

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION**

Schedule No.: 1835

Page 1 of 14

RECORDS RETENTION AND DISPOSAL SCHEDULE

**Agency: University of Maryland
College Park**

Division/Unit: Police/Fiscal Services

Item No.	Description	Retention
1	<u>Budget Files</u> Files related to financial matters. Includes report of transactions for each month for all accounts, working budget for full-time salary.	Retain for 3 years and until audit requirements are met, then destroy.
2	<u>Leave Files</u> 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.
3	<u>Payroll Files</u> 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	<u>Payroll Journals</u> Journals recording payroll of full-time and part-time student personnel.	Retain for 3 years and until audit requirements are met, then destroy.

Authorized by Department Head or Designated Representative

Signature: *Timothy W. Grance*

Title: Chief of Police Date: 8/12/96

Authorized by Vice President of Administrative Affairs

Date: 8/23/96

Signature: *Sylvia S. Stewart*

Name: Sylvia S. Stewart

Title: Assoc VP for Admin Affairs

Schedule Authorized by State Archivist

Date: SEP 26 1996

Signature: *Edward C. Papenfuss*

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION**

Schedule No.: 1835

**RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)**

Page 2 of 14

Division/Unit: Police/Fiscal Services

Item No.	Description	Retention
5	<p><u>Personnel Payroll Files</u> 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.</p>	Retain for 10 years after separation, then destroy.
6	<p><u>Procurement Files</u> Files related to procurement matters. Includes HM and LM small procurement orders, miscellaneous payment requests, blanket purchase orders, receipt documentation, and invoice approvals.</p>	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.

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION**

Schedule No.: 1835

Page 3 of 14

**RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)**

Division/Unit: Police/Records

Item No.	Description	Retention
7	<u>Arrest Records, Adult</u> 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	<u>Arrest Records, Sealed</u> 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	<u>Arrest Records, Juvenile</u> 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	<u>Building Security Reports (1974-1975)</u> Surveys of building security.	Destroy after schedule is approved.
11	<u>Daily Event Logs (1983-1985)</u> Ledger of daily events.	Destroy after schedule is approved.
12	<u>Departmental Annual Reports and Statistics (1975-1985)</u> 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	<u>Equipment Repair Order Ledgers (1982-1984)</u> Log of issued Equipment Repair Orders.	Destroy after schedule is approved.
14	<u>Equipment Repair Orders (1982-1984)</u> Copies of issued Equipment Repair Orders.	Destroy after schedule is approved.
15	<u>Field Interview Reports</u> Suspicious person reports, reports on trespassing, etc. These are non-criminal reports.	Retain for 1 year, then destroy.
16	<u>Impound Records (Vehicles) (1980)</u> Documentation of information regarding the impoundment of vehicles by the agency.	Destroy after schedule is approved.

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION**

Schedule No.: 1835

Page 4 of 14

**RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)**

Division/Unit: Police/Records

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

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION**

Schedule No.: 1835

**RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)**

Page 5 of 14

Division/Unit: Police/Records

Item No.	Description	Retention
28	<u>Submitted Uniform Crime Reports</u> Reports of incident and crime statistics submitted to the Federal Bureau of Investigation on a monthly basis.	Retain for 5 years, then destroy.
29	<u>Traffic Citation Ledgers (1971-1983)</u> List of citations issued.	Destroy after schedule is approved.
30	<u>Traffic Citation Transmittals</u> Record of issued traffic citations sent to the court.	Retain for 1 year, then destroy.
31	<u>Traffic Citations</u> File of issued traffic citations to violators.	Retain for 3 years or when disposed of in court, whichever is later, then destroy.
32	<u>Warnings</u> Record of written warnings issued to individuals.	Retain for 6 months, then destroy.

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION**

Schedule No.: 1835

**RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)**

Page 6 of 14

Division/Unit: Police/Auxiliary

Item No.	Description	Retention
33	<u>Contract Files</u> Files containing security logs and memorandums issued by Student Police Aide Supervisors.	Retain for 3 years, then destroy.
34	<u>Football/Basketball Operations Reports</u> Files given to unit commander detailing Student Police Aide's posts, duties and other information pertaining to operations of a particular athletic event.	Retain for 3 years, then destroy.
35	<u>Incident Report Files</u> Files pertaining to incidents documented by police officers and Student Police Aides.	Retain for 3 years, then destroy.
36	<u>Payroll Sign Sheets</u> A ledger documenting each Student Police Aide's receipt of paycheck.	Retain for 1 semester, then destroy.
37	<u>Personnel Files, Student Police Aides</u> Files pertaining to Student Police Aides (current and former) containing paperwork related to hiring, certificates, awards, disciplinary actions, etc.	Retain for 25 years, then destroy.

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 1835
RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Page 7 of 14
		Division/Unit: Police/Training
Item No.	Description	Retention
38	<u>Academy Files</u> 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	<u>Background Investigation Files (Applicants)</u> 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	<u>Background Investigation Files (Employees)</u> 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	<u>Hiring Process Files</u> 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	<u>Training Files (Current Employees)</u> 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	<u>Training Files (Former Employees)</u> 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.

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION**

Schedule No.: 1835

**RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)**

Page 8 of 14

Division/Unit: Police/Logistics

Item No.	Description	Retention
44	<u>DR-15A Issuance Ledger</u> Record of the assignment of DR15 books to individuals.	Retain for 3 years and until audit requirements are met, then destroy.
45	<u>Impound Forms</u> Documentation of information regarding the impoundment of vehicles by the agency.	Retain for 3 years, then destroy.
46	<u>Property Receipts (Evidence)</u> 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	<u>Property Receipts (Non-Evidence)</u> Documentation of possession and disposition of non-evidentiary property obtained by the agency.	Retain for 3 years, then destroy.
48	<u>Request for Laboratory Analysis Form (MSP Form #67)</u> 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	<u>State Summons Book Issuance Log</u> Record of the assignment of State Summons books to individuals.	Retain for 3 years, then destroy.

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION**

Schedule No.: 1835

**RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)**

Page 9 of 14

Division/Unit: Police/Chief's Office

Item No.	Description	Retention
50	<p><u>Accreditation Files</u> File folders containing CALEA standards, standards status reports, and proofs of compliance for purposes of international accreditation.</p>	Retain 1 year after subsequent re-accreditation, then destroy.
51	<p><u>Arrest Ledger</u> A record of departmental arrests in chronological order.</p>	Retain for 75 years, then destroy.
52	<p><u>Court Liaison Files</u> Files containing copies of court summonses, correspondence to courts, etc.</p>	Retain for 1 year from receipt, then destroy.
53	<p><u>Directive Files</u> Files containing resource and reference materials utilized in writing and modifying directives; draft versions of directives; and final versions of directives.</p>	Retain until superseded, updated, canceled or obsolete, then destroy.
54	<p><u>General Correspondence</u> Includes general correspondence for the entire Police Department.</p>	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	<p><u>Incident Log</u> A record of departmental reportable events in chronological order.</p>	Retain for 1 year, then send to University Archives. for permanent retention.
56	<p><u>Inspectional Files</u> Files containing inspectional reports from staff and decentralized line inspection programs.</p>	Retain for 3 years, then destroy.

