

BALTIMORE COUNTY OFFICE OF CENTRAL SERVICES

Records Management Division

SCHEDULE NO. C-692

PAGE NO.

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RECORDS RETENTION AND DISPOSAL SCHEDULE

RECORDS/COMMUNICATIONS POLICE DEPARTMENT

P		LICE DEPARTMENT RECORDS/COMMUNICATIONS		
1000	AGENCY		DIVISION	
NO.	DESCRIPTION		RETENTION	
1	letters, copies of outgoing letters, memoranda, studies, reports, directives, polices and other materials related to the administration of the agency.		Screen annually and destroy that material no longer needed for business.	
2			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.	
2	UNOFFICIAL PERSONNEL FILES Files contain information on c ees. Files may contain but are to copies of applications, ann reprimands and disciplinary ac doctor slips, accident reports	stroy that material no longer needed for cur- rent reference. Retain		
·3	LEAVE AND TIME SHEETS This file contains office copi es annual leave and daily time		Retain for one (1) year then destroy.	
4	BUDGET RECORDS Annual budget submissions, mon printouts, workpapers.	thly budget	Retain annual submissions for five (5) year sthen destroy. Retain all other papers for two (2) years then	
		SCHEDULE APPROVED BY COUNTY ADMINISTRATIVE	destro	
6/25 DATE	2/92 Serele a Turel SIGNATURE	7/22/92 / DATE	MAINURE SIGNATURE	
ACENCY	LE APPROVED BY ,OR DIVISION REPRESENTATIVE	SCHEDULE APPROVED B STATE ARCHIVIST AR 3 0		
2//.	3/92 Fan Alber E SIGNATURE	DATE	SIGNATURE	



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			2 01 3
ITEM NO.		DESCRIPTION	RETENTION
5	Files c memoran reports mileage bills,t	ACCOUNTING RECORDS ontain office copies of goods received da, billing invoices, expense/travel , requisitions, petty cash vouchers, reports, direct payment forms, paid icket books, purchase orders, deposit receipt books, etc.	Retain for three (3) years then destroy.
6	Fixed a IRA for Lost/st Surplus	SSETS FILE ssets printouts (including vehicles) ms (office copy) olen forms (office copy) forms (office copy) r forms (office copy)	Retain fixed assets printouts for one (I) year then destroy. Retain all other completed forms for three (3) years, then destroy.
7	issued ion giv date an reporti calls,	ontains numerical list of each cc # for that day. The additional informativen is the disposition code for the cc# ad time the cc# was issued, code for ang area, number of cars handling the location of event, type of event call- and the code for the type of informative	Retain for three (3) years, then destroy.
8	File in numbers in formatin formatic date enderendatis being whether or with open, called if services.	CONTROL BOOKS Includes numerical listing of control Is issued to each warrant. Additional Intion is recorded beside each control I regarding that specific warrant. The Intion listed is the control number, Intered into control book, authority co- I for court issueing warrant, I sant's name, where the original warrant I ng sent for service, code informing I the warrant has been served, returned I drawn and the date or if it is still I case number of warrant, arrest number I was recalled or withdrawn.	Retain books until no longer needed for administrative purposes, then destroy. 1992 Control has been switched to a Computer program. Retain information in comuter until no longer needed, then delete.*
	* Contro Open W progra	ol Book Marrant #'s were transferred to computer contro um. See item 18 retention for deletion criteri	l a•



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NO.	DESCRIPTION	RETENTION
9	STATE OF MARYLAND TRAFFIC CITATIONS 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	INCIDENT/OFFENSE REPORT 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 appropiate
11	JUVENILE INDEX CARDS 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 appropiate.
12	ADULT INDEX CARDS Contains index card listing subject's last name, first and middle name, date of birth, and BCI number, if he has one, when the compu- ter 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 appropiate.
13	JUVENILE FILES 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 arbitator. 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 divis-



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NO.	DESCRIPTION	RETENTION
14	BCI JACKETS 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.	ten (10) years or unt- il subject is deceased or order from the cour to expunge record is is received, which
15	WARRANTS 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 warrnat was sent to them for service, form #179 when the officer sends the warrant back stating they can not serve this warrnat and list the reasons why, locates the hit confirmations from the other agncies, the fax cover sheets when a detainer is faxed to the other agency.	cuted dismissed or quashed by issuing court.* Destroy associated papers after
16	TELETYPES 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 assalts, homicide detainers, administrative information, general police information, lost/stolen tags, executive summaries, attempt to locate, traffic reports, locates and hit confirmations. * Section 3, Item 1, criminal records Circuit Court Schedule.	Retain for three (3) years, from receipt then destroy.



