RECO	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION ORDS RETENTION AND DISPOSAL SCH		Schedule No.: 1835 Page 1 of 14
	Iniversity of Maryland College Park		Division/Unit: Police/Fiscal Services
Item No.	Description		Retention
1	Budget Files Files related to financial matters. Includes rep transactions for each month for all accounts, w budget for full-time salary.		Retain for 3 years and until audit requirements are met, then destroy.
2	Leave Files Files relating to leave balances of employees that are employed or have been employed by the Police Department. Includes a record card for each employee, biweekly presence/absence audit trail listing, detailed leave report for each pay period.		Retain final leave balance for 3 years after employee terminates, then destroy. ** During the time the employee is active, retain ongoing leave balance for 3 years and until audit requirements are met. Then destroy.
	Payroll Files Files related to payroll matters. Includes time sheets, overtime authorization forms, statements of payroll charges.		Retain for 3 years and until audit requirements are met, then destroy.
4	Payroll Journals Journals recording payroll of full-time and particular student personnel.	t-time	Retain for 3 years and until audit requirements are met, then destroy.
Authorized by Department Head or Designated Representative Signature: Much White and State Archivist Title Chief as Police Date: 8/12/96 Authorized by Vice President of Administrative Affairs Date: 8/23/96 Date: Stewart Title: Assoc VP for Admin Archivs Schedule Authorized by State Archivist Schedule Authorized by State Archivist Signature: State Archivist Signature: Signa			

DEPARTMENT OF GENERAL SERVICES

Schedule No.: 1835

RECORDS MANAGEMENT DIVISION

Page 2 of 14

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Division/Unit: Police/Fiscal Services
Item No.	Description	Retention
5 .	Personnel Payroll Files Files on employees that are employed or have been employed by the Police Department. Includes payroll entries, notice of separation forms, employment eligibility verification form I-9, photocopy of social security card and birth certificate.	Retain for 10 years after separation, then destroy.
6	Procurement Files Files related to procurement matters. Includes HM and LM small procurement orders, miscellaneous payment requests, blanket purchase orders, receipt documentation, and invoice approvals.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record for HM and LM small procurement orders is the Police Department. Office of Record for remaining material is Procurement and Supply.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

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RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Division/Unit: Police/Records
Item No.	Description	Retention
7	Arrest Records, Adult Reports of criminal arrests of people over the age of 18 years. (Includes Citation in Lieu of arrest).	Retain until arrestee turns 75 years old or 12 years after the arrest, whichever is later. Then destroy.
8	Arrest Records, Sealed Records ordered sealed by the court. If sealed, the records may not be opened for any purpose except by order of the court upon good cause shown.	Retain for 3 years, then destroy.
9	Arrest Records, Juvenile A police record concerning a child. These records are kept separate from the adult records.	Retain for 12 years beyond date of last entry item, then destroy.
10	Building Security Reports (1974-1975) Surveys of building security.	Destroy; after schedule is approved.
11	Daily Event Logs (1983-1985) Ledger of daily events.	Destroy after schedule is approved.
12	Departmental Annual Reports and Statistics (1975-1985) Summaries of departmental activities.	Retain for 1 year, then send to University Archives. Send 1975-1985 reports and statistics to University Archives after schedule is approved. Retain permanently.
13	Equipment Repair Order Ledgers (1982-1984) Log of issued Equipment Repair Orders.	Destroy after schedule is approved.
14	Equipment Repair Orders (1982-1984) Copies of issued Equipment Repair Orders.	Destroy after schedule is approved.
15	Field Interview Reports Suspicious person reports, reports on trespassing, etc. These are non-criminal reports.	Retain for 1 year, then destroy.
16	Impound Records (Vehicles) (1980) Documentation of information regarding the impoundment of vehicles by the agency.	Destroy after schedule is approved.

Schedule No.: 1835 DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION **Page** 4 of 14 RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET) Division/Unit: Police/Records Item No. Retention Description 17 Infirmary Notification of Injury (1976) Listing of individuals sent to the Health Center. Destroy after schedule is approved. Juvenile Record Logs (1970-1986) 18 Arrest log for juveniles. Retain for 12 years, then destroy. 19 **Lockout Liability Waivers** Signed documents releasing Police Department from Retain for 1 year, then destroy. liability when unlocking a vehicle. 20 Microfiche Police Reports (1968-1985) File of police reports stored on microfiche. Destroy after schedule is approved. 21 **Property Receipts** Receipts for found, confiscated property. Retain for 3 years, then destroy. 22 Records Receipt Ledger (1970-1972) Log of officers' requests for police reports. Destroy after schedule is approved. 23 Referrals to Judicial Programs Office (1970-1975) File of referrals of individuals to the Office of Judicial Destroy after schedule is approved. Programs. 24 Reports, Accident (Vehicle) Reports of accidents occurring within the University's Retain for 10 years, then destroy. jurisdiction. 25 Reports, Criminal (Paper) (1968-1993) Records of documents and photographs pertaining to Retain for 75 years, then destroy. criminal incidents. 26 Reports, DWI Record of DWI incidents, paperwork, tests, etc. Retain for 10 years, then destroy. 27 Reports, Incident (1968-1992) Record of documents and photographs pertaining to Retain for 10 years, then destroy. reported incidents.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

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Page 5 of 14

REC	ORDS RETENTION AND DISPOSAL SCHEDULE	Page 5 of 14
	(CONTINUATION SHEET)	Division/Unit: Police/Records
Item No.	Description	Retention
28	Submitted Uniform Crime Reports Reports of incident and crime statistics submitted to the Federal Bureau of Investigation on a monthly basis.	Retain for 5 years, then destroy.
29	Traffic Citation Ledgers (1971-1983) List of citations issued.	Destroy after schedule is approved.
30	Traffic Citation Transmittals Record of issued traffic citations sent to the court.	Retain for 1 year, then destroy.
31	Traffic Citations File of issued traffic citations to violators.	Retain for 3 years or when disposed of in court, whichever is later, then destroy.
3 2	Warnings Record of written warnings issued to individuals.	Retain for 6 months, then destroy.

Schedule No.: DEPARTMENT OF GENERAL SERVICES 1835 RECORDS MANAGEMENT DIVISION **Page** 6 **of** 14 RECORDS RETENTION AND DISPOSAL SCHEDULE Division/Unit: Police/Auxiliary (CONTINUATION SHEET) Item No. Retention Description 33 **Contract Files** Files containing security logs and memorandums issued Retain for 3 years, then destroy. by Student Police Aide Supervisors. 34 Football/Basketball Operations Reports Files given to unit commander detailing Student Police Retain for 3 years, then destroy. Aide's posts, duties and other information pertaining to operations of a particular athletic event. 35 **Incident Report Files** Files pertaining to incidents documented by police Retain for 3 years, then destroy. officers and Student Police Aides. 36 Payroll Sign Sheets A ledger documenting each Student Police Aide's receipt Retain for 1 semester, then destroy. of paycheck. 37 Personnel Files, Student Police Aides Files pertaining to Student Police Aides (current and Retain for 25 years, then destroy. former) containing paperwork related to hiring, certificates, awards, disciplinary actions, etc.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

Schedule No.:

1835

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RECO	ORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)	Division/Unit: Police/Training
Item No.	Description	Retention
38	Academy Files Files pertaining to student police officers containing: written test examinations; student practical test evaluation scenarios; homework assignments; test remedials; documents of academic and disciplinary probation action, qualification scores for firearms, EVOC, impact weapons, and First Responder; and administrative files including test appeals, counseling sessions, emergency notification information, MPTC Form 28, etc.	Retain for 10 years after student police officer enters academy. Then destroy.
39	Background Investigation Files (Applicants) Files pertaining to investigations of individuals who have applied for a police officer position with our agency.	Retain for 10 years after individual applies for employment. Then destroy.
40	Background Investigation Files (Employees) Files pertaining to investigations of individuals who were hired for a police officer position with our agency.	Retain for 10 years after separation, then destroy.
41	Hiring Process Files Files pertaining to applicants to our agency containing: employment eligibility lists; test scores; review board evaluations; process notification letters; documents pertaining to all phases of the hiring process completed by the applicant.	Retain for 5 years, then destroy.
42	Training Files (Current Employees) Files pertaining to currently employed police officers containing: annual in-service (training) examinations, performance examinations; training orders; MPTC and agency certifications; and annual firearms qualifications.	Retain examinations for 10 years after examination, then destroy. Retain orders and certifications for 10 years after separation, then destroy.
43	Training Files (Former Employees) Files pertaining to formerly employed police officers containing: annual in-service (training) examinations; performance examinations; training orders; MPTC and agency certifications; and annual firearms qualifications.	Retain for 10 years after separation, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

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RECO	ORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)	Division/Unit: Police/Logistics
Item No.	Description	Retention
44	DR-15A Issuance Ledger Record of the assignment of DR15 books to individuals.	Retain for 3 years and until audit requirements are met, then destroy.
45	Impound Forms Documentation of information regarding the impoundment of vehicles by the agency.	Retain for 3 years, then destroy.
46	Property Receipts (Evidence) Documentation of possession and disposition of evidence collected by the agency.	Retain for 3 years or until case is disposed of in court, whichever is later; then destroy.
47	Property Receipts (Non-Evidence) Documentation of possession and disposition of non-evidentiary property obtained by the agency.	Retain for 3 years, then destroy.
48	Request for Laboratory Analysis Form (MSP Form #67) Documentation of requests to the Maryland State Police for laboratory analysis of evidence collected by the agency.	Retain for 3 years or until case is disposed of in court, whichever is later; then destroy.
49	State Summons Book Issuance Log Record of the assignment of State Summons books to individuals.	Retain for 3 years, then destroy.

	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No.: 1835
PEC	ORDS RETENTION AND DISPOSAL SCHEDULE	Page 9 of 14
REC	(CONTINUATION SHEET)	Division/Unit: Police/Chief's Office
Item No.	Description	Retention
50	Accreditation Files File folders containing CALEA standards, standards status reports, and proofs of compliance for purposes of international accreditation.	Retain 1 year after subsequent reaccreditation, then destroy.
51	Arrest Ledger A record of departmental arrests in chronological order.	Retain for 75 years, then destroy.
52	Court Liaison Files Files containing copies of court summonses, correspondence to courts, etc.	Retain for 1 year from receipt, then destroy.
53	Directive Files Files containing resource and reference materials utilized in writing and modifying directives; draft versions of directives; and final versions of directives.	Retain until superseded, updated, canceled or obsolete, then destroy.
54	General Correspondence Includes general correspondence for the entire Police Department.	Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value related to the development of the Police Department to be kept in paper by the Police Department for 25 years, then destroyed. Material deemed to have historical value to be sent to University Archives for permanent retention.
55	Incident Log A record of departmental reportable events in chronological order.	Retain for 1 year, then send to University Archives for permanent retention.
56	Inspectional Files Files containing inspectional reports from staff and decentralized line inspection programs.	Retain for 3 years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

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Page 10 of 14

RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Division/Unit: Police/Chief's Office
Item No.	Description	Retention
57	Internal Affairs Files Files on Internal Affairs investigations of former and current employees. Includes information from personnel files.	Retain for 75 years after employee separation, then destroy.
58	Legal Files Includes copies of paperwork associated with civil litigation, civil suits, etc.	Retain for 75 years after case is closed, then destroy.
59	Office of Judicial Programs Referrals Copy of referrals made by officers to the Office of Judicial Programs.	Retain until disposition is received, then destroy.
60	Personnel Files Files pertaining to current and former employees containing paperwork related to hiring, certificates, awards, disciplinary action, etc.	Retain for 10 years after separation, then destroy.
61	Public Information Log A copy of media releases.	Retain for 1 year plus the current semester, then destroy.
62	Services Log A record of the chronological order of departmental service events.	Retain for 1 year, then send to University Archives for permanent retention.
63	Trespass/Denial of Access Hearing Logs Copy of materials used in Trespass/Denial of Access hearings containing police report information.	Retain until expiration of appeal process is reached, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

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1835

REC	ORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)	Page 11 of 14 Division/Unit: Police/Chief's Office
Item No.	Description	Retention
64	Search Committee Files Refers to search committee materials for associate staff and administrators. Consists of advertisements, final recommendation of the committee (includes copy of minutes of meeting if the minutes contain final recommendation data), voting results, top candidate resumes (top 10 or 5 only), and all information on appointed candidate.	Chief's Office to retain material as required in a departmental archives for 25 years, then destroy.
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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION

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Page 12 of 14

REC	ORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)	Division/Unit: Police/Communications
Item No.	Description	Retention
65	Audio Tapes Cassette tapes recording telephone calls and radio transmissions.	Retain for 1 year, then erase.
66	NCIC Clear Files Items entered into NCIC as stolen and have been cleared due to recovery.	Retain until end of the calendar year, then destroy.
67	NCIC Locate Files Stolen articles that were listed in NCIC and recovered by this agency.	Retain until end of the calendar year, then destroy.
68	NCIC Teletype Entries Entries made into NCIC for stolen autos, boats, license plates and vehicle files.	Retain for 1 year after NCIC purge and until all audit requirements are met, then destroy.
69	NCIC Teletype Entries Entries made into NCIC for missing persons and guns.	Retain for 1 year after NCIC purge and until all audit requirements are met, then destroy.
70	Video Tapes VHS tape recording from monitors placed inside and outside of the Service Building.	Retain for 1 year, then erase.
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RECORDS MANAGEMENT DIVISION

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REC	ORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)	Page 13 of 14 Division/Unit: Police/Investigations
Item No.	Description	Retention
71	Confidential Informant Files (1988-1992) Contain initial contact sheet, subsequent contact sheets, and any documentation related to information that they provide (statements, reports, etc.).	Retain for 5 years after last contact with informant, then destroy.
72	Equipment Logs Contains information relating to equipment/radios used by investigations personnel.	Retain for 1 year, then destroy.
73	Investigative Files Contains duplicates of reports, witness statements, property receipts, analysis reports, documentation of evidence, search warrants, subpoenas, memos, and correspondence already contained in arrest file in the Records Unit. Additionally contains investigative summaries.	Investigative summaries to be turned over to the Records Unit after 3 years and remaining material to be destroyed. See items 7-8-9.
74	Pawn Unit Lists Lists of property pawned in Montgomery County.	Retain for 1 year, then destroy.
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DEPARTMENT OF GENERAL SERVICES

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RECORDS MANAGEMENT DIVISION

Page 14 of 14

REC	ORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)	Page 14 of 14 Division/Unit: Police/Patrol
Item No.	Description	Retention
75	Building Security Reports Written survey of the condition of buildings within the agency's jurisdiction.	Retain for 1 year, then destroy.
76	Duty Log Record of on-duty personnel, equipment and vehicles checked out.	Retain for 1 year, then destroy.
77	Ride-Along Requests Form filled out by citizens, requesting a ride-along.	Retain for 1 year, then destroy.
	Access to records covered by the Freedom of Information Act will be determined by the UMCP President's Legal Office.	
	If UMCP Archives are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis. If departmental archives are not available, material having limited retention (i.e. 25 years) will be transferred to the State Records Center in Jessup.	* Until audit requirements are met means 3 years for state-related documents, 3 years for federal-related documents, 3 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	NNN	ERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
SERIES. FORWARD WITH RECORDS			
RETENTION SCHEDULE	-	COLLEGE PARK	PAGE 1 OF 77
RMGT - 201 (7/92)		····	
AGENCY University of Maryland at College Park	2. DIVISION Police D	Department	3. UNIT Fiscal Services
DEFINITION - RECORD SERIES:		TED RECORDS NORMALLY FILED AND ND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Budget Files			1988 TO 1996
		YPES OF INFORMATION/DOCUMENT CLUDE THE PURPOSE OR FUNCTION	
			·
Files related to financial matters. Includes report of train	nsactions for each mon	th for all accounts, working budget for ful	l-time salary.
			•
7. RECORD SERIES FORMAT(S)	8. RECORD SER	RIES SEQUENCE	9. VOLUME
7. RECORD SERIES FORMAT(S)	8. RECORD SE	des segueires	FILE DRAWER(S)
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OTHER (SPECIFY)		(SPECIFY)	FILE DRAWER(S)
			MICROFILM(S) COMPUTER TAPE(S)
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		NUMBER	
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	ОМ)	14. IS RECORD SERIES DUPLICATE	D ELSEWHERE?
0118 Service Building and Riverdale Elementary School, Storage Root	.	(IF YES, SPECIFY AGENCY OR OFFICE)	
		YES NO	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S))	NO NO	16. AUDIT REQUIREMENTS	
	1	☐ NONE STAT	E GEDERAL GINDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BE	RIEFLY AND DESCRIBE	18. RECOMMENDED RETENTION	
ANY HARDWARE/SOFTWARE) YES NO			
			nd until audit requirements
		are met, then destroy	·
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Jennifer M. Manix, Program Analyst	301/405-	5764	April 15, 1996

			
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	UN	IVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
RETENTION SCHEDULE RMGT - 201 (7/92)		COLLEGE PARK	page 2 of 77
1. • AGENCY University of Maryland at College Park	2. DIVISION Police	: Department	3. UNIT Fiscal Services
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED ANI AND DISPOSITION PURPOSES	D USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Leave Files			1988 TO 1996
0. 1000100		TYPES OF INFORMATION/DOCUMEN INCLUDE THE PURPOSE OR FUNCTION	
Files relating to leave balances of employee s that are e presence/absence audit trail listing, detailed leave repo	mployed or have be ort for each pay perio	en employed by the Police Department. Inci d.	udes a record card for each employee, biweekly
7. RECORD SERIES FORMAT(S) LETTER SIZE	& ALPH	ERIES SEQUENCE ABETICAL ERICAL NOLOGICAL RAPHICAL	9. VOLUME 9. VOLUME 9. FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) NUMBER M. OTHER (SPECIFY) 3" 3-Ring Binders 10. ANNUAL ACCUMULATION
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11. FILE IS USED DAILY MEEKLY [12. FILE BECOMES INACTIVE AFTE 3 NUMBER	ER MONTH(S) Ø YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO 0118 Service Building and Riverdale Elementary School, Storage Roor		14. IS RECORD SERIES DUPLICATE (IF YES, SPECIFY AGENCY OR OFFICE) YES NO	
15. ACCESS RESTRICTIONS YES (IF YES, CITE LAW(S) & REGULATION(S))	⊠ NO	16. AUDIT REQUIREMENTS ☐ NONE ☑ STAT	E FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BE ANY HARDWARE/SOFTWARE) YES NO	LIEFLY AND DESCRIBE		1
19. NAME AND TITLE OF PREPARER	20. TELEPHON	E NUMBER	21. DATE
Jennifer M. Manix, Program Analyst		5-5764	April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92) 1. AGENCY University of Maryland at College Park DEFINITION - RECORD SERIES:	2. DIVISION Police	: Department	AGENCY RECORDS INVENTORY PAGE 3 OF 77 3. UNIT Fiscal Services DUSED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE	AS REIDITION	MAD DISFOSITION FOR CODE	5. EARLIEST YEAR/LATEST YEAR
Payroll Files			1988 TO 1996
	in the series. I	TYPES OF INFORMATION/DOCUMEN INCLUDE THE PURPOSE OR FUNCTION of forms, statements of payroll charges.	
	T		
7. RECORD SERIES FORMAT(S) LETTER SIZE MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK AUDIO TAPE VIDEO TAPE OTHER (SPECIFY)	ALPH NUME CHRO	ERIES SEQUENCE ABETICAL ERICAL DNOLOGICAL RAPHICAL R (SPECIFY)	9. VOLUME 9. FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY) 10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
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15. ACCESS RESTRICTIONS YES (IF YES, CITE LAW(S) & REGULATION(S))	∑	16. AUDIT REQUIREMENTS NONE STAT	TE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR ANY HARDWARE/SOFTWARE) YES NO	iefly and describe	18. RECOMMENDED RETENTION Retain for 3 years an are met, then destroy	d until audit requirements
19. NAME AND TITLE OF PREPARER	20. TELEPHON	e number	21. DATE
Jennifer M. Manix, Program Analyst	301/40	5-5764	April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	UNI	VERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
RETENTION SCHEDULE RMGT - 201 (7/92)		COLLEGE PARK	PAGE 4 OF 77
AGENCY University of Maryland at College Park	2. DIVISION Police	Department	3. UNIT Fiscal Services
DEFINITION - RECORD SERIES:		ATED RECORDS NORMALLY FILED ANI	USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Payroll Journals			<u>1988</u> TO <u>1996</u>
		TYPES OF INFORMATION/DOCUMEN' NCLUDE THE PURPOSE OR FUNCTIO	
Journals recording payroll of full-time and part-time stu	dent personnel.	l	
7. RECORD SERIES FORMAT(S) LETTER SIZE	☐ ALPHA ☐ NUME ☐ CHROI ☐ GEOGR	ERIES SEQUENCE ABETICAL RICAL NOLOGICAL RAPHICAL R (SPECIFY)	9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) NUMBER
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19. NAME AND TITLE OF PREPARER	20. TELEPHONI	E NUMBER	21. DATE
Jennifer M. Manix, Program Analyst	301/405	5-5764	April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE			T
FORM FOR EACH NEW OR REVISED RECORD	UN	VIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
SERIES. FORWARD WITH RECORDS			
RETENTION SCHEDULE		COLLEGE PARK	PLCT 5 OF 77
RMGT - 201 (7/92)			PAGE _5OF77
AGENCY University of Maryland at College Park	2. DIVISION Police	e Department	3. UNIT Fiscal Services
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Personnel Payroll Files			1988 TO 1996
		TYPES OF INFORMATION/DOCUMENT INCLUDE THE PURPOSE OR FUNCTION	
Files on employees that are employed or have been employed form I-9, photocopy of social security card and birth cer	oloyed by the Police tificate.	Department. Includes payroll entries, notice	e of separation forms, employment eligibility verification
7. RECORD SERIES FORMAT(S) **C LETTER SIZE	Ø alph □ numi	SERIES SEQUENCE LABETICAL ERICAL DNOLOGICAL	9. VOLUME A File drawer(s)
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13. CURRENT LOCATION(S) (BLDG., FLOOR, ROO 0118 Service Building and Riverdale Elementary School, Storage Roon		14. IS RECORD SERIES DUPLICATE (IF YES, SPECIFY AGENCY OR OFFICE) YES NO	
15. ACCESS RESTRICTIONS YES (IF YES, CITE LAW(5) & REGULATION(5))	MNO	16. AUDIT REQUIREMENTS NONE STATE	E
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRANY HARDWARE/SOFTWARE) YES NO	JEFLY AND DESCRIBE	18. RECOMMENDED RETENTION Retain for 10 years after separa	ation, then destroy.
19. NAME AND TITLE OF PREPARER	20. TELEPHON	NE NUMBER	21. DATE
Jennifer M. Manix, Program Analyst	301/40	05-5764	April 15, 1996