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION**

**RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)**

Schedule No.: 1835

Page 10 of 14

Division/Unit: Police/Chief's Office

Item No.	Description	Retention
57	<u>Internal Affairs Files</u> 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	<u>Legal Files</u> Includes copies of paperwork associated with civil litigation, civil suits, etc.	Retain for 75 years after case is closed, then destroy.
59	<u>Office of Judicial Programs Referrals</u> Copy of referrals made by officers to the Office of Judicial Programs.	Retain until disposition is received, then destroy.
60	<u>Personnel Files</u> 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	<u>Public Information Log</u> A copy of media releases.	Retain for 1 year plus the current semester, then destroy.
62	<u>Services Log</u> A record of the chronological order of departmental service events.	Retain for 1 year, then send to University Archives for permanent retention.
63	<u>Trespass/Denial of Access Hearing Logs</u> Copy of materials used in Trespass/Denial of Access hearings containing police report information.	Retain until expiration of appeal process is reached, then destroy.

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION**

Schedule No.: 1835

**RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)**

Page 11 of 14

Division/Unit: Police/Chief's Office

Item No.	Description	Retention
64	<p><u>Search Committee Files</u> 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.</p>	<p>Chief's Office to retain material as required in a departmental archives for 25 years, then destroy.</p>

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION**

**RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)**

Schedule No.: 1835

Page 12 of 14

Division/Unit: Police/Communications

Item No.	Description	Retention
65	<u>Audio Tapes</u> Cassette tapes recording telephone calls and radio transmissions.	Retain for 1 year, then erase.
66	<u>NCIC Clear Files</u> Items entered into NCIC as stolen and have been cleared due to recovery.	Retain until end of the calendar year, then destroy.
67	<u>NCIC Locate Files</u> Stolen articles that were listed in NCIC and recovered by this agency.	Retain until end of the calendar year, then destroy.
68	<u>NCIC Teletype Entries</u> 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	<u>NCIC Teletype Entries</u> 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	<u>Video Tapes</u> VHS tape recording from monitors placed inside and outside of the Service Building.	Retain for 1 year, then erase.

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

Item No.	Description	Retention
DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		Schedule No.: 1835 Page 13 of 14 Division/Unit: Police/Investigations
71	<u>Confidential Informant Files (1988-1992)</u> 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	<u>Equipment Logs</u> Contains information relating to equipment/radios used by investigations personnel.	Retain for 1 year, then destroy.
73	<u>Investigative Files</u> 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	<u>Pawn Unit Lists</u> Lists of property pawned in Montgomery County.	Retain for 1 year, then destroy.

**UNIVERSITY OF MARYLAND
COLLEGE PARK**

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		Schedule No.: 1835 Page 14 of 14 Division/Unit: Police/Patrol
RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)		
Item No.	Description	Retention
75	<u>Building Security Reports</u> Written survey of the condition of buildings within the agency's jurisdiction.	Retain for 1 year, then destroy.
76	<u>Duty Log</u> Record of on-duty personnel, equipment and vehicles checked out.	Retain for 1 year, then destroy.
77	<u>Ride-Along Requests</u> Form filled out by citizens, requesting a ride-along.	Retain for 1 year, then destroy.
<p>Access to records covered by the Freedom of Information Act will be determined by the UMCP President's Legal Office.</p> <p>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.</p>		<p>* 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.</p>

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>77</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Police Department		3. UNIT Fiscal Services	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Budget Files				5. EARLIEST YEAR/LATEST YEAR 1988 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.) Files related to financial matters. Includes report of transactions for each month for all accounts, working budget for full-time salary.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>9</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
				10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 0118 Service Building and Riverdale Elementary School, Storage Room			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain for 3 years and until audit requirements are met, then destroy.		
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>77</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Police Department		3. UNIT Fiscal Services	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Leave Files				5. EARLIEST YEAR/LATEST YEAR 1988 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.) 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.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>9</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) 3" 3-Ring Binders	
				10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) 3" 3-Ring Binders	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 0118 Service Building and Riverdale Elementary School, Storage Room			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain final leave balance for 3 years after employee terminates, then destroy. Retain ongoing leave balance for 3 years and until audit requirements are met.		
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>77</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Police Department		3. UNIT Fiscal Services	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Payroll Files				5. EARLIEST YEAR/LATEST YEAR 1988 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.) Files related to payroll matters. Includes time sheets, overtime authorization forms, statements of payroll charges.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>9</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
				10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 0118 Service Building and Riverdale Elementary School, Storage Room			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain for 3 years and until audit requirements are met, then destroy.		
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Fiscal Services	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Payroll Journals		5. EARLIEST YEAR/LATEST YEAR 1988 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.) Journals recording payroll of full-time and part-time student personnel.			
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input checked="" type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>18</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Bound Books</u>	
		10. ANNUAL ACCUMULATION <u>2</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Bound Books</u>	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 0118 Service Building and Riverdale Elementary School, Storage Room		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Personnel Department	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database after 1990		18. RECOMMENDED RETENTION Retain for 3 years and until audit requirements are met, then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>5</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Fiscal Services	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Personnel Payroll Files		5. EARLIEST YEAR/LATEST YEAR 1988 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.) 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.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>2</u> NUMBER	<input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____
		10. ANNUAL ACCUMULATION <u>10</u> NUMBER	<input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Folders
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>10</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) After Separation	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 0118 Service Building and Riverdale Elementary School, Storage Room		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Retain for 10 years after separation, then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE April 15, 1996	

1. AGENCY: University of Maryland at College Park

2. DIVISION: Police Department

3. UNIT: Fiscal Services

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

4. RECORD SERIES TITLE: Procurement Files

5. EARLIEST YEAR/LATEST YEAR: 1988 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.)

Files related to procurement matters. Includes HM and LM small procurement orders, miscellaneous payment requests, blanket purchase orders, receipt documentation, and invoice approvals.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY) _____

9. VOLUME

18
NUMBER

FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY) _____

10. ANNUAL ACCUMULATION

2
NUMBER

FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY) _____

11. FILE IS USED DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
0118 Service Building and Riverdale Elementary School, Storage Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Accounts Payable Department

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer database after 1995

18. RECOMMENDED RETENTION
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.

19. NAME AND TITLE OF PREPARER: Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER: 301/405-5764

21. DATE: 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)

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY
PAGE 7 OF 77

1. AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Records Unit

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

4. RECORD SERIES TITLE
Arrest Records, Adult

5. EARLIEST YEAR/LATEST YEAR
1970 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.)
Reports of criminal arrests of people over the age of 18 years. (Includes Citation in Lieu of arrest).

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

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

9. VOLUME
11
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY) _____
10. ANNUAL ACCUMULATION
1
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY) _____

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
12 MONTH(S) YEAR(S)
or when arrestee turns 75 years old
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Building 003, Room 1102

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS
(IF YES, CITE LAW(S) & REGULATION(S))
 YES NO
Right to Privacy implied by the Fourth Amendment

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain until arrestee turns 75 years old or 12 years after the arrest, whichever is later.

