

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

John
SCHEDULE NO. **454**
PAGE NO. **1**

1. Requesting Agency: **BALTIMORE CITY POLICE DEPARTMENT**
2. Division or Bureau of Requesting Agency: **CENTRAL RECORDS BUREAU**

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>SUDDEN DEATHS</p> <p>Size: 8½" x 11" Quantity: 16 cu. ft. Dates: 1956... File Arrangement: Chronological by month, then alphabetical by name of deceased</p> <p>This series, concerning sudden deaths and injuries, consists of carbon copies of typewritten reports from the commanding officers of the districts to the Chief Inspector. The report is a narrative account of the events and circumstances resulting in the death or injury, including name of attending physician, (if any), indications of foul play, scattered notations from the medical examiner, and name and relationship of the person claiming the body.</p> <p>The series includes the files for baby, fetus, still-born, and accidental deaths. The file is maintained to facilitate statistical reports by the Baltimore City Police Department. This report is prepared in triplicate and distributed as follows:-</p> <p>Original: To the Board of Post-Mortem Examiners (Schedule 247, Item 1). This is the record copy and is retained permanently.</p> <p>1st carbon: State's Attorney for Baltimore City (Sched. 417, Item 4). This file is retained for three years by the office of the State's Attorney.</p> <p>2nd carbon: Central Records Bureau of the Baltimore City Police Department. Copies retained by this Bureau are considered nonrecord within the meaning of the statute governing nonrecord material and may be destroyed as soon as no longer needed by the office. (Annotated Code of Maryland, 1957 edition as amended, Art. 41, Sec. 179).</p>	(Continued)
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7. Agency, Division or Bureau Representative
Thomas J. Ryan Deputy Police Com. 10-30-67
Signature Title Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission. OCT 31 1967 Date	Disposal Authorized as Indicated in Col. 6 by Board of Public Works. <i>Minnie S. Dardoff</i> Nov. 13, 1967 Archivist Date
	<i>Arthur H. Hurlbut</i> Secretary

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2	<p>DOG BITES</p> <p>Size: 8½" x 11" Quantity: 4 cu. ft. Dates: 1957... File Arr.: Chronological by month, then alphabetical by surname of injured person</p> <p>This record series consists of one-page typed reports from district commanding officers to the Chief Inspector. The report is a narrative account by the officer investigating the incident, giving name of the injured, date and place of the incident, extent of the injury, name and address of the treating physician, and the dog license number (if licensed), and notation of summons. The report identifies the investigating officer and is signed by the district commander.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	
3	<p>CLAIMS, CENTRAL BUREAU OF INVESTIGATION, CITY OF BALTIMORE LAW DEPT.</p> <p>Size: 8½" x 11" Quantity: 4 cu. ft. Dates: 1956... File Arr.: Chron. by month, and alpha. by surname of claimant therein</p> <p>This series consists of carbon copies of typed reports concerning claims against Baltimore City by persons injured on City property, such as sidewalks, parks, and playgrounds. The report is prepared by the commanders of the various districts in response to requests by the City Law Department, and narrates the results of the investigation.</p> <p>The record copy of this report is retained by the Law Department. The copy kept by the Central Records Bureau is used for statistical reports and is considered nonrecord within the meaning of the statute (Ann. Code of Md., 1957 edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.</p>	
4	<p>MISCELLANEOUS INCIDENTS INVESTIGATED OR REPORTED</p> <p>Size: 8½" x 11" Quantity: 9 cu. ft. Dates: 1957... File Arr.: Chron. by month, and alpha. by district therein</p> <p>This series consists of alphabetical carbon copies of miscellaneous incidents reported by the various district commanders to headquarters; they concern damaged traffic signs, damaged fire hydrants, confiscated contraband, unexplained explosions, lost K-9 dogs, and reports of use of service revolvers to destroy injured animals. The originals of these reports are filed in other offices. The copy retained in the Central Records Bureau is maintained to facilitate statistical reports and is considered nonrecord within the meaning of the statute (Ann. Code of Md., 1957 edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.</p>	(continued)

