



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-692

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

POLICE DEPARTMENT

RECORDS/COMMUNICATIONS

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
1	<p><u>GENERAL CORRESPONDENCE</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, polices and other materials related to the administration of the agency.</p>	<p>Screen annually and destroy that material no longer needed for business.</p> <p>Directives, polices, and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the archives.</p>
2	<p><u>UNOFFICIAL PERSONNEL FILES</u> Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc</p>	<p>Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination then destroy.</p>
3	<p><u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings.</p>	<p>Retain for one (1) year then destroy.</p>
4	<p><u>BUDGET RECORDS</u> Annual budget submissions, monthly budget printouts, workpapers.</p>	<p>Retain annual submissions for five (5) years then destroy. Retain all other papers for two (2) years then</p>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

6/29/92
DATE

Serald A. Tuel
SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

7/22/92
DATE

Mary E. K...
SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

7/13/92
DATE

For Allen
SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

MAR 30 1993
MAR 15 1993

DATE

Edward C. Papenfuss
SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO.
C-692

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ITEM NO.	DESCRIPTION	RETENTION
5	<p><u>GENERAL ACCOUNTING RECORDS</u> Files contain office copies of goods received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.</p>	Retain for three (3) years then destroy.
6	<p><u>FIXED ASSETS FILE</u> Fixed assets printouts (including vehicles) IRA forms (office copy) Lost/stolen forms (office copy) Surplus forms (office copy) Transfer forms (office copy)</p>	<p>Retain fixed assets printouts for one (1) year then destroy.</p> <p>Retain all other completed forms for three (3) years, then destroy.</p>
7	<p><u>ONE LINERS</u> File contains numerical list of each cc # issued for that day. The additional information given is the disposition code for the cc# date and time the cc# was issued, code for reporting area, number of cars handling the calls, location of event, type of event called in, and the code for the type of information found.</p>	Retain for three (3) years, then destroy.
8	<p><u>WARRANT CONTROL BOOKS</u> File includes numerical listing of control numbers issued to each warrant. Additional information is recorded beside each control number regarding that specific warrant. The information listed is the control number, date entered into control book, authority codenumber for court issuing warrant, defendant's name, where the original warrant is being sent for service, code informing whether the warrant has been served, returned or withdrawn and the date or if it is still open, case number of warrant, arrest number if served and who served it or why the warrant was recalled or withdrawn.</p> <p>* Control Book Open Warrant #'s were transferred to computer control program. See item 18 retention for deletion criteria.</p>	<p>Retain books until no longer needed for administrative purposes, then destroy.</p> <p>1992 Control has been switched to a Computer program. Retain information in computer until no longer needed, then delete.*</p>



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION	RETENTION
9	<u>STATE OF MARYLAND TRAFFIC CITATIONS</u> File includes a single copy of each State Traffic Citation issued by a Baltimore County Police Officer.	Retain for one (1) year after issue, then destroy.
10	<u>INCIDENT/OFFENSE REPORT</u> File includes original incident and offense reports used to document official police actions regarding reported crimes and other situations requiring police involvement. Forms have been revised and deleted since the file was established. The file also includes copies of forms which contain specialized information relating to the original document.	Microfilm or put on optical disk. Destroy paper files after quality control approval. Retain microfilm and optical disk images for fifty (50) years, then destroy or delete as appropriate.
11	<u>JUVENILE INDEX CARDS</u> Contains index card listing subject's last name, first name and middle name, date of birth and JID number. The card is then filed by the subject's last name. This is a manual backup file to determine subject's JID no. , or if he needs a new one when the computer system is down.	Retain index cards and or computer index information until subject is age 18, then destroy or delete as appropriate.
12	<u>ADULT INDEX CARDS</u> Contains index card listing subject's last name, first and middle name, date of birth, and BCI number, if he has one, when the computer system is down.	Retain index cards and or computer index information until subject is deceased or for 75 years which ever comes first then destroy or delete as appropriate.
13	<u>JUVENILE FILES</u> This file includes Baltimore County Juvenile citations, form #117 Juvenile Referral and/or custody report and occasionally photographs of the subject. A citation is issued when a lesser offense occurs and instructs the subject to go before a arbitrator. Form #117 is used for a felony or a greater offense and orders the subject to go to court. A photograph is generally taken of the subject who commits the greater offense.	Retain files until subject is 18 then transfer file to youth division. Retain in youth division until subject is age 21 then destroy.