19. NAME AND TITLE OF PREPARER
Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER
301/405-5764

21. DATE
April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS ATTENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>8</u> OF <u>77</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Police Department		3. UNIT Records Unit	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Arrest Records, Sealed				5. EARLIEST YEAR/LATEST YEAR <u>1968</u> TO <u>1996</u>	
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.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <u>1</u> <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>4</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
				10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY N/A			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1102			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Right to Privacy implied by the Fourth Amendment.			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain for 3 years, then destroy.		
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>9</u> OF <u>77</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Police Department		3. UNIT Records Unit	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Arrest Records, Juvenile				5. EARLIEST YEAR/LATEST YEAR <u>1987</u> TO <u>1996</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) A police record concerning a child. These records are kept separate from the adult records.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>2</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
				10. ANNUAL ACCUMULATION <u>10</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Folders	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>12</u> after last entry item NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1102			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Right to Privacy implied by the Fourth Amendment			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database			18. RECOMMENDED RETENTION Retain for 12 years beyond date of last entry item, then destroy.		
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>10</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Records Unit	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Building Security Reports		5. EARLIEST YEAR/LATEST YEAR 1974 TO 1975	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) Surveys of building security.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>0</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY N/A		12. FILE BECOMES INACTIVE AFTER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) _____ NUMBER Currently Inactive	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Riverdale Elementary School, Storage Room		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Destroy after schedule is approved.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE 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)

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 11 OF 77

1. AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Records Unit

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

4. RECORD SERIES TITLE
Daily Event Logs

5. EARLIEST YEAR/LATEST YEAR
1983 TO 1985

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

Ledger of daily events.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME

1
NUMBER

FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

10. ANNUAL ACCUMULATION

0
NUMBER

FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

N/A

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

NUMBER

Currently Inactive

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

Building 003, Room 1102

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

YES NO

15. ACCESS RESTRICTIONS YES NO

(IF YES, CITE LAW(S) & REGULATION(S))

Right to Privacy implied by the Fourth Amendment

16. AUDIT REQUIREMENTS

NONE STATE FEDERAL INDEPENDENT

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

YES NO

18. RECOMMENDED RETENTION

Destroy after schedule is approved.

19. NAME AND TITLE OF PREPARER

Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER

301/405-5764

21. DATE

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)

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 12 OF 77

1. AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Records Unit

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

4. RECORD SERIES TITLE
Departmental Annual Reports and Statistics

5. EARLIEST YEAR/LATEST YEAR
1975 TO 1985

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

Summaries of departmental activities.

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

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

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

10. ANNUAL ACCUMULATION
0
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Riverdale Elementary School, Storage Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain for 1 year, then send to University Archives. Send 1975-1985 reports and statistics to University Archives after schedule is approved.

19. NAME AND TITLE OF PREPARER
Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER
301/405-5764

21. DATE
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)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>13</u> OF <u>77</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Police Department		3. UNIT Records Unit	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Equipment Repair Order Ledgers				5. EARLIEST YEAR/LATEST YEAR 1982 TO 1984	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) Log of issued Equipment Repair Orders.					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input checked="" type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Box	
				10. ANNUAL ACCUMULATION <u>0</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY N/A			12. FILE BECOMES INACTIVE AFTER _____ NUMBER Currently Inactive <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Riverdale Elementary School, Storage Room			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Destroy after schedule is approved.		
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>14</u> OF <u>77</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Police Department		3. UNIT Records Unit	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE <u>Equipment Repair Orders</u>				5. EARLIEST YEAR/LATEST YEAR <u>1982</u> TO <u>1984</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) Copies of issued Equipment Repair Orders.					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> -COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>8" x 5"</u>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY)		9. VOLUME <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY)	
				10. ANNUAL ACCUMULATION <u>0</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY)	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY N/A			12. FILE BECOMES INACTIVE AFTER _____ NUMBER Currently Inactive <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) <u>Riverdale Elementary School, Storage Room</u>			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO MD State Police A.S.E.D.		
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION <u>Destroy after schedule is approved.</u>		
19. NAME AND TITLE OF PREPARER <u>Jennifer M. Manix, Program Analyst</u>		20. TELEPHONE NUMBER <u>301/405-5764</u>		21. DATE <u>April 15, 1996</u>	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>15</u> OF <u>77</u>	
AGENCY University of Maryland at College Park		2. DIVISION Police Department		3. UNIT Records Unit	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Field Interview Reports				5. EARLIEST YEAR/LATEST YEAR 1986 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.) Suspicious person reports, reports on trespassing, etc. These are non-criminal reports.					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>8" x 5"</u>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY)		9. VOLUME <u>5</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Folders</u>	
				10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Folders</u>	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1102			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Right to Privacy implied by the Fourth Amendment.			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain for 1 year, then destroy.		
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764		21. DATE 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)

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 16 OF 77

1. AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Records Unit

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

4. RECORD SERIES TITLE
Impound Records (Vehicles)

5. EARLIEST YEAR/LATEST YEAR
1980 TO 1980

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

Documentation of information regarding the impoundment of vehicles by the agency.

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

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

9. VOLUME
2
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
Folders

10. ANNUAL ACCUMULATION
0
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

N/A

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

NUMBER Currently Inactive

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Building 003, Room 0132

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

YES NO

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

16. AUDIT REQUIREMENTS

NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION

Destroy after schedule is approved.

19. NAME AND TITLE OF PREPARER

Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER

301/405-5764

21. DATE

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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>17</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Records Unit	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Infirmiry Notification of Injury		5. EARLIEST YEAR/LATEST YEAR 1976 TO 1976	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) Listing of individuals sent to the Health Center.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>2</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>folders</u>	
		10. ANNUAL ACCUMULATION <u>0</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>folders</u>	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY N/A		12. FILE BECOMES INACTIVE AFTER _____ NUMBER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) Currently Inactive	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Riverdale Elementary School, Storage Room		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Destroy after schedule is approved.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE 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)

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 18 OF 77

1. AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Records Unit

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

4. RECORD SERIES TITLE
Juvenile Record Logs

5. EARLIEST YEAR/LATEST YEAR
1970 TO 1986

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

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

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

9. VOLUME
4
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
Folders

10. ANNUAL ACCUMULATION
0
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
folders

11. FILE IS USED
 DAILY WEEKLY MONTHLY
N/A

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Riverdale Elementary School, Storage Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS
(IF YES, CITE LAW(S) & REGULATION(S))
 YES NO
Right to Privacy implied by the Fourth Amendment

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain for 12 years, then destroy.

19. NAME AND TITLE OF PREPARER
Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER
301/405-5764

21. DATE
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)

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 19 OF 77

1. AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Records Unit

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

4. RECORD SERIES TITLE

Lockout Liability Waivers

5. EARLIEST YEAR/LATEST YEAR

1991 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.)

Signed documents releasing police department from liability when unlocking a vehicle.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME

1
NUMBER

- FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

10. ANNUAL ACCUMULATION

1
NUMBER

- FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

Folders

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Building 003, Room 1102

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))
only parties of interest may obtain;
Right to Privacy

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL 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, then destroy.

