

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION

SCHEDULE NO: 1754

PAGE: 1 OF: 14

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY: University of Maryland Baltimore
County

DIVISION/UNIT: Police Dept.

Item	Description	Retention
01	<p>MANUAL Policies and Procedures for Police Department set by Chief of Police.</p>	<p>Kept permanently in paper form with back-up disk. When revised old manual is destroyed. Disk is reused for new manual.</p>
02	<p>GENERAL CORRESPONDENCE Announcements of policies affecting entire agency (general orders); announcements of special orders affecting entire agency (special orders); correspondence between Police Department and other agencies within the institution and outside institution; completed customer survey forms; memoranda on various issues (internal and external); customer survey forms; MILES messages, MILES and NCIC validations.</p>	<p>Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative, legal, or historical value related to the agency to be kept in paper form for an additional three years retention, then destroy. Material which is still relevant after the three year period is to be kept in paper form for an additional 25 years, then destroyed.</p>
03	<p>PERSONNEL ORDERS Announcements of assignments given to all Public Safety personnel.</p>	<p>Retain for three years after employee leaves agency in paper form, then destroy.</p>
04	<p>CIVIL DEFENSE/DISASTER PLANS State of Maryland Civil Defense Strategies, Procedures and Plans.</p>	<p>Retained in paper form until amended or revised, then destroyed.</p>

Approved by Department, Agency, or Division Representative.

Date: May 31, 1995

Signature: *David T. Yohman*
Type Name: David T. Yohman

Title: Chief of Police

Schedule Authorized by State Archivist.

Date: 10/31/95

Signature: *Edward C. Lopez*

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE
 (CONTINUATION SHEET)
 SCHEDULE NO: 1754

ITEM	DESCRIPTION	RETENTION
05	BUDGET FILES Files related to financial matter for which Public Safety is the Office of Record	Retain for three years or until *AUDIT REQUIREMENTS ARE MET (see attached at end of document), then destroy. If material is deemed to have historical value, keep in paper form for 25- year retention, then destroy.
06	PROCUREMENT FILES Files related to procurement matters for which Public Safety is the Office of Record	Same as above.
07	PERSONNEL FILES Files on employees that are working or have worked for police department	Retain for as long as person is employed by Public Safety. when employee separates from Public Safety, forward entire file to Human Resources.
08	LEGAL CORRESPONDENCE Contains rulings from the Attorney General's Office on changes in the law. Example, authority of University Police to act off of UMS property. Public Safety is not the office of records for these items, they do maintain a permanent file on this material and destroy material regarding changes in the law only when it is repealed.	Retain in Files until repealed, then destroy.
09	PAYROLL Public Safety is responsible for its own payroll; therefore, they are the office of record on payroll.	Office of record to retain for three years and until all audit requirements are fulfilled, then destroy.

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
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 (CONTINUATION SHEET)
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ITEM	DESCRIPTION	RETENTION
10	STATISTICAL SURVEYS AND REPORTS Manpower report on needs assessment and analysis of efforts spent in certain areas of Public Safety. This report is the basis for assignments and man power allocation.	Retain until superseded by more current information; then keep outdated report for an additional 10 years, then destroy.
11	VEHICLE ASSIGNMENT AND MAINTENANCE LOGS Daily logs of personnel assigned to vehicles, what maintenance has been done to the vehicle, and any other data such as accidents, damage, etc. that might be pertinent to vehicle.	Completed logs retained for one year, then destroyed.
12	DAILY PATROL ASSIGNMENT SHEETS Daily reports on activities of patrol units.	Retain completed sheets for 90 days, then destroy.
13	COMMUNICATIONS DAILY ACCOUNTABILITY LOGS Log of every call that comes into Public Safety, who responded to the call, and what the call was about in brief.	Completed log to be retained for 180 days, then destroyed.
14	POLICE DAILY STUDENT AFFAIRS REPORTS Daily activity summary from police on student activities requiring the services of the police. Also may include activities involving students which are not criminal in nature such as helping a student into a car which they have been locked out of.	Completed reports to be retained for 90 days, then destroyed.

DEPARTMENT OF GENERAL SERVICES
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ITEM NO.	DESCRIPTION	RETENTION
15	<p>PRESS RELEASE REPORTS</p> <p>News releases on activities impacting the UMBC Campus and which involve activity of the Public Safety office.</p>	Retain for three years, then destroy.
16	<p>EMERGENCY NOTIFICATION SHEETS</p> <p>Contact sheets on all employees. Contains phone numbers and other pertinent data necessary to contact employees quickly.</p>	Retain for three years after the employee leaves the services of Public Safety, then destroy.
17	<p>APPLICATION FOR ACCESS TO PUBLIC RECORDS</p> <p>In keeping with the Freedom of Information Act, access to records by the public. Includes requests for police reports on accidents, etc.</p>	<p>APPLICATION</p> <p>Applications awaiting payment of fee will be retained for 30 days. If payment is not received within 30 days, application is destroyed.</p> <p>CLOSED</p> <p>Contains all copies of approved application for access to public records for which a fee has been received and copies of the records have been sent. Retain for three years, then destroy.</p> <p>OPEN</p> <p>Contains all copies of applications for access to public records which have been denied and on which an appeal has been noted. Retain until appeal has been resolved, then place in Closed (Denied) file.</p>

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)
SCHEDULE NO: 1754

ITEM	DESCRIPTION	RETENTION
17 CONT.	APPLICATION FOR ACCESS TO PUBLIC RECORDS (CONTINUED)	<p>PENDING</p> <p>Contains copies of approved application for access to public records for which a fee has been received, but for which records are not yet available. (example: crime still under investigation). Retain until copies are sent, then place in closed file.</p> <p>CLOSED (DENIED)</p> <p>Contain copies of applications which have been denied and on which appeals have not been entered. Retain for three years, then destroy.</p>
18	<p>REQUEST FOR UNIVERSITY VEHICLE USE FORM</p> <p>The name of person(s) requesting use of University vehicle. Public Safety needs to know who to contact if car is damaged or equipment is broken, missing, etc.</p>	Completed form is to be retained for 90 days, then destroyed.
19	OFFICE OF SPECIAL EVENTS SERVICES Requests received for police security at an event	Completed orders to be retained for 90 days, then destroyed.

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
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 (CONTINUATION SHEET)
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ITEM	Description	Retention
20	WAIVER FOR VEHICLE ENTRY FORMS Requests for entry to vehicles requiring signature of owner to avoid suits regarding possible damage to vehicles during entry.	Completed forms to be retained for 90 days, then destroyed.
21	ABANDONED PROPERTY LOGS Property lost or abandoned which is turned into police department is logged in on a special form.	Retain form for one year or until property is claimed, then destroy. After one year, property is sent to auction if not claimed.
22	EQUIPMENT LOAN LOGS Record on equipment (such as tape recorders, etc.) on loan to an officer or other agency.	Completed logs retained for 90 days, then destroyed
23	LEAVE AND DUTY SCHEDULES Posting's of duty assignments for as much as two months in advance.	Retain for five years, then destroy.
24	POLICE AIDE ASSIGNMENT LOGS Assignments posted two weeks in advance.	Completed sheets to be retained for one year, then destroyed.
25	RESIDENT PATROL OFFICER (RPO) INCIDENT FORM Reports of incidents occurring during patrol of residential areas.	Completed report to be retained for 180 days, then destroyed.
26	APPLICANT BACKGROUND INVESTIGATION FILES Background checks on applicants for positions in Public Safety. These checks are used to help establish credibility and security clearance for applicant but cannot be used against the employee after he/she is hired.	Retain on record for as long as the employee is employed by the agency, plus one year, then destroy.