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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C-692

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ITEM NO.	DESCRIPTION	RETENTION
14	<p><u>BCI JACKETS</u></p> <p>This file contains original form #166 Arrest Report documenting all necessary information from the arrest, Maryland Rap sheet listing all arrest and offences the subject committed in the State of Maryland, FBI Rap sheet, listing all arrest and offences committed in the United States, criminal records dissemination log listing when information from that particular file was given, to whom it was given to, who gave the information, and what the information was for, fingerprint cards that can not be used by Printrak and photographs taken from each arrests.</p>	<p>Retain in office for ten (10) years or until subject is deceased, or order from the court to expunge record is received, whichever comes first, then destroy deceased records. Expunged records see #18. Microfilm or put remaining records on optical disks and destroy paper files after quality control approval. Retain film or disk images for 75 years, then destroy or delete as appropriate.</p>
15	<p><u>WARRANTS</u></p> <p>File contains a copy of warrants for our file occasionally an original warrant, the warrant entry form, printout of entry into MILES/NCIC, latter to other agency if the warrant was sent to them for service, form #179 when the officer sends the warrant back stating they can not serve this warrant and list the reasons why, locates the hit confirmations from the other agencies, the fax cover sheets when a detainer is faxed to the other agency.</p>	<p>Retain open misdemeanor warrants for three (3) years, then return to issuing court as unserved. Retain open felony warrants until served, executed dismissed or quashed by issuing court.* Destroy associated papers after warrants served.</p>
16	<p><u>TELETYPES</u></p> <p>Contains information sent to us or by us on the following categories: Stolen vehicles, information from the MVA on tags, fatals, missing persons, B & E, armed robberies, lost/stolen police equipment, stolen property, serious assaults, homicide detainers, administrative information, general police information, lost/stolen tags, executive summaries, attempt to locate, traffic reports, locates and hit confirmations.</p> <p>* Section 3, Item 1, criminal records Circuit Court Schedule.</p>	<p>Retain for three (3) years, from receipt then destroy.</p>



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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ITEM NO.	DESCRIPTION	RETENTION
17	<p><u>VALIDATION SUMMARY (MONTHLY REPORT)</u> This file is a breakdown of new entries and entries removed from MILES/NCIC on the following categories: missing persons, securities, autos/boats, guns and warrants. This report also list the number of modifications made to existing entries. A monthly audit of 10 warrant entries and 10 vehicle entries is conducted and the results are provided along with this monthly report.</p>	<p>Retain report for one (1) year from issue, then destroy.</p>
18	<p><u>EXPUNGED RECORDS</u> Files expunged by court order are sealed and placed in a locked cabinet, along with any index cards. All reference to expunged files are deleted from files and indexes. (electronic and/or cards) Indexes may retain any police assigned tracking numbers but no information about the file is retained.</p>	<p>Retain sealed files for three(3) years after expungement date, then destroy. Destruction to be reported to County Records Management Division on a certificate of destruction. (Only general information is to be reported on this certificate. No specific file information is to be disclosed.)</p>

INSTRUCTIONS --TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (GSA 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		AGENCY RECORDS INVENTORY PAGE <u>1</u> OF <u>17</u>	
1. DEPARTMENT/AGENCY BALTO. CO. POLICE DEPT.		2. DIVISION RECORDS/communications		3. UNIT CENTRAL SECTION	
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 Administrative and General Correspondence				5. EARLIEST YEAR/LATEST YEAR <u>1992</u> TO <u>1993</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) Subject arrangement of original letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of 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 checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>Subject</u>		9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)	
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> <input type="checkbox"/> MONTH(S) <input checked="" type="checkbox"/> YEAR(S)		
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) <u>NA</u>			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 type="checkbox"/> YES <input checked="" type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))			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 <u>Alpha by subject, then date.</u>			18. RECOMMENDED RETENTION Screen annually and destroy that material no longer needed for current business. Directives policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.		
19. NAME AND TITLE OF PREPARER LT. DAVID WOLINSKI		20. TELEPHONE NUMBER 887-2254		21. DATE 7/30/92	

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Balto. Co. Police Dept.

