

REQUIREMENT FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

Extra Copy
SCHEDULE NO. 451
PAGE NO. 1

1. Requesting Agency: **BALTIMORE CITY POLICE DEPARTMENT**
2. Division or Bureau of Requesting Agency: **PROPERTY ROOM**

3. Authorization Requested (Check only one of the squares below).

- A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.
- B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.
- C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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1	<p>PROPERTY CARDS (Form No. 56)</p> <p>Quantity: 10 cu. ft., active; 81 cu. ft., inactive Size: 5" x 8" Dates: 1915... File Arrangement: Chronological Index: See Items 2 and 3</p> <p>The property room stores and disposes of property found, recovered, or held as evidence in court cases. Upon receipt of the item in the Property Room, a 4-copy property card is prepared. These copies are distributed as follows:-</p> <p><u>White</u>: Retained in Property Room. This is the record copy <u>Blue</u>: Forwarded to the Central Records Bureau. <u>Pink</u>: Forwarded to the Pawnshop Section of the Detective Bureau <u>Yellow</u>: Returned to the District or Division as receipt for the property.</p> <p>The cards are numbered serially and give District or Division recovering the property, description of it, date of recovery, number of storage-bin, and disposition. When the property is disposed of, the card is placed in the inactive file.</p> <p>There is no continuing reference to the inactive (closed-out) file. The recommendation below refers only to the <u>white copy</u> retained in the Property Room.</p> <p>RECOMMENDATION: RETAIN THE INACTIVE (CLOSED-OUT) FILES FOR TEN YEARS AFTER DISPOSITION OF THE PROPERTY, THEN DESTROY.</p>	
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APPROVED
HALL OF RECORDS COMMISSION

(continued)

7. Agency Division or Bureau Representative
Thomas J. Kapp Deputy Commissioner
 Signature Title Date June 13, 1967
 Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.
JUN 14 1967 Date
Morris S. Seidoff Archivist

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.
July 20, 1967 Date
Andrew H. Harkness Secretary

C. H. B. M.

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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2	<p>PERSONS CHARGED LEDGER</p> <p>Quantity: 51 volumes Size: 9" x 14" x 3" Dates: 1915...</p> <p>File Arr.: One volume for each calendar year, entries arranged alphabetically by first letter of surname of person charged, and chronologically thereunder.</p> <p>The Persons Charged Ledger gives the date property was received in the Property Room, name of the person charged, number of property card, District or Division, and storage-bin number. This record serves as an index to the property card. There is no continuing reference to this record after disposition of the property.</p> <p>RECOMMENDATION: RETAIN FOR TEN YEARS AFTER DATE OF LAST PERTINENT ENTRY, THEN DESTROY.</p>	
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3	<p>CLAIMANT LEDGER</p> <p>Quantity: 51 vols. Size: 9" x 14" x 3" Dates: 1915...</p> <p>File Arr.: One volume for each calendar year, entries arranged alphabetically by first letter of surname of claimant, and chronologically thereunder.</p> <p>The claimant ledger gives the date property was claimed, name of claimant, number of property card, District or Division, and storage-bin number. This record serves as an index to the property card. There is no continuing reference to this record after disposition of the property.</p> <p>RECOMMENDATION: RETAIN FOR TEN YEARS AFTER DATE OF LAST PERTINENT ENTRY, THEN DESTROY.</p>	
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