19. NAME AND TITLE OF PREPARER
Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER
301/405-5764

21. DATE
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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>20</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Records Unit	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Microfiche Police Reports		5. EARLIEST YEAR/LATEST YEAR 1968 TO 1985	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) File of police reports stored on microfiche.			
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Microfiche</u>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY)	
		9. VOLUME <u>18"</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Microfiche</u>	
		10. ANNUAL ACCUMULATION <u>0</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>microfiche</u>	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY N/A		12. FILE BECOMES INACTIVE AFTER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) NUMBER <u>Currently inactive</u>	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1102		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Riverdale Elementary School, Storage Room	
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Right to Privacy implied by the Fourth Amendment		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Destroy after schedule is approved.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>21</u> OF <u>77</u>	
AGENCY University of Maryland at College Park		2. DIVISION Police Department		3. UNIT Records Unit	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Property Receipts				5. EARLIEST YEAR/LATEST YEAR <u>1990</u> TO <u>1996</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) Receipts for found, confiscated property.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
				10. ANNUAL ACCUMULATION <u>3</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Folders	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1102			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Logistics Unit		
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) only parties of interest may obtain; Right to Privacy			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database			18. RECOMMENDED RETENTION Retain for 3 years, then destroy.		
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764		21. DATE 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)

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 22 OF 77

1. AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Records Unit

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

4. RECORD SERIES TITLE
Records Receipt Ledger

5. EARLIEST YEAR/LATEST YEAR
1970 TO 1972

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)
Log of officers requests for police reports.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME

2
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

Folders

10. ANNUAL ACCUMULATION

0
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

Folders

11. FILE IS USED
 DAILY WEEKLY MONTHLY
N/A

12. FILE BECOMES INACTIVE AFTER

NUMBER MONTH(S) YEAR(S)
Currently Inactive

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Riverdale Elementary School, Storage Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS (IF YES, CITE LAWS & REGULATIONS)
 YES NO

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Destroy after schedule is approved.

19. NAME AND TITLE OF PREPARER
Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER
301/405-5764

21. DATE
April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE MGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>23</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Records Unit	
DEFINITION - RECORD SERIES:		A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES	
4. RECORD SERIES TITLE Referrals to Judicial Programs Office		5. EARLIEST YEAR/LATEST YEAR 1970 TO 1975	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) File of referrals of individuals to the Office of Judicial Programs.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>2</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u> </u> Folders	
		10. ANNUAL ACCUMULATION <u>0</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u> </u> Folders	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY N/A		12. FILE BECOMES INACTIVE AFTER _____ NUMBER <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S) Currently inactive	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Riverdale Elementary School, Storage Room		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Buckley Amendment		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Destroy after schedule is approved.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst	20. TELEPHONE NUMBER 301/405-5764	21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>24</u> OF <u>77</u>	
AGENCY University of Maryland at College Park		2. DIVISION Police Department		3. UNIT Records Unit	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Reports, Accident (Vehicle)				5. EARLIEST YEAR/LATEST YEAR 1966 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.) Reports of accidents occurring within the University's jurisdiction.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>9</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
				10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>10</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1102 and Riverdale Elm. School			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Maryland State Police		
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database			18. RECOMMENDED RETENTION Retain for 10 years, then destroy.		
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764		21. DATE 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)

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 25 OF 77

1. AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Records Unit

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

4. RECORD SERIES TITLE
Reports, Criminal (Paper)

5. EARLIEST YEAR/LATEST YEAR
1968 TO 1993

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)
Record of documents and photographs pertaining to criminal incidents.

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

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

9. VOLUME
19
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
75
NUMBER
 MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Building 003, Room 1102 and
Riverdale Elementary School, Storage Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S))
 YES NO
Right to Privacy implied by the Fourth Amendment

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer database after 1986

18. RECOMMENDED RETENTION
Retain for 75 years, then destroy.

19. NAME AND TITLE OF PREPARER
Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER
301/405-5764

21. DATE
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)	UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>26</u> OF <u>77</u>
AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Records Unit
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES		
4. RECORD SERIES TITLE Reports, DWI	5. EARLIEST YEAR/LATEST YEAR <u>1984</u> TO <u>1996</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) Record of DWI incidents, paperwork, tests, etc.		
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	9. VOLUME <u>10</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____ 10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>10</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1102 and Riverdale Elementary School, Storage Room	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Right to Privacy implied by the Fourth Amendment	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database after 1986	18. RECOMMENDED RETENTION Retain for 10 years, then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst	20. TELEPHONE NUMBER 301/405-5764	21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>27</u> OF <u>77</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Police Department		3. UNIT Records Unit	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Reports, Incident (Paper)				5. EARLIEST YEAR/LATEST YEAR <u>1968</u> TO <u>1992</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) Record of documents and photographs pertaining to reported incidents.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>12</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
				10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>10</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1102 and Riverdale Elementary School, Storage Room			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Right to Privacy implied by the Fourth Amendment			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database after 1986			18. RECOMMENDED RETENTION Retain for 10 years, then destroy.		
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764		21. DATE 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)

UNIVERSITY OF MARYLAND

AGENCY RECORDS INVENTORY

COLLEGE PARK

PAGE 28 OF 77

1. AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Records Unit

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

4. RECORD SERIES TITLE
Submitted Uniform Crime Reports

5. EARLIEST YEAR/LATEST YEAR
1993 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.)

Reports of incident and crime statistics submitted to the Federal Bureau of Investigation on a monthly basis.

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

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

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

10. ANNUAL ACCUMULATION
12
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

Folders

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Building 003, Room 1102

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO FBI

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain for 5 years, then destroy.

19. NAME AND TITLE OF PREPARER
Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER
301/405-5764

21. DATE
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)

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 29 OF 77

1. AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Records Unit

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

4. RECORD SERIES TITLE
Traffic Citation Ledgers

5. EARLIEST YEAR/LATEST YEAR
1971 TO 1983

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

List of citations issued.

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

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

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

10. ANNUAL ACCUMULATION
0
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
folders

11. FILE IS USED
 DAILY WEEKLY MONTHLY
N/A

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Riverdale Elementary School, Storage Room

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Destroy after schedule is approved.

19. NAME AND TITLE OF PREPARER
Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER
301/405-5764

21. DATE
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)

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 30 OF 77

1. AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Records Unit

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

4. RECORD SERIES TITLE
Traffic Citation Transmittals

5. EARLIEST YEAR/LATEST YEAR
1990 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.)
Record of issued traffic citations sent to the court.

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

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

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

10. ANNUAL ACCUMULATION
4
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
Folders

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Building 003, Room 1102

14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO District Court of Maryland

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain for 1 year, then destroy.