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD	715	IIIVEDETTV OE MARVI AND	AGENCY RECORDS INVENTORY
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RETENTION SCHEDULE		COLLEGE PARK	77
MGT - 201 (7/92)	•		PAGE 6 OF 77
AGENCY University of Maryland at College Park	2. DIVISION Police	e Department	3. UNIT Fiscal Services
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AN AND DISPOSITION PURPOSES	ID USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE	75 RE15/110/	7845 5.51 63.116.41.616 6255	5. EARLIEST YEAR/LATEST YEAR
Procurement Files			1988 TO 1996
		TYPES OF INFORMATION/DOCUMENT INCLUDE THE PURPOSE OR FUNCTION	
			ts, blanket purchase orders, receipt documentation, and
		·	
	1.5 25022.5	CENTER CEOUTEVICE	Lo volvive
7. RECORD SERIES FORMAT(S)	S. RECORD S	SERIES SEQUENCE	9. VOLUME FILE DRAWER(S)
LETTER SIZE MICROFILM	HG IA	LABETICAL	/8 MICROFILM(S) COMPUTER TAPE(S)
LEGAL SIZE COMPUTER TAPE		ERICAL	NUMBER OTHER (SPECIFY)
BOUND BOOK FLOPPY DISK	1 —	DNOLOGICAL	
☐ AUDIO TAPE ☐ VIDEO TAPE	1 =	RAPHICAL	10. ANNUAL ACCUMULATION
OTHER (SPECIFY)	OTHE	R (SPECIFY)	
<u> </u>		·	COMPUTER TAPE(S)
			NUMBER OTHER (SPECIFY)
	1		
11. FILE IS USED	<u> </u>	12. FILE BECOMES INACTIVE AFT	ER ·
	DMONTHLY	3	☐ MONTH(S)
·		NUMBER	
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO 0118 Service Building and	OM)	14. IS RECORD SERIES DUPLICAT	ED ELSEWHERE?
Riverdale Elementary School, Storage Room	n	Ø yes □ no	Accounts Pavable Department
15. ACCESS RESTRICTIONS YES	⊠ NO	16. AUDIT REQUIREMENTS	Accounts Pavable Department
(IF YES, CITE LAW(S) & REGULATION(S))		□ NONE 🖾 STA'	TE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BE ANY HARDWARE/SOFTWARE)	LEFLY AND DESCRIBE	18. RECOMMENDED RETENTION	
YES □NO			nd until audit requirements
Computer database after 1995			y. Office of Record for HM and
			orders is the Police
		is Procurement and Su	of Rēcord for remaining material
			-Fr+1 •
19. NAME AND TITLE OF PREPARER	20. TELEPHON	E NUMBER	21. DATE
ennifer M. Manix, Program Analyst	301/40	DS-57 64	April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE		
FORM FOR EACH NEW OR REVISED RECORD	UNIVERSITY OF MARYL	AGENCY RECORDS INVENTORY
SERIES. FORWARD WITH RECORDS		
RESENTION SCHEDULE	COLLEGE PARK	7 77
- 201 (7/92)		PAGE 7 OF 77
1. AGENCY	2. DIVISION	3. UNIT
University of Maryland at College Park	Police Department	Records Unit
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RECORDS NOR AS RETENTION AND DISPOSITION PU	MALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL RPOSES
4. RECORD SERIES TITLE	7.0	5. EARLIEST YEAR/LATEST YEAR
Arrest Records, Adult		1970 TO 1996
	Y DESCRIBE THE TYPES OF INFORMAT IN THE SERIES. INCLUDE THE PURPO	
Reports of criminal arrests of people over the age of 18	ears. (Includes Citation in Lieu of arrest).	
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		☐ FILE DRAWER(S) ☐ MICROFILM(S)
LETTER SIZE MICROFILM		COMPUTER TAPE(S)
LEGAL SIZE- COMPUTER TAPE	☐ NUMERICAL	NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	CHRONOLOGICAL	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL	10. ANNUAL ACCUMULATION
OTHER (SPECIFY)	OTHER (SPECIFY)	
		COMPUTER TAPE(S)
		NUMBER OTHER (SPECIFY)
11. FILE IS USED	12. FILE BECOMES	INACTIVE AFTER
Ø DAILY □ WEEKLY [MONTHLY 12	\square month(s) $ ot eta$ year(s)
	NUMBER	or when arrestee turns 75 years old
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	DM) 14. IS RECORD SE	RIES DUPLICATED ELSEWHERE? FY AGENCY OR OFFICE)
Building 003, Room 1102	<u> </u>	Z NO
15. ACCESS RESTRICTIONS XYES	☐ YES ☐ YES ☐ NO 16. AUDIT REQUIR	
(IF YES, CITE LAW(S) & REGULATION(S))		
Right to Privacy implied by Amendment	the Fourth 🛛 NONE	☐ STATE ☐ FEDERAL ☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	EFLY AND DESCRIBE 18. RECOMMEND	ED RETENTION
ANY HARDWARE/SOFTWARE) YES NO	Retain unt	il arrestee turns 75 years old or 12
Computer database		r the arrest, whichever is later.
·		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21 DATE
		21. DATE
nifer M. Manix, Program Analyst	301/405-5764	April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS TENTION SCHEDULE RMGT - 201 (7/92) 1. AGENCY University of Maryland at College Park DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WE	
SERIES. FORWARD WITH RECORDS TENTION SCHEDULE COLLEGE PARK PAGE 8 OF 77 RMGT - 201 (7/92) 1. AGENCY University of Maryland at College Park 2. DIVISION Police Department Records Unit	
TENTION SCHEDULE RMGT - 201 (7/92) 1. AGENCY University of Maryland at College Park COLLEGE PARK PAGE 8 OF 77 2. DIVISION Police Department Records Unit	-
RMGT - 201 (7/92) 1. AGENCY University of Maryland at College Park 2. DIVISION Police Department Records Unit	-
University of Maryland at College Park Police Department Records Unit	
A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WE	
AS RETENTION AND DISPOSITION PURPOSES	ш
4. RECORD SERIES TITLE 5. EARLIEST YEAR/LATEST YEAR	
Arrest Records, Sealed . 1968 TO 1996	
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 ordered sealed by the court. If sealed, the records may not be opened for any purpose except by order of the court upon good cause shown.	
To proops crouples	
7. RECORD SERIES FORMAT(S) 8. RECORD SERIES SEQUENCE 9. VOLUME j File Drawer(s)	
/ MICROFILM(5) MICROFILM ALPHABETICAL MICROFILM COMPUTER TAPE(S	
NUMBER OTHER (SPECIEV)	
LEGAL SIZE COMPUTER TAPE NUMERICAL NUMBER CITER (SPECIFY))
□ BOUND BOOK □ FLOPPY DISK □ CHRONOLOGICAL □ STILL (SI EST. 1)	
D DOWN DOOK D TO DOWN DISK	
BOUND BOOK FLOPPY DISK CHRONOLOGICAL IO. ANNUAL ACCUMULATION FILE DRAWER(S)	
BOUND BOOK FLOPPY DISK CHRONOLOGICAL IO. ANNUAL ACCUMULATION MICROFILM(S) OTHER (SPECIFY) OTHER (SPECIFY) COMPUTER TAPE(S) COMPU	
DEGREE DE COMPTENTAL DE NOMERICAL DE NOMERICAL CHRONOLOGICAL DE NOMERICAL CHRONOLOGICAL DE NOMERICAL CHRONOLOGICAL DE GEOGRAPHICAL DE FILE DRAWER(S) MICROFILM(S)	
BOUND BOOK FLOPPY DISK CHRONOLOGICAL IO. ANNUAL ACCUMULATION GEOGRAPHICAL OTHER (SPECIFY) OTHER (SPECIFY) MICROFILM(S) COMPUTER TAPE(S)	
BOUND BOOK FLOPPY DISK CHRONOLOGICAL IO. ANNUAL ACCUMULATION MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)	
BOUND BOOK FLOPPY DISK CHRONOLOGICAL AUDIO TAPE VIDEO TAPE GEOGRAPHICAL IO. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM(S) OTHER (SPECIFY) MICROFILM(S) COMPUTER TAPE(S) NUMBER OTHER (SPECIFY) II. FILE IS USED IVERTICAL	
BOUND BOOK FLOPPY DISK CHRONOLOGICAL AUDIO TAPE VIDEO TAPE GEOGRAPHICAL IO. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) NUMBER OTHER (SPECIFY) 11. FILE IS USED WEEKLY MONTHLY 3 MONTH(S) MONTH(
BOUND BOOK FLOPPY DISK CHRONOLOGICAL AUDIO TAPE VIDEO TAPE GEOGRAPHICAL 10. ANNUAL ACCUMULATION FILE DRAWER(S) OTHER (SPECIFY) MICROFILM(S) COMPUTER TAPE(S) NUMBER OTHER (SPECIFY) OTHER (SPECIFY) MICROFILM(S) OTHER (SPECIFY) OTHER (SPECIFY) OTHER (SPECIFY) MICROFILM(S) OTHER (
BOUND BOOK FLOPPY DISK CHRONOLOGICAL AUDIO TAPE VIDEO TAPE GEOGRAPHICAL 10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM(S) OTHER (SPECIFY) OTHER (SPECIFY) MICROFILM(S) NUMBER OTHER (SPECIFY) OTHER (SPECIFY) 11. FILE IS USED WEEKLY MONTHLY 3 MONTHLY NVA NUMBER 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE?	
BOUND BOOK FLOPPY DISK CHRONOLOGICAL AUDIO TAPE VIDEO TAPE GEOGRAPHICAL 10. ANNUAL ACCUMULATION FILE DAWNER(S) MICROFILM(S) COMPUTER TAPE(S) NUMBER OTHER (SPECIFY) 11. FILE IS USED WEEKLY MONTHLY 3 MONTHLY 3 MONTHLY 3 NUMBER 13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORD SERIES DUPLICATED ELSEWHERE? BOUND BOOK FLOOPY DISK CHRONOLOGICAL 10. ANNUAL ACCUMULATION MICROFILM(S) MICRO	
BOUND BOOK FLOPPY DISK CHRONOLOGICAL AUDIO TAPE VIDEO TAPE GEOGRAPHICAL 10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM(S) MICROFILM((S)
BOUND BOOK FLOPPY DISK CHRONOLOGICAL AUDIO TAPE VIDEO TAPE GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER (SPECIPY) OTHER (SPECIPY) MICROFILM(S) OTHER (SPECIPY) OTHER (SPECIPY) OTHER (SPECIP	
BOUND BOOK FLOPPY DISK CHRONOLOGICAL AUDIO TAPE VIDEO TAPE GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER (SPECIFY) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY) MICROFILM(S) COMPUTER TAPE(S) NUMBER OTHER (SPECIFY) OTHER (SPECIFY) MICROFILM(S) OTHER (SPECIFY)	(S)
BOUND BOOK FLOPPY DISK CHRONOLOGICAL AUDIO TAPE VIDEO TAPE GEOGRAPHICAL 10. ANNUAL ACCUMULATION OTHER (SPECIFY) MICROFILM(S) OTHER (SPECIFY) MICROFILM(S)	(S)
BOUND BOOK FLOPPY DISK CHRONOLOGICAL 10. ANNUAL ACCUMULATION FILE DRAWER(S) CHRONOLOGICAL 10. ANNUAL ACCUMULATION FILE DRAWER(S) COMPUTER TAPE(S)	(S)
BOUND BOOK FLOPPY DISK CHRONOLOGICAL 10. ANNUAL ACCUMULATION FILE DRAWER(S) CHRONOLOGICAL 10. ANNUAL ACCUMULATION FILE DRAWER(S) CHRONOLOGICAL 10. ANNUAL ACCUMULATION FILE DRAWER(S) COMPUTER TAPE(S)	(S)
BOUND BOOK FLOPPY DISK CHRONOLOGICAL 10. ANNUAL ACCUMULATION FILE DRAWER(S) CHRONOLOGICAL 10. ANNUAL ACCUMULATION FILE DRAWER(S) COMPUTER TAPE(S)	(S)
BOUND BOOK FLOPPY DISK CHRONOLOGICAL 10. ANNUAL ACCUMULATION FILE DRAWER(S) CHRONOLOGICAL 10. ANNUAL ACCUMULATION FILE DRAWER(S) COMPUTER TAPE(S)	(S)
BOUND BOOK FLOPPY DISK CHRONOLOGICAL 10. ANNUAL ACCUMULATION FILE DRAWER(S) CHRONOLOGICAL 10. ANNUAL ACCUMULATION FILE DRAWER(S) COMPUTER TAPE(S)	(S)
BOUND BOOK FLOPPY DISK CHRONOLOGICAL 10. ANNUAL ACCUMULATION FILE DRAWER(S) CHRONOLOGICAL 10. ANNUAL ACCUMULATION FILE DRAWER(S) COMPUTER TAPE(S)	(S)

INSTRUCTIONS: TYPE OR PRINT A SEPARATE			
FORM FOR EACH NEW OR REVISED RECORD	UN	VIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
SERIES. FORWARD WITH RECORDS			1
RETENTION SCHEDULE		COLLEGE PARK	200 00 77
RMGT - 201 (7/92)			PAGE 9 OF 77
AGENCY University of Maryland at College Park	2. DIVISION Police	e Department	3. UNIT Records Unit
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	D USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Arrest Records, Juvenile			1987 TO 1996
		TYPES OF INFORMATION/DOCUMENT INCLUDE THE PURPOSE OR FUNCTION	
A police record concerning a child. These records are ke	ept separate from th	e adult records.	
A police record concerning a condi-	,pr	- Margit y Cook and	
			·
7. RECORD SERIES FORMAT(S)	8. RECORD S	SERIES SEQUENCE	9. VOLUME
			☐ FILE DRAWER(5) ☐ MICROFILM(S)
LETTER SIZE MICROFILM	ALPH	IABETICAL	COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	ואטאו 🗌	ERICAL	NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRC	DNOLOGICAL	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOG	RAPHICAL	10. ANNUAL ACCUMULATION
OTHER (SPECIFY)	OTHE	R (SPECIFY)	FILE DRAWER(S)
	I		MICROFILM(S) COMPUTER TAPE(S)
	İ		NUMBER OTHER (SPECIFY)
,	l	l	<u>Folders</u>
11. FILE IS USED	L	12. FILE BECOMES INACTIVE AFTE	יים
	MONTHLY		MONTH(S) KLYEAR(S)
	ı	NUMBER after las	st entry item
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROC	ЭM)	14. IS RECORD SERIES DUPLICATE	
Building 003, Room 1102	!	(IF YES, SPECIFY AGENCY OR OFFICE)	
<u> </u>		YES NO	
OF YES, CITE LAW(S) & REGULATION(S))	□NO	16. AUDIT REQUIREMENTS	_
Right to Privacy implied by the Amendment	e Fourth	NONE ☐ STATE	FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRI	JEFLY AND DESCRIBE	18. RECOMMENDED RETENTION	
ANY HARDWARE/SOFTWARE) NO	!	Retain for 12 years b	eyond date of last entry
	!	item, then destroy.	syona date of fact onery
Computer database	1		
	1		
19. NAME AND TITLE OF PREPARER	20. TELEPHON	IE NII IMBED	21. DATE
	20. IELEFTION	ENUMBER	
Jennifer M. Manix, Program Analyst	301/40)5-5764	April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD				ACENICY DEC	ORDS INVENTORY
SERIES. FORWARD WITH RECORDS	UN	IVERSITY OF MARYLAND		AGENCI REC	OKDS INVENTORY
RETENTION SCHEDULE		COLLEGE PARK			
-(MGT - 201 (7/92)] 			PAGE	O _{OF_77}
I. AGENCY	2. DIVISION			3. UNIT	
University of Maryland at College Park	Police	Department		Records Ur	nit
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALL AND DISPOSITION PURPOSI		USED AS A UNIT FOR I	REFERENCE AS WELL
4. RECORD SERIES TITLE	AS RETEINTION	NATE DISTOSTITION FOR US		5. EARLIEST YEAR	VLATEST YEAR
Building Security Reports				<u>1974</u> TO	1975
6. RECORD SERIES DESCRIPTION (BRIEFL'	Y DESCRIBE THE	TYPES OF INFORMATION	DOCUMENT	TS/FORMS	
FOUND	IN THE SERIES. 1	NCLUDE THE PURPOSE O	K FUNCTIO	N OF THE SERIES.)	
Surveys of building security.					
			•		
7. RECORD SERIES FORMAT(S)	8. RECORD S	ERIES SEQUENCE		9. VOLUME	
		-			FILE DRAWER(S) MICROFILM(S)
☑ LETTER SIZE ☐ MICROFILM	☐ Alph	ABETICAL			COMPUTER TAPE(S)
LEGAL SIZE COMPUTER TAPE	ואטא 🗌	ERICAL		NUMBER 📙	OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	Ø CHRC	NOLOGICAL			
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOG	RAPHICAL		10. ANNUAL ACCU	IMULATION FILE DRAWER(S)
OTHER (SPEÇIFY)	☐ OTHE	R (SPECIFY)		. 🗘 🗆	MICROFILM(S)
					COMPUTER TAPE(S) OTHER (SPECIFY)
					, ,
11. FILE IS USED DAILY WEEKLY	MONTHLY	12. FILE BECOMES INA	CTIVE AFTE	R MONTH(S)	YEAR(S)
DAIL! GWEEK! C				•	
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	N/A OM)	NUMBER 14. IS RECORD SERIES	DUPLICATE	Currently Inactive D ELSEWHERE?	
Riverdale Elementary School, Storage Room		(IF YES, SPECIFY AGE	ENCY OR OFFICE)		
15. ACCESS RESTRICTIONS YES	X NO	YES 16. AUDIT REQUIREME	₩ NO_ ENTS		
(IF YES, CITE LAW(S) & REGULATION(S))	A]		E FEDER	AL INDEPENDENT
		NONE	☐ STAT	E	AC INDELENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR ANY HARDWARE/SOFTWARE)	IEFLY AND DESCRIBE	18. RECOMMENDED R	ETENTION		
☐YES ØNO		Destroy after	schedu.	le ic approved	1
		a cours of areer	schedu.	re is approved	1.
					·
19. NAME AND TITLE OF PREPARER	20. TELEPHON	IE NUMBER		21. DATE	
			:	!	1004
Jennifer M. Manix, Program Analyst	301/40	05-5764		April 15, 19	770

				
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD	אט	JIVERSITY OF MARYLAND	AGENCY RECORD	S INVENTORY
SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE		COLLEGE PARK	PAGE 11 OF	77
RMGT - 201 (7/92)	1		PAGEOF	
AGENCY University of Maryland at College Park	2. DIVISION Police	e Department	3. UNIT Records Unit	
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AN AND DISPOSITION PURPOSES	D USED AS A UNIT FOR REFERE	NCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATE:	ST YEAR
Daily Event Logs			1983 TO 1985	
U. ICCOID DEIGES DESCRIPTION		TYPES OF INFORMATION/DOCUME! INCLUDE THE PURPOSE OR FUNCTI	· · · · ·	
Ledger of daily events.				
7. RECORD SERIES FORMAT(S)	8. RECORD S	SERIES SEQUENCE	9. VOLUME	<u></u>
LETTER SIZE MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK	☐ NUMI	ABETICAL ERICAL DNOLOGICAL		RAWER(S) FILM(S) JTER TAPE(S) (SPECIFY)
□ AUDIO TAPE □ VIDEO TAPE □ OTHER (SPECIFY) □		GRAPHICAL GR (SPECIFY)		RAWER(S)
11. FILE IS USED	<u> </u>	12. FILE BECOMES INACTIVE AFT	TER	
DAILY WEEKLY	□MONTHLY N/A	NUMBER	MONTH(S) Currently Inactive	YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO		14. IS RECORD SERIES DUPLICAT	ED ELSEWHERE?	
Building 003, Room 1102		YES PEGET AGENCTION OF THE	E)	
15. ACCESS RESTRICTIONS YES	□NO	16. AUDIT REQUIREMENTS		
(IFYES CITE LAW(S) & REGULATION(S)) Right to Privacy implied by the Amendment	e Fourth	Ø NONE ☐ STA	TE FEDERAL	☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	HEFLY AND DESCRIBE	18. RECOMMENDED RETENTION	1	
ANY HARDWARE/SOFTWARE) YES NO		Destroy after schedu	le is approved.	
19. NAME AND TITLE OF PREPARER	20. TELEPHON	ie number	21. DATE	
Jennifer M. Manix, Program Analyst	301/40	05-5764	April 15, 1996	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD IES. FORWARD WITH RECORDS	וט	NIVERSITY OF MARYLAND	AGENCY RECORDS IN	VENTORY
RETENTION SCHEDULE RMGT - 201 (7/92)		COLLEGE PARK	PAGE 12 OF 77	
AGENCY University of Maryland at College Park	2. DIVISION Police	√ œ Department	3. UNIT Records Unit	
DEFINITION - RECORD SERIES:		ELATED RECORDS NORMALLY FILED AN		
4. RECORD SERIES TITLE			5. EARLIEST YEARALATEST YE	AR
Departmental Annual Reports and Statisti			<u>1975</u> TO <u>1985</u>	
FOUND		TYPES OF INFORMATION/DOCUMEN INCLUDE THE PURPOSE OR FUNCTION		
Summaries of departmental activities.		,		
	•			
		•	•	
7. RECORD SERIES FORMAT(S)	6. RECORD	series sequence	9. VOLUME	7.6
_			FILE DRAWE	(S)
LETTER SIZE . MICROFILM	☐ ALPH	ABETICAL	NUMBER COMPUTER I	
LEGAL SIZE COMPUTER TAPE	שטא 🗆	ERICAL	NOMBER (SPEC	<i></i>
☐ BOUND BOOK ☐ FLOPPY DISK	Ø CHRC	ONOLOGICAL		
☐ AUDIOTAPE ☐ VIDEOTAPE	1 =	GRAPHICAL	10. ANNUAL ACCUMULATION KI FILE DRAWEI	
OTHER (SPECIFY)	OTHE	ER (SPECIFY)	☐ MICROFILM(S	(S)
			NUMBER COMPUTER T	
				,
11. FILE IS USED DAILY WEEKLY	MONTHLY	12. FILE BECOMES INACTIVE AFTI	R D MONTHUS R	YEAR(S)
DOME! DWEEKLY K	SMONIALI	1	☐ MONTH(S)	(IEAN(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	NUMBER 14. 15 RECORD SERIES DUPLICATE	D FLSEWHERE?	
	·	(IF YES, SPECIFY AGENCY OR OFFICE)		•
Riverdale Elementary School, Storage Room		□ YES ■ NO		
15. ACCESS RESTRICTIONS YES (IF YES, OTTE LAW(S) & REGULATION(S))	NO €	16. AUDIT REQUIREMENTS		
•		NONE STAT	E	INDEPENDENT
17. 15 AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	IEFLY AND DESCRIBE	IS. RECOMMENDED RETENTION		
ANY HARDWARE/SOFTWARE) YES 図NO		Retain for 1 year, th	nen send to University	Archives.
			s and statistics to	
		University Archives a	after schedule is appr	oved.
			•	
			÷*	
9. NAME AND TITLE OF PREPARER				
	20. TELEPHON	IE NUMBER	21. DATE	
Jennifer M. Manix, Program Analyst	301/40	05-5764	April 15, 1996	!
			•	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	UN	IIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY		
RETENTION SCHEDULE MGT - 201 (7/92)		COLLEGE PARK	PAGE 13 OF 77		
. AGENCY University of Maryland at College Park	2. DIVISION Police	Department	3. UNIT Records Unit		
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED ANI AND DISPOSITION PURPOSES	D USED AS A UNIT FOR REFERENCE AS WELL		
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR		
Equipment Repair Order Ledgers			<u>1982</u> TO <u>1984</u>		
		TYPES OF INFORMATION/DOCUMEN INCLUDE THE PURPOSE OR FUNCTION			
	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				
Log of issued Equipment Repair Orders.					
		,			
7. RECORD SERIES FORMAT(S)	8. RECORD S	eries sequence	9. VOLUME		
	_				
LETTER SIZE MICROFILM	ł _	ABETICAL	NUMBER COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)		
LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK	-	ERICAL			
	=	PNOLOGICAL	Box		
☐ AUDIO TAPE ☐ VIDEO TAPE	1 -	RAPHICAL	10. ANNUAL ACCUMULATION FILE DRAWER(S)		
OTHER (SPECIFY)	L OTHE	R (SPECIFY)	MICROFILM(S)		
			NUMBER COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)		
			_ ,		
11. FILE IS USED DAILY WEEKLY	MONTHLY	12. FILE BECOMES INACTIVE AFTI	ER		
DOME! DWEEKL!	JMONIALI		☐ MONTA(5)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	N/A OM)	NUMBER 14. IS RECORD SERIES DUPLICATE	Currently Inactive		
		(IF YES, SPECIFY AGENCY OR OFFICE)			
Riverdale Elementary School, Storage Room		☐ YES 📈 NO			
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(5) & REGULATION(5)) YES	X NO	16. AUDIT REQUIREMENTS			
		■ NONE STAT	FEDERAL INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	HEFLY AND DESCRIBE	18. RECOMMENDED RETENTION	······································		
any hardware/software) ☐YES ☑NO		Destroy after schedul	le is approved.		
19. NAME AND TITLE OF PREPARER	20. TELEPHON	E NUMBER	21. DATE		
Jennifer M. Manix, Program Analyst	301/40	5-5764	April 15, 1996		

		······································	
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	אט	IVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
RETENTION SCHEDULE RMGT - 201 (7/92)		COLLEGE PARK	PAGE 14 OF 77
. AGENCY University of Maryland at College Park	2. DIVISION Police	: Department	3. UNIT Records Unit
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED A AND DISPOSITION PURPOSES	ND USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Equipment Repair Orders			<u>1982</u> TO <u>1984</u>
		TYPES OF INFORMATION/DOCUM INCLUDE THE PURPOSE OR FUNCT	
Copies of issued Equipment Repair Orders.			
7. RECORD SERIES FORMAT(S)	8. RECORD S	ERIES SEQUENCE	9. VOLUME
LETTER SIZE MICROFILM LEGAL SIZE -COMPUTER TAPE BOUND BOOK FLOPPY DISK	☐ NŪMI	ABETICAL ERICAL ONOLOGICAL	NUMBER FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOG	RAPHICAL	10. ANNUAL ACCUMULATION
OTHER (SPECIFY)	OTHE	R (SPECIFY)	FILE DRAWER(S)
8" x 5"		(20 2)	☐ MICROFILM(S) ☐ COMPUTER TAPE(S)
<u>8 X 3</u>			NUMBER OTHER (SPECIFY)
		· · · · · · · · · · · · · · · · · · ·	
11. FILE IS USED DAILY WEEKLY	MONTHLY	12. FILE BECOMES INACTIVE A	TER
	N/A	NUMBER	Currently Inactive
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROO		14. IS RECORD SERIES DUPLICA	TED ELSEWHERE?
Riverdale Elementary School, Storage Room	ı	(IF YES, SPECIFY AGENCY OR OFF	
15. ACCESS RESTRICTIONS LIYES	≥ NO	YES No. 16. AUDIT REQUIREMENTS	MD State Police A.S.E.D.
(IF YES, CITE LAW(S) & REGULATION(S))		₩ NONE ST	ATE FEDERAL INDEPENDEN
 IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRI ANY HARDWARE/SOFTWARE) 	IEFLY AND DESCRIBE	18. RECOMMENDED RETENTIC	N
☐YES ⊠ NO		Destroy after sched	ıle is approved.
			· · · · · · · · · · · · · · · · · ·
19. NAME AND TITLE OF PREPARER	20. TELEPHON	IE NUMBER	21. DATE
Jennifer M. Manix, Program Analyst		05-5764	April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	ואט	VERSITY OF MARYLAND	AGENCY RECORDS INVENTORY		
RETENTION SCHEDULE RMGT - 201 (7/92)		COLLEGE PARK	PAGE 15 OF 77		
. AGENCY University of Maryland at College Park	2. DIVISION Police I	Department	3. UNIT Records Unit		
DEFINITION - RECORD SERIES:		ATED RECORDS NORMALLY FILED AND ND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE AS WELL		
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR		
Field Interview Reports			<u>1986</u> TO <u>1996</u>		
	IN THE SERIES. IN	YPES OF INFORMATION/DOCUMENT ICLUDE THE PURPOSE OR FUNCTION I reports.			
7. RECORD SERIES FORMAT(S) LETTER SIZE MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK AUDIO TAPE VIDEO TAPE OTHER (SPECIFY)	☐ ALPHA☐ NUMER	RIES SEQUENCE BETICAL RICAL R	9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) NUMBER OTHER (SPECIFY) Folders 10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM(S)		
<u>8" x 5"</u>			NUMBER COMPUTER TAPE(S) NUMBER (SPECIFY) Folders		
] монтніч	12. FILE BECOMES INACTIVE AFTE NUMBER	☐ MONTH(S) ☐ YEAR(S)		
Building 003, Room 1102 15. ACCESS RESTRICTIONS (IF YES CITE LAW(S) & REGULATION(S)) Right to Privacy implied by th		14. IS RECORD SERIES DUPLICATE (IF YES, SPECIFY AGENCY OR OFFICE) YES NO 16. AUDIT REQUIREMENTS NONE STATE			
Amendment. 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR ANY HARDWARE/SOFTWARE) YES NO	RIEFLY AND DESCRIBE	18. RECOMMENDED RETENTION Retain for 1 year, then destroy.			
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE		
Jennifer M. Manix, Program Analyst	301/405	-5764	April 15, 1996		

1.