2. DIVISION
Records/COMMUNICATIONS

3. UNIT
CENTRAL SECTIONM

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. RECORDS SERIES TITLE
UNOFFICIAL PERSONNEL FILES

5 EARLIEST YEAR/LATEST YEAR
1950/1993

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.

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

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

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

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

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

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)
at agency office (unofficial copy)

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO
By Alpha, last name

18. RECOMMENDED RETENTION
Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two years after termination, then destroy.

9. NAME AND TITLE OF PREPARER
LTJ DAVID P. WOLINSKI

20. TELEPHONE NUMBER
887-2254

21. DATE
7/30/92

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Balto. co. Police Dept.

2. DIVISION
Records/Communication

3. UNIT
Records Section

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. RECORDS SERIES TITLE
LEAVE AND TIME SHEETS

5 EARLIEST YEAR/LATEST YEAR
1990/1993

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

This file contains office copies of employees annual leave and daily time recordings.

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

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

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

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
1

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)

Personnel & Finance / Payroll

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO

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

9. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Lt. David P. Wolinski

887-2254

7/30/92

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD RECORDS RETENTION SCHEDULE

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Balto. Co. Police dept.

2. DIVISION

Records/communications

3. UNIT

Records Section

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. RECORDS SERIES TITLE

BUDGET RECORDS

5 EARLIEST YEAR/LATEST YEAR

1990 / 1993

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Annual Budget Submissions
Monthly Budget printouts
Workpapers

7. RECORDS SERIES FORMAT(S)

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

8. RECORDS SERIES SEQUENCE

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

9. VOLUME

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

10. VOLUME

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

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

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

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

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- YES NO (If Yes, Specify Agency or Office)

Budget + Agency levels

15. ACCESS RESTRICTIONS YES NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- YES NO

FY

18. RECOMMENDED RETENTION

Retain annual submissions for five years, then, destroy. Retain all other papers for two years, then destroy.

9. NAME AND TITLE OF PREPARER

Lt. David P. Wolinski

20. TELEPHONE NUMBER

887-2254

21. DATE

7/30/92

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Balto. Co. Police Dept

2. DIVISION

Records/Communications

3. UNIT

Warrent Control

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. RECORDS SERIES TITLE

GENERAL ACCOUNTING RECORDS

5 EARLIEST YEAR/LATEST YEAR

1989 / 1993

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Files contain office copies of:

Goods received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.

7. RECORDS SERIES FORMAT(S)

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

8. RECORDS SERIES SEQUENCE

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

9. VOLUME

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

10. VOLUME

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

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

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

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

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- YES NO (If Yes, Specify Agency or Office)

Purchasing, Finance / Disbursements

15. ACCESS RESTRICTIONS YES NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- YES NO

by record title, then by date

18. RECOMMENDED RETENTION

Retain for three years, then destroy.

9. NAME AND TITLE OF PREPARER

Lt. David P. Wolinski

20. TELEPHONE NUMBER

887-3354

21. DATE

7/30/92

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

Balto. Co. Police Dept. Records/Communications Report Review

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. RECORDS SERIES TITLE

5 EARLIEST YEAR/LATEST YEAR

FIXED ASSETS FILE

1991 / 1993

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Fixed asset printouts (including vehicles)
IRA Forms (office copy)
Lost/stolen forms (office forms)
Surplus forms (office forms)
Transfer Forms (office forms)

7. RECORDS SERIES FORMAT(S)

LETTER SIZE MICROFILM

LEGAL SIZE COMPUTER TAPE

BOUND BOOK FLOPPY DISK

AUDIO TAPE VIDEO TAPE

OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

ALPHABETICAL

NUMERICAL

CHRONOLOGICAL

GEOGRAPHICAL

OTHER (SPECIFY)

9. VOLUME

FILE DRAWER(S)

MICROFILM REEL(S)

COMPUTER TAPE(S)

NUMBER OTHER (SPECIFY)

10. VOLUME

FILE DRAWER(S)

MICROFILM REEL (S)

COMPUTER TAPE(S)

NUMBER 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)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

YES NO (If Yes, Specify Agency or Office)

Central Services Fixed Assets

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

YES

NO

18. RECOMMENDED RETENTION

Retain fixed asset Printout for one year, then destroy.