19. NAME AND TITLE OF PREPARER
Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER
301/405-5764

21. DATE
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)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>31</u> OF <u>77</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Police Department		3. UNIT Records Unit	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Traffic Citations				5. EARLIEST YEAR/LATEST YEAR 1981 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.) File of issued traffic citations to violators.					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>8" x 5"</u>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY)		9. VOLUME <u>6</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY)	
				10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY)	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1102 and Riverdale Elementary School, Storage Room			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO District Court of Maryland		
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input checked="" type="checkbox"/> YES <input checked="" type="checkbox"/> NO			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database after 1986			18. RECOMMENDED RETENTION Retain for 3 years or when disposed of in court, whichever is later.		
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY	
				PAGE <u>32</u> OF <u>77</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Police Department		3. UNIT Records Unit	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Warnings			5. EARLIEST YEAR/LATEST YEAR 1993 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.) Record of written warnings issued to individuals.					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>8" x 5"</u>		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY)		9. VOLUME <u>4</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Folders	
				10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Folders	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>6</u> NUMBER <input checked="" type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1102			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain for 6 months, then destroy.		
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>33</u> OF <u>77</u>	
AGENCY University of Maryland at College Park		2. DIVISION Police Department		3. UNIT Auxiliary	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Contract Files				5. EARLIEST YEAR/LATEST YEAR 1993 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.) Files containing security logs and memorandums issued by Student Police Aide Supervisors.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input checked="" type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
				10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Folder	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 113, Room 1104			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain for 3 years, then destroy.		
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764		21. DATE 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)

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 34 OF 77

1. AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Auxiliary

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

4. RECORD SERIES TITLE
Football/Basketball Operations Reports

5. EARLIEST YEAR/LATEST YEAR
1993 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.)
Files given to unit commander detailing Student Police Aide's post, duties and other information pertaining to operations of a particular athletic event.

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

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

9. VOLUME
17
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
Folders

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Building 113, Room 1104

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain for 3 years, then destroy.

19. NAME AND TITLE OF PREPARER
Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER
301/405-5764

21. DATE
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)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>35</u> OF <u>77</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Police Department		3. UNIT Auxiliary	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Incident Report Files				5. EARLIEST YEAR/LATEST YEAR 1994 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.) Files pertaining to incidents documented by police officers and Student Police Aides.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>3</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
				10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 113, Room 1103			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Right to Privacy implied by the Fourth Amendment			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database			18. RECOMMENDED RETENTION Retain for 3 years, then destroy.		
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764		21. DATE 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)

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 36 OF 77

1. AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Auxiliary

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

4. RECORD SERIES TITLE
Payroll Sign Sheets

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.)
A ledger documenting each Student Police Aide's receipt of paycheck.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME

1
NUMBER

- FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

Folder

10. ANNUAL ACCUMULATION

10
NUMBER

- FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

Pages

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Building 113, Room 1103

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain for 1 semester, then destroy.

19. NAME AND TITLE OF PREPARER
Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER
301/405-5764

21. DATE
April 15, 1996

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE MGT - 201 (7/92)

UNIVERSITY OF MARYLAND

AGENCY RECORDS INVENTORY

COLLEGE PARK

PAGE 37 OF 77

1. AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Auxiliary

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

4. RECORD SERIES TITLE
Personnel Files

5. EARLIEST YEAR/LATEST YEAR
1975 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.)

Files pertaining to Student Police Aides (current and former) containing paperwork related to hiring, certificates, awards, disciplinary actions, etc.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
4
NUMBER

FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

10. ANNUAL ACCUMULATION
40
NUMBER

FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

Folders

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
25
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Building 113, Room 001

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))
Right to Privacy implied by the Fourth Amendment

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain 25 years, then destroy.

19. NAME AND TITLE OF PREPARER
Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER
301/405-5764

21. DATE
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).

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 38 OF 77

1. AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Training

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

4. RECORD SERIES TITLE

Academy Files

5. EARLIEST YEAR/LATEST YEAR

1993 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.)

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, EVOG, PR-24, and First Responder; and administrative files including test appeals, counseling sessions, emergency notification information, MPTC Form 28, etc.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME

6
NUMBER

- FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

10. ANNUAL ACCUMULATION

2
NUMBER

- FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

11. FILE IS USED

DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

10 MONTH(S) YEAR(S)
NUMBER after student police officer enters academy

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

Building 113, Basement and Room 201

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

YES NO MD Police Training Commission

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

YES NO

16. AUDIT REQUIREMENTS

NONE STATE FEDERAL INDEPENDENT

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

YES NO

18. RECOMMENDED RETENTION

Retain for 10 years after student police officer enters academy.

NAME AND TITLE OF PREPARER

Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER

301/405-5764

21. DATE

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)

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 39 OF 77

1. AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Training

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

4. RECORD SERIES TITLE
Background Investigation Files (Applicants)

5. EARLIEST YEAR/LATEST YEAR
1970 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.)

Files pertaining to investigations of individuals who have applied for a police officer position with our agency.

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

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

9. VOLUME
2
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

10. ANNUAL ACCUMULATION
6
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
Folders

11. FILE IS USED
 DAILY WEEKLY MONTHLY
N/A

12. FILE BECOMES INACTIVE AFTER
 MONTH(S) YEAR(S)
10 after individual applies for employment
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Building 113, Room 202

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS
(IF YES, CITE LAW(S) & REGULATION(S))
 YES NO
Right to Privacy implied by the Fourth Amendment

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain for 10 years after individual applies for employment.

19. NAME AND TITLE OF PREPARER
Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER
301/405-5764

21. DATE
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)

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 40 OF 77

1. AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Training

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

4. RECORD SERIES TITLE
Background Investigation Files (Employees)

5. EARLIEST YEAR/LATEST YEAR
1985 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.)

Files pertaining to investigations of individuals who were hired for a police officer position with our agency.

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

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

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

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY
N/A

12. FILE BECOMES INACTIVE AFTER
10 after separation MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Building 113, Basement

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS
IF YES, CITE LAW(S) & REGULATION(S)
Right to Privacy implied by the Fourth Amendment
 YES NO

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARES)
 YES NO

18. RECOMMENDED RETENTION
Retain for 10 years after separation, then destroy.

19. NAME AND TITLE OF PREPARER
Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER
301/405-5764

21. DATE
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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>41</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Training	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Hiring Process Files		5. EARLIEST YEAR/LATEST YEAR 1993 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.) 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.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>4</u> NUMBER	<input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____
		10. ANNUAL ACCUMULATION <u>1</u> NUMBER	<input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>5</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 113, Basement		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Right to Privacy implied by the Fourth Amendment		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database		18. RECOMMENDED RETENTION Retain for 5 years, then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE 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)

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 42 OF 77

1. AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Training

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

4. RECORD SERIES TITLE
Training Files (Current Employees)

5. EARLIEST YEAR/LATEST YEAR
1970 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.)

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.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
2
NUMBER

FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

10. ANNUAL ACCUMULATION
6
NUMBER

FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

Folders

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
10 after examination or separation
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Building 113, Room 202

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO MD Police Training Commission

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))
Right to Privacy implied by the Fourth Amendment

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)
 YES NO
Computer database (C.A.T.S.)

18. RECOMMENDED RETENTION
Retain examinations for 10 years after examination, then destroy. Retain orders and certifications for 10 years after separation, then destroy.

19. NAME AND TITLE OF PREPARER
Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER
301/405-5764

21. DATE
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)	UNIVERSITY OF MARYLAND	AGENCY RECORDS INVENTORY
	COLLEGE PARK	PAGE <u>43</u> OF <u>77</u>

1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Training
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DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE Training Files (Former Employees)	5. EARLIEST YEAR/LATEST YEAR 1985 TO 1996
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6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.)
Files pertaining to formerly employed police officers concerning: annual in-service (training) examinations; performance examinations; training orders; MFTC and agency certifications; and annual firearms qualifications.