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ITEM	DESCRIPTION	RETENTION
27	<p>DR-15A BOOK ISSUANCE LOGS</p> <p>DR-15A (certification of driver refusal to submit to chemical test) book is issued to officers. The log is data on who has the book, for how long, and when it will be returned.</p>	Retain for five years, then destroy.
28	<p>ALARM REPORTS</p> <p>The central system which monitors all activity on all alarm systems throughout the university.</p>	Retain for 90 days, then destroy.
29	<p>EMERGENCY TELEPHONE REPORTS</p> <p>Reports of incidents on emergency phone systems throughout the institution. These phones are located at strategic spots throughout the campus and are used for emergency situations by students or visitors to the campus.</p>	Completed reports are to be retained for one year, then destroyed.
30	<p>COMMUNICATIONS CHECK LIST</p> <p>Check off list for communications room to make sure everything is working properly on a day to day basis.</p>	Retain for 30 days, then destroy.
31	<p>CRIMINAL INVESTIGATION REPORT</p> <p>Includes all records maintained on criminal investigations.</p>	<p>OPEN REPORT: Retain until suspended or closed.</p> <p>SUSPENDED REPORTS: Retain for five years, then forward to the archives* for 20 years, then destroy.</p> <p>CLOSED REPORTS: Retain for five years after final adjudication, then forward to archives* for 20 years, then destroy.</p>

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 (CONTINUATION SHEET)
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ITEM NO.	DESCRIPTION	RETENTION
32	INCIDENT REPORTS Reports on incidents occurring throughout the campus that are non-criminal in nature or minor infractions of laws.	OPEN REPORTS Retain open reports until suspended or closed. SUSPENDED REPORTS Retain for five years, then forward to archives* for ten years, then destroy. CLOSED REPORTS Retain for five years, then forward to archives* for ten years, then destroy.
33	MOTOR VEHICLE ACCIDENT REPORTS Reports of motor vehicle accidents occurring on the UMBC campus.	OPEN REPORTS Retain open reports until suspended or closed. SUSPENDED REPORTS Retain for five years, then forward to archives* for ten years, then destroy. CLOSED REPORTS Retain for five years, then forward to archives* for ten years, then destroy.
34	CRIMINAL ARREST REPORTS Reports of arrests on campus of people over the age of 18.	Retain case file for 12 years after case is closed, then destroy.

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ITEM NO.	DESCRIPTION	RETENTION
35	<p>JUVENILE RECORDS</p> <p>A police records concerning a child. These records are kept separate from the adult records. Contents can only be divulged by court order. Records may be accessed without court order by Department of Juvenile Services or any law enforcement agency, BUT CONTENTS MAY NOT BE DIVULGED UNLESS COURT ORDER EXISTS.</p>	<p>Juvenile records are to be kept for 12 years beyond date of last entry, then destroy.</p>
36	<p>EXPUNGEMENT RECORDS</p> <p>Records ordered sealed by the court. If sealed, the court records may not be opened for any purpose except by order of the court upon good cause shown.</p>	<p>If an institution has criminal files that are ordered to be expunged, destroy immediately upon court order.</p>
37	<p>MARYLAND UNIFORM COMPLAINT AND CITATION COPIES</p> <p>Maryland uniform citations of traffic tickets issued on campus.</p>	<p>Retain for one year, then destroy.</p>
38	<p>SAFETY EQUIPMENT REPAIR ORDER FORM</p> <p>Reports on vehicle safety; ie. defects such as broken tail lights, etc.</p>	<p>Retain for one year, then destroy.</p>
39	<p>UNIVERSITY PARKING CITATION</p> <p>Originals of parking citations issued on campus (not to be confused with state summons copies). Issued for parking at fire hydrants, or parking without permits, etc.</p>	<p>Retain for one year, then destroy.</p>
40	<p>RADAR LOGS</p> <p>Log detailing when radar was used, by who and where they used it.</p>	<p>Retain for three years, then destroy.</p>

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ITEM	DESCRIPTION	RETENTION
41	FIELD INTERROGATION REPORTS (CONTACT CARDS) Suspicious persons reports, reports on trespassing, etc. These are non-criminal reports.	Retain for five years, then destroy.
42	MOTOR VEHICLE PURSUIT RECORDS High speed pursuit reports.	File original report with the original criminal investigation report. Follow retention schedule for item #31, Criminal Investigation Report. Retain open reports until suspended or closed. Retain suspended reports for five years, then forward to archives*for twenty years then destroy. Retain closed reports until final adjudication, then forward to archives*for twenty years, then destroy.
43	ARREST WARRANTS File on warrants issued for arrests.	OPEN Retain until warrant is served or returned to issuing agency then move to a closed file. CLOSED Retain for one year, then destroy.
44	CRIMINAL SUMMONS Summons for appearance in court cases. These are NOT summons for arrests. These are summons for appearances in court as witness or of criminal charge.	OPEN Retain until summons is served or returned to issuing agency then move to a closed file. CLOSED Retain for one year, then destroy.

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ITEM	DESCRIPTION	RETENTION
45	<p>COURT NOTIFICATION LOGS</p> <p>Record of notifications for police officers to appear in court. Also known as summons. The office of record is the court, however, for the first six months it is essential that the log be retained in the police department.</p>	<p>Retain completed logs and file copy of the summons for six months, then destroy.</p>
46	<p>COMPLAINT CONTROL RECORDS</p> <p>Operator's report on calls to dispatcher and police officer calls to dispatcher. These are records of calls on anything from abandoned cars to alarms going off to requests for police back-up.</p>	<p>Retain for one year, then destroy.</p>
47	<p>CONSENT TO SEARCH AND SEIZE FORMS</p> <p>Forms filled out when cars are stopped and the police officer decides it needs to be searched. Before it can be searched, the owner of the automobile (or driver) must fill out the form.</p>	<p>Forms to be filed with original investigative report. Then follow retention in item 31. Open reports to be kept until suspended or closed. Suspended reports kept for five years, then forwarded to the archives*for twenty years, then destroyed. Closed reports to be retained for five years after final adjudication, then forwarded to archives* for twenty year, then destroyed.</p>

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 RECORDS RETENTION AND DISPOSAL SCHEDULE
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ITEM NO.	DESCRIPTION	RETENTION
48	<p>TRAFFIC CITATION TRANSMITTAL FORMS Record of number of books of tickets transmitted to Motor Vehicle Administration, the office of record, which contains the name of the officer who used to book and badge number.</p>	<p>Retain for three months, then destroy.</p>
49	<p>TRAFFIC WARNING RECORD Record of traffic warnings issued to individuals.</p>	<p>Retain for three months, then destroy.</p>
50	<p>EVIDENCE LOGS Log on all items turned in for evidence purposes; guns, knives, clothing, etc.</p>	<p>Retain evidence log for five years, then destroy.</p>
51	<p>COMPLETED UNIFORM CRIME REPORT (UCR) FORMS The Maryland State Police are the office of record for the Uniform Crime Report files; however, an efficient police department must keep these files on an ongoing basis in order to access information during the investigations.</p>	<p>Perpetual information, non record office. Retain in office for one year then destroy.</p>
52	<p>THE FOLLOWING ARE RECORDS WHICH AN EFFICIENT POLICE DEPARTMENT HAS ON FILE ON AN ONGOING BASIS BUT FOR WHICH THIS IS NOT THE OFFICE OF RECORD. THESE FILES ARE CONSTANTLY BEING UPDATED WITH NEW INFORMATION. BECAUSE THESE FILES OCCUPY SPACE WITH THE OFFICE IT IS IMPORTANT OF THE STATE TO KNOW THAT THESE RECORDS ARE PART OF AN EFFICIENT POLICE DEPARTMENT:</p>	<p>THESE FILES ARE UPDATED ON A REGULAR BASIS AND OUTDATED MATERIAL IS IMMEDIATELY DESTROYED.</p>

**RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)
SCHEDULE NO: 1754**

ITEM	DESCRIPTION	RETENTION
52 CONT.	MPTC Regulations (MPTC is Maryland Police Training Commission)	Constantly replaced with new material.
	MPTC Training Updates (Maryland Police Training Commission)	Constantly replaced with new material. MPTC Files.
	Department Basic Training Instructions	Constantly replaced with new materials. MPTC files.
	Police In-Service Training Manuals	Maryland Police is the office of record. Constantly replaced with new material.
	Firearms Training Programs	Maryland Police is the office of record. Constantly replaced with new material.
	Instructor/Supervisor Administration Training	Maryland Police is the office of record. Constantly replaced with new material.
	Leadership Development Seminars	Maryland Police is the office of record. Constantly replaced with new material.
	PCO (Police Communications Operator) In-Service Training	Maryland Police is the office of record. Constantly replaced with new material.
	RPO In-Service Training (Residential Police Officer-RPO)	Maryland Police is the office of record. Constantly replaced with new material.
	Police Aide Training and Individual Training Folders	Maryland Police is the office of record. Constantly replaced with new material.
	MILES (Maryland Interagency Law Enforcement System) NCIC (National Crime Information System), CJIS (criminal Justice Information System) reports on tags numbers, criminal checks, etc.	Constantly replace with new material. MILES, NCIC and CJIS are offices of record.