Retain all other completed forms for three years, then destroy.

9. NAME AND TITLE OF PREPARER

20. TELEPHONE NUMBER

21. DATE

Lt. David Wolinski

887-2254

7/30/92

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY
Balto. Co. Police Dept.

2. DIVISION
Records/Communications

3. UNIT
Report Review

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. RECORDS SERIES TITLE
One Liners

5 EARLIEST YEAR/LATEST YEAR
1987 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

The series include numerical list of each cc# issued for that day. The additional information given is the disposition code for the cc#, date and time cc# was issued, code for reporting area, number of car handling the call, location of event, type of event called in, and code for type of situation found.

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

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL then by CC#
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
55,000 COMPUTER TAPE(S)
NUMBER OTHER (SPECIFY)

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Report Review
400 Kenilworth Drive

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)
Central Records files

15. ACCESS RESTRICTIONS YES NO
(if yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO

18. RECOMMENDED RETENTION
three years

9. NAME AND TITLE OF PREPARER
Lt. David Wolinski

20. TELEPHONE NUMBER
887-2254

21. DATE
7/12/91

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

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

AGENCY RECORDS INVENTORY

PAGE 8 OF 17

1. DEPARTMENT/AGENCY
Balto. Co. Police Dept.

2. DIVISION
Records/Communications

3. UNIT
Warrant Control

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. RECORDS SERIES TITLE
Warrant Control Books

5 EARLIEST YEAR/LATEST YEAR
1966 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

The series include numerical listing of control numbers issued to each warrant. Additional information is recorded beside each control number regarding that specific warrant. The information listed is the control number, dated entered into Control Book, authority code number for court issuing warrant, defendant's name, where the original warrant is being sent for service, code informing whether the warrant has been served, returned or withdrawn and the date or if it is still open, case number of warrant, arrest number if served and who served it or why the warrant was recalled or withdrawn.

7. RECORDS SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY) 3-ring binder notebooks

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

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
50 book COMPUTER TAPE(S)
NUMBER OTHER (SPECIFY) Open Shelves

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

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

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
400 Kenilworth Drive
Warrant Control Unit

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO

18. RECOMMENDED RETENTION
Retain indefinitely

Local Warrant Inventory

9. NAME AND TITLE OF PREPARER
Lt. David P. Wolinski

20. TELEPHONE NUMBER
887-2254

21. DATE
7/12/91

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

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

AGENCY RECORDS INVENTORY

PAGE 9 OF 17

1. DEPARTMENT/AGENCY

Balto. Co. Police Dept.

2. DIVISION

Records/Communications Div.

3. UNIT

Records Section

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. RECORDS SERIES TITLE

State of Maryland Traffic Citations

5. EARLIEST YEAR/LATEST YEAR

1991 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

The file includes a single copy of each State Traffic Citation issued by a Baltimore County Police Officer.

7. RECORDS SERIES FORMAT(S)

LETTER SIZE MICROFILM

LEGAL SIZE COMPUTER TAPE

BOUND BOOK FLOPPY DISK

AUDIO TAPE VIDEO TAPE

OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

ALPHABETICAL

NUMERICAL

CHRONOLOGICAL

GEOGRAPHICAL

OTHER (SPECIFY)

9. VOLUME

FILE DRAWER(S)

MICROFILM REEL(S)

4 COMPUTER TAPE(S)

NUMBER OTHER(SPECIFY)

10. VOLUME

FILE DRAWER(S)

MICROFILM REEL(S)

COMPUTER TAPE(S)

NUMBER OTHER(SPECIFY)

11. FILE IS USED

DAILY

WEEKLY

MONTHLY

12. FILE BECOMES INACTIVE AFTER

1

MONTH(S)

YEAR(S)

NUMBER

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

400 Kenilworth Drive
Records Section

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

YES NO (If Yes, Specify Agency or Office)

District Court of Maryland

15. ACCESS RESTRICTIONS YES NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

YES NO

In house software operating on IBM
"System 36"

18. RECOMMENDED RETENTION

One year

9. NAME AND TITLE OF PREPARER

Lt. David P. Wolinski

20. TELEPHONE NUMBER

887-2254

21. DATE

4/12/91

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

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

AGENCY RECORDS INVENTORY

PAGE 10 OF 17

1. DEPARTMENT/AGENCY

Balto. Co. Police Dept.