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	אט	IIVERSITY OF MARYLAND	AGENCY RECORDS INVENTOR
RETENTION SCHEDULE RMGT - 201 (7/92)		COLLEGE PARK	PAGE 16 OF 77
AGENCY University of Maryland at College Park	2. DIVISION Police	: Department	3. UNIT Records Unit
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AND DISPOSITION PURPOSES	AND USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Impound Records (Vehicles)			1980 TO 1980
		TYPES OF INFORMATION/DOCUINCLUDE THE PURPOSE OR FUNC	
Documentation of information regarding the impoundn			on or me salabily
Documentation of information regarding the important	Helit of verderes by th	· ·	
7. RECORD SERIES FORMAT(S)	8. RECORD S	ERIES SEQUENCE	9. VOLUME
			file drawer(s) microfilm(s)
LETTER SIZE MICROFILM	☐ ALPH	ABETICAL	COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	ואטא 🗆	ERICAL	NUMBER OTHER (SPECIFY)
BOUND BOOK FLOPPY DISK	⊠ CHRC	NOLOGICAL	Folders
☐ AUDIO TAPE ☐ VIDEO TAPE		RAPHICAL	10. ANNUAL ACCUMULATION I FILE DRAWER(S)
OTHER (SPECIFY)	☐ OTHE	R (SPECIFY)	MICROFILM(5)
			COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
		,	
11. FILE IS USED DAILY WEEKLY]monthly	12. FILE BECOMES INACTIVE	AFTER YEAR(S)
	N/A	NUMBER	Currently Inactive
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROO		14. IS RECORD SERIES DUPLIC	CATED ELSEWHERE?
Building 003, Room 0132		(IF YES, SPECIFY AGENCY OR O	
15. ACCESS RESTRICTIONS YES	ZNO	16. AUDIT REQUIREMENTS	NO
(IF YES, CITE LAW(S) & RECULATION(S))	م		STATE FEDERAL INDEPENDEN
17 IS AN INDEX CUCTO A MORE			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	IEFLY AND DESCRIBE	18. RECOMMENDED RETENT	
□YES © NO		Destroy after sche	dule is approved.
19. NAME AND TITLE OF PREPARER	20. TELEPHON	E NUMBER	21. DATE
Jennifer M. Manix, Program Analyst	301/40	S-57 64	April 15, 1996

RMGT - 201 (7/92)

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD	UN	IIVERSITY OF MARYLAND		AGENCY RECOR	DS INVENTORY
SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE		COLLEGE PARK		PAGE	OF 77
RMGT - 201 (7/92)					
AGENCY University of Maryland at College Park	2. DIVISION Police	e Department		3. UNIT Records Unit	
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALL AND DISPOSITION PURPOS		USED AS A UNIT FOR REFE	
4. RECORD SERIES TITLE				5. EARLIEST YEAR/LAT	TEST YEAR
Infirmary Notification of Injury				<u>1976</u> TO <u>197</u>	6
		TYPES OF INFORMATION INCLUDE THE PURPOSE O			
Listing of individuals sent to the Health Center.					
7. RECORD SERIES FORMAT(S) LETTER SIZE	☐ ALPH ☐ NUMI ☑ CHRC	ERIES SEQUENCE ABETICAL ERICAL ONOLOGICAL ERAPHICAL ER (SPECIFY)		MICF COM COM NUMBER COM Folde Folde File MICF MICF	ATION DRAWER(S) OFILM(S)
				NUMBER IN OTH	PUTER TAPE(S) ER (SPECIFY)
				_	,
				<u> </u>	lders
11. FILE IS USED DAILY WEEKLY] MONTHLY	12. FILE BECOMES INA	CTIVE AFTE	☐ MONTH(S)	YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROO	N/A OM)	NUMBER 14. IS RECORD SERIES	DUPLICATE	Currently Inactive	
Riverdale Elementary School, Storage Room		· (IF YES, SPECIFY AGE		D LLSEWILKE:	
15. ACCESS RESTRICTIONS YES	X NO	16. AUDIT REQUIREME	NTS		
(IF YES, CITE LAW(S) & RECULATION(S))		▼ NONE	☐ STAT	E FEDERAL	INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR ANY HARDWARE/SOFTWARE) YES NO	IEFLY AND DESCRIBE	18. RECOMMENDED R Destroy after		le is approved.	
19. NAME AND TITLE OF PREPARER	20. TELEPHON	E NUMBER		21. DATE	
Jennifer M. Manix, Program Analyst		05-5764		April 15, 1996	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	אט	IIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
RETENTION SCHEDULE RMGT - 201 (7/92)		COLLEGE PARK	PAGE 18 OF 77
AGENCY University of Maryland at College Park	2. DIVISION Police	: Department	3. UNIT Records Unit
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED ANI AND DISPOSITION PURPOSES	D USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Juvenile Record Logs			1970 TO 1986
		TYPES OF INFORMATION/DOCUMEN INCLUDE THE PURPOSE OR FUNCTION	
Arrest log for juveniles.			
7. RECORD SERIES FORMAT(S)	8. RECORD S	ERIES SEQUENCE	9. VOLUME FILE DRAWER(S)
LETTER SIZE MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK	□ NUMI	ABETICAL ERICAL NOLOGICAL	MICROFILM(S) COMPUTER TAPE(S) NUMBER OTHER (SPECIFY) Folders 10. ANNUAL ACCUMULATION
☐ OTHER (SPECIFY)	-	RAPHICAL R (SPECIFY)	FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
	<u> </u>		<u>folders</u>
11. FILE IS USED DAILY WEEKLY [MONTHLY N/A	12. FILE BECOMES INACTIVE AFTI 12 NUMBER	ER
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATE (IF YES, SPECIFY AGENCY OR OFFICE)	
Riverdale Elementary School, Storage Room		YES KINO	
15. ACCESS RESTRICTIONS AYES Right to Privacy implied by the amendment	□NO e Fourth	16. AUDIT REQUIREMENTS ☑ NONE ☐ STAT	E
 IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR ANY HARDWARE/SOFTWARE) 	IEFLY AND DESCRIBE	18. RECOMMENDED RETENTION	
□YES ØNO		Retain for 12 years,	then destroy.
19. NAME AND TITLE OF PREPARER	20. TELEPHON	E NUMBER	21. DATE
Jennifer M. Manix, Program Analyst		5-5764	April 15 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD	מט	IVERSITY OF MARYLAND	AC	GENCY RECO	rds inventory
SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE		COLLEGE PARK		PAGE 19	of 77
RMGT - 201 (7/92)	1			PAGE	_OF
AGENCY University of Maryland at College Park	2. DIVISION Police	: Department	3.	UNIT Records Unit	
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILEI AND DISPOSITION PURPOSES	D AND USED		
4. RECORD SERIES TITLE			5.	EARLIEST YEAR/L	ATEST YEAR
Lockout Liability Waivers				<u>1991</u> TO <u>19</u>)96
		TYPES OF INFORMATION/DOCU INCLUDE THE PURPOSE OR FUN			
Signed documents releasing police department from liab	bility when unlockin	ng a vehicle.			
7. RECORD SERIES FORMAT(S)	8. RECORD S	SERIES SEQUENCE	9. V	OLUME 🖾 FIL:	E DRAWER(S)
MICROFILM		IABETICAL		/ 🗆 міс	CROFILM(S) MPUTER TAPE(S)
LEGAL SIZE COMPUTER TAPE		ERICAL	NUI		HER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK		DNOLOGICAL	}		
☐ AUDIO TAPE ☐ VIDEO TAPE	1 =	GRAPHICAL	10.	ANNUAL ACCUMU	II ATION
OTHER (SPECIFY)		R (SPECIFY)	1	_ FIL	E DRAWER(S)
D 0(6. 55					CROFILM(S) MPUTER TAPE(S)
			טא	MBER OT	HER (SPECIFY)
				Fole	ders
11. FILE IS USED	<u> </u>	12. FILE BECOMES INACTIVE	AFTER	·	
	MONTHLY	1		NONTH(S)	YEAR(S)
		NUMBER		<u></u>	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROO	OM)	14. IS RECORD SERIES DUPLI		EWHERE?	
Building 003, Room 1102			NO		
15. ACCESS RESTRICTIONS YES	□ NO	16. AUDIT REQUIREMENTS	INO		
only parties of interest may of Right to Privacy	btain;	⊠ NONE □	STATE	☐ FEDERAL	☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	JEFLY AND DESCRIBE	18. RECOMMENDED RETENT	NON		
ANY HARDWARE/SOFTWARE) YES NO	!	Retain for 1 year, then d	iestrov.		
	I		,		
	ļ				
19. NAME AND TITLE OF PREPARER	20. TELEPHON	IE NUMBER	21.	DATE	
Jennifer M. Manix, Program Analyst	301/40)5-5764		April 15, 1996	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	אט	IVERSITY OF MARYLAND	AGENCY RECORDS	s inventory
RETENTION SCHEDULE RMGT - 201 (7/92)		COLLEGE PARK	PAGE 20 OF	77 .
AGENCY University of Maryland at College Park	2. DIVISION Police	: Department	3. UNIT Records Unit	
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AN AND DISPOSITION PURPOSES	ID USED AS A UNIT FOR REFEREN	NCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATES	T YEAR
Microfiche Police Reports			1968 TO 1985	
		TYPES OF INFORMATION/DOCUMENT INCLUDE THE PURPOSE OR FUNCTION		
File of police reports stored on microfiche.				
	···			
7. RECORD SERIES FORMAT(S)	8. RECORD S	eries sequence	9. VOLUME FILE DR.	AWER(S)
☐ LETTER SIZE ☐ MICROFILM		A DETECAT	18" □ MICROF	
LEGAL SIZE COMPUTER TAPE	1	ABETICAL ERICAL	NUMBER OTHER (
□ BOUND BOOK □ FLOPPY DISK		NOLOGICAL	Microfich	ne.
☐ AUDIO TAPE ☐ VIDEO TAPE		RAPHICAL	10. ANNUAL ACCUMULAT	
OTHER (SPECIFY)		R (SPECIFY)	☐ FILE DR	AWER(S)
Microfiche	l Office	K (Si ECIF I)	MICROF	ILM(S) FER TAPE(S)
magnate			NUMBER TOTHER	SPECIFY)
			mico	ofiche
THE ICLICED	<u></u>	Fig. 50 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5 5		
11. FILE IS USED DAILY WEEKLY	MONTHLY	12. FILE BECOMES INACTIVE AFT	MONTH(S)	YEAR(S)
	N/A	NUMBER	Currently Inactive	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROO	OM)	14. IS RECORD SERIES DUPLICAT		
Building 003, Room 1102		Ø yes □ no	Riverdale Elementary School,	Storage Room
15. ACCESS RESTRICTIONS YES	□ NO	16. AUDIT REQUIREMENTS	Toverdate Elementary School,	otorage mous.
Right to Privacy implied by t	he Fourth	₩ NONE STA	TE FEDERAL	☐ INDEPENDENT
Amendment				
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR ANY HARDWARE/SOFTWARE)	IEFLY AND DESCRIBE	18. RECOMMENDED RETENTION		
UYES ⊠ NO		Destroy after schedu	ile is approved.	
				!
			•	
19. NAME AND TITLE OF PREPARER	20. TELEPHON	E NUMBER	21. DATE	
Jennifer M. Manix, Program Analyst	301/40	5-5764	April 15, 1996	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD	110	IIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
SERIES. FORWARD WITH RECORDS	0.14	IVERSITI OF MARTLAND	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
RETENTION SCHEDULE		COLLEGE PARK	
RMGT - 201 (7/92)			PAGE <u>21.</u> OF <u>77</u>
AGENCY	2. DIVISION		3. UNIT
University of Maryland at College Park	Police	: Department	Records Unit
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED ANI AND DISPOSITION PURPOSES	DUSED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE	AS RETENTION	AND DISPOSITION FOR OSES	5. EARLIEST YEAR/LATEST YEAR
n to Paradate			1990 TO 1996
Property Receipts			
		TYPES OF INFORMATION/DOCUMEN INCLUDE THE PURPOSE OR FUNCTION	
			0. 7.12 05.435.,
Receipts for found, confiscated property.			
			-
7. RECORD SERIES FORMAT(S)	8. RECORD S	ERIES SEQUENCE	9 VOLUME FILE DRAWER(S)
	_		MICROFILM(S)
LETTER SIZE MICROFILM	☐ ALPH	ABETICAL	NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)
LEGAL SIZE COMPUTER TAPE	MUM 🐼	ERICAL	Nomber Office (Si bell')
☐ BOUND BOOK ☐ FLOPPY DISK	CHRC	ONOLOGICAL	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOG	SRAPHICAL	10. ANNUAL ACCUMULATION FILE DRAWER(S)
OTHER (SPECIFY)	OTHE	R (SPECIFY)	MICROFILM(S)
			COMPUTER TAPE(S) NUMBER
			NOMBER (SI ECH 1)
			Folders
11. FILE IS USED	<u> </u>	12. FILE BECOMES INACTIVE AFTI	ER
☑ DAJLY ☐ WEEKLY ☐]MONTHLY	1 .3	\square month(s) \blacksquare Year(s)
		NUMBER	
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATE (IF YES, SPECIFY AGENCY OR OFFICE)	
Building 003, Room 1102			
15 ACCESS RESTRICTIONS DIVES	Пио	YES D NO	Logistics Unit
only parties of interest may			
Right to Privacy	obtain;	NONE STAT	FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	HEFLY AND DESCRIBE	18. RECOMMENDED RETENTION	
ANY HARDWARE/SOFTWARE) MYES NO		Retain for 3 years, then destro	M.
		Retain for 5 years, then deside	y.
Computer database			
19. NAME AND TITLE OF PREPARER	20. TELEPHON	NE NUMBER	21. DATE
Jennifer M. Manix, Program Analyst	201/40	05-5764	April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE			7	
FORM FOR EACH NEW OR REVISED RECORD	וו	NIVERSITY OF MARYLAND	AGENCY RECOR	DS INVENTORY
SERIES. FORWARD WITH RECORDS				
RETENTION SCHEDULE	1	COLLEGE PARK		
RMGT - 201 (7/92)	1		PAGE	OF77
. AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	Police	e Department	Records Unit	
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AN	D USED AS A UNIT FOR REFE	RENCE AS WELL
4. RECORD SERIES TITLE	AS RETENTION	AND DISPOSITION PURPOSES	5. EARLIEST YEAR/LA	TEST YEAR
}				
Records Receipt Ledger			1970 TO 197	<u>2</u>
		TYPES OF INFORMATION/DOCUMEN		
}	IN THE SERIES.	INCLUDE THE PURPOSE OR FUNCTION	ON OF THE SERIES.)	
Log of officers requests for police reports.				
	•			
7. RECORD SERIES FORMAT(S)	8. RECORD S	ERIES SEQUENCE	9. VOLUME	DRAWER(S)
5			·7 □ MICE	ROFILM(S)
₩ LETTER SIZE	L ALPH	ABETICAL		PUTER TAPE(S) ER (SPECIFY)
LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK	1	ERICAL	_	•
_	CHRC	DNOLOGICAL	Folde	
☐ AUDIO TAPE ☐ VIDEO TAPE	1 -	RAPHICAL	10. ANNUAL ACCUMUL	ATION DRAWER(S)
OTHER (SPECIFY)	OTHE	R (SPECIFY)		ROFILM(S)
				PUTER TAPE(S) ER (SPECIFY)
·				
	1		tol	ders
11. FILE IS USED	1	12. FILE BECOMES INACTIVE AFT	ER .	
DAILY DWEEKLY	MONTHLY		☐ MONTH(S)	YEAR(S)
	N/A	NUMBER	Currently Inactive	
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICAT (IF YES, SPECIFY AGENCY OR OFFICE		
Riverdale Elementary School, Storage Room	1	☐ YES ☑ NO	,	
15. ACCESS RESTRICTIONS TYES	X NO	16. AUDIT REQUIREMENTS		
THE YES A REGULATIONIS!	_		m. [] mining (C INDEPENDENT
		NONE STAT	TE FEDERAL	☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED! (IF YES, EXPLAIN BR ANY HARDWARE/SOFTWARE)	JEFLY AND DESCRIBE	18. RECOMMENDED RETENTION		
□YES \\ \(\omega \) NO	1	Destroy after schedu	le is approved.	
			• •	
				Ì
19. NAME AND TITLE OF PREPARER	20. TELEPHON	E NUMBER	21. DATE	
Jennifer M. Manix, Program Analyst				
- Stam Virgivst	301/40	15-5764	April 15, 1996	í

					
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD			ACE	<i>></i> !~\\	C 12 13 177 177 177 177 177 177 177 177 177
SERIES. FORWARD WITH RECORDS	UN	IVERSITY OF MARYLAND	AGE	NCY RECORD	S INVENTORY
RETENTION SCHEDULE		COLLEGE PARK			
MGT - 201 (7/92)				PAGE 23 OF	77
AGENCY	2. DIVISION		3. UI	NIT	
University of Maryland at College Park	Police	: Department		Records Unit	
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILI AND DISPOSITION PURPOSES	ED AND USED AS	A UNIT FOR REFERE	NCE AS WELL
4. RECORD SERIES TITLE			5. E.A	RLIEST YEAR/LATE	ST YEAR
Referrals to Judicial Programs Office				1970 TO 1975	
		TYPES OF INFORMATION/DOC			
		INCLUDE THE PURPOSE OR FU	NCTION OF THE	; SERIES.)	
File of referrals of individuals to the Office of Judicial Pr	rograms.				
7. RECORD SERIES FORMAT(S)	8. RECORD S	ERIES SEQUENCE	9. VOL		
				7 FILE DE	RAWER(S) FILM(S)
☐ LETTER SIZE ☐ MICROFILM	☐ ALPH	ABETICAL		COMPL	JTER TAPE(S)
LEGAL SIZE COMPUTER TAPE	ואטא 🗌	ERICAL	NUMBI	er 🛭 Other	(SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	EL CHRO	NOLOGICAL		<u>Folders</u>	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOG	RAPHICAL	10. AN	INUAL ACCUMULA	
OTHER (SPECIFY)	☐ OTHE	R (SPECIFY)	(RAWER(S)
				🔲 сомри	TER TAPE(S)
			NUMB	er 🛭 OTHER	(SPECIFY)
			ļ	Folde	<u>.cs</u>
11. FILE IS USED	<u> </u>	12. FILE BECOMES INACTIV	FASTER		
	\exists monthly	12. TIES BEGOINES INVEST.	10M []	VTH(S)	YEAR(S)
	N/A	NUMBER	Curre	ntly Inactive	
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO		14. IS RECORD SERIES DUPI	ICATED ELSEW		
Riverdale Elementary School, Storage Room		(IF YES, SPECIFY AGENCY OF	NO		
15. ACCESS RESTRICTIONS YES	□NO	16. AUDIT REQUIREMENTS	1 10	, , , , , , , , , , , , , , , , , , , 	
(IF YES, CITE LAW(S) & RECULATION(S)) Buckley Amendment		NONE	STATE	☐ FEDERAL	☐ INDEPENDENT
		INCINONE L	J SI A I E		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR ANY HARDWARE/SOFTWARE)	UEFLY AND DESCRIBE	18. RECOMMENDED RETEN	TION		
☐YES ☑NO		Destroy after sch	edule is a	ipproved.	
		,		Tr	
19. NAME AND TITLE OF PREPARER	20. TELEPHON	E NUMBER	21. DA	TE	
Jennifer M. Manix, Program Analyst	301/40)5-576 4		April 15, 1996	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE						
FORM FOR EACH NEW OR REVISED RECORD	UN	IVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY			
SERIES. FORWARD WITH RECORDS						
RETENTION SCHEDULE		COLLEGE PARK	2/, 77			
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AGENCY	2. DIVISION		3. UNIT			
University of Maryland at College Park	Police	: Department	Records Unit			
			<u> </u>			
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED ANI AND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE AS WELL			
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR			
Reports, Accident (Vehicle)			1966 TO 1996			
6. RECORD SERIES DESCRIPTION (BRIEFL	Y DESCRIBE THE	TYPES OF INFORMATION/DOCUMEN	TS/FORMS			
FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)						
Reports of accidents occurring within the University's in	Reports of accidents occurring within the University's jurisdiction.					
Reports of accidents occurring winds are statistically of						
1						
7. RECORD SERIES FORMAT(S)	8. RECORD S	eries séquence	9. VOLUME FILE DRAWER(S)			
	j		MICROFILM(S)			
LETTER SIZE MICROFILM	☐ ALPH	ABETICAL	COMPUTER TAPE(S)			
LEGAL SIZE COMPUTER TAPE	ואטא 🖾	ERICAL	NUMBER OTHER (SPECIFY)			
BOUND BOOK FLOPPY DISK	☐ CHRC	NOLOGICAL				
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOG	RAPHICAL	IO. ANNUAL ACCUMULATION			
OTHER (SPECIFY)	OTHE	R (SPECIFY)	FILE DRAWER(S)			
		(4. 2	MICROFILM(S) COMPUTER TAPE(S)			
			NUMBER OTHER (SPECIFY)			
	}					
11. FILE IS USED ADAILY WEEKLY	<u>-</u>	12. FILE BECOMES INACTIVE AFTE	ER TO THE TOTAL			
⊠ DAILY □WEEKLY [MONTHLY	10	\square month(s) \square year(s)			
		NUMBER				
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATE (IF YES, SPECIFY AGENCY OR OFFICE)	D ELSEWHERE?			
Building 003, Room 1102 and						
Riverdale Elm. School 15. ACCESS RESTRICTIONS [!YES	∑ NO	YES □ NO 16. AUDIT REQUIREMENTS	Maryland State Police			
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) A REGULATION(S)) (15. ACCESS RESTRICTIONS (15. ACC	MINO	16. AUDIT REQUIREMENTS				
		₩ NONE STAT	E ☐ FEDERAL ☐ INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	IEFLY AND DESCRIBE	18. RECOMMENDED RETENTION				
ANY HARDWARE/SOFTWARE)						
∠ YES □NO		Retain for 10 years, then destr	oy.			
Computer database						
,						
19. NAME AND TITLE OF PREPARER	20. TELEPHON	E NUMBER .	21. DATE			
Jennifer M. Manix, Program Analyst	301/40	5-5764	April 15, 1996			