7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY)	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY)	9. VOLUME <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY)
		10. ANNUAL ACCUMULATION <u>6</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Folders

11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER <u>10</u> after separation <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)
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13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 113, Basement	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO MD Police Training Commission
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15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAWS & REGULATION(S)) Right to Privacy implied by the Fourth Amendment	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
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17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database (C.A.T.S.)	18. RECOMMENDED RETENTION Retain for 10 years after separation, then destroy.
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19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst	20. TELEPHONE NUMBER 301/405-5764	21. DATE April 15, 1996
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INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>44</u> OF <u>77</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Police Department		3. UNIT Logistics	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE DR-15A Issuance Ledger				5. EARLIEST YEAR/LATEST YEAR <u>1991</u> TO <u>1996</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) Record of the assignment of DR15 books to individuals.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>5</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Pages	
				10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Page	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Rooms 0132 and 0104			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database			18. RECOMMENDED RETENTION Retain for 3 years and until audit requirements are met, then destroy.		
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>45</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Logistics	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Impound Forms		5. EARLIEST YEAR/LATEST YEAR <u>1990</u> TO <u>1996</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) Documentation of information regarding the impoundment of vehicles by the agency.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>2</u> NUMBER	<input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____
		10. ANNUAL ACCUMULATION <u>10</u> NUMBER	<input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Folders
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 0118		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Retain for 3 years, then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>46</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Logistics	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Property Receipts (Evidence)		5. EARLIEST YEAR/LATEST YEAR 1988 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.) Documentation of possession and disposition of evidence collected by the agency.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>12</u> NUMBER	<input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>3-Ring Binders</u>
		10. ANNUAL ACCUMULATION <u>1</u> NUMBER	<input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>3-Ring Binders</u>
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER _____ MONTH(S) <input type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 0132		14. IS RECORD SERIES DUPLICATED ELSEWHERE? <small>(IF YES, SPECIFY AGENCY OR OFFICE)</small> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Records Unit	
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <small>(IF YES, CITE LAW(S) & REGULATION(S))</small> Right to Privacy implied by the Fourth Amendment		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database		18. RECOMMENDED RETENTION Retain for 3 years or until case is disposed of in court, whichever is later; then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>47</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park		2. DIVISION Police Department	3. UNIT Logistics
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Property Receipts (Non-evidence)		5. EARLIEST YEAR/LATEST YEAR 1988 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.) Documentation of possession and disposition of non-evidentiary property obtained by the agency.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>12</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>3-Ring Binders</u>	
		10. ANNUAL ACCUMULATION <u>2</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>3-Ring Binders</u>	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 0132		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Records Unit	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database		18. RECOMMENDED RETENTION Retain for 3 years, then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>48</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Logistics	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Request for Laboratory Analysis Form (MSP Form #67)		5. EARLIEST YEAR/LATEST YEAR 1988 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.) Documentation of requests to the Maryland State Police for laboratory analysis of evidence collected by the agency.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>12</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>3-Ring Binders</u>	
		10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>3-Ring Binders</u>	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER _____ MONTH(S) <input type="checkbox"/> YEAR(S) NUMBER Adjudication of case	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 0132		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Maryland State Police Crime Lab	
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) Right to Privacy implied by the Fourth Amendment		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO UMPD Property Number		18. RECOMMENDED RETENTION Retain for 3 years or until case is disposed of in court, whichever is later; then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>49</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Logistics	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE State Summons Book Issuance Log		5. EARLIEST YEAR/LATEST YEAR 1991 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.) Record of the assignment of State Summons books to individuals.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>10</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Folders</u>	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 0132		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Records Unit	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database		18. RECOMMENDED RETENTION Retain for 3 years, then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE April 15, 1996	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RWT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>50</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Chief's Office	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Accreditation Files		5. EARLIEST YEAR/LATEST YEAR 1993 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.) File folders containing CALEA standards, standards status reports, and proofs of compliance for purposes of international accreditation.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>3</u> NUMBER	<input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____
		10. ANNUAL ACCUMULATION <u>1</u> NUMBER	<input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>1</u> after re-accreditation NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1112		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) considered internal correspondence under the Freedom of Information Act <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database		18. RECOMMENDED RETENTION Retain 1 year after subsequent re-accreditation, then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE 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)	UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>51</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Chief's Office
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES		
4. RECORD SERIES TITLE Arrest Ledger	5. EARLIEST YEAR/LATEST YEAR 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.) <p style="text-align: center;">A record of departmental arrests in chronological order.</p>		
RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____	8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	9. VOLUME <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>3" 3-Ring Binder</u>
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>75</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Rooms 1109 and 1102		14. IS RECORD SERIES DUPLICATED ELSEWHERE? <small>(IF YES, SPECIFY AGENCY OR OFFICE)</small> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
15. ACCESS RESTRICTIONS <small>(IF YES, CITE LAW(S) & REGULATION(S))</small> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database	18. RECOMMENDED RETENTION Retain for 75 years, then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst	20. TELEPHONE NUMBER 301/405-5764	21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>52</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Chief's Office	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Court Liaison Files		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.) Files containing copies of court summonses, correspondence to courts, etc.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>2</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Folders	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1112		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO P.G. Co. District and Circuit Courts	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO considered internal correspondence under the Freedom of Information Act		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Retain for 1 year from receipt, then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE April 15, 1996	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE B.MGT - 201 (7/92)

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 53 OF 77

1. AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Chief's Office

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

4. RECORD SERIES TITLE
Directive Files

5. EARLIEST YEAR/LATEST YEAR
1988 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.)
Files containing resource and reference materials utilized in writing and modifying directives; draft versions of directives; and final versions of directives.

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

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

9. VOLUME
2
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

10. ANNUAL ACCUMULATION
5
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)
Folders

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
_____ MONTH(S) YEAR(S)
NUMBER superseded, updated, cancelled, or obsolete

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Building 003, Room 1112

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS (IF YES, CITE LAWS & REGULATION(S))
 YES NO
considered internal correspondence under the Freedom of Information Act

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain until superseded, updated, canceled or obsolete, then destroy.

19. NAME AND TITLE OF PREPARER
Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER
301/405-5764

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

COLLEGE PARK

PAGE 54 OF 77

GT - 201 (7/92)

1. AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Chief's Office

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

4. RECORD SERIES TITLE
General Correspondence

5. EARLIEST YEAR/LATEST YEAR
1994 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.)

Includes general correspondence for the entire department.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME

3
NUMBER

- FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

10. ANNUAL ACCUMULATION

10
NUMBER

- FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

Folders

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Building 003

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Screen annually and destroy that material for which no further reference is required. Remaining material having continuing administrative or legal value to be kept for 25 years; material deemed to have historical value to be sent to University Archives for permanent retention.