2. DIVISION

Records/Communication

3. UNIT

Records Section

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. RECORDS SERIES TITLE

Incident/Offense Reports

5 EARLIEST YEAR/LATEST YEAR

1941 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

The series included original incident and offense reports used to document official police actions regarding reported crimes and other situations requiring police involvement. Forms have been revised and deleted since the file was established. The file also includes copies of forms which contain specialized information relating to the original document. Presently in use are the following forms: (listed on back of this form)

7. RECORDS SERIES FORMAT(S)

LETTER SIZE MICROFILM

LEGAL SIZE COMPUTER TAPE

BOUND BOOK FLOPPY DISK

AUDIO TAPE VIDEO TAPE

OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

ALPHABETICAL

NUMERICAL

CHRONOLOGICAL

GEOGRAPHICAL

OTHER (SPECIFY)

9. VOLUME

FILE DRAWER(S)

MICROFILM REEL(S)

COMPUTER TAPE(S)

NUMBER OTHER (SPECIFY)

10. VOLUME

FILE DRAWER(S)

MICROFILM REEL (S)

200 ft COMPUTER TAPE(S)

NUMBER OTHER (SPECIFY) OPEN SHELVES

11. FILE IS USED

DAILY

WEEKLY

MONTHLY

12. FILE BECOMES INACTIVE AFTER

10

NUMBER

MONTH(S)

YEAR(S)

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

400 Kenilworth Drive
Storage Room/Records Section

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS

YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

YES NO

Prism - Relational Database Operating
on a mainframe computer

18. RECOMMENDED RETENTION

Transfer to Microimage system and
destroy original. Retain stored
images indefinitely.

*SOLD ON
MICROFILM
NEW ON
OPTICAL
DISC*

9. NAME AND TITLE OF PREPARER

Lt. David P. Wolinski

20. TELEPHONE NUMBER

887-2254

21. DATE

4/12/91

<u>FORM #</u>	<u>TITLE</u>	<u>ORIGINAL/COPY</u>
10	Crime Report	Original
108	MCIR	Original
11	Supplement	Original
166	Arrest report	Copy*
MSP1	Accident report	Original
117	Juvenile report	Copy*
25	Civilian Stolen Property form	Original
15	Property Inventory	Copy*
143	Alcohol Influence form	Copy
224	Tow Sheet	Original
213	Motor Vehicle Pursuit	Original
14	Statements	Original
166B	Suicide Prevention form	Original
MSP97	Handgun Search form	Original
----	Baltimore County Juvenile Citation	Copy
98	Narcotics Evidence	Copy
DC16	State of MD Uniform Criminal/Civil Citation	Copy

* In certain cases the original is on file.

RECEIVED
AUG 14 1992
MARYLAND STATE ARCHIVES

RECEIVED
MAR 15 1993
MARYLAND STATE ARCHIVES

RECEIVED

AUG 7 1992

RECORDS MANAGEMENT
DIVISION

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

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

AGENCY RECORDS INVENTORY

PAGE 11 OF 17

1. DEPARTMENT/AGENCY

Balto. Co. Police Dept.

2. DIVISION

Records/Communications

3. UNIT

Central Records

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. RECORDS SERIES TITLE

Juvenile Index Cards

5 EARLIEST YEAR/LATEST YEAR

1974 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Index card listing subject's last name, first name and middle name, date of birth and JID number. The card is then filed by the subject's last name. This is a manual backup file to determine subject's JID number or if he needs a new one when the computer system is down.

7. RECORDS SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)
3x7 index cards

8. RECORDS SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME

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

10. VOLUME

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

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- MONTH(S) YEAR(S)
NUMBER After subject turns 18

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

Central Records
400 Kenilworth Drive

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- YES NO (If Yes, Specify Agency or Office)
Prism

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- YES NO

Prism - Relational database operating on a mainfram computer

18. RECOMMENDED RETENTION

Until subject is 18

9. NAME AND TITLE OF PREPARER

Lt. David P. Wolinski

20. TELEPHONE NUMBER

887-2254

21. DATE

7/15/91

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

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

AGENCY RECORDS INVENTORY

PAGE 12 OF 17

1. DEPARTMENT/AGENCY

Balto. Co. Police Dept.

