STATE OF MARYLAND
DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES

DEPARTMENT OF PUBLIC SAFETY AND CORRECTIONAL SERVICES DIRECTIVE	PROGRAM: **MENTAL HEALTH SERVICES**	
	DPSCSD #: 124-320	
	TITLE: Record Storage and Retrieval	
	ISSUED: December 20, 2000	
	CLINICAL AUTHORITY:	ASST. DIRECTOR
	AUTHORITY:	DIRECTOR
	APPROVED:	DEPUTY SECRETARY

I. REFERENCES: DPSCSD 124-003; DCD 20-14; DPDS

II. PURPOSE: To establish guidelines for proper storage and retrieval of inmate mental health records for inmates released from the Division of Correction.

III. PROCEDURE:

A. A monthly release list will be provided to the psychology department.

B. The chief psychologist will compare the release list to their mental health records to determine if any releasees have mental health files.

C. The chief psychologist shall ensure that all mental health records for released inmates are labeled with the inmate's release date and properly stored.

1. Proper storage shall include the identification of the records.

2. Storage shall be in a locked filing cabinet, with access limited to the mental health staff.

D. The records shall be maintained at the institution until the inmate’s maximum expiration date is elapsed or two years pass, whichever is greater, before forwarding to the State Records Center in accordance with the applicable retention schedule.

E. The chief psychologist shall ensure that the records are retrieved from storage and forwarded to the State Records Center in accordance with this schedule.

F. The chief psychologists at MRDCC and MCIW shall ensure that, if previous records are found to be in existence on new inmates, the records are requisitioned from the

facility in which they are stored or from the State Records Center.

IV. SUPERSEDES: DCD 124-320 dated December 15, 1994

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