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5	<p>USE OF SERVICE REVOLVERS AND ESPANTOONS IN LINE OF DUTY</p> <p>Size: 3½" x 11" Quantity: 1 cu. ft. Dates: 1957... File Arr.: Chron. by month, and alpha. by district therein</p> <p>This series is composed of carbon copies of narrative reports from district commanders to headquarters, concerning the use of espantoons and service revolvers. The original report is filed in other offices. The copy retained by the Central Records Bureau is maintained to facilitate statistical reports, and is considered nonrecord within the meaning of the statute (Ann. Code of Md., 1957 edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.</p>	
6	<p>PRISONER INJURY BY POLICE</p> <p>Size: 8½" x 11" Quantity: ½ cu. ft. Dates: 1956... File Arr.: Chron. by month, and alpha. by district therein</p> <p>This series consists of carbon copies of narrative or summary reports from district commanders to headquarters, concerning prisoners injured by policemen. The original report is filed in other offices. The copy retained by the Central Records Bureau is maintained to facilitate statistical reports, and is considered nonrecord within the meaning of the statute (Ann. Code of Md., 1957 edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.</p>	
7	<p>MONTHLY REPORTS (YEAR-BOOK WORK-SHEETS)</p> <p>Size: 8½" x 11" Quantity: 1 cu. ft. Dates: 1958... File Arr.: Chronological</p> <p>This record series consists of work-sheets and preliminary totals developed in the course of preparing the annual report for the Department. The work-sheets are primarily a numerical summary of injuries and deaths by falls, drownings, fires, suicide, and running totals of officers injured by prisoners. This file is summarized in the Annual Report, and is considered nonrecord within the meaning of the statute (Ann. Code of Md., 1957 edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.</p>	

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8	<p>DISPOSITIONS</p> <p>Size: 8½" x 11" Quantity: 1 folder Dates: 1956... File Arr.: Chronological</p> <p>This file consists of carbon copies of typed reports by the Police Commissioner and district commanders, concerning disciplinary actions against police officers for such infractions as loss of whistles or call-box keys, late call-ins, and complaints of discourtesy. The original of this report is filed in the personnel folder, and the copy maintained by the Central Records Bureau is considered nonrecord within the meaning of the statute (Ann. Code of Md., 1957 edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.</p>	
9	<p>MEDICAL REPORT (468-A-P.B.)</p> <p>Size: 8½" x 11" Quantity: 1 cu. ft. Dates: 1956... File Arr.: Chronological</p> <p>This file consists of carbon copies of reports of injury to police officers, whether on or off duty. It summarizes the events connected with the injury, and the medical treatment administered.</p> <p>The original copies of these reports are filed in the Medical Bureau, and one carbon copy is filed in the personnel folder. The copy retained by the Central Records Bureau is maintained only to facilitate preparation of statistical reports and is considered non-record within the meaning of the statute (Ann. Code of Md., 1957 ed. as amended, Art. 41, sec. 179), and may be destroyed as soon as no longer needed by the office.</p>	
10	<p>FALSE ALARM</p> <p>Size: 8½" x 11" Quantity: 4 cu. ft. Dates: 1956... File Arr.: Chronological</p> <p>This is the original report of events surrounding false fire alarms. This report is prepared by the Fire Department and includes summaries of the resulting investigation by the Police Department. Scattered reports list suspects and arrests.</p> <p>There is no long-term or regular reference to this file.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p> <p>TELETYPES</p> <p>Size: 5" x 8" Quantity: 2 cu. ft. Dates: 1954... File Arr.: Chron. by day, and alpha. by surname of wanted subject therein</p>	

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11 (cont.)	<p>This file consists of teletype messages to and from "foreign" police departments, concerning wanted persons and giving the date, originating office, name and description of subject, the charges, name of officer in charge of the investigation, and authority of the Chief of Police.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	
12	<p>RECORD OF JUVENILE PETITIONS</p> <p>Size: 4" x 6" Quantity: 16 cu. ft. Dates: 1932... File Arr.: Alpha. by surname of juvenile</p> <p>This is the card record of juvenile petitions (complaints), made by the police officers of Baltimore City, giving the name and address of the juvenile, date of arrest, a narrative account of the arrest, and notation of the date set for hearing in the Juvenile Court.</p> <p>This record is used for statistical purposes, and there is no long-term reference to this file.</p> <p>Juvenile petitions are filed with the Circuit Court #2, Juvenile Causes Division, and are retained permanently by that agency. (Schedule 413, Item 3).</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.</p>	