2. DIVISION

Records/Communications

3. UNIT

Central Records

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. RECORDS SERIES TITLE

Adult Index Cards

5 EARLIEST YEAR/LATEST YEAR

1930 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Index card listing subject's last name, first and middle name, date of birth and BCI number. It is then filed in alphabetical order according to subject's last name. This is a manual backup file to determine subject's BCI number, if he has one, when the computer system is down.

7. RECORDS SERIES FORMAT(S)

- LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)
3x7 index card

8. RECORDS SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME

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

10. VOLUME

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

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 10 MONTH(S) YEAR(S) AFTER MOST RECENT ARREST
NUMBER

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

Central Records
400 Kenilworth Drive

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- YES NO (If Yes, Specify Agency or Office)
Prism

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- YES NO
Prism - Relational database operating on a mainframe computer

18. RECOMMENDED RETENTION

Until subject is deceased

9. NAME AND TITLE OF PREPARER

Lt. David Wolinski

20. TELEPHONE NUMBER

887-2254

21. DATE

7/15/91

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

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

AGENCY RECORDS INVENTORY

PAGE 13 OF 17

1. DEPARTMENT/AGENCY
Balto. Co. Police Dept.

2. DIVISION
Records/Communications

3. UNIT
Central Records

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. RECORDS SERIES TITLE
Juvenile Files

5 EARLIEST YEAR/LATEST YEAR
1974 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

The series include Baltimore County Juvenile Citations, form #117 Juvenile Referral and/or Custody Report and occasionally photographs of the subject. A citation is issued when a lesser offense occurs and instructs the subject to go before an arbitrator. Form #117 is used for a felony or greater offense and orders the subject to go to court. A photograph is generally, taken of the subject who commits the greater offense.

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

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

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

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER MONTH(S) YEAR(S)
After Subject turns 18 years of age.

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Central Records
400 Kenilworth Drive

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO

18. RECOMMENDED RETENTION

PRISM - Relational Database operating on a mainframe computer.

Until subject turns 18 then file is sent to the Youth Division until subject turns 21.

9. NAME AND TITLE OF PREPARER
Lt. David Wolinski

20. TELEPHONE NUMBER
887-2254

21. DATE
7/15/91

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

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

AGENCY RECORDS INVENTORY

PAGE 14 OF 17

1. DEPARTMENT/AGENCY
Balto. Co. Police Dept.

2. DIVISION
Records/Communications

3. UNIT
Central Records

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. RECORDS SERIES TITLE
BCI Jackets

5 EARLIEST YEAR/LATEST YEAR
1930 / present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

The series include the original form #166 Arrest Report documenting all necessary information from the arrest, Maryland Rap Sheet listing all arrests and offenses the subject committed in the state of Maryland, FBI Rap Sheet listing all arrests and offenses committed in the United States, Criminal Records Dissemination Log listing when information from that particular file was given, to whom it was given to, who gave the information and what the information was for, fingerprint cards that can not be used by Printrak and photographs taken from each arrest.

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

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

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
1425 ft COMPUTER TAPE(S)
NUMBER OTHER (SPECIFY) open shelves

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

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
10 MONTH(S) YEAR(S) after most recent arrest

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Central Records
400 Kenilworth Drive

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO
Prism - Relational Database Operating on a mainframe computer.

18. RECOMMENDED RETENTION
Keep until expungment order is received from the Court.

BAN TO EVENTUALLY GO ON OPTICAL DISK

9. NAME AND TITLE OF PREPARER
Lt. David P. Wolinski

20. TELEPHONE NUMBER
887-2254

21. DATE
7/15/91

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

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

AGENCY RECORDS INVENTORY

PAGE 15 OF 17

1. DEPARTMENT/AGENCY

Balto. Co. Police Dept.