DEPARTMENT OF GENERAL SERVICES

RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE
 (CONTINUATION SHEET)
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Item	Description	Retention
52 cont.	NCIC/MILES Newsletters	Constantly replaced with new material. MILES/NCIC are offices of record.
	MILES/NCIC/CJIS Certification Forms	Constantly replaced with new material. MILES/CJIS/NCIC are offices of record.
	MILES/NCIC/CJIS Audit Reports	Constantly replaced with new material. MILES/CJIS/NCIC are offices of record.
	Parking Citation Book, Issuance Logs	Office of record is Physical Plant; however, records are kept for at least a year, then destroyed.
	MARYLAND UNIFORM COMPLAINT AND CITATION LOG Lists all violations and misdemeanors under Article 27. The office of record is the Motor Vehicle Administration.	Retain log on ongoing basis updating items that are outdated.
	IF THE INSTITUTIONAL ARCHIVES ARE NOT AVAILABLE, MATERIAL HAVING PERMANENT RETENTION WILL BE TRANSFERRED TO THE MARYLAND STATE ARCHIVES IN ANNAPOLIS AND MATERIAL HAVING LIMITED RETENTION WILL BE TRANSFERRED TO THE STATE RECORDS CENTER IN JESSUP.	
	*UNTIL AUDIT REQUIREMENTS ARE MET MEANS THREE YEARS FOR STATE RELATED DOCUMENTS, THREE YARS FOR NON-MONETARY FEDERAL RELATED DOCUMENTS, THREE YEARS FOR MONETARY FEDERAL RELATED DOCUMENTS UNDER \$25,000, AND 6 YEARS, 3 MONTHS FOR MONETARY FEDERAL RELATED DOCUMENTS OVER \$25,000.	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7175 WATERLOO ROAD
P.O. BOX 275
JESSELUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
*University of Maryland
BALTIMORE County*

2. DIVISION
Student Affair

3. UNIT
Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

*Departmental Manual
Policies and Procedural Manual*

Policies and Procedures for Police Department Set by Chief of Police.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)
3 Ring Binder

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER ONGOING
N/A MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept. Chief's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO *Each member of Agency Issued*

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Keep permanently in paper form with back-up disk. When revised, old manual is destroyed. Disk may be reused when material on it is obsolete.

19. NAME AND TITLE OF PREPARER
*Manuel A. Lewis Jr
Special Assistant to the Chief*

20. TELEPHONE NUMBER
455-3133

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

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1. DEPARTMENT/AGENCY
*University of Maryland
Baltimore County*

2. DIVISION
Student Affairs

3. UNIT
Police Department

DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION, GENERAL CORRESPONDENCE IN THE SERIES. BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES;

General Orders
Announcement of policies affecting entire agency.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1
NUMBER

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER ONE YEAR
NA NUMBER MONTH(S) YEAR(S) 25-for historical

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept Chief's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO *Issued to Each Dept member*

15. ACCESS RESTRICTIONS YES NO (IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Screen annually and destroy that material for which no further reference is required. Remaining material having continued historical value to be kept for an additional 25 years, then destroyed.

19. NAME AND TITLE OF PREPARER
*Manuel A. Lewis Jr
Special Assistant to the Chief*

20. TELEPHONE NUMBER
410-455-3133

21. DATE
2-17-95

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

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AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY University of Maryland Baltimore County	2. DIVISION Student Affairs	3. UNIT Police Department
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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE University Police Files And Documents	5. EARLIEST YEAR/LATEST YEAR 1972 TO Present
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6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

GENERAL CORRESPONDENCE
Special Orders, Active and Inactive

Announcement of special orders affecting entire agency.

7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY)	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER(SPECIFY)	9. VOLUME NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) 19. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)
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11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER one year NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) 25 for historical
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13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Police Dept, Chief's Office	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Each member of Agency Issued
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15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
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17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer Software, Management System	18. RECOMMENDED RETENTION Screen annually and destroy that material for which no further reference is required. Remaining material having continued historical value to be kept for an additional three years, then destroyed. If still historical after three years, keep for 25 and then destroy.
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19. NAME AND TITLE OF PREPARER MANUEL A. LEWIS Sr Special Assistant to the Chief	20. TELEPHONE NUMBER 410-455-3133	21. DATE 2-17-95
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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7175 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
University of Maryland
Baltimore County

2. DIVISION
Student Affairs

3. UNIT
Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO PRESENT

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)
GENERAL CORRESPONDENCE
University Departments
General correspondence between institution departments, outside clients, etc.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1
10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 1 year, 25 for historical material
 YEAR(S)
N/A
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Chief's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issued

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Screen annually and destroy that material for which no further reference is required. Remaining material having historical value to be kept for an additional 25 years, then destroyed.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7178 WATERLOO ROAD
P.O. BOX 278
JESUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
University of Maryland
Baltimore County

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Student Affairs

3. UNIT
Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Document

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

GENERAL CORRESPONDENCE
Memorandum's (INTERNAL AND EXTERNAL)

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
19. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER one year;
NUMBER N/A MONTH(S) YEAR(S) 25 for historical

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Capt Roepke's office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Screen annually and destroy that material for which no further reference is required. Remaining material having historical value to be kept for an additional 25 years, then destroyed.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7375 WATERLOO ROAD
P.O. BOX 275
JESUP, MARYLAND 20794

AGENCY RECORDS INVENTORY
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1. DEPARTMENT/AGENCY
University of Maryland
Baltimore County

2. DIVISION
Student Affairs

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Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES
GENERAL CORRESPONDENCE
Completed Customer Survey Forms.
A customer is anyone who has been aided in any way by Public Safety. Customers are surveyed to determine satisfaction with services of Public Safety.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1
10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 1 year or 25 for historical
 YEAR(S) MONTH(S)
NUMBER N/A

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Chief's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Screen annually and destroy that material for which no further reference is required. Remaining material having continued historical value to be kept for an additional 25 years, then destroy.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DCS 330-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESUP, MARYLAND 20794

AGENCY RECORDS INVENTORY
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1. DEPARTMENT/AGENCY
University of Maryland
Baltimore County

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Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Document

5. EARLIEST YEAR/LATEST YEAR
1972 to Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.
GENERAL CORRESPONDENCE
Miles Messages.
Messages from the Maryland Interagency Law Enforcement System which give details on outstanding warrants, missing persons, etc.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
19. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 1 year
N/A
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept. Records Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Screen annually and destroy material having no continued value. Valued material to be kept for additional three years. Material still relevant after 3 years, to be kept in paper form for an additional 25 years, then destroyed.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7175 WATERLOO ROAD
P.O. BOX 275
JESUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
UNIVERSITY OF Maryland
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Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION, BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES:

GENERAL CORRESPONDENCE

Miles/NCIC Validations

Miles (Maryland Interagency Law Enforcement System) and NCIC (National Crime Information Center) data which is checked to determine if there are any outstanding warrants, etc. against a person who is in custody, under investigation, or who has been arrested.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
N/A MONTH MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Police Dept, Records Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)

YES NO Each member of Agency has

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Screen annually and destroy that material for which no further reference is required. Material having continued legal value to be kept for an additional 25 years, then destroyed.

19. NAME AND TITLE OF PREPARER

Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER

455-3133 (410)

21. DATE

2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
University of Maryland
Baltimore County

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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)
Personnel Orders
Announcement of assignments given to all Public Safety Personnel.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
10. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER ongoing
NUMBER 1
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Chief's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issued

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Retained until employee leaves the agency. Then retain three years, then destroy.

19. NAME AND TITLE OF PREPARER
MANUEL A. Lewis Jr
Special Assis. to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7175 WATERLOO ROAD
P.O. BOX 275
JESUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
University of Maryland
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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.
Civil Defense Disaster Plans
State of Maryland Civil Defense Strategies Procedures and Plans

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
19. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER ongoing until
NUMBER N/A
 MONTH(S) YEAR(S) revised

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Chief's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Retained until amended or revised, then destroy.

19. NAME AND TITLE OF PREPARER
MANUEL A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7375 WATERLOO ROAD
P.O. BOX 275
JESUP, MARYLAND 20794

AGENCY RECORDS INVENTORY
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1. DEPARTMENT/AGENCY
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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.

Budget
Files related to financial matters for which Public Safety is the Office of Record.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 3 years; 25 MONTH(S) YEAR(S) historical

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Chief's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
IF YES, SPECIFY AGENCY OR OFFICE
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Retain for three years or until audit requirements are met, then destroy.
If some material is deemed to have historical value, keep in paper form for 25 years, then destroy.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7375 WATERLOO ROAD
P.O. BOX 275
JESUP, MARYLAND 20794

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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.