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4	A WILLIA			5 of 5
ITEM NO.		DESCRIPTION	RI	ETENTION
17	This fentrie follow rities report made tonduc	TION SUMMARY (MONTHLY REPORT) ile is a breakdown of new entries and s removed from MILES/NCIC on the ing categories: missing persons, secu, autos/boats, guns and warrants. This also list the number of modifications o existing entries. A monthly audit of rant entries and 10 vehicle entries is ted and the results are provided along his monthly report.		eport for one from issue, troy.
18	Files placed index are de (elect any po	expunged by court order are sealed and a in a locked cabinet, along with any cards. All reference to expunged files eleted from files and indexes. Fronic and/or cards) Indexes may retain plice assigned tracking numbers but no nation about the file is retained.	for three after exthen destion to County For ment Division. (Only getion is on this No special	sealed files ee(3) years equingement date stroy. Destruc- be reported to eccords Manage- vision on a cate of destruc- eneral informa- to be reported s certificate. ific file cion is to be ed.)

	<u></u>		
INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD	DEFARTMENT OF GE RECORDS MANAGEN 7278 WATER	MENT DIVISION	AGENCY RECORDS INVENTORY
TH RECORDS RETENTION SCHEDULE GS \$50-1)	P.O. BO JESSUP, MARY	DX 275	PAGEOF
1. DEFARTMENT/AGENCY	2. DIVISION		3. UNIT
BALTO. CO. POLICE DEPT.	RECORDS/đummr	nications	CENTRAL SECTION
			AND USED AS A UNIT FOR
4. RECORD SERIES TITLE	E AS WELL AS RETE	ENTION AND DISPOS	3. EARLIEST YEAR/LATEST YEAR
Administrative and General Co	orrespondence		1992 to 1993
4. RECORD SERIES DESCRIPTION (BR		INCLUDE THE PU	ATION/DOCUMENTS/FORMS FOUND RPOSE OR FUNCTION OF THE SERIES
Subject arrangement of original reports, directives, policities, agency.	ginal letters, co ies and other mat	pies of outgoing erials related to	letters, memoranda, studies, the administration of the
7. RECORD SERIES FORMAT(S)	8. RECORD SERIES		9. VOLUME FILE DRAWER(S)
LETTER SIZE D MICROFILM	d ALPHABETIC	EAL	, O MICROFILM REEL(S)
LEGAL SIZE COMPUTER TAPE	O NUMERICAL		O COMPUTER TAPE(S)
D BOUND BOOK D FLOPPY DISK	CHRONOLOG	-	OTHER(SPECIFY)
AUDIO TAPE UVIDEO TAPE	GEOGRAPHIC		10. ANNUAL ACCUMULATION
O OTHER (SPECIFY)	Subject	·	# FILE DRAWER(S) MICROFILM REEL(S) NUMBER COMPUTER TAPE(S)
11.		12	O OTHER(SPECIES!)
DAILY WEEKLY	MONTHLY	1 1	S INACTIVE AFTER MCNTH(S) VEAR(S)
13. CURRENT LOCATION(S) (BLDG., FI	LOOR, ROOM)		ERIES DUPLICATED ELSEWHERE! ECIFY AGENCY OR OFFICE)
15. ACCESS RESTRICTIONS U YES (IF YES, CITE LAW(8) & REGULA		16. AUDIT REQUI	REMENTS ATE O FEDERAL D INDEPENDENT
17. IS AN INDEX SYSTEM USED? (IF YES. EXPLAIN BIJIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) OYES O NO Alpha by subject, then date.		longer needed policies and o planning and p development of	D RETENTION Ly and destroy that material no for current business. Directives other material related to the policy that illustrate the f the agency, retain permanently transfer to the Archives.
19. NAME AND TITLE OF PREPARER LT. DAVID WOLINSKI	20. TELEPHONE N 887-2254	HUMBER	21. DATE 7/30/92
	1		1