2. DIVISION

Records/Communication

3. UNIT

Warrant Control

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. RECORDS SERIES TITLE

Warrants

5 EARLIEST YEAR/LATEST YEAR

1970 / present (Felonies)

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

The series include copy of warrant for our file, occasionally the original warrant, the warrant entry form, printout of entry into MILES/NCIC, letter to other agency if the warrant was sent to them for service, form #179 when an officer sends the warrant back stating they can not serve this warrant and lists the reason(s) why, locates and hit confirmations from other agencies, and the fax cover sheet when a detainer is faxed to another agency.

7. RECORDS SERIES FORMAT(S)

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

8. RECORDS SERIES SEQUENCE

- ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 MICROFILM REEL(S)
1300 + COMPUTER TAPE(S)
NUMBER OTHER (SPECIFY) open shelves

10. VOLUME

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

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 3 MONTH(S) YEAR(S) (misdemeanor)
NUMBER *Once warrant is served*(Felony)

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

400 Kenilworth Drive
Warrant Control

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- YES NO

Local Warrant Inventory System -

18. RECOMMENDED RETENTION

Felonies are kept indefinitely or until served.

Misdemeanors are kept three years and then returned to court if not served.

9. NAME AND TITLE OF PREPARER

Lt. David P. Wolinski

20. TELEPHONE NUMBER

887-2254

21. DATE

7/12/91

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

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

AGENCY RECORDS INVENTORY

PAGE 16 OF 17

1. DEPARTMENT/AGENCY

Balto. Co. Police Dept.

2. DIVISION

Records/Communications

3. UNIT

Telecommunications

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. RECORDS SERIES TITLE

Teletypes

5 EARLIEST YEAR/LATEST YEAR

1978 / Present - Miles
1978 / Present - Locates

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

The series include information sent to us or by us on the following categories: stolen vehicles, information from MVA on tags, fatals, missing persons, B&E, armed robberies, lost/stolen police equipment, stolen property, serious assaults, homicides detainers, administrative information, general police information, lost/stolen tags, executive summaries, attempt to locate, traffic reports, locates and hit confrimations.

7. RECORDS SERIES FORMAT(S)

LETTER SIZE MICROFILM

LEGAL SIZE COMPUTER TAPE

BOUND BOOK FLOPPY DISK

AUDIO TAPE VIDEO TAPE

OTHER (SPECIFY) 5 1/2 X 9 1/2 paper

8. RECORDS SERIES SEQUENCE

ALPHABETICAL
Miles entry

NUMERICAL

CHRONOLOGICAL

BY MONTH

GEOGRAPHICAL

OTHER (SPECIFY)

Locates - however

9. VOLUME

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

1300
NUMBER

10. VOLUME

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

4000
NUMBER

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)

400 Kenilworth Drive
Telecommunications/Storage Room

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

YES NO (If Yes, Specify Agency or Office)
Miles entries are attached to reports.

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

YES NO

18. RECOMMENDED RETENTION

Retain for 3 years

9. NAME AND TITLE OF PREPARER

Lt. David Wolinski

20. TELEPHONE NUMBER

887-2254

21. DATE

7/12/91

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

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

AGENCY RECORDS INVENTORY

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1. DEPARTMENT/AGENCY

Balto. Co. Police Dept.

2. DIVISION

Records/Communications

3. UNIT

Validation 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. RECORDS SERIES TITLE

Validation Summary (monthly report)

5 EARLIEST YEAR/LATEST YEAR

1989 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

This report is a breakdown of new entries and entries removed from MILES/NCIC on the following categories; missing persons, securities, autos/boats, guns and warrants. This report also list the number of modifications made to existing entries. A monthly audit of 10 warrant entries and 10 vehicle entries is conducted and the results are provided along with this monthly report.

7. RECORDS SERIES FORMAT(S)

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

8. RECORDS SERIES SEQUENCE

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

9. VOLUME

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

10. VOLUME

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

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- 2 MONTH(S) YEAR(S)
- NUMBER

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

400 Kenilworth Drive
Validation Unit

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- YES NO

18. RECOMMENDED RETENTION

Retain for one year.

9. NAME AND TITLE OF PREPARER

Lt. David P. Wolinski

20. TELEPHONE NUMBER

887-2254

21. DATE

7/12/91