19. NAME AND TITLE OF PREPARER
Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER
301/405-5764

21. DATE
April 15, 1996

GT - 201 (7/92)

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE RMGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>55</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Chief's Office	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Incident Log		5. EARLIEST YEAR/LATEST YEAR 1992 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.) A record of departmental reportable events in chronological order.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>3" 3-Ring Binder</u>	
		10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>3" 3-Ring Binder</u>	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1109		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database		18. RECOMMENDED RETENTION Retain for 1 year, then send to University Archives.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>56</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Chief's Office	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Inspectional Files		5. EARLIEST YEAR/LATEST YEAR 1993 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.) Files containing inspectional reports from staff and decentralized line inspection programs			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>5</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Folders	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1112		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) considered internal correspondence under the Freedom of Information Act		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input checked="" type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Retain 3 years, then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE April 15, 1996	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE MGT - 201 (7/92)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>57</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Chief's Office	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Internal Affairs Files		5. EARLIEST YEAR/LATEST YEAR 1982 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.) Files on Internal Affairs investigations of former and current employees. Includes information from personnel files.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>7</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>75</u> after employee separation <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1112D		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Right to Privacy implied by the Fourth Amendment		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database		18. RECOMMENDED RETENTION Retain for 75 years after employee separation, then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		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 RMGT - 201 (7/92)		COLLEGE PARK		PAGE <u>58</u> OF <u>77</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Police Department		3. UNIT Chief's Office	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Legal Files				5. EARLIEST YEAR/LATEST YEAR <u>1989</u> TO <u>1996</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) Includes copies of paperwork associated with civil litigation, civil suits, etc.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
				10. ANNUAL ACCUMULATION <u>5</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Folders</u>	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>75</u> after case is closed <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1112D			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO President's Legal Office and Attorney General's Office		
15. ACCESS RESTRICTIONS (BY YES, CITE LAWS & REGULATION(S)) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Right to Privacy implied by the Fourth Amendment			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain for 75 years after case is closed, then destroy.		
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>59</u> OF <u>77</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Police Department		3. UNIT Chief's Office	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Office of Judicial Programs Referrals				5. EARLIEST YEAR/LATEST YEAR <u>1993</u> TO <u>1996</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) Copy of referrals made by officers to the Office of Judicial Programs.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>3" 3-Ring Binder</u>	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>3" 3-Ring Binder</u>			
12. FILE BECOMES INACTIVE AFTER _____ NUMBER Disposition of case <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)		13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1112			
14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Judicial Programs Office		15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Buckley Amendment			
16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
18. RECOMMENDED RETENTION Retain until disposition is received, then destroy.		19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst			
20. TELEPHONE NUMBER 301/405-5764		21. DATE April 15, 1996			

INSTRUCTIONS: TYPE OR PRINT A SEPARATE
PAGE FOR EACH NEW OR REVISED RECORD
SERIES. FORWARD WITH RECORDS
RETENTION SCHEDULE
RMGT - 201 (7/92)

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 60 OF 77

1. AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Chief's Office

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

4. RECORD SERIES TITLE
Personnel Files

5. EARLIEST YEAR/LATEST YEAR
1965 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.)

Files pertaining to current and former employees containing paperwork related to hiring, certificates, awards, disciplinary actions, etc.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME

2
NUMBER

- FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

10. ANNUAL ACCUMULATION

1
NUMBER

- FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
10 MONTH(S) YEAR(S)
NUMBER after separation

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Riverdale Elementary School - Storage Room and
Building 003, Room 1102

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO

15. ACCESS RESTRICTIONS YES NO
(IF YES, CITE LAW(S) & REGULATION(S))
Right to Privacy implied by the Fourth
Amendment

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain for 10 years after separation, then destroy.

19. NAME AND TITLE OF PREPARER
Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER
301/405-5764

21. DATE
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)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>61</u> OF <u>77</u>	
1. AGENCY University of Maryland at College Park		2. DIVISION Police Department		3. UNIT Chief's Office	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Public Information Log				5. EARLIEST YEAR/LATEST YEAR 1992 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.) A copy of media releases.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>2</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) 3" 3-Ring Binder	
				10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) 3" 3-Ring Binder	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1112			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			18. RECOMMENDED RETENTION Retain for 1 year plus the current semester, then destroy.		
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>62</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Chief's Office	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Services Log		5. EARLIEST YEAR/LATEST YEAR 1992 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.) A record of the chronological order of departmental service events.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>2</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>3" 3-Ring Binder</u>	
		10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>1" 3-Ring Binder</u>	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1109		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO .Computer database		18. RECOMMENDED RETENTION Retain for 1 year, then send to University Archives.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>63</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park		2. DIVISION Police Department	3. UNIT Chief's Office
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Trespass/ Denial of Access Hearing Logs		5. EARLIEST YEAR/LATEST YEAR 1980 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.) Copy of materials used in Trespass/ Denial of Access hearings containing police report information.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Folder	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER _____ NUMBER Expiration of appeal process <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1199		14. IS RECORD SERIES DUPLICATED ELSEWHERE? <small>(IF YES, SPECIFY AGENCY OR OFFICE)</small> <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Records Unit - Incident Files	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Right to Privacy implied by the Fourth Amendment		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Retain until expiration of appeal process is reached, then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE 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)

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 64 OF 77

AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Chief's Office

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

4. RECORD SERIES TITLE
Search Committee Files

5. EARLIEST YEAR/LATEST YEAR
1990 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.)
Refers to search committee materials for associate staff and administrators. Consists of advertisements, final recommendation of the committee (includes copy of the 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.

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

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

9. VOLUME
3
NUMBER
 FILE DRAWER(S)
 MICROFILM(S)
 COMPUTER TAPE(S)
 OTHER (SPECIFY)

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
25
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Building 003, Room 1112

14. IS RECORD SERIES DUPLICATED ELSEWHERE?
(IF YES, SPECIFY AGENCY OR OFFICE)
 YES NO Dept. Requesting the Search

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

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

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

18. RECOMMENDED RETENTION
Retain material as required in a departmental archives for 25 years, then destroy.

19. NAME AND TITLE OF PREPARER
Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER
301/405-5764

21. DATE
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)		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>65</u> OF <u>77</u>	
AGENCY University of Maryland at College Park		2. DIVISION Police Department		3. UNIT Communications	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Audio Tapes			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.) Cassette tapes recording telephone calls and radio transmissions.					
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input checked="" type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>30</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) <u>Drawers</u>	
				10. ANNUAL ACCUMULATION <u>30</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) <u>Drawers</u>	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)			
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Rooms 1102, 1109B, and hallway by 0126		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO			
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO considered internal correspondence under the Freedom of Information Act		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT			
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database		18. RECOMMENDED RETENTION Retain for 1 year, then erase.			
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764		21. DATE 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)

UNIVERSITY OF MARYLAND
COLLEGE PARK

AGENCY RECORDS INVENTORY

PAGE 66 OF 80

AGENCY
University of Maryland at College Park

2. DIVISION
Police Department

3. UNIT
Communications

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

4. RECORD SERIES TITLE

NCIC Clear Files

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.)

Items entered into NCIC as stolen and have been cleared due to recovery.

7. RECORD SERIES FORMAT(S)

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

8. RECORD SERIES SEQUENCE

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

9. VOLUME

1 /
NUMBER

- FILE DRAWER(S)
- MICROFILM(S)
- COMPUTER TAPE(S)
- OTHER (SPECIFY)

10. ANNUAL ACCUMULATION

1 /
NUMBER

- FILE DRAWER(S)
- MICROFILM(S)
- COMPUTER TAPE(S)
- OTHER (SPECIFY)

Folder

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 1 /
NUMBER
- MONTH(S)
- YEAR(S)

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

Building 003, Rooms 1102 and 1109B

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

(IF YES, SPECIFY AGENCY OR OFFICE)

- YES
- NO

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

- YES
- NO

16. AUDIT REQUIREMENTS

- NONE
- STATE
- FEDERAL
- INDEPENDENT

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

- YES
- NO

Computer database

18. RECOMMENDED RETENTION

Retain until end of the calendar year, then destroy.