Procurement

Files related to procurement matters for which Public Safety is the Office of Record.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
3 years; 25 historical
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Chief's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
If YES, SPECIFY AGENCY OR OFFICE
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Retain for three years or until audit requirements are met, then destroy. If any material is deemed to have continuing historical value, keep in paper form for 25 years, then destroy.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS...TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY University of Maryland Baltimore County

2. DIVISION Student Affairs

3. UNIT Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR 1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.

Personnel Records

Files on employees that are working for or have worked for police. Contains application for employment and other pertinent personnel files.

7. RECORD SERIES FORMAT(S) [X] LETTER SIZE [] MICROFILM [] LEGAL SIZE [] COMPUTER TAPE [] BOUND BOOK [] FLOPPY DISK [] AUDIO TAPE [] VIDEO TAPE [] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE [X] ALPHABETICAL [X] NUMERICAL [] CHRONOLOGICAL [] GEOGRAPHICAL [] OTHER(SPECIFY)

9. VOLUME [X] FILE DRAWER(S) [] MICROFILM REEL(S) [] COMPUTER TAPE(S) [] OTHER(SPECIFY) NUMBER 1

10. ANNUAL ACCUMULATION [X] FILE DRAWER(S) [] MICROFILM REEL(S) [] COMPUTER TAPE(S) [] OTHER(SPECIFY) NUMBER 1

11. FILE IS USED [X] DAILY [] WEEKLY [] MONTHLY

12. FILE BECOMES INACTIVE AFTER ongoing [] MONTH(S) [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Police Dept, Chief's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? [X] YES [] NO Each member of Agency Issues

15. ACCESS RESTRICTIONS [X] YES [] NO (IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS [] NONE [X] STATE [] FEDERAL [] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) [X] YES [] NO Computer Software, Management System

18. RECOMMENDED RETENTION Retain for as long as person is employed by Public Safety. When employee separates from Public Safety, forward entire file to Human Resources office.

19. NAME AND TITLE OF PREPARER Manuel A. Lewis Jr Special Assistant to the Chief

20. TELEPHONE NUMBER 455-3133 (410)

21. DATE 2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7175 WATERLOO ROAD
P.O. BOX 275
JESUP, MARYLAND 20794

AGENCY RECORDS INVENTORY
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1. DEPARTMENT/AGENCY
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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.

Legal

Contains notices from the Attorney General's Office on Changes in the Law. Public Safety is not considered the Office of Record for these items however, this is a very important file and Public Safety needs to keep a record of changes in the law permanently until the law is repealed.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

19. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER ongoing until repealed
N/A MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Chief's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Retain until repealed
Then destroy

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Document

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.

Payroll

Consists of journals, one pay certification cards, master exceptions, check register, W2, labor, savings bond material, journal vouchers, payroll transfers, etc.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

10. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 3 YEARS
NUMBER N/A
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Chief's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Public Safety to retain for three years and until audit requirements are fulfilled then destroy.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7375 WATERLOO ROAD
P.O. BOX 275
JESUP, MARYLAND 20794

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1. DEPARTMENT/AGENCY
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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION, BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.

Statistical Surveys and Reports

Manpower report on needs assessment and analysis of efforts spent in certain areas of public safety. Example, how many burglaries, how many rapes, etc. These reports are used as the basis for assignments and pay allocations.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

19. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 10 years
NUMBER N/A
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Chief's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issued

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Retain until superseded by more current information, then keep outdated report for an additional 10 years, then destroy.

19. NAME AND TITLE OF PREPARER
MANUEL A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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P.O. BOX 275
JESUP, MARYLAND 20794

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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 to Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.
Vehicle Assignment and Maintenance Logs
Daily logs of personnel assigned to vehicles, where the vehicle has been, what maintenance has been done to vehicle, and any other data such as accidents, damage, etc. that might be pertinent to vehicle.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1
10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 1 year
 YEAR(S)
 MONTH(S)
NUMBER N/A

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Records Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Completed logs retained for one year, then destroyed.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS...TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESUP, MARYLAND 20796

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1. DEPARTMENT/AGENCY University of Maryland Baltimore County

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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR 1972 to Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Daily Patrol Assignment Sheets
Daily reports on activities and assignments of patrol units.

7. RECORD SERIES FORMAT(S)
[X] LETTER SIZE [] MICROFILM
[] LEGAL SIZE [] COMPUTER TAPE
[] BOUND BOOK [] FLOPPY DISK
[] AUDIO TAPE [] VIDEO TAPE
[] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
[X] ALPHABETICAL
[X] NUMERICAL
[] CHRONOLOGICAL
[] GEOGRAPHICAL
[] OTHER(SPECIFY)

9. VOLUME
[X] FILE DRAWER(S)
[] MICROFILM REEL(S)
[] COMPUTER TAPE(S)
[] OTHER(SPECIFY)

19. ANNUAL ACCUMULATION
[X] FILE DRAWER(S)
[] MICROFILM REEL(S)
[] COMPUTER TAPE(S)
[] OTHER(SPECIFY)

11. FILE IS USED
[X] DAILY [] WEEKLY [] MONTHLY

12. FILE BECOMES INACTIVE AFTER 90 days
N/A SUBJECT [] MONTH(S) [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Communication Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
[X] YES [] NO Each member of Agency Issues

15. ACCESS RESTRICTIONS [X] YES [] NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
[] NONE [X] STATE [] FEDERAL [] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
[X] YES [] NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Completed sheets must be retained for ninety days. Then destroy

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assis tant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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JESUP, MARYLAND 20794

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1. DEPARTMENT/AGENCY
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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Communications Daily Accountability Logs.

Log of every call that comes into Public Safety and who responded to the call and what the call was about.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

19. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER N/A
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Communication Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Completed logs must be retained for one-hundred eighty days. Then Destroy.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

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1. DEPARTMENT/AGENCY
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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.
Police Daily Student Affairs Reports

Daily activity summary from police on student activities requiring the services of the police. Also may include activities involving students which are not criminal in nature such as helping a student get into a car which they have been locked out of.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
10. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER 1
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Chief's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
 YES NO Each member of Agency Issued

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Completed reports must be retained for ninety days. Then destroy.

19. NAME AND TITLE OF PREPARER
MANUEL A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS...TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESUP, MARYLAND 20794

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1. DEPARTMENT/AGENCY University of Maryland Baltimore County

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4. RECORD SERIES TITLE University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR 1972 to Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES. Press Release Reports. News releases on activities impacting the UMBC campus and which involve the activity of the Public Safety office.

7. RECORD SERIES FORMAT(S) [X] LETTER SIZE [] MICROFILM [] LEGAL SIZE [] COMPUTER TAPE [] BOUND BOOK [] FLOPPY DISK [] AUDIO TAPE [] VIDEO TAPE [] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE [X] ALPHABETICAL [X] NUMERICAL [] CHRONOLOGICAL [] GEOGRAPHICAL [] OTHER(SPECIFY)

9. VOLUME [X] FILE DRAWER(S) [] MICROFILM REEL(S) [] COMPUTER TAPE(S) [] OTHER(SPECIFY) 19. ANNUAL ACCUMULATION [X] FILE DRAWER(S) [] MICROFILM REEL(S) [] COMPUTER TAPE(S) [] OTHER(SPECIFY)

11. FILE IS USED [X] DAILY [] WEEKLY [] MONTHLY

12. FILE BECOMES INACTIVE AFTER 3 years [] MONTH(S) [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Police Dept, Capt. Bosley's office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? [X] YES [] NO Each member of Agency Issues

15. ACCESS RESTRICTIONS [X] YES [] NO (IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS [] NONE [X] STATE [] FEDERAL [] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) [X] YES [] NO Computer Software, Management System

18. RECOMMENDED RETENTION Retain three years, then destroy.

19. NAME AND TITLE OF PREPARER Manuel A. Lewis Jr Special Assistant to the Chief

20. TELEPHONE NUMBER 455-3133 (410)

21. DATE 2-17-95

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
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4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 to Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Emergency Notification Sheets

Contact sheets on all employees. Contains phone numbers and other pertinent data necessary to contact employees quickly.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- NUMBER 1

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 3 years
N/A MONTH YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Police Dept, Chief's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION

Retain for three years after the employee leaves the service of public safety, then destroy.

