

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

1. Requesting Agency: **BALTIMORE CITY**
2. Division or Bureau of Requesting Agency: **POLICE DEPARTMENT - PERSONNEL OFFICE**

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>PROBATIONERS' RECORD</p> <p>Size: 15" x 18" x 1" Quantity: One volume Dates: 1898-1921; DISCONTINUED</p> <p>The Probationers' Record was a list of police appointed on a temporary or probationary basis. The record entries give the date, number, and name of the appointee, title of the position, name of the officer vacating the position, and reason for the vacancy.</p> <p>The information contained in this record has no administrative or research value to the office and is subject to the recommendation below.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	
2	<p>TRANSFER RECORD</p> <p>Size: 8½" x 11" sheets Quantity: 2 post binders Dates: 1909-1914, 1926-1937; DISCONTINUED File Arrangement: Chronological</p> <p>This record contains copies of the letters of recommendation transferring personnel from one position to another and copies of letters of concurrence issued by the Commissioner or Commissioners.</p> <p>The information contained in this record series is available in other personnel records and in the Minutes of Proceedings of the Commissioner permanently retained in the Administrative Division.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p> <p style="text-align: right;">(continued)</p>	

7. Agency, Division or Bureau Representative
Sam J. Lovell Signature Director, Personnel Division September 30, 1968 Date

<p>Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.</p> <p>OCT 1 1968 Date <i>Marie G. Darloff</i> Archivist</p>	<p>Disposal Authorized as Indicated in Col. 6 by Board of Public Works.</p> <p><i>10-22-68</i> Date <i>[Signature]</i> Secretary</p>
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(Continuation Sheet)

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3	<p>MEDICAL SURVEY RECORD</p> <p>Size: 8½" x 11" x 2" Quantity: 4 vols. Dates: 1888-1935; DISCONTINUED File Arr.: Chronological</p> <p>The Medical Survey Record contained results of the findings of the Police Physician in examinations of personnel in connection with retirement, giving recommendations of the examining physician and the order of the Police Commissioner.</p> <p>The information contained in this record has no administrative or research value to the office and the series is subject to the recommendation below.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	
4	<p>SPECIAL COMMENDATIONS RECORD</p> <p>Size: 8½" x 11" forms Quantity: 4 vols., 1 post binder Dates: 1905-1938; DISCONTINUED File Arr.: Chron.</p> <p>This record gives the date, source of the commendation, name of the officer commended, the detailed citation, and the signature of the Chief Inspector.</p> <p>This information was recorded in 1949 for officers then in service and would appear in the Personnel Files and Summary Cards (Sched. 395, Items 1 & 2).</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	
5	<p>REPRIMAND RECORD (DEPRIVED OF LEAVE, TRANSFERRED)</p> <p>Size: 8½" x 11" Quantity: 9 vols. Dates: 1888-1949; DISCONTINUED File Arr.: Chron.</p> <p>This is a record of reprimands and penalties, giving the district in which the infraction occurred, the date, name of the defendant and the charge, name of the officer preferring the charge, and names of the prosecuting witnesses, with a letter signed by the Secretary attached, reporting the outcome of the proceedings.</p> <p>This information was re-recorded in 1949 for officers then in service and would appear in the Personnel Files and Summary Cards (Sched. 395, Items 1 & 2).</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	

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6	<p>REDUCTION IN RANK RECORD</p> <p>Size: 8½" x 11" form Quantity: 1 vol. Dates: 1900-1935; DISCONTINUED</p> <p>This record of reduction in rank of police officers gives the date, name of the officer, the finding of the Board, names of witnesses, affidavits, and statements. The information was re-recorded in 1949 for officers then in service and would appear in the Personnel Files and Summary Cards (Sched. 395, Items 1 & 2).</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	
7	<p>FINES RECORD</p> <p>Size: 8½" x 11" sheets Quantity: 11 vols. Dates: 1900-1941; DISCONTINUED File Arr.: Chron.</p> <p>The Fines Record gives the name of the defendant and the date, the charges and report of the infraction, the district and the report of trial and fine assessed by the Police Commissioner.</p> <p>This information was re-recorded in 1949 for officers then in service and would appear in the Personnel Files and Summary Cards (Sched. 395, Items 1 & 2.)</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	
8	<p>RECORD OF CHARGES DISMISSED OR WITHDRAWN</p> <p>Size: 8½" x 11" forms Quantity: 1 vol. Dates: 1915-1929; DISCONTINUED</p> <p>This record gives the names of the parties, the charge and the date, and a letter of acquittal or charges dismissed, withdrawn, or held under advisement.</p> <p>This information was re-recorded in 1949 for officers then in service and would appear in the Personnel Files and Summary Cards (Sched. 395, Items 1 & 2.)</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	
9	<p>RECORD OF DISMISSALS, ACQUITTALS AND EXCUSES</p> <p>Size: 8½" x 11" forms Quantity: 7 vols. Dates: 1905-1920; DISCONTINUED File Arr.: Chron.</p> <p>To some extent this record series duplicates Item 10, Dismissals and Resignations Record. It gives a detailed charged signed by the officer bringing the charge, the report of the trial, and the finding signed by the Secretary.</p>	

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9 (cont.)	<p>The information in this record has no further administrative or research value to the office.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	
10	<p>DISMISSALS AND RESIGNATIONS RECORD</p> <p>Size: 8½" x 11" forms Quantity: 12 vols. Dates: 1888-1949; DISCONTINUED File Arr.: Chron.</p> <p>This record gave the name of the officer charged, with the date, a copy of the resignation and acceptance, or a detailed account of the charge leading to dismissal, with the date and the names of the parties involved.</p> <p>To some extent this record series duplicated Item 9 but was principally a final record of resignations and dismissals, while the Record of Dismissals, Acquittals and Excuses (Item 9) was more concerned with the immediate charges and proceedings leading up to dismissal or acquittal.</p> <p>This information appears in the Personnel Files and Summary Cards after 1949 (Sched. 395, Items 1 & 2).</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	
11	<p>RECOMMISSION RECORD</p> <p>Size: 8½" x 11" forms Quantity: 3 vols. Dates: 1888-1898; DISCONTINUED File Arr.: Chronological</p> <p>This was a record of the reappointment of police officers whose terms were expiring, giving the name of the officer, current date, date of expiral of term of service, and the recommendation for reappointment, with signature of the senior officer. Charges in opposition to a reappointment (if any) were included.</p> <p>The information contained in this record has no administrative or research value to the office.</p> <p>RECOMMENDATION: DESTROY ACCUMULATION.</p>	