to ensure indexing and destruction dates for off-site storage is clear and concise.
5. Operational Records:
- a. The Captains shall store and dispose of Operational Records in accordance with the Records Retention and Disposal Schedule.
 - b. The Records Manager shall store Commitment Operational Reports in accordance with the Records Retention and Disposal Schedule.
6. Inmate Accounting Records:
- a. The Correctional Support Services Manager (CSSM) shall ensure AACDDF accounting and financial documents are accurately indexed and labeled for destruction, in accordance with the Records Retention and Disposal Schedule.
7. Automated Records:
- a. Offender Management System (OMS) records shall be retained permanently, backed up nightly, with copies retained for sixty days with eventual transfer to State Archives.
 - b. Other automated records, stored on the shared drive and not created or included in the current Records Retention and Disposal Schedule, shall be maintained permanently.
 - c. Emails on the Anne Arundel County email account shall be handled as follows:
 - i. Personal emails—shall be deleted immediately.
 - ii. Non-Record emails—shall be deleted immediately.

- iii. Non-Permanent emails—shall be deleted after a period of time, based on content, as outlined in the Records Retention and Disposal Schedule.
- iv. Permanent emails—shall transfer to archives in accordance with Archives’ rules and regulations, as set forth in COMAR 14.18.02.

NOTE: ALL EMAILS SHALL BE AUTOMATICALLY DELETED AT THE END OF THEIR TWELVE (12) MONTH LIFE IN ACCORDANCE WITH OIT ADMINISTRATIVE PROCEDURE TITLED ELECTRONIC INFORMATION (INCLUDING EMAIL AND PORTABLE DEVICES) SUPERSEDES ADMINPRO ENTITLED ELECTRONIC MAIL (EMAIL) USAGE AND RETENTION (02/01/03).

C. Storage Coordination:

- 1. Bi-annually, in January and July, the Compliance Officer shall review and audit all records listed on the Records Retention and Disposal Schedule to ensure compliance and shall report any non-compliance issues to the respective CFA.
- 2. The MAI/MAII Records shall place requests for the retrieval of any off site records. The MAI/MAII Records shall coordinate the delivery of new records to off-site storage.
- 3. If any records must be revised, added to or deleted from the Records Retention and Disposal Schedule, a DGS 550-4 Agency Records Inventory or a DGS 550-6 Electronic Records Inventory must be completed by the MAI/MAII Records and submitted to:

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794

D. Destruction:

- 1. In-House Stored Records – designated staff charged with records retention shall list records on a Certificate of Records Disposal and dispose of records via secured shredding after authorization by the CFA.
 - a. The Compliance Officer shall review all records to be destroyed to ensure proper destruction, in accordance with Appendix 1 and logged accurately on the Certificate of Records Disposal.

- b. The Compliance Officer shall forward the Certificate of Records Disposal to the CFA for approval.
- c. Once approved, the Compliance Officer shall coordinate and supervise secured shredding of Records.
- d. The CFA, or designee, shall submit the Certificate of Records Disposal to the:

State Records Management Center
7275 Waterloo Road (Rte. 175)
P.O. Box 275
Jessup, Maryland 20794

and the Maryland State Archives to report the disposal of files. The CFA shall retain a copy of this form in his/her office.

- e. Disposal certificates can be submitted online at <http://disposal.msa.md.gov>.

2. Off-Site Stored Records:

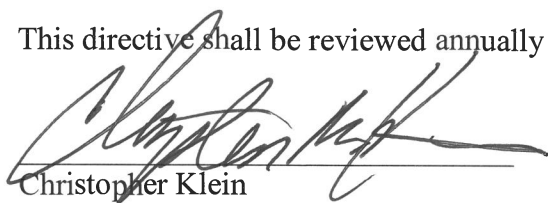
- a. The MAI/II Records shall review off-site storage each January and retrieve a Destruction Report. The Destruction Report shall be reviewed for accuracy; ensuring destruction dates appear authentic and accurate.
- b. MAI/II Records shall coordinate with the vendor any discrepancies found and ensure record destruction dates are modified.
- c. MAI/II Records electronically shall remove invalid record destruction information, print the report and sign, authorizing destruction.
- d. The MAI/II Records shall send the account representative the signed authorization to destroy qualified off-site records.
- e. The MAI/II Records shall receive the off-site vendor storage Certificate of Destruction and complete the Maryland State Certificate of Records Disposal from the information provided by the vendor and forward same to the CFA.
- f. The CFA, or designee, shall submit the Certificate of Records Disposal to the:

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and the Maryland State Archives to report the disposal of files. The CFA shall retain a copy of this form in his/her office.

- g. Disposal certificates can be submitted online at
<http://disposal.msa.md.gov>

This directive shall be reviewed annually and revised as necessary.



Christopher Klein
Superintendent

Rescinds: AD 8.4 dated July 14, 2000
AD 8.4 dated December 27, 2005
AD 08.04 dated March 16, 2016
AD 08.04 dated April 18, 2020

Appendix 1 – Records Retention and Disposal Schedule
Appendix 2 – DGS 550-4 Agency Records Inventory
Appendix 3 – DGS 550-6 Electronic Records Inventory
Appendix 4 – Certificate of Records Disposal