19. NAME AND TITLE OF PREPARER

Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER

455-3133 (410)

21. DATE

2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
University of Maryland
Baltimore County

2. DIVISION
Student Affairs

3. UNIT
Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Application For Access to Public Records

As per Freedom of Information Act, acces to records by public. Includes requests for police reports on accidents, etc.

Categories for applications are Closed, Pending, Open and Closed (Denied). Applications are kept for 30 days and if no fee is received, application is destroyed.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
19. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER 1
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Chief's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issue

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Applications kept for 30 days. If no payment, is destroyed.
Closed applications kept for 3 years, then destroyed.
Pending applications kept until sent, then placed in closed file.
Open applications kept until appeal resolved, then placed in closed(Denied)file.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

DATE
2-17-95

INSTRUCTIONS...TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESUP, MARYLAND 20794

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1. DEPARTMENT/AGENCY University of Maryland Baltimore County

2. DIVISION Student Affairs

3. UNIT Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR 1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Request For University Vehicle Use Forms.

Information obtained from personnel requesting use of University vehicle. Public Safety needs to know who to contact if car is damaged or equipment is missing.

7. RECORD SERIES FORMAT(S) [X] LETTER SIZE [] MICROFILM [] LEGAL SIZE [] COMPUTER TAPE [] BOUND BOOK [] FLOPPY DISK [] AUDIO TAPE [] VIDEO TAPE [] OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE [X] ALPHABETICAL [] NUMERICAL [] CHRONOLOGICAL [] GEOGRAPHICAL [] OTHER(SPECIFY)

9. VOLUME [X] FILE DRAWER(S) [] MICROFILM REEL(S) [] COMPUTER TAPE(S) [] OTHER(SPECIFY)

10. ANNUAL ACCUMULATION [X] FILE DRAWER(S) [] MICROFILM REEL(S) [] COMPUTER TAPE(S) [] OTHER(SPECIFY)

11. FILE IS USED [X] DAILY [] WEEKLY [] MONTHLY

12. FILE BECOMES INACTIVE AFTER 90 days [] MONTH(S) [X] YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Police Dept, Central File

14. IS RECORD SERIES DUPLICATED ELSEWHERE? [X] YES [] NO Each member of Agency Issues

15. ACCESS RESTRICTIONS [X] YES [] NO (IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS [] NONE [X] STATE [] FEDERAL [] INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) [X] YES [] NO Computer Software, Management System

18. RECOMMENDED RETENTION Completed forms must be retained for ninety days. Then destroy

19. NAME AND TITLE OF PREPARER Manuel A. Lewis Jr Special Assistant to the Chief

20. TELEPHONE NUMBER 455-3133 (410)

21. DATE 2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7175 WATERLOO ROAD
P.O. BOX 275
JESUP, MARYLAND 20794

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1. DEPARTMENT/AGENCY
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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

University Work Orders

Requests received for police involvement in an event.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- NUMBER 1

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 90 days
N/A MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Police Dept, Records office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

YES NO Each member of Agency issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION

Completed orders must be retained for ninety days. Then destroy.

19. NAME AND TITLE OF PREPARER

Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER

455-3133 (410)

21. DATE

2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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JESUP, MARYLAND 20796

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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 to Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.

Waiver For Vehicle Entry Forms.
Requests for entry to vehicles requiring signature of owner to avoid suits regarding possible damage to vehicles during entry.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 90 days
 YEAR(S)
NUMBER N/A

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Communication Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issue

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Completed forms must be retained for ninety days

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7175 WATERLOO ROAD
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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Abandoned Property Logs.

Property lost, stolen, abandoned which is returned to police department is logged in on a special form.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 1 year
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Police Dept, Records Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)

YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION

Retain For one year* or until property is claimed. Then destroy. *After one year property is sent to auction.

19. NAME AND TITLE OF PREPARER

Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER

455-3133 (410)

21. DATE

2-17-95

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSELUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Document

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Equipment loan logs.

Record of equipment loaned out to other agencies or to officers and personnel within agency.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

19. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 90 days

- YEAR(S) MONTH(S) DAY(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Police Dept, Communication Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- YES NO (IF YES, SPECIFY AGENCY OR OFFICE)
Each member of Agency Issue

15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S))

- YES NO

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION

Completed logs must be retained for ninety days. Then destroy

19. NAME AND TITLE OF PREPARER

Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER

455-3133 (410)

21. DATE

2-17-95

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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JESUP, MARYLAND 20794

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Police Department

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4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Leave and Duty Schedules.

Posting of job assignments for as much as two months in advance.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

19. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 5 years
 YEAR(S)
 MONTH(S)
NUMBER N/A

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Police Dept, Capt. Bosley's office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION

Retain for five years, then destroy.

19. NAME AND TITLE OF PREPARER

MANUEL A. LEWIS JR
Special Assistant to the Chief

20. TELEPHONE NUMBER

455-3133 (410)

21. DATE

2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Police Aide Assignment Logs
Assignments posted two weeks in advance.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

19. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
N/A MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Communications Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Completed sheets to be retained for one year, then destroyed.

19. NAME AND TITLE OF PREPARER
MANUEL A. LEWIS JR
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-12-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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4. RECORD SERIES TITLE
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5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

RPO Incident Reports Forms.

Resident Patrol Officers (RPO) incident forms reporting incidents occurring during patrol of housing units.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 180 days
 YEAR(S)
 MONTH(S)
 DAY(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Communication Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Completed sheets must be retained for one hundred eighty days. Then destroy.

19. NAME AND TITLE OF PREPARER
MANUEL A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
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4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Applicant Background Investigation Files.
Background checks on applicants for positions in Public Safety. These checks are used to help establish credibility and security clearance for applicants but cannot be used against the employee after she/he is hired.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
Ongoing during tenure of employee.
 YEAR(S)
 MONTH(S)
 QUARTER(S)
 NONE

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Chief's office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
IF YES, SPECIFY AGENCY OR OFFICE
 YES NO Each member of Agency issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Retain as long as employee is employed by the department, plus one year. Then destroy.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSEUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
University of Maryland
Baltimore County

2. DIVISION
Student Affairs

3. UNIT
Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

DR-15A Book Issuance logs

DR-15A (Driving While Intoxicated) book is issued to officers and the log is data on who has the book, for how long, and when it will be returned.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 5 years
 YEAR(S)
 MONTH(S)
NUMBER N/A

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Shift Supervisors Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issue

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Retain For Five years, then destroy

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assis tant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSELUP, MARYLAND 20794

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4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES:

Burglar Alarm Reports

Reports from the central alarm system which monitors all activity on all burglar alarm systems throughout the University.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 90 days
NA MONTHLY YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Communications Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issue

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Completed sheets must be retained for ninety days. Then destroy

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSEUP, MARYLAND 20794

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1. DEPARTMENT/AGENCY
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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Emergency Telephone Reports.

Reports of incidents on emergency phone systems throughout the institution. These phones are located at strategic spots throughout the campus and are used for emergency situations by students or visitors to the campus.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 1 year
NUMBER N/A
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Police Dept, Central Files

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)

YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION

Retain for one year. Then destroy.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7175 WATERLOO ROAD
P.O. BOX 275
JESSELUP, MARYLAND 20794

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4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Communications Check List.
Check off list for communications room to make sure everything is working properly on a day-to-day basis.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

19. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 30 days
NUMBER 1
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept. Communication Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Retained thirty days. Then destroy

19. NAME AND TITLE OF PREPARER
MANUEL A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-12-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSEUP, MARYLAND 20794

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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Records Section Logs and Reports - Criminal Investigation Reports.
Includes all records maintained on criminal investigations.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- NUMBER 1

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NA MONTH YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Police Dept. Records Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)

YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Open reports retained until suspended or closed. Suspended reports retained for 5 years, then forwarded to archives for 20 years, then destroyed. Closed reports retained for 5 years after final adjudication, then forward to archives for 20 years then destroy.

19. NAME AND TITLE OF PREPARER

Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER

455-3133 (410)

21. DATE

2-17-95

INSTRUCTIONS...TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSEUP, MARYLAND 20796

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY University of Maryland Baltimore County

2. DIVISION Student Affairs

3. UNIT Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR 1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Incident reports

Reports on incidents occurring throughout the campus that are not criminal in nature.