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	UN	NIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY	
RETENTION SCHEDULE IGT - 201 (7/92)		COLLEGE PARK	PAGE 25 OF 77	
AGENCY University of Maryland at College Park	2. DIVISION Police	i e Department	3. UNIT Records Unit	
DEFINITION - RECORD SERIES:		ELATED RECORDS NORMALLY FILED AN AND DISPOSITION PURPOSES	D USED AS A UNIT FOR REFERENCE AS WELL	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Reports, Criminal (Paper)			1968 TO 1993	
		TYPES OF INFORMATION/DOCUMEN		
FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)				
Record of documents and photographs pertaining to cr	iminal incidents.	:		
7. RECORD SERIES FORMAT(S)	8. RECORD S	ERIES SEQUENCE	9. VOLUME	
•			19	
LETTER SIZE MICROFILM	☐ ALPH	LABETICAL	COMPUTER TAPE(S)	
LEGAL SIZE . COMPUTER TAPE	MUM Z	ERICAL	NUMBER OTHER (SPECIFY)	
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRC	DNOLOGICAL		
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOG	RAPHICAL	10. ANNUAL ACCUMULATION	
OTHER (SPECIFY)	☐ OTHE	ER (SPECIFY)	FILE DRAWER(S) MICROFILM(S)	
	l —	_ 	COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)	
	•		NUMBER OTHER (SPECIFI)	
		•		
11. FILE IS USED		12. FILE BECOMES INACTIVE AFT		
Ødaily □weekly [MONTHLY	75	☐ MONTH(S) ☑ YEAR(S)	
		NUMBER		
 CURRENT LOCATION(S) (BLDG., FLOOR, RO Building 003, Room 1102 and 	DM)	14. IS RECORD SERIES DUPLICATE (IF YES, SPECIFY AGENCY OR OFFICE)		
Riverdale Elementary School, Storage Room		☐ YES ☑ NO		
15. ACCESS RESTRICTIONS XIYES	□NO	16. AUDIT REQUIREMENTS		
Right to Privacy implied by t	he Fourth	☐ NONE STAT	E	
Amendment				
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR ANY HARDWARE/SOFTWARE)	IEFLY AND DESCRIBE	18. RECOMMENDED RETENTION	.,	
Øyes □no		Retain for 75 years,	then destroy.	
Computer database after 1986				
d.		:	· .	
	. 1			
19. NAME AND TITLE OF PREPARER				
	20. TELEPHON	IE NUMBER	21. DATE	
Jennifer M. Manix, Program Analyst	301/40	5-5764	April 15, 1996	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	UN	IVERSITY OF MARYLAND		AGENCY RECORI	OS INVENTORY
RETENTION SCHEDULE RMGT - 201 (7/92)		COLLEGE PARK		PAGE 26 0	F_77
AGENCY University of Maryland at College Park	2. DIVISION Police	: Department		3. UNIT Records Unit	
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FI AND DISPOSITION PURPOSES	ILED AND	USED AS A UNIT FOR REFER	ENCE AS WELL
4. RECORD SERIES TITLE				5. EARLIEST YEAR/LATE	EST YEAR
Reports, DWI				<u>1984</u> TO <u>1996</u>	
10. 100010		TYPES OF INFORMATION/DO INCLUDE THE PURPOSE OR F			
Record of DWI incidents, paperwork, tests, etc.					,
7. RECORD SERIES FORMAT(S)	8. RECORD S	ERIES SEQUENCE		9. VOLUME	
LEGAL SIZE MICROFILM COMPUTER TAPE BOUND BOOK FLOPPY DISK	🛭 ипи	ABETICAL ERICAL DNOLOGICAL		СОМР	DRAWER(S) DFILM(S) UTER TAPE(S) R (SPECIFY)
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOG	RAPHICAL		10. ANNUAL ACCUMULA	ATION
OTHER (SPECIFY)		R (SPECIFY)			PRAWER(S) DFILM(S) UTER TAPE(S) R (SPECIFY)
11. FILE IS USED	L	12. FILE BECOMES INACTI	IVE AFTE	R	
	MONTHLY	/O NUMBER		☐ MONTH(S)	X YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	14. IS RECORD SERIES DU		D ELSEWHERE?	
Building 003, Room 1102 and Riverdale Elementary School, Storage Room	ı	(IF YES, SPECIFY AGENCY	OR OFFICE)		
15. ACCESS RESTRICTIONS XYES	□NO	16. AUDIT REQUIREMENT	`S		
Right to Privacy implied by the Fourth Amendment		₩ none	☐ STAT	E FEDERAL	☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) NO		18. RECOMMENDED RETE		NI	
Computer database after 1986		Realition to years, t	TICH GOL	·7·	
19. NAME AND TITLE OF PREPARER	20. TELEPHON	IE NUMBER		21. DATE	
Jennifer M. Manix, Program Analyst		05-5764		April 15, 1996	

MGT - 201 (7/92)

					
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD	אט	IIVERSITY OF MARYLAND		AGENCY RECOR	DS INVENTORY
SERIES. FORWARD WITH RECORDS		201120-2,21			
RETENTION SCHEDULE RMGT - 201 (7/92)		COLLEGE PARK		PAGE	OF
. AGENCY	2. DIVISION	-		3. UNIT	
University of Maryland at College Park	1	e Department		Records Unit	
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY I AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE				5. EARLIEST YEAR/LAT	EST YEAR
Reports, Incident (Paper)				1968 TO 199	2
FOUND	IN THE SERIES. I	TYPES OF INFORMATION/DO INCLUDE THE PURPOSE OR			
Record of documents and photographs pertaining to rep	oorted incidents.				
7. RECORD SERIES FORMAT(S)	8. RECORD S	ERIES SEQUENCE		9. VOLUME	
	}		Ì		DRAWER(S) ROFILM(S)
LETTER SIZE MICROFILM	☐ ALPH	ABETICAL		COM	PUTER TAPE(S)
- LEGAL SIZE COMPUTER TAPE	₩ NUME	ERICAL		NUMBER OTH	ER (SPECIFY)
■ BOUND BOOK ■ FLOPPY DISK		NOLOGICAL	ļ		
☐ AUDIO TAPE ☐ VIDEO TAPE	GEOG	RAPHICAL		10. ANNUAL ACCUMUL	ATION
OTHER (SPECIFY)	1 -	R (SPECIFY)	ŀ		DRAWER(S)
2 3	<u> </u>	. (0. 20)	ļ		ROFILM(S) PUTER TAPE(S)
					ER (SPECIFY)
			}		
11. FILE IS USED Daily WEEKLY	MONTHLY	12. FILE BECOMES INACT	TIVE AFTE	R MONTH(S)	YEAR(S)
		10		_	• •
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROO	OM)	NUMBER 14. IS RECORD SERIES DU	UPLICATE	D ELSEWHERE?	
Building 003, Room 1102 and		(IF YES, SPECIFY AGENC	CY OR OFFICE)		
Riverdale Elementary School, Storage Room	·	☐ YES	R NO		
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S))	□NO	16. AUDIT REQUIREMEN	TS		-
Right to Privacy implied by th	ne Fourth	MONE NONE	STATI	E FEDERAL	☐ INDEPENDENT
Amendment 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	SEE V AND DESCRIBE	18. RECOMMENDED RET	FNTION		
ANY HARDWARE/SOFTWARE) ROYES NO	IEFE! AND DESCRIPT				
	ļ	Retain for 10 years,	then destro	oy.	
Computer database after 1986	1				
			•		
19. NAME AND TITLE OF PREPARER	20. TELEPHON	I IE NUMBER		21. DATE	
Jennifer M. Manix, Program Analyst		05-5764		April 15, 1996	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE	1		T
FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	NN	NIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
RETENTION SCHEDULE		COLLEGE PARK	PAGE 28 OF 77
RMGT - 201 (7/92)			radeor
AGENCY University of Maryland at College Park	2. DIVISION Police	i e Department	3. UNIT Records Unit
DEFINITION - RECORD SERIES:		ELATED RECORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	DUSED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Submitted Uniform Crime Reports			1993 TO 1996
	IN THE SERIES.	TYPES OF INFORMATION/DOCUMEN INCLUDE THE PURPOSE OR FUNCTIO	
7. RECORD SERIES FORMAT(S) **DELETTER SIZE MICROFILM		SERIES SEQUENCE !ABETICAL	9. VOLUME I FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S)
LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK	-	ERICAL DNOLOGICAL	NUMBER OTHER (SPECIFY)
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOG	GRAPHICAL	10. ANNUAL ACCUMULATION
OTHER (SPECIFY)	☐ OTHE	ER (SPECIFY)	FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) NUMBER
			<u>Folders</u>
11. FILE IS USED DAILY WEEKLY	ZMONTHLY	12. FILE BECOMES INACTIVE AFTE 5 NUMBER	I CR □ MONTH(S) ☑-YEAR(S)
13. CURRENT LOCATION(\$) (BLDG., FLOOR, ROO	OM)	14. IS RECORD SERIES DUPLICATE (IF YES, SPECIFY AGENCY OR OFFICE)	D ELSEWHERE?
Building 003, Room 1102		YES D'NO	FBI
15. ACCESS RESTRICTIONS YES	Ø NO	16. AUDIT REQUIREMENTS	
(IF YES, CITE LAW(S) & REGULATION(S))		Ø NONE ☐ STAT	E GEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	IEFLY AND DESCRIBE	18. RECOMMENDED RETENTION	
ANY HARDWARE/SOFTWARE) ☐ YES ☑ NO		Retain for 5 years, then destroy	y.
19. NAME AND TITLE OF PREPARER	20. TELEPHON	NE NUMBER	21. DATE
Jennifer M. Manix, Program Analyst	301/40	05-5764	April 15, 1996

RMGT - 201 (7/92)

				
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD	N	VIVERSITY OF MARYLAND	AGENCY RECO	RDS INVENTORY
SERIES. FORWARD WITH RECORDS				
RETENTION SCHEDULE RMGT - 201 (7/92)		COLLEGE PARK	PAGE _29	OF_77
	2. DIVISION		3. UNIT	
. AGENCY University of Maryland at College Park		e Department	Records Unit	
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AND DISPOSITION PURPOSES		
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LA	TEST YEAR
Traffic Citation Ledgers			<u>1971</u> TO <u>19</u>	<u>83</u>
		TYPES OF INFORMATION/DOCUMINCLUDE THE PURPOSE OR FUNC		
List of citations issued.		,		
-				
7. RECORD SERIES FORMAT(S)	8. RECORD S	ERIES SEQUENCE	9. VOLUME	
7. RECORD SERIES FORWAT(S)	o. Accord s	ENTES SEQUENCE	. D FILE	DRAWER(S)
LETTER SIZE MICROFILM	☐ ALPH	ABETICAL		ROFILM(S) MPUTER TAPE(S)
LEGAL SIZE COMPUTER TAPE	}	ERICAL	NUMBER OTH	IER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	1 =	NOLOGICAL	Fold	<u>er</u>
☐ AUDIO TAPE ☐ VIDEO TAPE	GEOG	RAPHICAL	10. ANNUAL ACCUMU	LATION
OTHER (SPECIFY)	☐ OTHE	R (SPECIFY)		: DRAWER(S) ROFILM(S)
		· · · · · · · · · · · · · · · · · · ·	CON	IPUTER TAPE(S)
			NUMBER 🔀 OTH	IER (SPECIFY)
				<u>iolders</u>
11. FILE IS USED	<u> </u>	12. FILE BECOMES INACTIVE A	FTER	
	MONTHLY		☐ MONTH(S)	YEAR(S)
	N/A	NUMBER	Currently Inactive	
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	14. IS RECORD SERIES DUPLIC		
Riverdale Elementary School, Storage Roon	n	☐ YES 💆 N		
15. ACCESS RESTRICTIONS YES	X NO	16. AUDIT REQUIREMENTS		
(IF YES, CITE LAW(S) & REGULATION(S))		NONE ☐ S	TATE	☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BE ANY HARDWARE/SOFTWARE)	HEFLY AND DESCRIBE	18. RECOMMENDED RETENTION	NO	
□YES ½ NO		Dootman afternal		
		Destroy after sche	dule is approved.	
		·		
19. NAME AND TITLE OF PREPARER	20. TELEPHON	IF NI IMBER	21. DATE	
	20. TELEPHON	IL NOMBER		
Jennifer M. Manix, Program Analyst	301/40	15,5764	April 15 1996	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE			
FORM FOR EACH NEW OR REVISED RECORD	UNI	VERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
SERIES. FORWARD WITH RECORDS			
RETENTION SCHEDULE	-	COLLEGE PARK	PAGE 30 OF 77
RMGT - 201 (7/92)			
AGENCY University of Maryland at College Park	2. DIVISION Police	Department	3. UNIT Records Unit
	<u></u>		<u> </u>
DEFINITION - RECORD SERIES:		ATED RECORDS NORMALLY FILED AND NO DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE	 -		5. EARLIEST YEAR/LATEST YEAR
Traffic Citation Transmittals			1990 TO 1996
		TYPES OF INFORMATION/DOCUMEN	
FOUND		NCLUDE THE PURPOSE OR FUNCTIO	
Record of issued traffic citations sent to the court.			
7. RECORD SERIES FORMAT(S)	8. RECORD SE	RIES SEQUENCE	9. VOLUME
. Accord bridge (citizative)			FILE DRAWER(S)
► LETTER SIZE	☐ ALPHA	BETICAL	MICROFILM(S) COMPUTER TAPE(S)
LEGAL SIZE COMPUTER TAPE	☐ NUME	-	NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	K) CHRON	NOLOGICAL	
☐ AUDIO TAPE ☐ VIDEO TAPE	GEOGR	RAPHICAL	10. ANNUAL ACCUMULATION
☐ OTHER (SPECIFY)	☐ OTHER	(SPECIFY)	
		······	COMPUTER TAPE(S)
			NUMBER MOTHER (SPECIFY)
			<u>Folders</u>
11. FILE IS USED		12. FILE BECOMES INACTIVE AFTE	ER FILMEN
⊠ DAILY □WEEKLY □	MONTHLY	/	☐ MONTH(S)
CONTRACTOR OF THE PROPERTY OF		NUMBER	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROC	^{DM)}	14. IS RECORD SERIES DUPLICATE (IF YES, SPECIFY AGENCY OR OFFICE)	ED ELSEWHERE?
Building 003, Room 1102		€ Lyes □ No	District Court of Maryland
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(5) & REGULATION(5))	X NO	16. AUDIT REQUIREMENTS	
(ĺ	NONE ☐ STATE	E FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	PIFFLY AND DESCRIBE	18. RECOMMENDED RETENTION	
ANY HARDWARE/SOFTWARE) YES NO			
	1	Retain for 1 year, then destroy	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Jennifer M. Manix, Program Analyst	301/405	i-5764	April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	UN	IVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
RETENTION SCHEDULE RMGT - 201 (7/92)		COLLEGE PARK	PAGE 31 OF 77
. AGENCY University of Maryland at College Park	2. DIVISION Police	: Department	3. UNIT Records Unit
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AN AND DISPOSITION PURPOSES	D USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Traffic Citations			<u>1981</u> TO <u>1996</u>
10: 10:00:00 52:020 4:00 4:00 4:00 4:00 4:00 4:00 4:00	-	TYPES OF INFORMATION/DOCUMEN NCLUDE THE PURPOSE OR FUNCTION	
File of issued traffic citations to violators.			
File of issued frame citations to violators.			
		•	•
7. RECORD SERIES FORMAT(S)	8. RECORD S	eries sequence	9. VOLUME
			FILE DRAWER(S) MICROFILM(S)
LETTER SIZE MICROFILM	}	ABETICAL	NUMBER COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
LEGAL SIZE . COMPUTER TAPE BOUND BOOK THOPPY DISK	■ NUMI		
	l <u>"-</u>	NOLOGICAL	
☐ AUDIO TAPE ☐ VIDEO TAPE 【☐ OTHER (SPECIFY)	1 =	RAPHICAL	10. ANNUAL ACCUMULATION 区 FILE DRAWER(S)
OTHER (SPECIFY) 8" x.5"		R (SPECIFY)	☐ MICROFILM(S) ☐ COMPUTER TAPE(S)
<u> </u>			NUMBER OTHER (SPECIFY)
11. FILE IS USED		12. FILE BECOMES INACTIVE AFT	ER.
	MONTHLY	3	☐ MONTH(S)
		NUMBER	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROO 003, Room 1102 and	OM) Building	14. IS RECORD SERIES DUPLICAT: (IF YES, SPECIFY AGENCY OR OFFICE	
Riverdale Elementary School, Storage Room	ı	Ø YES □ NO	District Court of Maryland
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S))	□ X NO	16. AUDIT REQUIREMENTS	
		Ø none ☐ stat	TE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	IEFLY AND DESCRIBE	18. RECOMMENDED RETENTION	
ANY HARDWARE/SOFTWARE) MYES NO		Retain for 3 years or when dis	sposed of in court, whichever is later.
Computer database after 1986		,	•
19. NAME AND TITLE OF PREPARER	20. TELEPHON	F NUMBER	21. DATE
Jennifer M. Manix, Program Analyst		15-5764	April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE	T			
FORM FOR EACH NEW OR REVISED RECORD			A CENICA DECOD	ידים זאוועדיאודים חער
SERIES. FORWARD WITH RECORDS	אט	IVERSITY OF MARYLAND	AGENCY RECOR	D2 INVENTORY
:		COLLEGE PARK		
RETENTION SCHEDULE		COLLEGE PARK	PAGE 32	OF 7.7.
RMGT - 201 (7/92)	2 707//5/05/			
AGENCY University of Maryland at College Park	2. DIVISION Police	: Department	3. UNIT Records Unit	
	<u> </u>	·		
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AND DISPOSITION PURPOSES	and used as a unit for refe	RENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LA	TEST YEAR
Warnings			<u>1993</u> TO <u>199</u>	<u>6</u>
1 4		TYPES OF INFORMATION/DOCUM		*
FOUND	IN THE SERIES.	NCLUDE THE PURPOSE OR FUNC	TION OF THE SERIES.)	
Record of written warnings issued to individuals.				
7. RECORD SERIES FORMAT(S)	8. RECORD S	eries sequence	9. VOLUME	
	Į			DRAWER(S) ROFILM(S)
☐ LETTER SIZE ☐ MICROFILM	☐ ALPH	ABETICAL	COM	PUTER TAPE(S)
LEGAL SIZE COMPUTER TAPE	ושטא 🔲 .	ERICAL	NUMBER 🗷 OTH	ER (SPECIFY)
BOUND BOOK FLOPPY DISK	∠ CHRC	NOLOGICAL	<u>Folde</u>	<u>113</u>
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOG	RAPHICAL	10. ANNUAL ACCUMUI	
OTHER (SPECIFY)	☐ OTHE	R (SPECIFY)	☐ FILE	DRAWER(S) ROFILM(S)
<u>8" x 5"</u>			СОМ	PUTER TAPE(S)
			NUMBER 🖟 OTH	ER (SPECIFY)
	}		<u>Folde</u>	ers
11. FILE IS USED	Ĺ <u> </u>	12. FILE BECOMES INACTIVE A	PTER	
	MONTHLY	1	MONTH(S)	YEAR(S)
		<u> </u>		
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	NUMBER 14. IS RECORD SERIES DUPLIC	ATED ELSEWHERE?	
Building 003, Room 1102	,	(IF YES, SPECIFY AGENCY OR OF		
		☐ YES	<u>io</u>	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S))	X) NO	16. AUDIT REQUIREMENTS		
		Ø NONE □ S	TATE FEDERAL	☐ INDEPENDENT
17. 15 AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	HEEL V AND DESCRIBE	18. RECOMMENDED RETENTION	N.	
ANY HARDWARE/SOFTWARE) YES NO	ILLE FAND DESCRIPE			
		Retain for 6 months, then	destroy.	
·				
19. NAME AND TITLE OF PREPARER	00 TELEBRICE	E NUMBED	. 21 DATE	
	20. TELEPHON	E NUMBEK	21. DATE	
Jennifer M. Manix, Program Analyst	301/40	5-5764	April 15, 1996	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE					
FORM FOR EACH NEW OR REVISED RECORD	אט	NIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY		
SERIES. FORWARD WITH RECORDS			}		
RETENTION SCHEDULE	}	COLLEGE PARK	32 77		
RMGT - 201 (7/92)			PAGE 33 OF 77		
AGENCY	2. DIVISION	·	3. UNIT		
University of Maryland at College Park	Police	e Department	Auxiliary		
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE AS WELL		
4. RECORD SERIES TITLE	AS RETENTION	AND DISPOSITION FURFUSES	5. EARLIEST YEAR/LATEST YEAR		
			1993 TO 1996		
Contract Files					
6. RECORD SERIES DESCRIPTION (BRIEFL					
FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)					
Files containing security logs and memorandums issued	Files containing security logs and memorandums issued by Student Police Aide Supervisors.				
		· · · ·			
7. RECORD SERIES FORMAT(S)	8. RECORD S	SERIES SEQUENCE	9. VOLUME		
	ł	•	FILE DRAWER(S)		
LETTER SIZE MICROFILM	□ ALPH	IABÉTICAL	MICROFILM(S) COMPUTER TAPE(S)		
LEGAL SIZE COMPUTER TAPE	תטא ⊓	ERICAL	NUMBER OTHER (SPECIFY)		
. D BOUND BOOK D FLOPPY DISK	1	DNOLOGICAL			
☐ AUDIO TAPE ☐ VIDEO TAPE	[_	GRAPHICAL	10. ANNUAL ACCUMULATION		
OTHER (SPECIFY)		ER (SPECIFY)	☐ FILE DRAWER(S)		
		(MICROFILM(S) COMPUTER TAPE(S)		
			NUMBER OTHER (SPECIFY)		
			Folder		
11. FILE IS USED DAILY WEEKLY	MONTHLY	12. FILE BECOMES INACTIVE AFTE	ER		
LIDATLY LIWEEKLY L	SAMONTALI		MONTH(5)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	~~~	NUMBER 14. IS RECORD SERIES DUPLICATE	ED EL CEMMEDE?		
	OM)	14. IS RECORD SERIES DUPLICATE (IF YES, SPECIFY AGENCY OR OFFICE)	D LLSC WILDIU:		
Building 113, Room 1104		☐ YES 💆 NO			
15. ACCESS RESTRICTIONS YES	Mo	16. AUDIT REQUIREMENTS			
(IF YES, CITE LAW(S) & REGULATION(S))		☑ NONE ☐ STAT	E FEDERAL INDEPENDENT		
 IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR ANY HARDWARE/SOFTWARE) 	IEFLY AND DESCRIBE	18. RECOMMENDED RETENTION	}		
□YES © NO		Retain for 3 years, then destro	y.		
			}		
			1		
			İ		
19. NAME AND TITLE OF PREPARER	20. TELEPHON	NE NUMBER	21. DATE		
Jennifer M. Manix, Program Analyst	301/40	05-5764	April 15, 1996		