19. NAME AND TITLE OF PREPARER

Jennifer M. Manix, Program Analyst

20. TELEPHONE NUMBER

301/405-5764

21. DATE

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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>67</u> OF <u>80</u>
1. AGENCY University of Maryland at College Park		2. DIVISION Police Department	3. UNIT Communications
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE NCIC Locate Files		5. EARLIEST YEAR/LATEST YEAR 1994 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.) Stolen articles that were listed in NCIC and recovered by this agency.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Folder	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Rooms 1102 and 1109B		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database		18. RECOMMENDED RETENTION Retain until end of the calendar year, then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>68</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Communications	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE NCIC Teletype Entries		5. EARLIEST YEAR/LATEST YEAR 1994 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 stolen autos, boats, license plates and vehicle files.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Folder	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>1</u> after NCIC purge NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1109B		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database		18. RECOMMENDED RETENTION Retain for 1 year after NCIC purge and until all audit requirements are met, then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>69</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Communications	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE 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) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Folder</u>	
11. FILE IS USED <input type="checkbox"/> DAILY <input checked="" type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>1</u> after NCIC purge NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Rooms 1109B and 1102		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input checked="" type="checkbox"/> STATE <input checked="" type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database		18. RECOMMENDED RETENTION Retain for 1 year after NCIC purge and until all audit requirements are met, then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>70</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Communications	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Video Tapes		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.) VHS tape recording from monitors placed inside and outside of the Service Building.			
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input checked="" type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>10</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) Drawers	
		10. ANNUAL ACCUMULATION <u>10</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) Drawers	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Rooms 1109B, 0194, and hallway by 0126		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) considered internal correspondence under the Freedom of Information Act		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database		18. RECOMMENDED RETENTION Retain for 1 year, then erase.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>71</u> OF <u>77</u>
AGENCY University of Maryland at College Park		2. DIVISION Police Department	3. UNIT Investigations
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Confidential Informant Files		5. EARLIEST YEAR/LATEST YEAR <u>1988</u> TO <u>1992</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) Contain initial contact sheet, subsequent contact sheets, and any documentation related to information that they provide (statements, reports, etc.)			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>37</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Folders	
		10. ANNUAL ACCUMULATION <u>5</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Folders	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>5</u> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S) NUMBER	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1114		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) considered internal correspondence under the Freedom of Information Act		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Retain for 5 years after last contact with informant, then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>72</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park		2. DIVISION Police Department	3. UNIT Investigations
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Equipment Logs		5. EARLIEST YEAR/LATEST YEAR 1992 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.) Contains information relating to equipment/radios used by investigations personnel.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Folder	
		10. ANNUAL ACCUMULATION <u>10</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Pages	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1114		14. IS RECORD SERIES DUPLICATED ELSEWHERE? <small>(IF YES, SPECIFY AGENCY OR OFFICE)</small> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS <small>(IF YES, CITE LAW(S) & REGULATION(S))</small> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? <small>(IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)</small> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Retain for 1 year, then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE April 15, 1996	

INSTRUCTIONS: TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (MGT - 201 (7/92))		UNIVERSITY OF MARYLAND COLLEGE PARK		AGENCY RECORDS INVENTORY PAGE <u>73</u> OF <u>77</u>	
AGENCY University of Maryland at College Park		2. DIVISION Police Department		3. UNIT Investigations	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES					
4. RECORD SERIES TITLE Investigative Files				5. EARLIEST YEAR/LATEST YEAR <u>1980</u> TO <u>1996</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) 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.					
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input checked="" type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____		9. VOLUME <u>3</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
				10. ANNUAL ACCUMULATION <u>100</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Folders</u>	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY			12. FILE BECOMES INACTIVE AFTER <u>3</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1114 and Riverdale Elementary School, Storage Room			14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		
15. ACCESS RESTRICTIONS <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S)) considered internal correspondence under the Freedom of Information Act			16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT		
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Computer database			18. RECOMMENDED RETENTION Investigative summaries would be turned over to the Records Unit, after three years and the rest of the file would be destroyed.		
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>74</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Investigations	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Pawn Unit Lists		5. EARLIEST YEAR/LATEST YEAR <u>1994</u> TO <u>1996</u>	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) Lists of property pawned in Montgomery County.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>12</u> NUMBER	<input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Books</u>
		10. ANNUAL ACCUMULATION <u>12</u> NUMBER	<input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Books</u>
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1114		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO Montgomery Co. Police Department	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Retain for 1 year, then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>75</u> OF <u>77</u>
AGENCY University of Maryland at College Park		2. DIVISION Police Department	3. UNIT Patrol
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Building Security Reports		5. EARLIEST YEAR/LATEST YEAR 1994 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.) Written survey of the condition of building within the agencies jurisdiction.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Folder</u>	
11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input checked="" type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1101		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Retain for 1 year, then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>76</u> OF <u>77</u>
1. AGENCY University of Maryland at College Park	2. DIVISION Police Department	3. UNIT Patrol	
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Duty Log		5. EARLIEST YEAR/LATEST YEAR 1975 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.) Record of on-duty personnel, equipment, and vehicles checked out.			
7. RECORD SERIES FORMAT(S) <input type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input checked="" type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>5</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) Folders	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 0128		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Retain for 1 year, then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE 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)		UNIVERSITY OF MARYLAND COLLEGE PARK	AGENCY RECORDS INVENTORY PAGE <u>77</u> OF <u>77</u>
AGENCY University of Maryland at College Park		2. DIVISION Police Department	3. UNIT Patrol
DEFINITION - RECORD SERIES: A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES			
4. RECORD SERIES TITLE Ride-Along Requests		5. EARLIEST YEAR/LATEST YEAR 1985 TO 1996 and 1975-1976	
6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES.) Form filled out by citizens, requesting a ride-along.			
7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER (SPECIFY) _____		8. RECORD SERIES SEQUENCE <input type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input checked="" type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input type="checkbox"/> OTHER (SPECIFY) _____	
		9. VOLUME <u>1</u> NUMBER <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER (SPECIFY) _____	
		10. ANNUAL ACCUMULATION <u>1</u> NUMBER <input type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM(S) <input type="checkbox"/> COMPUTER TAPE(S) <input checked="" type="checkbox"/> OTHER (SPECIFY) <u>Folder</u>	
11. FILE IS USED <input checked="" type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY		12. FILE BECOMES INACTIVE AFTER <u>1</u> NUMBER <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)	
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) Building 003, Room 1101 and Riverdale Elm.		14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	
15. ACCESS RESTRICTIONS (IF YES, CITE LAW(S) & REGULATION(S)) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		16. AUDIT REQUIREMENTS <input checked="" type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		18. RECOMMENDED RETENTION Retain for 1 year, then destroy.	
19. NAME AND TITLE OF PREPARER Jennifer M. Manix, Program Analyst		20. TELEPHONE NUMBER 301/405-5764	
		21. DATE 	