7. RECORD SERIES FORMAT(S)

- LETTER SIZE (checked), MICROFILM, LEGAL SIZE, COMPUTER TAPE, BOUND BOOK, FLOPPY DISK, AUDIO TAPE, VIDEO TAPE, OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL (checked), NUMERICAL, CHRONOLOGICAL, GEOGRAPHICAL, OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S) (checked), MICROFILM REEL(S), COMPUTER TAPE(S), OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S) (checked), MICROFILM REEL(S), COMPUTER TAPE(S), OTHER(SPECIFY)

11. FILE IS USED DAILY (checked), WEEKLY, MONTHLY

12. FILE BECOMES INACTIVE AFTER see below MONTH (checked), YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Police Dept, Records Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)

YES (checked), NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES (checked), NO (IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS NONE (checked), STATE, FEDERAL, INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES (checked), NO Computer Software, Management System

18. RECOMMENDED RETENTION Retain open reports until suspended or closed. Suspended reports to be kept for 5 years, then forward to archives for 10 years, then destroy. Closed reports to be kept for 5 years, then forwarded to archives for 10 years, then destroy.

19. NAME AND TITLE OF PREPARER

MANUEL A. Lewis Jr Special Assistant to the Chief

20. TELEPHONE NUMBER

455-3133 (410)

21. DATE

2-17-95

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSELUP, MARYLAND 20794

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1. DEPARTMENT/AGENCY
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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Document

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES
Motor Vehicle Accident Reports,
Reports on accidents occurring within UMBC institution.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
10. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER see below
N/A MONTH YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Records Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency has it

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Open Reports to be kept until suspended or closed. Suspended reports to be kept 5 years, then forwarded to archives for 10 years, then destroyed. Closed reports to be retained for 5 years, then forwarded to archives for 10 years, then destroyed.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7175 WATERLOO ROAD
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1. DEPARTMENT/AGENCY
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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 to Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Criminal Arrest Reports.

Reports of arrests on campus of people over the age of 18.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

19. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER PERMANENT
N/A MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept. Records Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Retain case file for 12 years after case is closed, then destroy.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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JESSUP, MARYLAND 20794

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1. DEPARTMENT/AGENCY
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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Juvenile Records
Police records concerning a child. These records are kept separate from the adult records. Contents can only be divulged by court order. Records may be accessed without court order by Department of Juvenile Services or any law enforcement agency, BUT CONTENTS MAY NOT BE DIVULGED UNLESS COURT ORDER EXISTS.

Expungement Records
Records ordered sealed by court. If sealed, the court records may not be opened FOR ANY PURPOSE except by order of the court upon good cause shown.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

19. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER PERMANENT
NUMBER N/A MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Records Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency has one

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Juvenile records are to be kept for 12 years beyond date of last entry item, then destroy.
Expunged records to be destroyed immediately upon court order.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assis. to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESUP, MARYLAND 20794

AGENCY RECORDS INVENTORY
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1. DEPARTMENT/AGENCY
University of Maryland
Baltimore County

2. DIVISION
Student Affairs

3. UNIT
Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO PRESENT

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES:

Starke Summon Copies.

These are Maryland Uniform Citations or traffic tickets issued on campus.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

19. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER one year
NUMBER NA
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Records Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Retain for one year, then destroy.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assis tant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

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5. EARLIEST YEAR/LATEST YEAR
1972 TO PRESENT

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Safety Equipment Repair Order Copies

Reports on vehicle safety, i.e. defects such as broken tail lights, etc.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 1 year
NUMBER NA
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Records Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issue

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Retain for one year, then destroy.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DCG 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
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1972 to Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.
University Parking Citation Copies
Originals of parking citations issued on campus....not to be confused with tickets. Issued for parking at fire hydrants, or parking without permits, etc.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
10. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 1 year
NA MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Communication Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Retain for one year, then destroy.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

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7375 WATERLOO ROAD
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5. EARLIEST YEAR/LATEST YEAR
1972 to Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES:

Radar Logs.

Log detailing when radar was used, by who and where they used it.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 3 years
NUMBER 1
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Police Dept, Squad Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)

YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION

Retain For three years. Then Destroy.

19. NAME AND TITLE OF PREPARER

Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER

455-3133 (410)

21. DATE

2-17-95

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
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7375 WATERLOO ROAD
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4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Field Interrogation Reports (contact cards)

Suspicious persons reports, reports on trespassing, etc. These are non-criminal reports.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 5 years
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Communications Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Retain for five years then destroy.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-12-95

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY
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1. DEPARTMENT/AGENCY
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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO PRESENT

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES:

Motor Vehicle Pursuit Reports.
High speed pursuit reports.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER 1
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Records Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
File original report with original criminal investigative report. Keep open report until suspended or closed. Keep suspended report 5 years, then forward to archives for 20 years, then destroy. Keep closed reports until adjudication, then forward to archives for 20 years, then destroy.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7278 WATERLOO ROAD
P.O. BOX 278
JESUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
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Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Arrest Warrants.

File on warrants issued for arrests.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 MONTH MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Communications Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Retain until warrant is served or returned, then move to a Closed File. Closed Retained one year then destroy.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-12-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7175 WATERLOO ROAD
P.O. BOX 275
JESUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES!

Criminal Summons.

Summons issued for appearance in court cases. These are NOT summons for arrests. These are summons for appearances in court as witness or for criminal charge which does not require immediate arrest.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER 1
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept.

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Open - Retain until summons is served or returned, then moved to a closed file
Closed - Retain one year, then destroy.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr.
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7375 WATERLOO ROAD
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JESUP, MARYLAND 20794

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1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Court Notification Logs.

Record of notifications or summons for police officers to appear in court. The office of record is the court, however, for the first six months it is essential that the log be retained in the public safety office.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 6 months
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Squad Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Retain completed logs and file copy of the summonses for six months then destroy

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
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21. DATE
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DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7175 WATERLOO ROAD
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5. EARLIEST YEAR/LATEST YEAR
1972 to Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES:

Complaint Control Records

Operators' report on calls to dispatcher and police officer calls to dispatcher. These are records of calls on anything from abandoned cars to alarms going off to requests for police back-up.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
N/A
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Police Dept, Supervisors Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)

YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION

Retain for one year
Then destroy

19. NAME AND TITLE OF PREPARER

Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER

455-3133 (410)

21. DATE

2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7375 WATERLOO ROAD
P.O. BOX 275
JESSELUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY
University of Maryland
Baltimore County

2. DIVISION
Student Affairs

3. UNIT
Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 to Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Consent to Search and Seize Forms.

Forms filled out when cars are stopped and the police officer decides it needs to be searched. Before it can be searched, the owner/driver of the automobile must fill out the form.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

19. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 20 years
N/A MONTH YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Records Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
IF YES, SPECIFY AGENCY OR OFFICE
 YES NO Each member of Agency has

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
File with investigative report. Open file to be kept until suspended or closed. Suspended file kept for 5 years, then to archives for 20 years, then destroyed. Closed report retained for five years after final adjudication, then forwarded to
*archives for 20 years, then destroyed.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7175 WATERLOO ROAD
P.O. BOX 275
JESUP, MARYLAND 20796

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1. DEPARTMENT/AGENCY
UNIVERSITY OF Maryland
Baltimore County

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Student Affairs

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Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Document

5. EARLIEST YEAR/LATEST YEAR
1972 to Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES!

Traffic Citation, Transmitted Forms,

Record of number of book of tickets transmitted to Motor Vehicle Administration, which is the office of record, and which contains the name of the officer who used the book and his/her badge number.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

19. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 3 months
NUMBER N/A
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Records Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency has one

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Retain for three months.
Then destroy MVA is office of record.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7375 WATERLOO ROAD
P.O. BOX 375
JESSELUP, MARYLAND 20794

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1. DEPARTMENT/AGENCY
University of Maryland
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Student Affairs

3. UNIT
Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 to Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Traffic Warning Copies.

Record of traffic warnings issued to individuals

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER 3 months
N/A
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept. Records Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Retain for Three months. Then destroy

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSEUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 to Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES!

Evidence Logs.

Log of all items turned in for evidence purposes; guns, knives, clothing, etc.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

19. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER 1
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Property Evidence Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Retain Log until completed, then five years. Then destroy.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7175 WATERLOO ROAD
P.O. BOX 275
JESUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
UNIVERSITY OF MARYLAND
BALTIMORE COUNTY

2. DIVISION
Student Affairs

3. UNIT
Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES:

UCR Forms Completed.

University Crime Report (UCR) forms to access information on criminals during investigations are kept in the public safety office for at least one year for the efficient use of these files. The office of record is the Maryland State Police.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
N/A MONTH(S) YEAR(S) 1 year

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Police Dept. Records Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)

YES NO Each member of Agency Dept.