			
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD	UN	VIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
SERIES. FORWARD WITH RECORDS		0011 ror n.n.	
RETENTION SCHEDULE RMGT - 201 (7/92)		COLLEGE PARK	PAGE 34 OF 77
AGENCY	2. DIVISION		3. UNIT
University of Maryland at College Park	Police	e Department	Auxiliary
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FIL AND DISPOSITION PURPOSES	ED AND USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Football/Basketball Operations Reports			1993 TO 1996
1 0. 7 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2		TYPES OF INFORMATION/DOC INCLUDE THE PURPOSE OR FU	
Files given to unit commander detailing Student Police			,
Files given to unit commander detailing Student Folice	Adue's post, dudes a	and other information percutting to o	peradons of a particular actieuc event.
7. RECORD SERIES FORMAT(S)	8. RECORD S	SERIES SEQUENCE	9. VOLUME
7. RECORD SERVES FOR SERVE	n n n n n n n	, b. (130 02 Q 0 d) (02	
LETTER SIZE MICROFILM	☐ ALPH	IABETICAL	COMPUTER TAPE(S)
LEGAL SIZE COMPUTER TAPE	משטא 🗆	ERICAL	NUMBER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	· <u> </u>	DNOLOGICAL	<u>Folders</u>
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)	1 =	GRAPHICAL ER (SPECIFY)	10. ANNUAL ACCUMULATION ☐ FILE DRAWER(S)
OTHER (SPECIFI)	_ OTHE	en (Si ECIF1)	MICROFILM(S) COMPUTER TAPE(S)
			NUMBER OTHER (SPECIFY)
			<u>Pages</u>
11. FILE IS USED	7	12. FILE BECOMES INACTIV	· · · · · · · · · · · · · · · · · · ·
☐ DAILY ☐ WEEKLY E	MONTHLY	3_	☐ MONTH(S) ☑ YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	NUMBER 14. IS RECORD SERIES DUP	LICATED ELSEWHERE?
Building 113, Room 1104	•	(IF YES, SPECIFY AGENCY O	·
15. ACCESS RESTRICTIONS YES	MNO	YES E	9 NO
(IF YES, CITE LAW(S) & REGULATION(S))	E ,10		STATE FEDERAL INDEPENDENT
			-
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR ANY HARDWARE/SOFTWARE)	IEFLY AND DESCRIBE	18. RECOMMENDED RETEN	TTION
∐YES ⊠ NO		Retain for 3 years, the	n destroy.
19. NAME AND TITLE OF PREPARER	20. TELEPHON	JE NUMBER	21. DATE
Jennifer M. Manix, Program Analyst		05-5764	April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE				
FORM FOR EACH NEW OR REVISED RECORD	אט	VIVERSITY OF MARYLAND	AGENCY RECORDS	SINVENTORY
SERIES. FORWARD WITH RECORDS				
RETENTION SCHEDULE		COLLEGE PARK	PAGE <u>35</u> OF_	77
RMGT - 201 (7/92)	2 DIVISION			
. AGENCY University of Maryland at College Park	2. DIVISION Police	e Department	3. UNIT Auxiliary	
		•	1	
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AN AND DISPOSITION PURPOSES		
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATES	TYEAR
Incident Report Files			<u>1994</u> TO <u>1996</u>	
		TYPES OF INFORMATION/DOCUMEN		· ····································
FOUND	IN THE SERIES. I	INCLUDE THE PURPOSE OR FUNCTION	ON OF THE SERIES.)	
Files pertaining to incidents documented by police office	ers and Student Poli	ice Aides.		
		•		
1				
	7.2.20000.6	201101000000000000000000000000000000000	To volume	
7. RECORD SERIES FORMAT(S)	8. RECORD S	SERIES SEQUENCE	9. VOLUME FILE DRA	AWER(S)
LETTER SIZE MICROFILM		IABETICAL	☐ MICROFI	
☐ LEGAL SIZE ☐ COMPUTER TAPE	l	ERICAL	NUMBER OTHER (S	
☐ BOUND BOOK ☐ FLOPPY DISK	_	DNOLOGICAL DNOLOGICAL		
☐ AUDIO TAPE ☐ VIDEO TAPE		GRAPHICAL	10. ANNUAL ACCUMULATI	
OTHER (SPECIFY)	ОТНЕ	R (SPECIFY)	FILE DRA	
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			NUMBER OTHER (S	SPECIFY)
11. FILE IS USED		12. FILE BECOMES INACTIVE AFT	ER_	
☑ DAILY □ WEEKLY □	MONTHLY	3	☐ MONTH(S)	YEAR(S)
		NUMBER	no ni coli liveno	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROC	JM)	14. IS RECORD SERIES DUPLICAT (IF YES, SPECIFY AGENCY OR OFFICE		
Building 113, Room 1103		☐ YES 💆 NO		
15. ACCESS RESTRICTIONS OF YES CITE LAW(S) & REGILLATION(S)) OF YES CITE LAW(S) & REGILLATION(S))	□ NO	16. AUDIT REQUIREMENTS		
Right to Privacy implied by the	he Fourth	NONE STAT	TE FEDERAL	☐ INDEPENDENT
Amendment 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	NET Y AND DECEMBE	18. RECOMMENDED RETENTION		
ANY HARDWARE/SOFTWARE)	JEFLI AND DESCRIBE			
L OYES □NO		Retain for 3 years, then destro	oy.	
Computer database	1			
	,	}		
19. NAME AND TITLE OF PREPARER	20. TELEPHON	IE NUMBER	21. DATE	
Jennifer M. Manix, Program Analyst	301/40	05-5764	April 15, 1996	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	UN	NIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
RETENTION SCHEDULE RMGT - 201 (7/92)		COLLEGE PARK	PAGE 36 OF 77
AGENCY University of Maryland at College Park	2. DIVISION Police	e Department	3. UNIT Auxiliary
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED A AND DISPOSITION PURPOSES	ND USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Payroll Sign Sheets			1995 TO 1996
6. RECORD SERIES DESCRIPTION (BRIEFL	Y DESCRIBE THE	TYPES OF INFORMATION/DOCUME INCLUDE THE PURPOSE OR FUNCT	NTS/FORMS ION OF THE SERIES.)
		INCEODE THE FOR OSE ON FONO.	
A ledger documenting each Student Police Aide's receip	ot of paycheck.		
7. RECORD SERIES FORMAT(S)	8. RECORD S	SERIES SEQUENCE	9. VOLUME
			☐ FILE DRAWER(S) ☐ MICROFILM(S)
LETTER SIZE MICROFILM	☐ ALPH	IABETICAL	COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	MUN ⊠	ERICAL	NUMBER
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRC	NOLOGICAL	- <u>Folder</u>
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOG	RAPHICAL	10. ANNUAL ACCUMULATION
☐ OTHER (SPECIFY)	☐ OTHE	R (SPECIFY)	
			NUMBER COMPUTER TAPE(5) OTHER (SPECIFY)
			<u>Pages</u>
11. FILE IS USED	7	12. FILE BECOMES INACTIVE AF	TER YEAR(S)
Lidaily \(\mathbb{Q}\) WEEKLY \(\begin{array}{cccccccccccccccccccccccccccccccccccc	_ MONTHLY	<u> 6</u>	E MONTH(3)
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM	NUMBER 14. IS RECORD SERIES DUPLICA	TED ELSEWHERE?
	O1V()	(IF YES, SPECIFY AGENCY OR OFFI	
Building 113, Room 1103		☐ YES 💆 NO)
15. ACCESS RESTRICTIONS YES (IF YES, CITE LAW(S) & REGULATION(S))	NO	16. AUDIT REQUIREMENTS	
		MONE ST.	ATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	JEFLY AND DESCRIBE	18. RECOMMENDED RETENTION	V
ANY HARDWARE/SOFTWARE) ☐ YES ☑ NO		Retain for 1 semester, then	doctrou
		Retail for 1 semester, then	uesu oy.
19. NAME AND TITLE OF PREPARER	20. TELEPHON	ie number	21. DATE
Jennifer M. Manix, Program Analyst	301/40	DS-5764	April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE	T			
FORM FOR EACH NEW OR REVISED RECORD	UN	VIVERSITY OF MARYLAND	AGENCY RECORDS INV	ENTORY
SERIES. FORWARD WITH RECORDS				
RETENTION SCHEDULE		COLLEGE PARK	27 77	
MGT - 201 (7/92)			PAGE 37 OF 77	
1. AGENCY	2. DIVISION	,	3. UNIT	
University of Maryland at College Park	Police	e Department	Auxiliary	
	<u> </u>			
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AN AND DISPOSITION PURPOSES	D USED AS A UNIT FOR REFERENCE AS N	WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR	
Personnel Files			1975 TO 1996	
6. RECORD SERIES DESCRIPTION (BRIEFI	V DECCRIBE THE	TYPES OF INFORMATION/DOCUMEN	TECOPAGE	
		INCLUDE THE PURPOSE OR FUNCTION		
Files pertaining to Student Police Aides (current and fo	rmer) containing pap	perwork related to hiring, certificates, award	ls, disciplinary actions, etc.	
\				
	7	nnyas anay myan	1	
7. RECORD SERIES FORMAT(S)	8. RECORD S	ERIES SEQUENCE	9. VOLUME FILE DRAWER(S)	
			✓ MICROFILM(S)	
₩ LETTER SIZE	ALPH	ABETICAL	COMPUTER TAP	
LEGAL SIZE COMPUTER TAPE	משטא 🔲 וו	ERICAL	NUMBER OTHER (SPECIFY) -
☐ BOUND BOOK ☐ FLOPPY DISK	CHRC	NOLOGICAL		
☐ AUDIO TAPE ☐ VIDEO TAPE	│ ☐ GEOG	RAPHICAL	10. ANNUAL ACCUMULATION	
OTHER (SPECIFY)	OTHE	R (SPECIFY)	☐ FILE DRAWER(S)	
<u> </u>	"""	(C) Dell ()	MICROFILM(S) COMPUTER TAPI	E(E)
·			NUMBER OTHER (SPECIFY)))
	ł			,
	1		<u>Folders</u>	
11. FILE IS USED	<u></u>	12. FILE BECOMES INACTIVE AFT	er .	
□ DAILY □ WEEKLY	MONTHLY	25	☐ MONTH(S) 🔀 YE	AR (S)
		NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATE (IF YES, SPECIFY AGENCY OR OFFICE		
Building 113, Room 001				
		YES NO		
(IF YES, CITE LAW(S) & REGULATION(S))	NO	16. AUDIT REQUIREMENTS		
Right to Privacy implied by th	ne Fourth	Ø NONE ☐ STAT	e 🗌 federal 🗌 ini	DEPENDENT
Amendment 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR		10 PECOMATNINED BETENITION		
ANY HARDWARE/SOFTWARE)	HEFLY AND DESCRIBE	18. RECOMMENDED RETENTION		
YES NO		Retain 25 years, then destroy.		
Computer database				
		o		
19. NAME AND TITLE OF PREPARER	20. TELEPHON	E NUMBER	21. DATE	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst	20. TELEPHON	E NUMBER	21. DATE	

(STEM USED? (IF YES, EXPLAIN BF TWARE) NO LE OF PREPARER	20. TELEPHON	Retain for 10 y enters academy.		ter student police officer
ftware) ⊠no				ter student police officer
FTWARE)				ter student police officer
FTWARE)				ter student police officer
	RIEFLY AND DESCRIBE	18. RECOMMENDED RE		Stor student relies officer
		□ NONE	STATE	FEDERAL INDEPENDENT
ICTIONS YES	Ø NO	16. AUDIT REQUIREMEN	VTS	
3. Basement and Room 201		₩ YES	□ NO	MD Police Training Commission
TION(S) (BLDG., FLOOR, RO	OM)	14. IS RECORD SERIES D	UPLICATE	
				dent police officer enters acad
□weekly [MONTHLY	12. FILE BECOMES INAC	TIVE AFTE	R ☐ MONTH(S) 🖾 YEAR(S)
	,			
				NUMBER OTHER (SPECIFY)
PECIFY)	OTHE	ER (SPECIFY)		2 MICROFILM(S) COMPUTER TAPE(S)
PE		GRAPHICAL		10. ANNUAL ACCUMULATION FILE DRAWER(5)
OOK FLOPPY DISK	1 -	DNOLOGICAL		
E ☐ MICROFILM COMPUTER TAPE		HABETICAL IERICAL	Ì	NUMBER COMPUTER TAPE(5) OTHER (SPECIFY)
	_			FILE DRAWER(S) MICROFILM(S)
ES FORMAT(S)	8. RECORD	SERIES SEQUENCE		9. VOLUME
ES DESCRIPTION (BRIEFI FOUND) IN THE SERIES. Titten test examination scores for firearm	E TYPES OF INFORMATION/I INCLUDE THE PURPOSE OF ions; student practical test evalua is, EVOC, PR-24, and First Respo	R FUNCTIO	TS/FORMS N OF THE SERIES.) as; fromework assignments; test remedials; documents of ministrative files including test appeals, counseling
Files				1993 TO 1996
ES TITLE				5. EARLIEST YEAR/LATEST YEAR
ION - RECORD SERIES:		ELATED RECORDS NORMALLY AND DISPOSITION PURPOSE		USED AS A UNIT FOR REFERENCE AS WELL
of Maryland at College Park	Police	ce Department		Training
				3. UNIT
DULE		COLLEGE PARK		PAGE 38 OF 77
			•	
WITH RECORDS) u	NIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY
	TH RECORDS	TH RECORDS E 2. DIVISION	OR REVISED RECORD UNIVERSITY OF MARYLAND COLLEGE PARK 2. DIVISION	OR REVISED RECORD UNIVERSITY OF MARYLAND COLLEGE PARK 2. DIVISION

			
INSTRUCTIONS: TYPE OR PRINT A SEPARATE			ACENICY DECORDS IN THE TOTAL
FORM FOR EACH NEW OR REVISED RECORD	U	NIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
SERIES, FORWARD WITH RECORDS	İ	COLLEGE PARK	
RE TON SCHEDULE	1	COULDOI I MAN	PAGE 39 OF 77
RMGT - 201 (7/92)	1 DIVISIO	N	1 3. UNIT
AGENCY University of Maryland at College Park		ce Department	Training
DEFINITION - RECORD SERIES:	A GROUP OF R	ELATED RECORDS NORMALLY FILED AN AND DISPOSITION PURPOSES	O USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			3. EARLIEST YEARCATEST YEAR
· · · · · · · · · · · · · · · · · · ·	licants)		<u>1970</u> TO <u>1996</u>
6. RECORD SERIES DESCRIPTION (BRIEF FOUND	LY DESCRIBE THE O IN THE SERIES.	ETYPES OF INFORMATION/DOCUME: INCLUDE THE PURPOSE OR FUNCTION	CTSFORMS ON OF THE SERIES.)
Files permining to investigations of individuals who ha	ave applied for a pol	lice officer position with our agency.	·
rus je zadilj is di. Dagaras sa sa sa sa			
•			•
•			
7. RECORD SERIES FORMAT(S)	S. RECORD	SERIES SEQUENCE	9 VOLUME 区 FILE DRAWER(5)
_	_		1 ☐ MICROFILM(S) .
₹ LETTER SIZE		JADITTERA	COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
LEGAL SIZE COMPUTER TAPE	☐ NUM	ERICAL	
BOUND BOOK FLOPPY DISK		DNOLOGICAL	
☐ AUDIO TAPE ☐ VIDEO TAPE		GRAPHICAL	10. ANNUAL ACCUMULATION FILE DRAWER(S)
OTHER (SPECIFY)	☐ OTHE	ER (SPECIFY)	/ D MICROFILMO
			COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
			NUMBER (SPECIFY)
			<u>Folders</u>
11. FILE IS USED		12. FILE BECOMES INACTIVE AFT.	ER_
	MONTHLY	10 after ind	MONTH(S)
•	N/A) NUMBER	ividual applies for employment
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICAT	ED ELSEWHERE?
Building 113. Room 202		□ yas 2 ×c	•
15. ACCESS RESTRICTIONS ZYES	ŪNO	16. AUDIT REQUIREMENTS	
(IT YES GTE LAWIS) & RECULATION(S))	-	□ NOVE \$\frac{1}{2} \square \frac{1}{2} \squa	E FEDERAL INDEPENDENT
Right to Privacy implied by th			
17. IS AN INDEX SYSTEM USED? (IF YES EXPLAIN SE	HEFLY AND DESCRIBE	18. RECOMMENDED RETENTION	
☐YES ØNO		employment.	fter individual applies for
:	•	omproyment.	
* * * * * * * * * * * * * * * * * * *	l	1	
19. NAME AND TITLE OF PREPARER	20. TELEPHON	E NUMBER	21. DATE
Jennile: M. Manix, Program Analyst	301/40	5-5764	April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE			
FORM FOR EACH NEW OR REVISED RECORD	ان	NIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
SERIES. FORWARD WITH RECORDS	1		
TION SCHEDULE		COLLEGE PARK	PAGE 40 OF 77
RMGT - 201 (7/92)			FAUE _40_OF
AGENCY University of Maryland at College Park	2. DIVISION Police	N te Department	3. UNIT Training
DEFINITION - RECORD SERIES:	A GROUP OF RE	ÉLATED RECORDS NORMALLY FILED AN I AND DISPOSITION PURPOSES	D USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Background Investigation Files (Empl.	·		1985 TO 1996
RECORD SERIES DESCRIPTION (BRIEFL FOUND	Y DESCRIBE THE IN THE SERIES.	TYPES OF INFORMATION/DOCUMEN INCLUDE THE PURPOSE OR FUNCTION	rts/forms on of the series.)
Files pertaining to invest: position with our agency.	igations of	individuals who were	hired for a police officer
7. RECORD SERIES FORMAT(S)	ε. RECORD	SERIES SEQUENCE	9 VOLUME
LETTER SIZE MICROFILM COMPUTER TAPE BOUND BOOK FLOPPY DISK	□ אטא	HABETICAL ERICAL DNOLOGICAL	FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)	_	GRAPHICAL ER (SPECIFY)	IO. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
·		1	<u>Folders</u>
II. FILE IS USED DAILY WEEKLY	MONTHLY N/A	12. FILE BECOMES INACTIVE AFT. 10 after s	ER YEAR(S) eparation
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROC		14. IS RECORD SERIES DUPLICATE (IF YES, SPECIFY AGENCY OR DEFICE	
Building 113. Basement	**		
15. ACCESS RESTRICTIONS YES	INO	YES SON	
Right to Privacy implied by th	ne Fourth	Ø NONE ☐ STAT	E FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BE)	EFLY AND DESCRIBE	18. RECOMMENDED RETENTION	
ANY HARDWARE/SOFTWARE) YES NO		Retain for 10 years a	fter separation, then destroy.
	i		
19. NAME AND TITLE OF PREPARER	20. TELEPHON	E NUMBER .	21. DATE
Jennifer M. Manix, Program Analyses		15.5764	April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	UNIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEGE PARK	PAGE 41 OF 77
AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Training
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RECORDS NORMALLY FILED AS RETENTION AND DISPOSITION PURPOSES	O AND USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE Hiring Process Files		5. EARLIEST YEAR/LATEST YEAR 1993 TO 1996
6. RECORD SERIES DESCRIPTION (BRIEFL	Y DESCRIBE THE TYPES OF INFORMATION/DOCU IN THE SERIES. INCLUDE THE PURPOSE OR FUNC	
Files pertaining to applicants to our agency containing: phases of the hiring process completed by the applicant	employment eligibility lists; test scores; review board evalu	uations; process notification letters; documents pertaining to all
7. RECORD SERIES FORMAT(S) **Diletter size	8. RECORD SERIES SEQUENCE ALPHABETICAL NUMERICAL	9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)
□ BOUND BOOK □ FLOPPÝ DISK □ AUDIO TAPE □ VIDEO TAPE	☐ CHRONOLOGICAL ☐ GEOGRAPHICAL	10: ANNUAL ACCUMULATION
OTHER (SPECIFY)	OTHER (SPECIFY)	MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)
11. FILE IS USED ADAILY WEEKLY	12. FILE BECOMES INACTIVE 5 NUMBER	AFTER MONTH(S) X YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO		
Building 113, Basement 15. ACCESS RESTRICTIONS XYES	☐ YES 🗷	NO
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) Right to Privacy implied by the Amendment	☐NO 16. AUDIT REQUIREMENTS ne Fourth	STATE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR ANY HARDWARE/SOFTWARE) NO	Retain for 5 years, then of	
Computer database		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Jennifer M. Manix, Program Analyst	301/405-5764	April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE			
FORM FOR EACH NEW OR REVISED RECORD RIES. FORWARD WITH RECORDS	}	NIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
RETENTION SCHEDULE RMGT - 201 (7/92)		COLLEGE PARK	PAGE 42 OF 77
AGENCY University of Maryland at College Park	2. DIVISION Polic	t e Department	3. UNIT Training
DEFINITION - RECORD SERIES:		ELATED RECORDS NORMALLY FILED AN AND DISPOSITION PURPOSES	ND USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEARLATEST YEAR
Training Files (Current Employees)			1970 TO 1996
		TYPES OF INFORMATION/DOCUME INCLUDE THE PURPOSE OR FUNCTI	
Files pertaining to currently employed police officers concernifications; and annual firearms qualifications.	ontaining: annual in-	service (training) examinations; performan	ice examinations; training orders; MPTC and agency
7. RECORD SERIES FORMAT(S)	S. RECORD S	eries sequence	9. VOLUME FILE DRAWER(S) O
LETTER SIZE MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK	ם אטא	ABETICAL ERICAL NOLOGICAL	NUMBER OTHER (SPECIFY)
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)	1 =	RAPHICAL R (SPECIFY)	IO. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) NUMBER & OTHER (SPECIFY)
			<u>Folders</u>
	Эмонтніч	NUMBER	MONTH(S) E YEAR(S) amination or separation
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROO	OM)	14 IS RECORD SERIES DUPLICAT (IF YES, SPECIFY ACENCY OR OFFICE	
Building 113, Room 202 15. ACCESS RESTRICTIONS RIYES Right to Privacy implied by the Amendment	□NO he Fourth		MD Police Training Commission FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRI ANY HARDWARE/SOFTWARE) DYES DIO	IEFLY AND DESCRIBE	18. RECOMMENDED RETENTION Retain examinations for	or 10 years after examination,
Computer database (C.A.T.S.)			orders and certifications for
9. NAME AND TITLE OF PREPARER	20. TELEPHONI	NUMBER	21. DATE
ennifer M. Manix, Program Analyst	301/405		April 15, 1996

		<i>.</i>	
INSTRUCTIONS: TYPE OR PRINT A SEPARATE		·	
FORM FOR EACH NEW OR REVISED RECORD		NIVERSITY OF MARYLAND	AGENCY RECORDS INVENTOR
SERIES, FORWARD WITH RECORDS			
RETENTION SCHEDULE		COLLEGE PARK	//2 or 77
RMGT - 201 (7/92)			PAGE 43 OF 77
AGENCY University of Maryland at College Park	2. DIVISION Police	N ce Department	3. UNIT Training
DEFINITION - RECORD SERIES:		ELATED RECORDS NORMALLY FILED AN AND DISPOSITION PURPOSES	D USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Training Files (Former Employees)			1985 TO 1996
		E TYPES OF INFORMATION/DOCUMEN INCLUDE THE PURPOSE OR FUNCTIO	
Files permining to formerly employed police officers of certifications; and annual firearms qualifications.	interring, annica ar	Service (Baning) examinations, personnance	E EXAMENSIONS, GARRIST OF CO.S., Mr. C. G. G. G. G. G. G. G. G. G. G. G. G. G.
7. RECORD SERIES FORMAT(S) D LETTER SIZE D MICROFILM D LEGAL SIZE D COMPUTER TAPE BOUND BOOK D FLOPPY DISK	ALPH	SERIES SEQUENCE HABETICAL ERICAL DNOLOGICAL	FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)		GRAPHICAL ER (SPECIFY)	10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) NUMBER
· .			
11. FILE IS USED ADAILY DWEEKLY 13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	DMONTHLY	12. FILE BECOMES INACTIVE AFTE 10 after: NUMBER 14. IS RECORD SERIES DUPLICATE BY YES SPECITY AGENCY OF OFFICE	MONTH(S) Separation ED ELSEWHERE?
Building 113. Basement		EYES DNO	MD Police Training Commission
15. ACCESS RESTRICTIONS KIYES Right to Privacy implied by th Amendment		16. AUDIT REQUIREMENTS MENONE STAT	
17. ISAN INDEX SYSTEM USED? (IF YES, EXPLAIN BRANTHARDWARE/SOFTWARE) NO Computer database (C.A.T.S.)	EFLY AND DESCRIBE	18. RECOMMENDED RETENTION Retain for 10 years af	ter separation, then destroy.
19. NAME AND TITLE OF PREPARER	20. TELEPHON	E NUMBER	21. DATE
ennifer M. Manix, Program Analyst	301/40.	5-5764	April 15, 1996

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD	מט	IVERSITY OF MARYLAND	***	AGENCY RECORDS	S INVENTORY
SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE		COLLEGE PARK			77
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AGENCY University of Maryland at College Park	2. DIVISION Police	Department	-	3. UNIT Logistics	
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILE AND DISPOSITION PURPOSES	D AND		
4. RECORD SERIES TITLE				5. EARLIEST YEAR/LATES	TYEAR
DR-15A Issuance Ledger				1991 TO 1996	
		TYPES OF INFORMATION/DOCUNCLUDE THE PURPOSE OR FUN			
Record of the assignment of DR15 books to individuals.					
}					
				•	
7. RECORD SERIES FORMAT(S)	8. RECORD S	ERIES SEQUENCE		9. VOLUME	AWER(S)
M LETTER SIZE		ABETICAL		5 D MICROF	TLM(S) TER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE		ERICAL		NUMBER OTHER	
☐ BOUND BOOK ☐ FLOPPY DISK	_	NOLOGICAL		Pages	
☐ AUDIO TAPE ☐ VIDEO TAPE	1 <u> </u>	RAPHICAL		10. ANNUAL ACCUMULAT	
OTHER (SPECIFY)	□ отне	R (SPECIFY)		☐ FILE DR. ☐ MICROF	
•••		- 		СОМРИ	TER TAPE(S)
					SPECIFY)
				<u>Page</u>	
11. FILE IS USED □ DAILY □ WEEKLY	MONTHLY	12. FILE BECOMES INACTIVE	E AFTE	R MONTH(S)	YEAR(S)
		NUMBER			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROO	OM)	14. IS RECORD SERIES DUPL (IF YES, SPECIFY AGENCY OR		D ELSEWHERE?	
Building 003, Rooms 0132 and 0104			I NO		
15. ACCESS RESTRICTIONS YES	X) NO	16. AUDIT REQUIREMENTS	2140		
(IF YES, CITE LAW(S) & REGULATION(S))		☐ NONE	STAT	E FEDERAL	☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	IEFLY AND DESCRIBE	18. RECOMMENDED RETEN	TION		
ANY HARDWARE/SOFTWARE) ANY HARDWARE/SOFTWARE) NO				nd until audit requ	irements
Computer database		are met, then des	troy	7•	
19. NAME AND TITLE OF PREPARER	20. TELEPHON	E NUMBER		21. DATE	
Jennifer M. Manix, Program Analyst	301/40	5-5764		April 15, 1996	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE	1		A CENTAL DECORDE INVENTARY
FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	UN	IVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
RETENTION SCHEDULE	ĺ	COLLEGE PARK	
GT - 201 (7/92)		COLLEGE PARK	PAGE 45 OF 77
(Cry)(Cr)	2. DIVISION		3. UNIT
University of Maryland at College Park		Department	Logistics
	<u> </u>		
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED ANI AND DISPOSITION PURPOSES	O USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Impound Forms			1990 TO 1996
6. RECORD SERIES DESCRIPTION (BRIEFL	Y DESCRIBE THE	TYPES OF INFORMATION/DOCUMEN	TS/FORMS
FOUND	IN THE SERIES. I	NCLUDE THE PURPOSE OR FUNCTIO	ON OF THE SERIES.)
Documentation of information regarding the impounds	nent of vehicles by th	ne agency.	
	·	•	
7. RECORD SERIES FORMAT(S)	8. RECORD S	ERIES SEQUENCE	9. VOLUME
			☐ FILE DRAWER(S) ☐ MICROFILM(S)
LETTER SIZE MICROFILM	☐ ALPH	ABETICAL	COMPUTER TAPE(S)
☐ LEGAL SIZE ☐ COMPUTER TAPE	MUN 🕅	ERICAL	NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRC	NOLOGICAL	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOG	RAPHICAL	10. ANNUAL ACCUMULATION
OTHER (SPECIFY)		R (SPECIFY)	FILE DRAWER(S)
		(== ==== =)	MICROFILM(S) COMPUTER TAPE(S)
			NUMBER OTHER (SPECIFY)
			Folders
 	<u> </u>		
11. FILE IS USED DAILY WEEKLY	MONTHLY	12. FILE BECOMES INACTIVE AFT	er month(s) 💆 year(s)
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	NUMBER 14. IS RECORD SERIES DUPLICAT:	
		(IF YES, SPECIFY AGENCY OR OFFICE	
Building 003, Room 0118	100 :	YES NO	
15. ACCESS RESTRICTIONS YES (IF YES, CITE LAW(S) & REGULATION(S))	NO	16. AUDIT REQUIREMENTS	
		NONE STAT	TE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	RIEFLY AND DESCRIBE	18. RECOMMENDED RETENTION	
ANY HARDWARE/SOFTWARE) YES NO		Patain for 2 years than deates	M.
	ı	Retain for 3 years, then destro	λ.
	1		
19. NAME AND TITLE OF PREPARER	20. TELEPHON	E NUMBER	21. DATE
Jennifer M. Manix, Program Analyst	301/40	95-5764	April 15, 1996

RMGT - 201 (7/92)

