

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

Extra copy
SCHEDULE NO. **459**

PAGE NO. **1**

1. Requesting Agency
BALTIMORE CITY

2. Division or Bureau of Requesting Agency
**POLICE DEPARTMENT,
PLANNING AND RESEARCH DIVISION**

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>DOCKETS - ARREST DOCKET OR ARREST REGISTER; DISTRICT DOCKET; BLOTTER</p> <p>Size: Prior to 1952, c. 15" x 20" x 2"; after 1952, 18" x 22" x 2"</p> <p>Quantity: c. 2300 volumes in nine Districts</p> <p>Dates: 1848... (Earliest Dockets found in Southern District; in other Districts the beginning dates are later and vary.)</p> <p>File Arrangement: Chronological</p> <p>Index: Internal alphabetical, in all Districts after 1952; prior to 1952, indexing was variable in the Districts</p> <p>This Item covers two separate series:-</p> <p>1. Dockets containing daily entries which originated in each of the nine Districts and have been retained in each District, the earliest date found being 1848, in the Southern District; other Districts follow:</p> <p style="padding-left: 40px;">Central District: 1860... Southeastern District: 1862... Western District: 1876... Eastern District: 1877... Southwestern District: 1892... Northern District: 1932... Northeastern and Northwestern Districts: 1959...</p> <p>2. Dockets which combined daily entries from the several Districts, 1890 through 1916, filed in the Central District. These dockets represent a single comprehensive docket series for the City of Baltimore for the above period.</p> <p>The nine Districts have in storage approximately 2300 volumes of dockets, not including those in current use. The dates cited above do not necessarily mean that sets are complete in each District from the</p>	
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(continued)

7. Agency, Division or Bureau Representative

J. I. Middleton
Signature

Lieut.
Title

9/20/68
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

OCT 1 1968
Date

Morris S. Sadoff
Archivist

10-22-68
Date

Richard Stuebel
Secretary

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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1 (cont.) first date listed.

The Central District Dockets (159 volumes), composing the combined series, were discontinued in 1916 when Record of Arrest Cards were substituted for the docket pages formerly sent to the Central District. The Record of Arrest Cards were deposited in Central Records where they are, and have continued to be, microfilmed for permanent retention (Schedule 257, Item 2).

The District Dockets and those containing the combined entries (1890-1916) noted above contain substantially the same information, giving the date, identification of the District, and the name and address of the offender, his (or her) sex, age, color, nationality, occupation, marital status, literacy, the arrest number and violation, names of the arresting officer and of witnesses (if any), affidavit of informing the defendant, the plea and the disposition of the case, the fines and costs, with the magistrate's signature or name, and a space for remarks.

Not all the dockets contain information as detailed as that listed above; more details are given in later years than in the earlier period.

The dockets filed in the Districts prior to 1890 should be retained permanently and transferred to the Hall of Records; those filed in the Central District, duplicating information found in the various District Dockets for the period 1890-1916, should be retained permanently and transferred to the Hall of Records; after 1916 the Record of Arrest Cards on microfilm will preserve the continuity of arrest records from mid-nineteenth century to the present day.

Dockets stored in the several Districts after 1916 may be destroyed three years after the docket is closed and the pertinent information has been transferred to Central Records in the Central District, either in the form of Record of Arrest Cards or by photoduplication. The recommendations for the dockets follow.

RECOMMENDATION: RETAIN PERMANENTLY THE COMBINED DOCKET SERIES (1890-1916) FILED AT THE CENTRAL DISTRICT. TRANSFER ACCUMULATION TO THE HALL OF RECORDS.

DOCKETS FILED IN THE SEVERAL DISTRICTS FOR YEARS PRIOR TO 1890-1891 ARE PERMANENT RECORDS AND ARE TO BE DEPOSITED IN THE HALL OF RECORDS.

RETAIN ALL DISTRICT DOCKETS AFTER 1916 UNTIL DOCKET BOOK IS CLOSED AND FOR THREE YEARS THEREAFTER, THEN DESTROY IF THE INFORMATION CONTAINED THEREIN HAS BEEN DUPLICATED AT CENTRAL RECORDS EITHER BY ORIGINAL ENTRY, ARREST CARDS, OR BY PHOTODUPLICATION.

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2	<p>JUVENILE PETITIONS (RECORD OF PETITION)</p> <p>Size: 5" x 8" forms Form No.: 67/86 (old No. PB 1) Dates: c. 1952... File Arrangement: Alphabetical by name, and chronological</p> <p>This form is prepared in quadruplicate in the Districts and is distributed as follows:-</p> <ol style="list-style-type: none">1. Baltimore City Circuit Court #2, Div. of Juvenile Causes2. Copy remains in District of origin3. To Central Records4. To Planning and Research <p>The copy filed with the Baltimore City Circuit Court is the permanently retained record copy (Sched. 413, Item 3); the copy filed in Central Records is retained for three years, after which it is destroyed (Sched. 454, Item 12).</p> <p>The copies retained in the Districts and in the Division of Planning and Research are considered nonrecord and may be destroyed as soon as no longer needed by the offices in which they are filed.</p>	