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION

Retain for one year
Then des Proj.

19. NAME AND TITLE OF PREPARER

Manuel A. Lewis Jr.
Special Assistant to the Chief

20. TELEPHONE NUMBER

455-3133 (410)

21. DATE

2-17-95

THE UMCP POLICE DEPARTMENT IS NOT THE OFFICE OF RECORD FOR THESE FILES: HOWEVER, THEY ARE KEPT IN ANY WELL-RUN PUBLIC SAFETY OFFICE AS A MATTER OF EFFICIENT FILE KEEPING. AS THE INSTITUTION IS NOT THE OFFICE OF RECORD THEY ARE NOTED IN THIS DOCUMENT FOR INFORMATION PURPOSES ONLY.

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
University of Maryland
Baltimore County

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Student Affairs

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Police Department

DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 to Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

MPTC Regulations

MPTC IS MARYLAND POLICE TRAINING COMMISSION

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1
10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
N/A
NUMBER 1
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Capt Basley's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency has one

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
PUBLIC SAFETY IS NOT THE OFFICE OF RECORD BUT IS REQUIRED TO KEEP THESE FILES ON AN ONGOING BASIS AS THEY ARE UPDATED AND REVISED. OUTDATED MATERIAL IS DESTROYED.

19. NAME AND TITLE OF PREPARER
MANUEL A. LEWIS JR
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
UNIVERSITY OF MARYLAND
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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

MPTC Training Updates

MPTC IS MARYLAND POLICE TRAINING COMMISSION

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

19. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
N/A MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Police Dept, Capt. Bosley's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)

YES NO Each member of Agency has one

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
PUBLIC SAFETY IS NOT THE OFFICE OF RECORD BUT IS REQUIRED TO KEEP THESE FILES ON AN ONGOING BASIS AS THEY ARE UPDATED AND REVISED. OUTDATED MATERIAL IS DESTROYED.

19. NAME AND TITLE OF PREPARER

Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER

455-3133 (410)

21. DATE

2-17-95

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
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Baltimore County

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Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 to Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Department Basic Training

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- NUMBER 1

10. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
N/A MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Police Dept, Capt. Bosley's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)

YES NO Each member of Agency has 2

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
PUBLIC SAFETY IS NOT THE OFFICE OF RECORD BUT IS REQUIRED TO KEEP THESE FILES ON AN ONGOING BASES AS THEY ARE UPDATED AND REVISED.. OUTDATED MATERIAL IS DESTROYED.

19. NAME AND TITLE OF PREPARER

Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER

455-3133 (410)

21. DATE

2-17-95

INSTRUCTIONS—TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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DEFINITION—RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO PRESENT

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Police In-Service Training

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

19. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
 YEAR(S)
 MONTH(S)
NUMBER N/A

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Capt. Bosley's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO *Each member of Agency Issues*

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
PUBLIC SAFETY IS NOT THE OFFICE OF RECORD BUT IS REQUIRED TO KEEP THESE FILES ON AN ONGOING BASIS AS THEY ARE UPDATED AND REVISED. OUTDATED MATERIAL IS DESTROYED.

19. NAME AND TITLE OF PREPARER
*Manuel A. Lewis Jr
Special Assistant to the Chief*

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 330-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7175 WATERLOO ROAD
P.O. BOX 275
JESUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY
*University of Maryland
Baltimore County*

2. DIVISION
Student Affairs

3. UNIT
Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Document

5. EARLIEST YEAR/LATEST YEAR
1972 to Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Firearms Training Program

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NA MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Capt Bosley's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO *Each member of Agency Issues*

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
PUBLIC SAFETY IS NOT THE OFFICE OF RECORD BUT IS REQUIRED TO KEEP THESE FILES ON AN ONGOING BASIS AS THEY ARE UPDATED AND REVISED. OUTDATED MATERIAL IS DESTROYED.

19. NAME AND TITLE OF PREPARER
*Manuel A. Lewis Jr
Special Assistant to the Chief*

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7175 WATERLOO ROAD
P.O. BOX 275
JESSELUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
University of Maryland
Baltimore County

2. DIVISION
Student Affairs

3. UNIT
Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Instructor / Supervisor Admin Training

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

19. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
N/A MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Capt. Bosley's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
PUBLIC SAFETY IS NOT THE OFFICE OF RECORD BUT IS REQUIRED TO KEEP THESE FILES ON AN ONGOING BASIS AS THEY ARE UPDATED AND REVISED OUTDATED MATERIAL IS DESTROYED.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSEUP, MARYLAND 20796

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
University of Maryland
Baltimore County

2. DIVISION
Student Affairs

3. UNIT
Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 to Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Leadership Development

7. RECORD SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- NUMBER 1

19. ANNUAL ACCUMULATION

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
N/A MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Police Dept, Capt. Bosley's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)

YES NO Each member of Agency has one

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
PUBLIC SAFETY IS NOT THE OFFICE OF RECORD BUT IS REQUIRED TO KEEP THESE FILES ON AN ONGOING BASIS AS THEY ARE UPDATED AND REVISED. OUTDATED MATERIAL IS DESTROYED.

19. NAME AND TITLE OF PREPARER

Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER

455-3133 (410)

21. DATE

2-17-95

INSTRUCTIONS...TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7175 WATERLOO ROAD P.O. BOX 275 JESUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY University of Maryland Baltimore County

2. DIVISION Student Affairs

3. UNIT Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR 1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Individual Training Folders

7. RECORD SERIES FORMAT(S)

- LETTER SIZE, MICROFILM, LEGAL SIZE, COMPUTER TAPE, BOUND BOOK, FLOPPY DISK, AUDIO TAPE, VIDEO TAPE, OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ALPHABETICAL, NUMERICAL, CHRONOLOGICAL, GEOGRAPHICAL, OTHER(SPECIFY)

9. VOLUME

- FILE DRAWER(S), MICROFILM REEL(S), COMPUTER TAPE(S), OTHER(SPECIFY)

10. ANNUAL ACCUMULATION

- FILE DRAWER(S), MICROFILM REEL(S), COMPUTER TAPE(S), OTHER(SPECIFY)

11. FILE IS USED DAILY, WEEKLY, MONTHLY

12. FILE BECOMES INACTIVE AFTER MONTH(S), YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Police Dept, Capt Bosley's office

14. IS RECORD SERIES DUPLICATED ELSEWHERE? YES, SPECIFY AGENCY OR OFFICE Each member of Agency has one

15. ACCESS RESTRICTIONS YES, NO (IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS NONE, STATE, FEDERAL, INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES, NO Computer Software, Management System

18. RECOMMENDED RETENTION PUBLIC SAFETY IS NOT THE OFFICE OF RECORD FOR THESE FILES. BUT IS REQUIRED TO KEEP THEM ON AN ONGOING BASIS AS THEY ARE UPDATED AND REVISED. OUTDATED MATERIAL IS DESTROYED.

19. NAME AND TITLE OF PREPARER Manuel A. Lewis Jr Special Assis. to the Chief

20. TELEPHONE NUMBER 455-3133 (410)

21. DATE 2-17-85

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
University of Maryland
Baltimore County

2. DIVISION
Student Affairs

3. UNIT
Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Document

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

PCO In-Service Training

PCO is Police Communications Officer

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

19. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NONE MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Police Dept, Capt. Bosley's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
PUBLIC SAFETY IS NOT THE OFFICE OF RECORD BUT IS REQUIRED TO KEEP THESE FILES ON AN ONGOING BASIS AS THEY ARE UPDATED AND REVISED OUTDATED MATERIAL IS DESTROYED.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSEUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY
University of Maryland
Baltimore County

2. DIVISION
Student Affairs

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Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Document

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

RPO Sw - Service Training

RPO IS RESIDENTIAL POLICE OFFICER

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

19. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER N/A MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Capt. Bosley's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
PUBLIC SAFETY IS NOT THE OFFICE OF RECORD BUT IS REQUIRED TO KEEP THESE FILES ON AN ONGOING BASIS AS THEY ARE UPDATED AND REVISED. OUTDATED MATERIAL IS DESTROYED.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY
University of Maryland
Baltimore County

2. DIVISION
Student Affairs

3. UNIT
Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 to Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Police Aide Training and Individual Training Folders

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

19. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER N/A
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Capt. Bosley's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issues

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
PUBLIC SAFETY IS NOT THE OFFICE OF RECORD BUT IS REQUIRED TO KEEP THESE FILES ON AN ONGOING BASIS AS THEY ARE UPDATED AND REVISED. OUTDATED MATERIAL IS DESTROYED.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-99

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY
University of Maryland
Baltimore County

2. DIVISION
Student Affairs

3. UNIT
Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Miles/NCIC/CJIS Surveys.

MILES (Maryland Interagency Law Enforcement System)/NCIC (National Crime Information Center)/CJIS: (Criminal Justice Information System reports on tag numbers, criminal checks, etc.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER NA
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Chief's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issue

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
PUBLIC SAFETY IS NOT THE OFFICE OF RECORD ON THESE FILES BUT IS REQUIRED TO KEEP THESE RECORDS FOR DAILY OPERATION OF OFFICE. MATERIAL IS DESTROYED WHEN REPLACED WITH UPDATED DATA FROM ABOVE AGENCIES.