				
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD	יט	NIVERSITY OF MARYLAND	AGENCY RECORI	os inventory
SERIES. FORWARD WITH RECORDS				
RETENTION SCHEDULE		COLLEGE PARK	PAGE 46 O	
RMGT - 201 (7/92)	<u> </u>		1 AGEO	·
AGENCY University of Maryland at College Park	2. DIVISION Police	l e Department	3. UNIT Logistics	
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED A AND DISPOSITION PURPOSES		
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LAT	EST YEAR
Property Receipts (Evidence)			<u>1988</u> TO <u>1996</u>	
		TYPES OF INFORMATION/DOCUM INCLUDE THE PURPOSE OR FUNC		ļ
Documentation of possession and disposition of eviden	ce collected by the a	gency.		
T PECOPO CERVES FORMATIS	Le PECORD 6	SERIES SEQUENCE	9. VOLUME	
7. RECORD SERIES FORMAT(S) LETTER SIZE MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK AUDIO TAPE OTHER (SPECIFY)	ALPH D CHRC	IABETICAL ERICAL DNOLOGICAL GRAPHICAL ER (SPECIFY)	10. ANNUAL ACCUMULA FILE D MICRO OTHER 3-Ring In the component of the component	DRAWER(S) DFILM(S) PUTER TAPE(S) R (SPECIFY) Binders ATION DRAWER(S) DFILM(S) UTER TAPE(S) R (SPECIFY)
				` ´
			<u>3-Ring</u>	<u>Binders</u>
	Эмонтніч	12. FILE BECOMES INACTIVE AT NUMBER	MONTH(S) Adjudication of case	☐ YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICA (IF YES, SPECIFY AGENCY OR OFF		
Building 003, Room 0132		✓ YES □ N	O Records Unit	
IS. ACCESS RESTRICTIONS Right to Privacy implied by th Amendment	□NO e Fourth	16. AUDIT REQUIREMENTS NONE ST		☑ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRANY HARDWARE/SOFTWARE) [SYES	UEFLY AND DESCRIBE	18. RECOMMENDED RETENTIC Retain for 3 years or until of	N ase is disposed of in court, whichev	er is later; then destroy.
19. NAME AND TITLE OF PREPARER	20. TELEPHON	l Në number	21. DATE	
Jennifer M. Manix, Program Analyst		05-5764	April 15, 1996	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD			AGENCY RECORDS INVENTORY
SERIES. FORWARD WITH RECORDS	UN	IVERSITY OF MARYLAND	AGENCI ICCOICOS INVENTORI
RETENTION SCHEDULE		COLLEGE PARK	
GT - 201 (7/92)	-		PAGE 47 OF 77
AGENCY	2. DIVISION		3. UNIT
University of Maryland at College Park	Police	: Department	Logistics
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Property Receipts (Non-evidence)			<u>1988</u> TO <u>1996</u>
		TYPES OF INFORMATION/DOCUMEN NCLUDE THE PURPOSE OR FUNCTIO	
Documentation of possession and disposition of non-ev	ridentiary property o	btained by the agency.	
,	,		
7. RECORD SERIES FORMAT(S)	8. RECORD S	ERIES SEQUENCE	9. VOLUME
7. RECORD SERIES FORMATI(S)	l RECORD S	ERIES SEQUENCE	☐ FILE DRAWER(S)
LETTER SIZE MICROFILM	☐ ATPH	ABETICAL	MICROFILM(S) COMPUTER TAPE(S)
LEGAL SIZE COMPUTER TAPE	1	ERICAL	NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK	1 =	NOLOGICAL	3-Ring Binders
☐ AUDIOTAPE ☐ VIDEOTAPE	_	RAPHICAL	10. ANNUAL ACCUMULATION
OTHER (SPECIFY)		R (SPECIFY)	☐ FILE DRAWER(S)
OTHER (SPECIFI)	U Ome	K (SI ECIFI)	MICROFILM(5) COMPUTER TAPE(5)
			NUMBER
			3-Ring Binders
	<u> </u>	,	
11. FILE IS USED ☑ DAILY ☐ WEEKLY ☐]monthly	12. FILE BECOMES INACTIVE AFTE	ER MONTH(S) YEAR(S)
		3	
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	NUMBER 14. IS RECORD SERIES DUPLICATE	D ELSEWHERE?
	,	(IF YES, SPECIFY AGENCY OR OFFICE)	
Building 003, Room 0132		₩.YES □ NO	Records Unit
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S))	NO	16. AUDIT REQUIREMENTS	
		□ NONE □ STAT	E 🔲 FEDERAL 🔯 INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	RIEFLY AND DESCRIBE	18. RECOMMENDED RETENTION	
ANY HARDWARE/SOFTWARE) NO			
,		Retain for 3 years, then destro	y.
Computer database			
19. NAME AND TITLE OF PREPARER	20. TELEPHON	E NI IMBED	21. DATE
17. INVIDITION THE OF FREFARER			
ifer M. Manix, Program Analyst 301/405-5764		April 15, 1996	

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INSTRUCTIONS: TYPE OR PRINT A SEPARATE				
FORM FOR EACH NEW OR REVISED RECORD	UN	NIVERSITY OF MARYLAND	AGENCY RECORD	OS INVENTORY
SERIES. FORWARD WITH RECORDS				
RETENTION SCHEDULE		COLLEGE PARK	PAGE 48 OF	_F 77
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AGENCY University of Maryland at College Park	2. DIVISION Police	N se Department	3. UNIT Logistics	
DEFINITION - RECORD SERIES:		ELATED RECORDS NORMALLY FILED AN AND DISPOSITION PURPOSES	D USED AS A UNIT FOR REFER	ENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATE	EST YEAR
Request for Laboratory Analysis Form (MS	P Form #67)		1988 TO 1996	
,		TYPES OF INFORMATION/DOCUMEN INCLUDE THE PURPOSE OR FUNCTION		
Documentation of requests to the Maryland State Police for laboratory analysis of evidence collected by the agency.				
7. RECORD SERIES FORMAT(S)	8. RECORD S	SERIES SEQUENCE	9. VOLUME	
LETTER SIZE MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK	M NUMI ☐ CHRO	HABETICAL ERICAL DNOLOGICAL	NUMBER	DRAWER(S) DFILM(S) UTER TAPE(S) R (SPECIFY) Binders
☐ OTHER (SPECIFY)	1 =	GRAPHICAL ER (SPECIFY)	MICRO	ATION PRAWER(S) DFILM(S) UTER TAPE(S) R (SPECIFY)
]		3-Ring	Binders
11. FILE IS USED	L	12. FILE BECOMES INACTIVE AFT	FR	
	MONTHLY		☐ MONTH(S)	YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	NUMBER 14. IS RECORD SERIES DUPLICAT	Adjudication of case FD FI SEWHERE?	· · · · · · · · · · · · · · · · · · ·
	J. 1.1,	(IF YES, SPECIFY AGENCY OR OFFICE		
Building 003, Room 0132		YES NO	Maryland State Police Crim	ne Lab
15. ACCESS RESTRICTIONS OF YES, CITE LAW(S) & REGULATION(S))	□ NO	16. AUDIT REQUIREMENTS		
Right to Privacy implied by the Amendment	ne Fourth	□ NONE □ STA	TE FEDERAL	M INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) WYES UMPD Property Number		18. RECOMMENDED RETENTION Retain for 3 years or until cas	e is disposed of in court, whichev	er is later; then destroy.
19. NAME AND TITLE OF PREPARER	20. TELEPHON	NE NUMBER	21. DATE	
The state of the s		D5-5764 April 15, 1996		

					
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	UI	NIVERSITY OF MARYLAND		AGENCY RECOR	DS INVENTORY
RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEGE PARK			PAGE_49_0	DF_ 77
AGENCY University of Maryland at College Park	2. DIVISION Polic	l e Department		3. UNIT Logistics	
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY AND DISPOSITION PURPOSES		USED AS A UNIT FOR REFER	RENCE AS WELL
4. RECORD SERIES TITLE				5. EARLIEST YEAR/LAT	EST YEAR
State Summons Book Issuance Log				1991 TO 1996	<u>6</u>
		TYPES OF INFORMATION/D INCLUDE THE PURPOSE OR			
Record of the assignment of State Summons books to in	idividuals.				
7. RECORD SERIES FORMAT(S) LETTER SIZE	☐ ALPH ☐ NUM ☐ CHRC	SERIES SEQUENCE IABETICAL ERICAL DNOLOGICAL GRAPHICAL ER (SPECIFY)		MICR COMINUMBER OTHE	DRAWER(S) OFILM(S) PUTER TAPE(S) ER (SPECIFY) ATION DRAWER(S) OFILM(S)
				<u> </u>	PUTER TAPE(S) ER (SPECIFY)
			!	Folder	
11. FILE IS USED ☐ DAILY ☐ WEEKLY ☐	MONTHLY	12. FILE BECOMES INAC NUMBER	TIVE AFTE	R MONTH(S)	₩ YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	14. IS RECORD SERIES D (IF YES, SPECIFY AGENC		D ELSEWHERE? Records Unit	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) 15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S))	- Ino	16. AUDIT REQUIREMEN			☐ INDEPENDENT
17. 1S AN INDEX SYSTEM USED? (IF YES, EXPLAIN BE ANY HARDWARE/SOFTWARE) YES Computer database	NEFLY AND DESCRIBE	18. RECOMMENDED RE		y.	
19. NAME AND TITLE OF PREPARER	20. TELEPHON	JE NUMBER		21. DATE	
Jennifer M. Manix, Program Ana.yst	301/40	05-5764	ļ	April 15, 1996	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	UN	iversity of maryland	AGENCY RECORDS INVENTORY
ROTTION SCHEDULE RN 201 (7/92)		COLLEGE PARK	PAGE 50 · OF 77
AGENCY University of Maryland at College Park	2. DIVISION Police	Department	3. UNIT Chief's Office
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Accreditation Files			1993 TO 1996
RECORD SERIES DESCRIPTION (BRIEFL' FOUND	Y DESCRIBE THE IN THE SERIES. I	TYPES OF INFORMATION/DOCUMEN NCLUDE THE PURPOSE OR FUNCTIO	TS/FORMS N OF THE SERIES.)
File folders containing CALEA standards, standards stat	tus reports, and pro	ofs of compliance for purposes of internation	nal accreditation.
7. RECORD SERIES FORMAT(S) ☑ LETTER SIZE ☐ MICROFILM ☐ LEGAL SIZE ☐ COMPUTER TAPE	☐ ALPH	ERIES SEQUENCE ABETICAL ERICAL	9. VOLUME Sile Drawer(s) MICROFILM(s) COMPUTER TAPE(s) OTHER (SPECIFY)
BOUND BOOK FLOPPY DISK AUDIO TAPE VIDEO TAPE	☐ GEOG	NOLOGICAL RAPHICAL R (SPECIFY)	10. ANNUAL ACCUMULATION EX FILE DRAWER(S)
OTHER (SPECIFY)			MICROFILM(S) COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
		12. FILE RECOMES INACTIVE AFTE	
11. FILE IS USED	MONTHLY		□ MONTH(S) ☑ YEAR(S) -accreditation
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROC	OM)	14. IS RECORD SERIES DUPLICATE (IF YES, SPECIFY AGENCY OR OFFICE)	D ELSEWHERE?
Building 003, Room 1112		YES X NO	
15. ACCESS RESTRICTIONS (IF YES CITE LAW(S) & REGULATION(S)) considered internal correspond	□NO	16. AUDIT REQUIREMENTS	_
under the Freedom of Information	dence	□ NONE □ STAT	E FEDERAL
under the Freedom of Information Act 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) NO		18. RECOMMENDED RETENTION Retain 1 year after subsequent	re-accreditation, then destroy.
Computer database			
19. NAME AND TITLE OF PREPARER	20. TELEPHON	E NUMBER	21. DATE
Jennifer M. Manix, Program Analyst	301/405-5764		April 15, 1996

TRUCTIONS: TYPE OR PRINT A SEPARATE				
FORM FOR EACH NEW OR REVISED RECORD	U	IVERSITY OF MARYLAND	AGENCY REC	CORDS INVENTORY
SERIES. FORWARD WITH RECORDS				
RETENTION SCHEDULE	j	COLLEGE PARK	PAGE	5 <u>1</u> OF 77.
RMGT - 201 (7/92)			<u> </u>	
AGENCY University of Maryland at College Park	2. DIVISION Polic	e Department	3. UNIT Chief's Of	fice
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED ANI AND DISPOSITION PURPOSES	D USED AS A UNIT FOR	REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEA	R/LATEST YEAR
Arrest Ledger			1968 TO	1996
FOUND	in the series.	TYPES OF INFORMATION/DOCUMEN INCLUDE THE PURPOSE OR FUNCTION ts in chronological order	ON OF THE SERIES.)	
RECORD SERIES FORMAT(S) LETTER SIZE MICROFILM COMPUTER TAPE BOUND BOOK FLOPPY DISK	☐ ALPH	ERIES SEQUENCE LABETICAL ERICAL	NUMBER	FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY) 3" 3-Ring Binder
	1 =	DNOLOGICAL GRAPHICAL	10. ANNUAL ACCU	
☐ OTHER (SPECIFY)	·	R (SPECIFY)		FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)
\		,	<u> </u>	3" 3-Ring Binder
11. FILE IS USED DAILY WEEKLY	MONTHLY	12. FILE BECOMES INACTIVE AFTI 75 NUMBER	ER MONTH(S)	X YEAR(5)
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATE (IF YES, SPECIFY AGENCY OR OFFICE)		
Building 003, Rooms 1109 and 1102		YES Ø NO		
15. ACCESS RESTRICTIONS YES (IF YES, CITE LAW(S) & REGULATION(S))	№ NO	16. AUDIT REQUIREMENTS PO NONE STAT	E FEDERA	AL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR ANY HARDWARE/SOFTWARE) YES NO	DEFLY AND DESCRIBE	18. RECOMMENDED RETENTION Retain for 75 years,	then destroy.	
Computer database				
19. NAME AND TITLE OF PREPARER	20. TELEPHON	IE NUMBER	21. DATE	
Jennifer M. Manix, Program Analyst	301/40	05-5764	April 15, 1996	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	UN	NIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY		
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AGENCY University of Maryland at College Park	2. DIVISION Police	l e Department	3. UNIT Chief's Office		
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AN AND DISPOSITION PURPOSES	D USED AS A UNIT FOR REFERENCE AS WELL		
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR		
Court Liaison Files	· · · · · · · · · · · · · · · · · · ·		1995 TO 1996		
		TYPES OF INFORMATION/DOCUMEN INCLUDE THE PURPOSE OR FUNCTION			
Files containing copies of court summonses, correspond	dence to courts, etc.				
7. RECORD SERIES FORMAT(S)	8. RECORD S	eries sequence	9. VOLUME FILE DRAWER(S)		
LETTER SIZE MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK	ואטא 🗆	LABETICAL ERICAL DNOLOGICAL	MICROFILM(S) COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)		
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)	GEOGRAPHICAL OTHER (SPECIFY)		10. ANNUAL ACCUMULATION FILE DRAWER(5) MICROFILM(5) COMPUTER TAPE(S)		
			NUMBER OTHER (SPECIFY)		
			<u>Folders</u>		
11. FILE IS USED ADAILY WEEKLY [MONTHLY	12. FILE BECOMES INACTIVE AFT	er D Month(s) E YEAR(s)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	NUMBER 14. IS RECORD SERIES DUPLICATI (IF YES, SPECIFY AGENCY OR OFFICE)			
Building 003, Room 1112		YES NO	P.G. Co. District and Circuit Courts		
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(5) & REGULATION(5))	□NO	16. AUDIT REQUIREMENTS			
considered internal correspond	lence under	Ø NONE ☐ STAT	E GEDERAL INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BE ANY HARDWARE/SOFTWARE) YES NO		18. RECOMMENDED RETENTION Retain for 1 year from receipt, then destroy.			
19. NAME AND TITLE OF PREPARER	20. TELEPHON	E NUMBER	21. DATE		
Jennifer M. Manix, Program Analyst	301/40	5-5764	April 15, 1996		

INSTRUCTIONS: TYPE OR PRINT A SEPARATE			,
FORM FOR EACH NEW OR REVISED RECORD SERIES, FORWARD WITH RECORDS	10	NIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
	OOLLEGE DADY		
RETENTION SCHEDULE RMGT - 201 (7/92)		COLLEGE PARK	PAGE <u>53</u> OF 77
AGENCY	2. DIVISION	J	3. UNIT
University of Maryland at College Park	Polic	e Department	Chief's Office
DEFINITION - RECORD SERIES:		ELATED RECORDS NORMALLY FILED AN AND DISPOSITION PURPOSES	D USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE	75.12.15.1.10.1	74.5 5.5. 05110.11 514 000	5. EARLIEST YEAR/LATEST YEAR
Directive Files			1988 TO 1996
		TYPES OF INFORMATION/DOCUMEN	
		INCLUDE THE PURPOSE OR FUNCTION	
Files containing resource and reference materials utilize	ed in writing and mo	odifying directives; draft versions of directiv	es; and final versions of directives.
7. RECORD SERIES FORMAT(S)	8. RECORD S	SERIES SEQUENCE	9. VOLUME
			FILE DRAWER(S)
LETTER SIZE MICROFILM	ALPH	IABETICAL	MICROFILM(S) COMPUTER TAPE(S)
LEGAL SIZE COMPUTER TAPE		ERICAL	NUMBER OTHER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK		DNOLOGICAL	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGRAPHICAL		10. ANNUAL ACCUMULATION
OTHER (SPECIFY)	1 =	ER (SPECIFY)	☐ FILE DRAWER(S)
Cirmin (S. Echi I)		(5. 55.2.1)	MICROFILM(S) COMPUTER TAPE(S)
			NUMBER OTHER (SPECIFY)
			Folders
11 FILE IC LICED	<u> </u>	La File Decover Diversity Arm	
11. FILE IS USED ☑ DAILY ☐ WEEKLY ☐	MONTHLY	12. FILE BECOMES INACTIVE AFT	ER
			ed, updated, cancelled, or
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	NUMBER Obsolete 14. IS RECORD SERIES DUPLICATION 14. IS RECORD SERIES DUPLICATION 14. IS RECORD SERIES DUPLICATION 15. IN INC. IN I	ED ELSEWHERE?
Building 003, Room 1112		(IF YES, SPECIFY AGENCY OR OFFICE) YES NO	
15. ACCESS RESTRICTIONS YES	□NO	16. AUDIT REQUIREMENTS	
considered "internation correspond	ence under	D NONE DETAIL	TE FEDERAL INDEPENDENT
the Freedom of Information Act		□ NONE □ STAT	TE FEDERAL MINDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	IEFLY AND DESCRIBE	18. RECOMMENDED RETENTION	
ANY HARDWARE/SOFTWARE) DYES NO		Retain until superseded, unda	ited, canceled or obsolete, then destroy.
Computer database		The superscaled, upde	
Computer delegase			
]		
19. NAME AND TITLE OF PREPARER	20. TELEPHON	I IE NUMBER	21. DATE
Jennifer M. Manix, Program Analyst	301/405-5764		April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	ט	NIVERSITY OF MARYLAND		AGENCY RECO	rds inventory
RETENTION SCHEDULE T - 201 (7/92)	COLLEGE PARK			PAGE _54	OF77
AGENCY University of Maryland at College Park	2. DIVISION Police	N ce Department		3. UNIT Chief's Office	
DEFINITION - RECORD SERIES:		ELATED RECORDS NORMALLY AND DISPOSITION PURPOSES		D USED AS A UNIT FOR REF	ERENCE AS WELL
4. RECORD SERIES TITLE				5. EARLIEST YEARALA	ATEST YEAR
General Correspondence				1994 TO 19	96
1 0. 1000.0		TYPES OF INFORMATION/D INCLUDE THE PURPOSE OR			
Includes general correspondence for the entire departm	nent			÷	
·					
7. RECORD SERIES FORMAT(S)	8. RECORD	SERIES SEQUENCE		9. VOLUME	
)	,			EDRAWER(S) ROFILM(S)
LETTER SIZE MICROFILM	☑ ALPHABETICAL				APUTER TAPE(S)
LEGAL SIZE COMPUTER TAPE	☐ NUMERICAL			NUMBER OTH	IER (SPECIFY)
BOUND BOOK FLOPPY DISK	CHRONOLOGICAL .			·	
☐ AUDIO TAPE ☐ VIDEO TAPE		RAPHIĆAL		10. ANNUAL ACCUMU	LATION DRAWER(S)
OTHER (SPECIFY)		R (SPECIFY)		1 D MIC	ROFILM(S)
					APUTER TAPE(S) TER (SPECIFY)
				Folde	,
11. FILE IS USED DAILY WEEKLY	MONTHLY	12. FILE BECOMES INACT	ITVE AFTE	ER MONTH(S)	YEAR(S)
		NUMBER			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROC	OM)	14. 15 RECORD SERIES DI		D ELSEWHERE?	
Building 003		YES	NO NO		
15. ACCESS RESTRICTIONS YES	№ NO	16. AUDIT REQUIREMEN		· · · · · · · · · · · · · · · · · · ·	
(IF YES, CITE LAW(S) & REGULATION(S))		Ø NONE	STAT	E FEDERAL	☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BES) ANY HARDWARE/SOFTWARE)	EFLY AND DESCRIBE	16. RECOMMENDED RET	ENTION		
□YES \\\ \(\text{\omega}\) NO	!	no further refer	ence	estroy that mate is required. Re	maining
		material having			
		value to be kept	for	25 years, materia	al deemed to
÷.		have historical	value	to be sent to Ur	
19. NAME AND TITLE OF PREPARER	20. TELEPHON	Archives for per	manent	retention.	
	-				
fer M. Manix, Program Analyst 301/405-		5-5764	1	April 15, 1996	{

		<u> </u>		
STRUCTIONS: TYPE OR PRINT A SEPARATE				
FORM FOR EACH NEW OR REVISED RECORD	יט	NIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY	
SERIES. FORWARD WITH RECORDS				
RETENTION SCHEDULE		COLLEGE PARK	PAGE 55 OF 77	
RMGT - 201 (7/92)			PAGEOF	
AGENCY University of Maryland at College Park	2. DIVISION	e Department	3. UNIT Chief's Office	
Oniversity of Mary 200 of Contage Vand				
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AN AND DISPOSITION PURPOSES	D USED AS A UNIT FOR REFERENCE AS WELL	
4. RECORD SERIES TITLE			5. EARLIEST YEARLATEST YEAR	
Incident Log			1992 TO 1996	
		TYPES OF INFORMATION/DOCUMEN INCLUDE THE PURPOSE OR FUNCTION		
A record of departmental re	eportable ev	vents in chronological	order.	
7. RECORD SERIES FORMAT(S)	I E. RECORD S	ERIES SEQUENCE	I 9. VOLUME	
LETTER SIZE MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK	☐ ALPH	ABETICAL ERICAL ONOLOGICAL	FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY) 3° 3-Ring Binder	
☐ AUDIOTAPE ☐ VIDEOTAPE		RAPHICAL	10. ANNUAL ACCUMULATION	
OTHER (SPECIFY)	1 =	R (SPECIFY)		
			COMPUTER TAPE(S)	
			NUMBER Ø OTHER (SPECIFY)	
			3" 3-Ring Binder	
1). FILE IS USED A DAILY WEEKLY [MONTHLY .	12. FILE BECOMES INACTIVE AFTE	ER D MONTH(S) (S) YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATE (IF YES, SPECIFY ACENCY OR OFFICE)		
Building 003, Room 1109		□ yes 🔀 no		
15. ACCESS RESTRICTIONS YES	E NO	16. AUDIT REQUIREMENTS		
(IF YEL OTE LAW(5) & REGULATION(5))		Ø NONE ☐ STAT	E FEDERAL INDEPENDENT	
17 15 AN INDEX SYSTEM LISED? OF THE PUBLISHED	HER VAND DESCRIBE	18. RECOMMENDED RETENTION		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) NO		,	en send to University Archives.	
Computer database				
	Ì			
19. NAME AND TITLE OF PREPARER	20. TELEPHON	F NI IMBER	21. DATE	
	20. TELEPHON	C HORIDER		
Jennifer M. Manix, Program Analyst 301/40		5-5764	April 15, 1996	