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
UNIVERSITY OF Maryland
BALTIMORE County

2. DIVISION
Student Affairs

3. UNIT
Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES

Miles / NCIC Newsletters

News on pertinent information affecting public safety offices throughout the country.

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

10. ANNUAL ACCUMULATION
NUMBER 1
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER updated info is received
N/A MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Chief's Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issue

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION
Office of Public Safety is not the office of record. These newsletters are destroyed when they are replaced with updated data.

19. NAME AND TITLE OF PREPARER
MANUEL A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSEUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
University of Maryland
Baltimore County

2. DIVISION
Student Affairs

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Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Documents

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES
Miles/NCIC/CJIS Certification Forms

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER(SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1
19. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER 1

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER NA MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Records Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issue

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION ? ETC.?

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assis. to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSELUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY
University of Maryland
Baltimore County

2. DIVISION
Student Affairs

3. UNIT
Police Department

DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE
University Police Files and Document

5. EARLIEST YEAR/LATEST YEAR
1972 TO Present

6. RECORD SERIES DESCRIPTION: BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES:
Miles / NCIC / Cwis Audit Reports

7. RECORD SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORD SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
1 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
NUMBER
10. ANNUAL ACCUMULATION
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NA MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Police Dept, Records Office

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Each member of Agency Issue

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer Software, Management System

18. RECOMMENDED RETENTION ? ETC.?

19. NAME AND TITLE OF PREPARER
Manuel A. Lewis Jr
Special Assistant to the Chief

20. TELEPHONE NUMBER
455-3133 (410)

21. DATE
2-17-95

<p>INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)</p>		<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSEUP, MARYLAND 20794</p>		<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>1</u></p>	
<p>1. DEPARTMENT/AGENCY <i>UNIVERSITY OF Maryland BALTIMORE County</i></p>		<p>2. DIVISION <i>Student Affairs</i></p>		<p>3. UNIT <i>Police Department</i></p>	
<p>DEFINITION-RECORD SERIES - A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES</p>					
<p>4. RECORD SERIES TITLE <i>University Police Files and Documents</i></p>				<p>5. EARLIEST YEAR/LATEST YEAR <i>1972 TO Present</i></p>	
<p>6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)</p> <p><i>Parking Citation Book, Issuance Logs.</i></p> <p>The Office of Record for this file is the Department of Physical Plant but it is important to the functioning of the Public Safety Department that this records be maintained for one year.</p>					
<p>7. RECORD SERIES FORMAT(S)</p> <p><input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM</p> <p><input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE</p> <p><input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK</p> <p><input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE</p> <p><input type="checkbox"/> OTHER (SPECIFY)</p>		<p>8. RECORD SERIES SEQUENCE</p> <p><input checked="" type="checkbox"/> ALPHABETICAL</p> <p><input checked="" type="checkbox"/> NUMERICAL</p> <p><input type="checkbox"/> CHRONOLOGICAL</p> <p><input type="checkbox"/> GEOGRAPHICAL</p> <p><input type="checkbox"/> OTHER (SPECIFY)</p>		<p>9. VOLUME</p> <p><input checked="" type="checkbox"/> FILE DRAWER(S)</p> <p><input type="checkbox"/> MICROFILM REEL(S)</p> <p><input type="checkbox"/> COMPUTER TAPE(S)</p> <p><input type="checkbox"/> OTHER (SPECIFY)</p> <p>NUMBER <u>1</u></p>	
<p>10. ANNUAL ACCUMULATION</p> <p><input checked="" type="checkbox"/> FILE DRAWER(S)</p> <p><input type="checkbox"/> MICROFILM REEL(S)</p> <p><input type="checkbox"/> COMPUTER TAPE(S)</p> <p><input type="checkbox"/> OTHER (SPECIFY)</p> <p>NUMBER <u>1</u></p>					
<p>11. FILE IS USED</p> <p><input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY</p>			<p>12. FILE BECOMES INACTIVE AFTER <u>1</u> year</p> <p><input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)</p>		
<p>13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)</p> <p><i>Police Dept, Shift Supervisors Room</i></p>			<p>14. IS RECORD SERIES DUPLICATED ELSEWHERE?</p> <p>(IF YES, SPECIFY AGENCY OR OFFICE)</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <i>Each member of Agency Issues</i></p>		
<p>15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>(IF YES, CITE LAW(S) & REGULATION(S))</p>			<p>16. AUDIT REQUIREMENTS</p> <p><input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT</p>		
<p>17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)</p> <p><input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p><i>Computer Software, Management System</i></p>			<p>18. RECOMMENDED RETENTION ? ETC. ?</p> <p style="text-align: right;">Office of Record is Physical Plant.</p>		
<p>19. NAME AND TITLE OF PREPARER</p> <p><i>MANUEL A. Lewis Jr Special Assistant to the Chief</i></p>		<p>20. TELEPHONE NUMBER</p> <p><i>455-3133 (410)</i></p>		<p>21. DATE</p> <p><i>2-17-95</i></p>	

<p>INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 530-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSEUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>1</u></p>
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1. DEPARTMENT/AGENCY <i>University of Maryland Baltimore County</i>	2. DIVISION <i>Student Affairs</i>	3. UNIT <i>Police Department</i>
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DEFINITION-RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE <i>University Police Files and Documents</i>	5. EARLIEST YEAR/LATEST YEAR <i>1972 TO Present</i>
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6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

State Summons Book Issuance logs.

The Office of Records for these books is Motor Vehicle but the log listing all violations and misdemeanors under Article 27 is kept in all Public Safety offices for the appropriate running of the office. This public safety office keeps the logs.

<p>7. RECORD SERIES FORMAT(S)</p> <p><input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM</p> <p><input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE</p> <p><input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK</p> <p><input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE</p> <p><input type="checkbox"/> OTHER (SPECIFY)</p>	<p>8. RECORD SERIES SEQUENCE</p> <p><input checked="" type="checkbox"/> ALPHABETICAL</p> <p><input checked="" type="checkbox"/> NUMERICAL</p> <p><input type="checkbox"/> CHRONOLOGICAL</p> <p><input type="checkbox"/> GEOGRAPHICAL</p> <p><input type="checkbox"/> OTHER (SPECIFY)</p>	<p>9. VOLUME</p> <p><input checked="" type="checkbox"/> FILE DRAWER(S)</p> <p><input type="checkbox"/> MICROFILM REEL(S)</p> <p><input type="checkbox"/> COMPUTER TAPE(S)</p> <p><input type="checkbox"/> OTHER (SPECIFY)</p> <p>NUMBER <u>1</u></p> <hr/> <p>19. ANNUAL ACCUMULATION</p> <p><input checked="" type="checkbox"/> FILE DRAWER(S)</p> <p><input type="checkbox"/> MICROFILM REEL(S)</p> <p><input type="checkbox"/> COMPUTER TAPE(S)</p> <p><input type="checkbox"/> OTHER (SPECIFY)</p> <p>NUMBER <u>1</u></p>
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11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER 5 years <i>N/A</i> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)
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13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) <i>Police Dept, Capt Roepke Office</i>	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <i>Each member of Agency Issue</i>
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15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
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17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <i>Computer Software, Management System</i>	18. RECOMMENDED RETENTION Retain log on ongoing basis updating items as necessary and destroying items that are outdated.
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19. NAME AND TITLE OF PREPARER <i>Manuel A. Lewis Jr Special Assis tant to the Chief</i>	20. TELEPHONE NUMBER <i>455-3133 (410)</i>	21. DATE <i>2-17-95</i>
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