				
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD	1.0		AGENCY RECORI	TO INIVENITORY
SERIES. FORWARD WITH RECORDS	UN	VIVERSITY OF MARYLAND	AGENCI ICCOIC	23 HAVEIAI OKI
RETENTION SCHEDULE		COLLEGE PARK		
RMGT - 201 (7/92)			PAGE <u>56</u> O	F77
I. AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	Police	Department	Chief's Office	
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AN AND DISPOSITION PURPOSES	ID USED AS A UNIT FOR REFER	ENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATE	ST YEAR
Inspectional Files			1993 TO 1996	
1		TYPES OF INFORMATION/DOCUME! INCLUDE THE PURPOSE OR FUNCTI		
Files containing inspectional reports from staff and dece			······································	
ries containing inspectional reports from stair and deco	entranzeu mie nispec	ction programs		
7. RECORD SERIES FORMAT(S)	8. RECORD S	ERIES SEQUENCE	9. VOLUMĖ 🔀 FILED	RAWER(S)
LETTER SIZE MICROFILM		· PTT ·	│ │ │ MICRO	OFILM(S)
LEGAL SIZE COMPUTER TAPE		ABETICAL		UTER TAPE(S) R (SPECIFY)
BOUND BOOK FLOPPY DISK	I -	ERICAL DNOLOGICAL		
□ AUDIO TAPE □ VIDEO TAPE		RAPHICAL	10. ANNUAL ACCUMULA	TION
OTHER (SPECIFY)	1 =	R (SPECIFY)	│	RAWER(S)
1				OFILM(S) UTER TAPE(S)
	-		NUMBER OTHER	R (SPECIFY)
			Folders	:
11. FILE IS USED	<u> </u>	12. FILE BECOMES INACTIVE AFT	ER_	
DAILY KWEEKLY	MONTHLY	1 3	MONTH(S)	YEAR(S)
		NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICAT (IF YES, SPECIFY AGENCY OR OFFICE		
Building 003, Room 1112		☐ YES IZ NO		
15. ACCESS RESTRICTIONS YES	□NO	16. AUDIT REQUIREMENTS		
considered internal correspondence under		□ NONE □ STA	TE FEDERAL	INDEPENDENT
the Freedom of Information Act 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE		18. RECOMMENDED RETENTION		•
ANY HARDWARE/SOFTWARE) YES WOOD YES ON ON ON ON ON ON ON ON ON O	IEFLY AND DESCRIBE	16. RECOMMENDED RETENTION		
E.III		Retain 3 years, then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHON	IE NII IMBED	21. DATE	
Jennifer M. Manix, Program Analyst	301/405-5764		April 15, 1996	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD	UNIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
SERIES. FORWARD WITH RECORDS	CHIVERSITI OF WARTEND	7.65. 6. 166.65 72.116.11
RETENTION SCHEDULE	· COLLEGE PARK	57 77
(GT - 201 (7/92)		PAGE 57 OF 77
- AGENCY	2. DIVISION	3. UNIT
University of Maryland at College Park	Police Department	Chief's Office
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RECORDS NORMALLY FILED AS RETENTION AND DISPOSITION PURPOSES	
4. RECORD SERIES TITLE		5. EARLIEST YEAR/LATEST YEAR
Internal Affairs Files		<u>1982</u> TO <u>1996</u>
	Y DESCRIBE THE TYPES OF INFORMATION/DOCUN IN THE SERIES. INCLUDE THE PURPOSE OR FUNC	
Files on Internal Affairs investigations of former and cu	rrent employees. Includes information from personnel files	:
rues on internal Analis investigations of former and cu	rem employees. Includes autormation from personaler mes	•
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
7. RECORD SERIES FORMATI(S)	8. RECORD SERIES SEQUENCE	FILE DRAWER(S)
	□ ALPHABETICAL	☐ MICROFILM(S) ☐ COMPUTER TAPE(S)
LEGAL SIZE COMPUTER TAEP	NUMERICAL	NUMBER OTHER (SPECIFY)
BOUND BOOK FLOPPY DISK		
	CHRONOLOGICAL	
☐ AUDIO TAPE ☐ VIDEO TAPE	GEOGRAPHICAL	10. ANNUAL ACCUMULATION ID FILE DRAWER(S)
OTHER (SPECIFY)	OTHER (SPECIFY)	/ ☐ MICROFILM(S)
		NUMBER COMPUTER TAPE(S) OTHER (SPECIFY)
!		_ ,
11. FILE IS USED	12. FILE BECOMES INACTIVE A	AFTER
☐ DAILY ⊠ WEEKLY	JMONTHLY 75 after	☐ MONTH(S) ☐ YEAR(S) c employee separation
	NUMBER	
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM) 14. IS RECORD SERIES DUPLIC (IF YES, SPECIFY AGENCY OR OF	
Building 003, Room 1112D	☐ YES 💆 N	NO
15. ACCESS RESTRICTIONS YES	NO 16. AUDIT REQUIREMENTS	
(IFYES, CITE LAW(S) & REGULATION(S)) Right to Privacy implied by the	e Fourth ANONE []s	TATE FEDERAL INDEPENDENT
Amendment		-
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR ANY HARDWARE/SOFTWARE)	IEFLY AND DESCRIBE 18. RECOMMENDED RETENTION	ON
Øyes □no	Retain for 75 year	s after employee separation, then
Computer database	destroy.	then
	1	
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Jennifer M. Manix, Program Analyst	301/405-5764	April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE			
FORM FOR EACH NEW OR REVISED RECORD	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY
SERIES. FORWARD WITH RECORDS			
ENTION SCHEDULE		COLLEGE PARK	PAGE 58 OF 77
RMGT - 201 (7/92)			PAGE SO OF 17
1. AGENCY	2. DIVISION		3. UNIT
University of Maryland at College Park	Police 1	Department	Chief's Office
			
DEFINITION - RECORD SERIES:		ATED RECORDS NORMALLY FILED AND ND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE	AS RETENTION A	NO DISTOSTITION FOR OSES	5. EARLIEST YEAR/LATEST YEAR
			1989 TO 1996
Legal Files .			
		YPES OF INFORMATION/DOCUMEN' ICLUDE THE PURPOSE OR FUNCTIO	
Includes copies of paperwork	associated	with civil litigation,	civil suits, etc.
			
7. RECORD SERIES FORMAT(S)	8. RECORD SE	RIES SEQUENCE	9. VOLUME Sile Drawer(s)
	_		/ MICROFILM(S)
LETTER SIZE MICROFILM	☐ ALPHA	BETICAL	OMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
LEGAL SIZE COMPUTER TAPE	☐ NUMER	RICAL	NUMBER (STECIFI)
☐ BOUND BOOK ☐ FLOPPY DISK	₹ CHRON	JOLOGICAL	
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOGR	APHICAL	10. ANNUAL ACCUMULATION
OTHER (SPECIFY)	☐ OTHER	(SPECIFY)	FILE DRAWER(S) MICROFILM(S)
			COMPUTER TAPE(S)
			NUMBER 🔯 OTHER (SPECIFY)
			Folders
	<u> </u>		
11. FILE IS USED DAILY WEEKLY	QMONTHLY	12. FILE BECOMES INACTIVE AFTE	ir Monthis) , D year(s)
☐DAILY ☐WEEKLY •	SMONTHET	75 after c	ase is closed La YEAR(S)
		NUMBER	D EL CEMPLES
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATE (IF YES, SPECIFY AGENCY OR OFFICE)	
Building 003, Room 1112D		Ø yes □ no	President's Legal Office and Attorney General's Office
15. ACCESS RESTRICTIONS YES	□NO	16. AUDIT REQUIREMENTS	Olive -
Right To Privacy on plied by t	he Fourth		E ☐ FEDERAL ☐ INDEPENDENT
Amendment	ſ	Ø NONE ☐ STAT	E D FEDERAL DINOGRENOUS
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	UEFLY AND DESCRIBE	18. RECOMMENDED RETENTION	
ANY HARDWARE/SOFTWARE) YES NO		Retain for 75 years a	fter case is closed, then
_	Į.	destroy.	
	Į.		
	1		
19. NAME AND TITLE OF PREPARER	20. TELEPHONE	NUMBER	21. DATE
Jennifer M. Manix, Program Analyst	301/405-5764		April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE	T		T	
FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	UN	IIVERSITY OF MARYLAND	AGENCY RECORI	os inventory
		COLLEGE PARK		
RETENTION SCHEDULE PMGT - 201 (7/92)		COLLEGE PARK	PAGE <u>59</u> 0	F
AGENCY University of Maryland at College Park	2. DIVISION Police	e Department	3. UNIT Chief's Office	
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	D USED AS A UNIT FOR REFER	ENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LAT	EST YEAR
Office of Judicial Programs Referrals			1993 TO 1996	<u>5</u>
6. RECORD SERIES DESCRIPTION (BRIEFL	Y DESCRIBE THE	TYPES OF INFORMATION/DOCUMEN	TS/FORMS	
FOUND	IN THE SERIES.	INCLUDE THE PURPOSE OR FUNCTIO	IN OF THE SERIES.)	
Copy of referrals made by officers to the Office of Judici	al Programs.			
7. RECORD SERIES FORMAT(S) 7. RECORD SERIES FORMAT(S) 1. LETTER SIZE	☐ ALPH	ERIES SEQUENCE ABETICAL ERICAL DNOLOGICAL	NUMBER OTHE	DRAWER(S) DFILM(S) UTER TAPE(S) R (SPECIFY) ng Binder
☐ AUDIO TAPE ☐ VIDEO TAPE		RAPHICAL	10. ANNUAL ACCUMULA	ATION
OTHER (SPECIFY)	1 =	R (SPECIFY)		PRAWER(S) DFILM(S)
			СОМР	UTER TAPE(S)
			NUMBER OTHE	R (SPECIFY)
			<u>3″ 3-Ri</u>	ng Binder
11. FILE IS USED	THOMES IN	12. FILE BECOMES INACTIVE AFT	ER ☐ MONTH(S)	YEAR(S)
☐daily ☑ weekly [MONTHLY			<u> </u>
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	NUMBER 14. IS RECORD SERIES DUPLICATION 14. IS RECORD SERIES DUPLICATION 14. IS RECORD SERIES DUPLICATION 15. IS RECORD SERIES DUPLICATION 16. IS RECORD SERIES DUPLICATION 17. IS RECORD SERIES DUPLICATION 18. IS RECORD SERIES DUPLICATION 19. IS RECORD SERIES DUPLICATION	Disposition of case ED ELSEWHERE?	
Building 003, Room 1112	J,	(IF YES, SPECIFY AGENCY OR OFFICE))	•
	□NO	YES NO 16. AUDIT REQUIREMENTS	Judicial Programs Office	
(IF YES, CITE LAW(S) & REGULATION(S))				
Buckley Amendment		NONE STAT	TE FEDERAL	INDEPENDENT
 IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR ANY HARDWARE/SOFTWARE) 	HEFLY AND DESCRIBE	18. RECOMMENDED RETENTION		
☐YES MO		Retain until disposition is reco	eived, then destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHON	l NUMBER	21. DATE	
ennifer M. Manix, Program Analyst 301/405-5764		April 15, 1996		

RUCTIONS: TYPE OR PRINT A SEPARATE		,•	
FOR EACH NEW OR REVISED RECORD	וט	NIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
SERIES. FORWARD WITH RECORDS	1		
RETENTION SCHEDULE	COLLEGE PARK		7.77 60 77
RMGT - 201 (7/92)			PAGE 60 OF 77
1. AGENCY	2. DIVISION	7	3. UNIT
University of Maryland at College Park	Polic	te Department .	Chief's Office
DEFINITION - RECORD SERIES:		ELATED RECORDS NORMALLY FILED AN AND DISPOSITION PURPOSES	D USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Personnel Files			. 1965 TO 1996
		TYPES OF INFORMATION/DOCUMENINCLUDE THE PURPOSE OR FUNCTION	
Files penaining to current and former employees conta	urung paperwork re	ateu to hir ing. cer alicata, awarta, itiscipiin	
RECORD SERIES FORMAT(S)	S. RECORD	SERIES SEQUENCE	FILE DRAWER(S)
LETTER SIZE MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK	שטא 🗆	IABETICAL ERICAL DNOLOGICAL	MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)
☐ AUDIOTAPE ☐ VIDEOTAPE	☐ GEOO	GRAPHICAL	10. ANNUAL ACCUMULATION
OTHER (SPECIFY)	□ OTHE	ER (SPECIFY)	FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)
	<u> </u>	12. FILE BECOMES INACTIVE AFT	
11. FILE IS USED DAILY WEEKLY [MONTHLY	10	MONTH(S) DYEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Riverdale Elementary School - Storage Room and Building 003, Room 1102		14. IS RECORD SERIES DUPLICATE (IF YES, SPECIFY AGENCY OR OFFICE) YES NO	
15. ACCESS RESTRICTIONS YES	<u> </u>	16. AUDIT REQUIREMENTS	
Right to Privacy implied by the Fourth		Ø NONE ☐ STAT	E FEDERAL INDEPENDENT
Amendment	Amendment		
17. IS AN INDEX SYSTEM USED? (IF YES EXPLAIN BE ANY HARDWARE/SOFTWARE) YES UNO	HEFLY AND DESCRIBE	Retain for 10 years a	after separation, then destroy.
Computer database			
See Fare annuals			
. NAME AND TITLE OF PREPARER	20. TELEPHON	e number	21. DATE
Jennifer M. Manix, Program Analyst	301/405-5764		April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92) 1. AGENCY University of Maryland at College Park DEFINITION - RECORD SERIES: 4. RECORD SERIES TITLE	2. DIVISION Police	COLLEGE PARK Department LATED RECORDS NORMALLY FILED A AND DISPOSITION PURPOSES	AGENCY RECOR PAGE 61 0 3. UNIT Chief's Office ND USED AS A UNIT FOR REFE 5. EARLIEST YEAR/LAT	DF77
Public Information Log			<u>1992</u> TO <u>199</u>	<u>6</u>
		TYPES OF INFORMATION/DOCUME INCLUDE THE PURPOSE OR FUNCT		
7. RECORD SERIES FORMAT(S)	☐ ALPH ☐ NUMI ☐ CHRC	ABETICAL ERICAL ONOLOGICAL RAPHICAL R (SPECIFY)	NUMBER	DRAWER(S) ROFILM(S) PUTER TAPE(S) ER (SPECIFY) Ring Binder ATION DRAWER(S) ROFILM(S) PUTER TAPE(S) ER (SPECIFY) Ring Binder
11. FILE IS USED DAILY WEEKLY [MONTHLY	12. FILE BECOMES INACTIVE AF NUMBER	TER MONTH(S)	® YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO Building 003, Room 1112 15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S))	OM)	14. IS RECORD SERIES DUPLICA (IF YES, SPECIFY AGENCY OR OFFI YES NO 16. AUDIT REQUIREMENTS NONE ST.	CE)	☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES NO		18. RECOMMENDED RETENTION Retain for 1 year plus the cu	N arrent semester, then destroy.	
19. NAME AND TITLE OF PREPARER	20. TELEPHON	E NUMBER	21. DATE	
Jennifer M. Manix, Program Analyst	301/40	301/405-5764		ļ

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD RIES. FORWARD WITH RECORDS	1	NIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEGE PARK		PAGE 62 OF 77
AGENCY University of Maryland at College Park	2. DIVISION Polit	N te Department	3. UNIT Chief's Office
DEFINITION - RECORD SERIES:		ELATED RECORDS NORMALLY FILED AI AND DISPOSITION PURPOSES	ND USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Services Log			<u>1992</u> TO <u>1996</u>
		TYPES OF INFORMATION/DOCUME INCLUDE THE PURPOSE OR FUNCT:	
A record of the chronological order of departmental ser			
7. RECORD SERIES FORMAT(S) A LETTER SIZE MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK	ALPH	SERIES SEQUENCE NABETICAL ERICAL DNOLOGICAL	9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) NUMBER
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY) ———————		GRAPHICAL ER (SPECIFY)	10. 'ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) NUMBER COTHER (SPECIFY)
11. FILE IS USED Baily weekly	MONTHLY	12. FILE BECOMES INACTIVE AF	ER SYEAR(5)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROC Building 003, Room 1109	OM)	14. IS RECORD SERIES DUPLICAT	
15. ACCESS RESTRICTIONS YES	⊗ NO	YES NO	
(IF YES, CITE LAW(S) & RECULATION(S))	E JNO	NONE STA	TE GEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRI ANY HARDWARE/SOFTWARE) YES NO	IEFLY AND DESCRIBE	16. RECOMMENDED RETENTION Retain for I year, th	en sendato University Archives.
Computer database		<i>:</i>	
19. NAME AND TITLE OF PREPARER	20. TELEPHON	E NUMBER	21. DATE
Jennifer M. Manix, Program Analyst		5-5764	April 15, 1996

	·				
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD	lin	IVERSITY OF MARYLAND		AGENCY RECORDS	S INVENTORY
SERIES. FORWARD WITH RECORDS)	IVERSITY OF MARTICAND			5 1 <u>5</u> 1 0 1.
RETENTION SCHEDULE		COLLEGE PARK	}		
RMGT - 201 (7/92)				PAGE <u>63</u> OF	
AGENCY University of Maryland at College Park	2. DIVISION Police	Department		3. UNIT Chief's Office	
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FIL AND DISPOSITION PURPOSES	ED AND	used as a unit for referen	NCE AS WELL
4. RECORD SERIES TITLE				EARLIEST YEAR/LATES	T YEAR
Trespass/ Denial of Access Hearing Logs				<u>1980</u> TO <u>1996</u>	
		TYPES OF INFORMATION/DOC NCLUDE THE PURPOSE OR FU			
Copy of materials used in Trespass/ Denial of Access he	earings containing p	olice report information.			
, sep, series = 1 = 1 = 1 = 1 = 1 = 1 = 1 = 1 = 1 =	0	•			
7. RECORD SERIES FORMAT(S)	8. RECORD S	ERIES SEQUENCE		9. VOLUME	
	i [†]		1		AWER(S) TLM(S)
LETTER SIZE MICROFILM	⊠ ALPH	ABETICAL	1	/ COMPU	TER TAPE(S)
LEGAL SIZE COMPUTER TAPE	☐ NUMI	ERICAL	}	NUMBER OTHER	(SPECIFY)
BOUND BOOK FLOPPY DISK	☐ CHRC	NOLOGICAL	1		
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOG	RAPHICAL	ſ	10. ANNUAL ACCUMULAT	ION
☐ OTHER (SPECIFY)	OTHE	R (SPECIFY)		☐ FILE DR. ☐ MICROF	
			1	СОМРИ	TER TAPE(S)
				NUMBER OTHER	(SPECIFY)
				Folder	
11. FILE IS USED		12. FILE BECOMES INACTIV	VE AFTER		YEAR(S)
DAILY WEEKLY	MONTHLY			MONTH(S)	LJ TEAR(5)
	<u> </u>	NUMBER 14. IS RECORD SERIES DUP	NICATE	Expiration of appeal process	
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	(IF YES, SPECIFY ACENCY C) ELSEWHERE!	
Building 003, Room 1199		X YES	ON [Records Unit - Incident Files	
15. ACCESS RESTRICTIONS YES	□ NO	16. AUDIT REQUIREMENTS	5		
(IF YES, CITE LAW(S) & REGULATION(S)) Right to Privacy implied by 1	the Fourth	☑ NONE	STATE	FEDERAL	☐ INDEPENDENT
Amendment		10 000000000000000000000000000000000000	- Company		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	HEFLY AND DESCRIBE	18. RECOMMENDED RETEN	NIION		
☐YES X NO		Retain until expiration	n of appea	al process is reached, then destroy	y.
10 NAME AND TITLE OF PREPARED	20 TELEBRION	IE NUMBER		21. DATE	
19. NAME AND TITLE OF PREPARER			1		j
Jennifer M. Manix, Program Analyst	301/40)5-5764	1	April 15, 1996	

TOTAL STATE OF THE ACCURATION OF THE STATE O	T		
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD	UN	IVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
SERIES. FORWARD WITH RECORDS			
RETENTION SCHEDULE		COLLEGE PARK	
RMGT - 201 (7/92)			PAGE <u>64</u> OF <u>77</u>
AGENCY	2. DIVISION		3. UNIT
University of Maryland at College Park	Police	Department	Chief's Office
DEFINITION - RECORD SERIES:	A GROUP OF RE	LATED RECORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Search Committee Files			1990 TO 1996
		TYPES OF INFORMATION/DOCUMEN' NCLUDE THE PURPOSE OR FUNCTIO	
Refers to search committee materials for associate staff a meeting if the minutes contain final recommendation do	and administrators. sia), voting results, to	Consists of advertisements, final recommen op candidate resumes (top 10 or 5 only), and	dation of the committee (includes copy of the minutes of all information on appointed candidate.
7. RECORD SERIES FORMAT(S)	8. RECORD S	ERIES SEQUENCE	9. VOLUME
LETTER SIZE MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK	☐ NUME	ABETICAL ERICAL NOLOGICAL	Sile Drawer(s) Microfilm(s) Computer Tape(s) Other (specify) Folders
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)		RAPHICAL R (SPECIFY)	10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) NUMBER
			<u>Folder</u>
11. FILE IS USED DAILY WEEKLY	∡ MONTHLY	12. FILE BECOMES INACTIVE AFTE 25 NUMBER	R ☐ MONTH(S) 💆 YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROC	OM)	14. IS RECORD SERIES DUPLICATE (IF YES, SPECIFY AGENCY OR OFFICE)	D ELSEWHERE?
Building 003, Room 1112		XLyes 🗆 no	Dept. Requesting the Search
15. ACCESS RESTRICTIONS YES	□ NO	16. AUDIT REQUIREMENTS	
(IF YES, CITE LAW(S) & REGULATION(S)) Right to Privacy		⊠ none	E
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	IEE Y AND DESCRIBE	18. RECOMMENDED RETENTION	
ANY HARDWARE/SOFTWARE) YES WINO			a departmental archives for 25 years, then destroy.
19. NAME AND TITLE OF PREPARER	20. TELEPHON	F NUMBER	21. DATE
Innifer M. Maniy, Program Analyst		5.5764	April 15 1996

		
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD	UNIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
SERIES. FORWARD WITH RECORDS	ONIVERSITY OF MARTLAND	TIOST TO SOLUTION TO THE STATE OF THE STATE
RETENTION SCHEDULE	COLLEGE PARK	
RMGT - 201 (7/92)		PAGE 65 OF 77
AGENCY	2. DIVISION	3. UNIT
University of Maryland at College Park	Police Department	Communications
DEFINITION - RECORD SERIES:	A GROUP OF RELATED RECORDS NORMALLY FILED AN AS RETENTION AND DISPOSITION PURPOSES	D USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE		5. EARLIEST YEAR/LATEST YEAR
Audio Tapes		1995 TO 1996
	Y DESCRIBE THE TYPES OF INFORMATION/DOCUMEN	
FOUND	IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION	ON OF THE SERIES.)
Cassette tapes recording telephone calls and radio trans	missions	
Cassette aspes recording telephone cans and radio date		
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES SEQUENCE	9. VOLUME
7. RECORD SERIES FORMAT(S)	a. RECORD SERIES SEQUENCE	FILE DRAWER(S)
		ス/) □ MICROFILM(S)
LEGAL SIZE COMPUTER TAPE	☐ ALPHABETICAL	COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
	M NUMERICAL	Trombox Green 1)
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRONOLOGICAL	<u>Drawers</u>
🔀 AUDIO TAPE 🗌 VIDEO TAPE	☐ GEOGRAPHICAL	10. ANNUAL ACCUMULATION
OTHER (SPECIFY)	OTHER (SPECIFY)	FILE DRAWER(S) MICROFILM(S)
	<u> </u>	COMPUTER TAPE(S)
		NUMBER
		Drawers
II. FILE IS USED	12. FILE BECOMES INACTIVE AFT.	ER MONTH(S) Z YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	NUMBER OM) 14. IS RECORD SERIES DUPLICAT.	ED EI CEMILEDE?
13. CORRENT LOCATION(S) (BLDG., FLOOR, RO	(IF YES, SPECIFY AGENCY OR OFFICE	
Building 003, Rooms 1102, 1109B, and half	Iway by 0126 YES 💆 NO	
15. ACCESS RESTRICTIONS YES	NO 16. AUDIT REQUIREMENTS	
(If YES, CITE LAW(S) & REGULATION(S)) COnsidered internal correspon	dono undo Musus Dono	
considered internal correspor the Freedom of Information Ac	idence under 💆 NONE 🗆 STAT	FE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	IEFLY AND DESCRIBE 18. RECOMMENDED RETENTION	
ANY HARDWARE/SOFTWARE) NO	Datain for 1 years the	•
·	Retain for 1 year, then erase.	
Computer database		
		!
10 NAME AND THE CORPORATION	20 TELEPHONE NILVER	Lau DATE
19. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	21. DATE
Jennifer M. Manix, Program Analyst 301/405-5764		April 15, 1996

RMGT - 201 (7/92)

				
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	אט	IVERSITY OF MARYLAND	AGENCY RECORD	S INVENTORY
RETENTION SCHEDULE RMGT - 201 (7/92)		COLLEGE PARK	PAGE <u>66</u> OF	80
AGENCY University of Maryland at College Park	2. DIVISION Police	Department	3. UNIT Communications	
DEFINITION - RECORD SERIES:		ATED RECORDS NORMALLY FILED AND DISPOSITION PURPOSES	and used as a unit for referen	NCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATES	T YEAR
NCIC Clear Files			<u>1995</u> TO <u>1996</u>	
		TYPES OF INFORMATION/DOCUM		
FOUND Items entered into NCIC as stolen and have been cleare		nclude the purpose or func	TION OF THE SERIES.)	
2 PECOND SERVES FORMATICS	8. RECORD S	EDIEC CEOLIENICE	La voluer	
7. RECORD SERIES FORMAT(S)	8. RECORD'S	ERIES SEQUENCE	9. VOLUME FILE DR	AWER(S)
t z i			/ □ MICROF	TILM(S)
LETTER SIZE MICROFILM] =	ABETICAL		TER TAPE(S) (SPECIFY)
LIEGAL SIZE COMPUTER TAPE	MUME	ERICAL	·	
☐ BOUND BOOK ☐ FLOPPY DISK	☐ CHRO	NOLOGICAL		
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOG	RAPHICAL	10. ANNUAL ACCUMULAT	
OTHER (SPECIFY)	☐ OTHE	R (SPECIFY)	☐ FILE DR. ☐ MICROF	AWER(S)
			COMPU	TER TAPE(S)
	-		NUMBER 🐼 OTHER	(SPECIFY)
			<u>Folder</u>	
11. FILE IS USED		12. FILE BECOMES INACTIVE A	FTER_	
☐ DAILY ☑ WEEKLY	MONTHLY	/	☐ MONTH(S)	X YEAR(S)
		NUMBER	`	
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	14. IS RECORD SERIES DUPLIC. (IF YES, SPECIFY AGENCY OR OF		
Building 003, Rooms 1102 and 1109B		YES Z N		
15. ACCESS RESTRICTIONS YES	⊠ NO	16. AUDIT REQUIREMENTS	· · · · · · · · · · · · · · · · · · ·	
(IF YES, CITE LAW(S) & REGULATION(S))	!	NONE ☐ ST	TATE FEDERAL	☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BE	HEFLY AND DESCRIBE	18. RECOMMENDED RETENTION	DN .	
ANY HARDWARE/SOFTWARE) YES NO				
_		Retain until end of the cale	endar year, then destroy.	
Computer database				l
		·		
19. NAME AND TITLE OF PREPARER	20 TELEBIA	E NII IMPED	21 DATE	
12. MANUE MAD TITLE OF PREPARER	20. TELEPHON	E NUMBER	21. DATE	
Jennifer M. Manix, Program Analyst 301/405-5764		April 15, 1996		

			
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	UN	IVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
RETENTION SCHEDULE RMGT - 201 (7/92)	COLLEGE PARK		PAGE 67 OF 80
AGENCY University of Maryland at College Park	2. DIVISION Police	: Department	3. UNIT Communications
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	D USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
NCIC Locate Files			<u>1994</u> TO <u>1996</u>
		TYPES OF INFORMATION/DOCUMEN INCLUDE THE PURPOSE OR FUNCTION	
Stolen articles that were listed in NCIC and recovered b	y this agency.	,	
7. RECORD SERIES FORMAT(S)	8. RECORD S	ERIES SEQUENCE	9. VOLUME FILE DRAWER(S)
LETTER SIZE MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK	MUM 🔀	ABETICAL ERICAL DNOLOGICAL	NUMBER
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY) ——————	_	RAPHICAL R (SPECIFY)	10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
			<u>Folder</u>
11. FILE IS USED DAILY WEEKLY	I]monthly	12. FILE BECOMES INACTIVE AFT. NUMBER	ER MONTH(S) K YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATE	
Building 003, Rooms 1102 and 1109B		(IF YES, SPECIFY AGENCY OR OFFICE	,
15. ACCESS RESTRICTIONS YES	NO	16. AUDIT REQUIREMENTS	
(IF YES, CITE LAW(S) & REGULATION(S))	_	Ø NONE ☐ STAT	TE FEDERAL INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR	HEFLY AND DESCRIBE	18. RECOMMENDED RETENTION	
YES NO	ANY HARDWARE/SOFTWARE) YES NO		ar year, then destroy.
Computer database			•
19. NAME AND TITLE OF PREPARER	20. TELEPHON	IE NUMBER	21. DATE
Jennifer M. Manix, Program Analyst	301/40)5-5764	April 15, 1996

THE COUNTY OF STREET		···	
INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	Ut	niversity of maryland	AGENCY RECORDS INVENTORY
RETENTION SCHEDULE T - 201 (7/92)		COLLEGE PARK	PAGE 68 OF 77
1. AGENCY University of Maryland at College Park	2. DIVISION Polic	N se Department	3. UNIT Communications
DEFINITION - RECORD SERIES:		ELATED RECORDS NORMALLY FILED AN AND DISPOSITION PURPOSES	ID USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE NCIC Teletype Entries			5. EARLIEST YEARLATEST YEAR 1994 TO 1996
o. Tagota balaba bagaini ita	IN THE SERIES.	TYPES OF INFORMATION/DOCUMEN INCLUDE THE PURPOSE OR FUNCTION les.	
7. RECORD SERIES FORMAT(S)	☐ ALPH	SERIES SEQUENCE HABETICAL PRICAL DNOLOGICAL GRAPHICAL ER (SPECIFY)	9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)
11. FILE IS USED DAILY MEEKLY [MONTHLY	12. FILE BECOMES INACTIVE AFT 1 NUMBER afte	ER MONTH(S) VEAR(S) r NCIC purge
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO Building 003, Room 1109B 15. ACCESS RESTRICTIONS YES (IF YES, CITE LAW(S) A REGULATION(S)) 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BE ANY HARDWARE/SOFTWARE) ANY HARDWARE/SOFTWARE) NO Computer database	Øио	14. IS RECORD SERIES DUPLICAT (IF YES. SPECIFY AGENCY OR OFFICE YES NO 16. AUDIT REQUIREMENTS NONE STATE 18. RECOMMENDED RETENTION Retain for 1 year af	TE 🔀 FEDERAL 🗌 INDEPENDENT
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		NE NUMBER 05-5764	21. DATE April 15, 1996

RMGT - 201 (7/92)

INSTRUCTIONS: TYPE OR PRINT A SEPARATE DRM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	UN	NIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY		
RETENTION SCHEDULE RMGT - 201 (7/92)		COLLEGE PARK	PAGE 69 OF 77		
AGENCY University of Maryland at College Park	2. DIVISION Police	Pe Department	3. UNIT Communications		
DEFINITION - RECORD SERIES:	A GROUP OF RE AS RETENTION	LATED RECORDS NORMALLY FILED AN AND DISPOSITION PURPOSES	D USED AS A UNIT FOR REFERENCE AS WELL		
4. RECORD SERIES TITLE NCIC Teletype Entries			5. EARLIEST YEAR/LATEST YEAR 1995 TO 1996		
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) Entries made into NCIC for missing persons and guns.					
7. RECORD SERIES FORMAT(S) LETTER SIZE	☐ ALPH ☑ NUM ☐ CHRC	SERIES SEQUENCE LABETICAL ERICAL DNOLOGICAL SRAPHICAL ER (SPECIFY)	9. VOLUME File Drawer(s) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)		
11. FILE IS USED DAJLY WEEKLY []MONTHLY	NUMBÉR	CIC purge		
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO Building 003, Rooms 1109B and 1102	OM)	14. IS RECORD SERIES DUPLICATION (IF YES, SPECIFY ACENCY OR OFFICE) 14. IS RECORD SERIES DUPLICATION (IF YES, SPECIFY ACENCY OR OFFICE) 15. IS RECORD SERIES DUPLICATION (IF YES) 16. IS RECORD SERIES DUPLICATION (IF YES) 17. IS RECORD SERIES DUPLICATION (IF YES) 18. IS RECORD SERIES DUPLICATION (IF YES) 19. IS RECORD SE			
15. ACCESS RESTRICTIONS YES (IF YES. CITE LAW(S) & REGULATION(S))	Ø NO	16. AUDIT REQUIREMENTS NONE STAT	E 💆 FEDERAL 🗌 INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BE ANY HAEDWARE/SOFTWARE) WYES Computer database	IEFLY AND DESCRIBE	18. RECOMMENDED RETENTION Retain for 1 year af audit requirements a	ter NCIC purge and until all re met, then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHON	e number	21. DATE		
Jennifer M. Manix, Program Analyst	Jennifer M. Manix, Program Analyst 301/40		April 15, 1996		

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FOR EACH NEW OR REVISED RECORD S. FORWARD WITH RECORDS	UN	IVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
RETENTION SCHEDULE RMGT - 201 (7/92)		COLLEGE PARK	PAGE 70 OF 77
AGENCY University of Maryland at College Park	2. DIVISION Police	E Department	3. UNIT Communications
DEFINITION - RECORD SERIES:	A GROUP OF RE	LATED RECORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	O USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE Video Tapes			5. EARLIEST YEAR/LATEST YEAR 1995 TO 1996
FOUND	IN THE SERIES. I	TYPES OF INFORMATION/DOCUMEN INCLUDE THE PURPOSE OR FUNCTIO aced inside and outside	TS/FORMS ON OF THE SERIES.) of the Service Building.
7. RECORD SERIES FORMAT(S) LETTER SIZE	☐ ALPH	ERIES SEQUENCE LABETICAL ERICAL DNOLOGICAL ERAPHICAL	9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY) Drawers
OTHER (SPECIFY)		R (SPECIFY)	FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY) Drawers
II. FILE IS USED Solily □ WEEKLY □	MONTHLY	12. FILE BECOMES INACTIVE AFTE NUMBER	er 🔲 month(s) 🔯 year(s)
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO Building 003, Rooms 1109B, 0194, and hal		14. IS RECORD SERIES DUPLICATE (IF YES. SPECIFY AGENCY OR OFFICE) YES RINO	ED ELSEWHERE?
15. ACCESS RESTRICTIONS (IF YES CITE LAW(S) & REGULATION(S)) considered internal correspond the Freedom of Tablematics Access The Freedom of Tablematics		16. AUDIT REQUIREMENTS	E
the Freedom of Information Act 17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR ANTHARDWARE/SOFTWARE) NO Computer database	LIEFLY AND DESCRIBE	18. RECOMMENDED RETENTION Retain for 1 year, then erase.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		DS-5764	21. DATE April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	UNIVERSITY OF MARYLAND		AGENCY RECORDS INVENTORY		
RETENTION SCHEDULE MGT - 201 (7/92)	COLLEGE PARK		PAGE 71 OF 77		
AGENCY University of Maryland at College Park	2. DIVISION Police	Department	3. UNIT Investigations		
DEFINITION - RECORD SERIES:	DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS A SETENTION AND DISPOSITION PURPOSES				
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR		
Confidential Informant Files			1988 TO 1992		
		TYPES OF INFORMATION/DOCUMEN NCLUDE THE PURPOSE OR FUNCTIO			
Contain initial contact sheet, subsequent contact sheets,	and any documenta	tion related to information that they provid	e (statements, reports, etc.)		
		PRINC CROLURY OF	T. 0. 1/0.1/1.		
7. RECORD SERIES FORMAT(S)	8. RECORD S	ERIES SEQUENCE	9. VOLUME FILE DRAWER(S)		
☑ LETTER SIZE ☐ MICROFILM		ABETICAL	MICROFILM(S) COMPUTER TAPE(S)		
LEGAL SIZE COMPUTER TAPE		ERICAL	NUMBER OTHER (SPECIFY)		
☐ BOUND BOOK ☐ FLOPPY DISK	Ø CHRO	NOLOGICAL	<u>Folders</u>		
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOG	RAPHICAL	10. ANNUAL ACCUMULATION		
OTHER (SPECIFY)	☐ OTHE	R (SPECIFY)	☐ FILE DRAWER(S) ☐ MICROFILM(S)		
			NUMBER COMPUTER TAPE(S) NUMBER SPECIFY)		
			<u>Folders</u>		
11. FILE IS USED ☐ DAILY ☐ WEEKLY	MONTHLY	12. FILE BECOMES INACTIVE AFTI	ER MONTH(S) 💆 YEAR(S)		
DAIC! DWEEKE!	Q.M.O.T.T.C.T	5			
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	NUMBER 14. IS RECORD SERIES DUPLICATE			
Building 003, Room 1114		(IF YES, SPECIFY AGENCY OR OFFICE)			
15. ACCESS RESTRICTIONS YES	□ NO	YES X NO			
(Fire cite Laws) & RECULATION(S)) considered internal correspond			E FEDERAL INDEPENDENT		
the Freedom of Information Act		<u> </u>	E G PEDERAL G INDELENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES. EXPLAIN BR ANY HARDWARE/SOFTWARE)	JEFLY AND DESCRIBE	18. RECOMMENDED RETENTION			
☐YES ∑ NO		Retain for 5 years after last co	ntact with informant, then destroy.		
19. NAME AND TITLE OF PREPARER	20. TELEPHON	ie number	21. DATE		
Jennifer M. Manix, Program Analyst			April 15, 1996		

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY		
RETENTION SCHEDULE RMGT - 201 (7/92)			PAGE 72 OF 77		
AGENCY University of Maryland at College Park	2. DIVISION Police	: Department	3. UNIT Investigations		
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY F AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Equipment Logs			5. EARLIEST YEAR/LATEST YEAR 1992 TO 1996		
		TYPES OF INFORMATION/DOCUMEN INCLUDE THE PURPOSE OR FUNCTIO			
Contains information relating to equipment/radios used by investigations personnel.					
7. RECORD SERIES FORMAT(S)	☐ ALPH☐ NUMI ☑ CHRC	ABETICAL ERICAL DNOLOGICAL ERAPHICAL ER (SPECIFY)	9. VOLUME FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) OTHER (SPECIFY)		
11. FILE IS USED DAILY WEEKLY	4 MONTHLY	12. FILE BECOMES INACTIVE AFT	er Month(s) Ø year(s)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)		NUMBER 14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)			
Building 003, Room 1114 15. ACCESS RESTRICTIONS YES NO (IF YES, CITE LAW(S) & REGULATION(S))		YES IZ NO 16. AUDIT REQUIREMENTS IZ NONE STAT	TE FEDERAL INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES YES		18. RECOMMENDED RETENTION Retain for 1 year, then destroy	y.		
19. NAME AND TITLE OF PREPARER 20. TELEPHONI Jennifer M. Manix, Program Analyst 301/40.		NE NUMBER 05-5764	21. DATE April 15, 1996		

INSTRUCTIONS: TYPE OR PRINT A SEPARATE				
FORM FOR EACH NEW OR REVISED RECORD	UN	VIVERSITY OF MARYLAND	AGENCY RECO	RDS INVENTORY
SERIES. FORWARD WITH RECORDS		THE THE PARTY OF T		
RETENTION SCHEDULE		COLLEGE PARK	72	77
GT - 201 (7/92)			PAGE	OF 77
AGENCY	2. DIVISION		3. UNIT	
University of Maryland at College Park	Police	e Department	Investigations	
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AN AND DISPOSITION PURPOSES		
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LA	TEST YEAR
Investigative Files			1980 TO 19	<u> 196</u>
6. RECORD SERIES DESCRIPTION (BRIEFL	Y DESCRIBE THE	TYPES OF INFORMATION/DOCUME	NTS/FORMS	
		INCLUDE THE PURPOSE OR FUNCTI		
Contains duplicates of reports, witness statements, pro	nerty receipts, analys	sis reports, documentation of evidence, sea	erch warrants, subnoenas, memo	os and correspondence
already contained in arrest file in the Records Unit. Ad-	ditionally contains in	nvestigative summaries.	ucti waitans, suopoenas, menin	os, and correspondence
7. RECORD SERIES FORMAT(S)	8. RECORD S	SERIES SEQUENCE	9. VOLUME	
, ,		-		DRAWER(S)
LETTER SIZE MICROFILM	☐ ALPH	IABETICAL		ROFILM(S) MPUTER TAPE(S)
LEGAL SIZE COMPUTER TAPE	1	ERICAL		IER (SPECIFY)
☐ BOUND BOOK ☐ FLOPPY DISK		DNOLOGICAL		
	1 =			
☐ AUDIO TAPE ☐ VIDEO TAPE		GRAPHICAL	10. ANNUAL ACCUMU	DRAWER(S)
OTHER (SPECIFY)	OTHE.	R (SPECIFY)	//>/) MIC	ROFILM(S)
				MPUTER TAPE(S) IER (SPECIFY)
	Į			
			Fold	ers
11. FILE IS USED		12. FILE BECOMES INACTIVE AFT		rtz.
Maily □weekly [MONTHLY	1 3	MONTH(5)	这 YEAR(S)
		NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO Building 003, Room 1114 and	OM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)		
Riverdale Elementary School, Storage Room	1			
15. ACCESS RESTRICTIONS ALYES	□NO	☐ YES NO 16. AUDIT REQUIREMENTS		
(IF YES CITE LAW(S) & REGULATION(S)) considered internal correspon	_			
the Freedom of Information Ac		NONE STA	TE FEDERAL	☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BR		18. RECOMMENDED RETENTION	1	
ANY HARDWARE/SOFTWARE) AYES NO		Investigative superantice was	ald he harmed over to the Person	de Ilmit after three years
		and the rest of the file would be destroye	uld be turned over to the Recorded.	is Oldi, after diree years
Computer database				
	ı			
		·		
19. NAME AND TITLE OF PREPARER	20. TELEPHON	IE NUMBER	21. DATE	
lennifer M. Manix. Program Analyst	301/405-5764		April 15 1996	

FRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS	אט	IVERSITY OF MARYLAND	AGENCY RECORD	S INVENTORY	
RETENTION SCHEDULE RMGT - 201 (7/92)		COLLEGE PARK	PAGE 74 OF	77	
AGENCY University of Maryland at College Park	2. DIVISION Police	e Department	3. UNIT Investigations		
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AN AND DISPOSITION PURPOSES	D USED AS A UNIT FOR REFERE	NCE AS WELL	
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATE	ST YEAR	
, Pawn Unit Lists			1994 TO 1996		
		TYPES OF INFORMATION/DOCUMEN			
FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) Lists of property pawned in Montgomery County.					
7. RECORD SERIES FORMAT(S) LETTER SIZE	☐ ALPH ☐ NUM! ☑ CHRC	SERIES SEQUENCE LABETICAL ERICAL DNOLOGICAL SRAPHICAL	NUMBER MICRO: COMPL COMPL COMPL DE OTHER Books 10. ANNUAL ACCUMULA	ITER TAPE(S) (SPECIFY)	
OTHER (SPECIFY)	OTHE	ER (SPECIFY)	1 1 ☐ MICROI	TER TAPE(S)	
11. FILE IS USED DAILY WEEKLY	MONTHLY	12. FILE BECOMES INACTIVE AFT NUMBER	ER MONTH(S)	🛭 YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICAT	ED ELSEWHERE?		
P 211 000 P 1114		(IF YES, SPECIFY AGENCY OR OFFICE)		
Building 003, Room 1114		X YES NO	Montgomery Co. Police Depart	artment	
15. ACCESS RESTRICTIONS YES (IF YES, CITE LAW(S) & REGULATION(S))	NO	16. AUDIT REQUIREMENTS NONE STA:	TE ☐ FEDERAL	☐ INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) YES YES		18. RECOMMENDED RETENTION Retain for 1 year, then destroy	y.		
NAME AND TITLE OF PREPARER	20. TELEPHON	NE NUMBER	21. DATE		
		05-5764	April 15, 1996		

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD	UN	NIVERSITY OF MARYLAND	AGENCY RECOR	DS INVENTORY
SERIES. FORWARD WITH RECORDS				
RETENTION SCHEDULE		COLLEGE PARK	75	on 77
PMGT - 201 (7/92)			PAGE 75	OF
AGENCY University of Maryland at College Park	2. DIVISION Polic) e Department	3. UNIT Patrol	
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AN AND DISPOSITION PURPOSES		
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LA	TEST YEAR
Building Security Reports			<u>1994</u> TO <u>199</u>	<u>6</u>
6. RECORD SERIES DESCRIPTION (BRIEFL FOUND	Y DESCRIBE THE IN THE SERIES.	TYPES OF INFORMATION/DOCUMENTY INCLUDE THE PURPOSE OR FUNCTION	NTS/FORMS ON OF THE SERIES.)	
Written survey of the condition of building within the a	agencies jurisdiction.			
7. RECORD SERIES FORMAT(S)	8. RECORD S	SERIES SEQUENCE	9. VOLUME	22.44.
			│ │ │ │ MICI	DRAWER(S) ROFILM(S)
LETTER SIZE MICROFILM	☐ ALPH	IABETICAL		PUTER TAPE(S)
LEGAL SIZE COMPUTER TAPE	NUMBER OTHER (SPECI			
☐ BOUND BOOK ☐ FLOPPY DISK	CHRC	DNOLOGICAL		
☐ AUDIO TAPE ☐ VIDEO TAPE	☐ GEOC	GRAPHICAL	10. ANNUAL ACCUMULATION FILE DRAWER(S)	
OTHER (SPECIFY)	OTHE	ER (SPECIFY)		ROFILM(S)
		<u> </u>		PUTER TAPE(S) ER (SPECIFY)
	}		<u>Folde</u>	<u>r</u>
11. FILE IS USED		12. FILE BECOMES INACTIVE AFT	ER	X YEAR(S)
DAILY DWEEKLY	MONTHLY	/	☐ MONTH(S)	MI TEAR(S)
CONTRACTOR OF THE PROPERTY OF	<u> </u>	NUMBER 14. IS RECORD SERIES DUPLICAT	ED EL SEWHERE?	
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICAT (IF YES, SPECIFY AGENCY OR OFFICE	ED ELSE WITERE:	
Building 003, Room 1101		YES KINO		
15. ACCESS RESTRICTIONS YES	⊘ NO	16. AUDIT REQUIREMENTS		
(ii 12). Cite carrigi a reconstruction		NONE STA	TE FEDERAL	☐ INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BE ANY HARDWARE/SOFTWARE)	RIEFLY AND DESCRIBE	18. RECOMMENDED RETENTION		
☐ YES 💆 NO		Retain for 1 year, then destroy.		
			1	
19. NAME AND TITLE OF PREPARER	20. TELEPHON	NE NUMBER	21. DATE	
nifer M. Manix, Program Analyst 301/405-5764			April 15, 1996	

RMGT - 201 (7/92)

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD	UN	IIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY		
SERIES. FORWARD WITH RECORDS	1				
RETENTION SCHEDULE	COLLEGE PARK				
RMGT - 201 (7/92)			PAGE		
AGENCY University of Maryland at College Park	2. DIVISION Police	: Department	3. UNIT Patrol		
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED AND AND DISPOSITION PURPOSES	USED AS A UNIT FOR REFERENCE AS WELL		
4. RECORD SERIES TITLE	- · · · · · · · · · · · · · · · · · · ·		5. EARLIEST YEAR/LATEST YEAR		
Duty Log			<u>1975</u> TO <u>1996</u>		
		TYPES OF INFORMATION/DOCUMENT INCLUDE THE PURPOSE OR FUNCTION			
		include the fold out on tone no	NOT THE SERVES.		
Record of on-duty personnel, equipment, and vehicles	hecked out.				
7. · RECORD SERIES FORMAT(S)	8. RECORD S	eries sequence	9. VOLUME		
LETTER SIZE MICROFILM LEGAL SIZE COMPUTER TAPE BOUND BOOK FLOPPY DISK	ואטא 🗆	IABETICAL ERICAL DNOLOGICAL	FILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)		
☐ AUDIO TAPE ☐ VIDEO TAPE☐ OTHER (SPECIFY)	1 =	RAPHICAL R (SPECIFY)	10. ANNUAL ACCUMULATION FILE DRAWER(5) MICROFILM(5)		
			NUMBER COMPUTER TAPE(S) NUMBER SPECIFY)		
			, , ,		
			<u>Folders</u>		
11. FILE IS USED ☑ DAILY □ WEEKLY □	MONTHLY	12. FILE BECOMES INACTIVE AFTE NUMBER	R		
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICATE			
Building 003, Room 0128		(IF YES, SPECIFY AGENCY OR OFFICE)			
		YES NO 16. AUDIT REQUIREMENTS			
15. ACCESS RESTRICTIONS LYES MAC NO (IF YES, CITE LAW(S) & REGULATION(S))		NONE STAT	E		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE		18. RECOMMENDED RETENTION	· · · · · · · · · · · · · · · · · · ·		
ANY HARDWARE/SOFTWARE) YES NO		Retain for 1 year, then destroy.			
		,			
19. NAME AND TITLE OF PREPARER	20. TELEPHON	IF NI IMPED	21. DATE		
	20. IELEFHON	TE NOMBER	ZI. DAIE		
Jennifer M. Manix, Program Analyst	301/405-5764		April 15, 1996		

INSTRUCTIONS: TYPE OR PRINT A SEPARATE	T		
FORM FOR EACH NEW OR REVISED RECORD			ACENICY DECORDS INIVENITORY
SERIES. FORWARD WITH RECORDS	l ov	VIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
		0011-07-1-11	
RETENTION SCHEDULE		COLLEGE PARK	PAGE
RMGT - 201 (7/92)			1700 <u>11</u> 01 <u>11</u>
AGENCY University of Maryland at College Park	2. DIVISION Police	i e Department	3. UNIT Patrol
DEFINITION - RECORD SERIES:		LATED RECORDS NORMALLY FILED A AND DISPOSITION PURPOSES	ND USED AS A UNIT FOR REFERENCE AS WELL
4. RECORD SERIES TITLE			5. EARLIEST YEAR/LATEST YEAR
Ride-Along Requests			1985 TO 1996 and 1975-197
		TYPES OF INFORMATION/DOCUME INCLUDE THE PURPOSE OR FUNCT	
Form filled out by citizens, requesting a ride-along.			
7. RECORD SERIES FORMAT(S)	8. RECORD S	SERIES SEQUENCE	9. VOLUME
LETTER SIZE MICROFILM COMPUTER TAPE BOUND BOOK FLOPPY DISK	☐ ALPH	IABETICAL ERICAL DNOLOGICAL	PILE DRAWER(S) MICROFILM(S) COMPUTER TAPE(S) NUMBER OTHER (SPECIFY)
☐ AUDIO TAPE ☐ VIDEO TAPE ☐ OTHER (SPECIFY)		GRAPHICAL ER (SPECIFY)	10. ANNUAL ACCUMULATION FILE DRAWER(S) MICROFILM(S)
			NUMBER OTHER (SPECIFY)
			<u>Folder</u>
11. FILE IS USED ADAILY CWEEKLY [MONTHLY	12. FILE BECOMES INACTIVE AF NUMBER	TER MONTH(S) (ETYEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, RO	OM)	14. IS RECORD SERIES DUPLICA	
Building 003, Room 1101 and Rive	rdala mi-	(IF YES, SPECIFY AGENCY OR OFFIC	
		YES X NO	
15. ACCESS RESTRICTIONS YES (IF YES, CITE LAW(S) & REGULATION(S))	1 100	16. AUDIT REQUIREMENTS	
(a)		INONE ☐ STA	ATE FEDERAL INDEPENDENT
		10 2000	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BE ANY HARDWARE/SOFTWARE)	HEFLY AND DESCRIBE	18. RECOMMENDED RETENTION Retain for 1 year, then destr	
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19. NAME AND TITLE OF PREPARER	20. TELEPHON	I I I I I I I I I I I I I I I I I I I	21. DATE
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Jennifer M. Manix, Program Analyst	301/40	05-5764	STYLYTA April 13 1996