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INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR BACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY
REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	7275 WATERLOG P.O. BOX 27 JESSUP, MARYLAI	75 j	PAGE 2 OF 17
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
lto. Co. Police Dept.	Records/COMMUNI	CATIONS	CENTRAL SECTIONM
DEFINITION - RECORD SERIES A group of retention and	related records normally fi disposition purposes	led and used as a unit i	for reference as well as
4. RECORDS SERIES TITLE			5 BARLIEST YEAR/LATEST YEAR
UNOFFICIAL PERSONNEL FILES			<u> 1950 1993 </u>
6. RECORDS SERIES DESCRIPTION (Briefly Include	describe the types of infor the purpose or function of		found in the series.
doctor slips, accident repo	rts, resumes, etc.		
7. RECORDS SERIES FORMAT(S) [4 LETTER SIZE [] MICROFILM	8. RECORDS SERIES		9. VOLUME EXTENDED FILE DRAWER(S) MICROFILM REEL(S)
[] LEGAL SIZE [] COMPUTER TAPE			
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGIC	AL	Í
[AUDIO TAPE VIDEO TAPE	[] GEOGRAPHICA	Ĭ.	10. VOLUME [4] FILE DRAWER(S)
() OTHER (SPECIFY)	OTHER (SPEC	IFY)	
11.FILE IS USED [] DAILY [] WEEKLY	H MONTHLY	12. FILE BECOMES I	NACTIVE AFTER [] NONTH(S) [4] YEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,RC	OOK)	YES [] NO	IES DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office) way office (unofficial copy
15. ACCESS RESTRICTIONS (4 YES () NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIREMENTS LINONE STATE FEDERAL INDEPENDENT	
17. IS AN INDEX SYSTEM USED? (If yes, edescribe any hardware/software) WYES [] NO By Alpha, last		no longer need	y and destroy that material ed for current reference. ng items for two years after
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE
TT DAVID P. 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 GENERA RECORDS MANAGEMENT 7275 WATERLO P.O. BOX 2 JESSUP, MARYLA	F DIVISION O ROAD 75 .	PAGE 3 OF 17
1. DEPARTMENT/AGENCY	2. DIVISION	<u></u>	3. UNIT
alto. co. Police Dept.	Records/Commun	ication	Records Section
DEFINITION - RECORD SERIES A group of retention and	elated records normally fi disposition purposes	led and used as a unit	for reference as well as
I. RECORDS SERIES TITLE LEAVE AND TIME SHEETS			5 EARLIEST YEAR/LATEST YEAR
6. RECORDS SERIES DESCRIPTION (Briefly Include This file contains office co	the purpose or function of	the series)	
7. RECORDS SERIES FORMAT(S) [L] LETTER SIZE [] MICROFILM [] LEGAL SIZE [] COMPUTER TAPE	8. RECORDS SERIES ALPHABETICA	-	9. VOLUME FILE DRAWER(S)
[] BOUND BOOK [] FLOPPY DISK	(L) CHRONOLOGIC	CAL	
() AUDIO TAPE () VIDEO TAPE () OTHER (SPECIFY)	[] GEOGRAPHICA		10. VOLUME FILE DRAWER(S)
11.FILE IS USED [] DAILY [] WEEKLY	[4] HONTHLY	12. FILE BECOMES NUMBER	INACTIVE AFTER () MONTH(S) () MONTH(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,RO	OM)	YES. [] HO	RIBS DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office) El + Finance / Paysol
15. ACCESS RESTRICTIONS (4 YES () NO (If yes, cite law(s) & regulation(s) 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) (4 YES () NO		16. AUDIT REQUIRE	MENTS STATE [] PEDERAL [] INDEPENDENT
		18. RECOMMENDED R Retain for on	ETENTION le year, then destroy.
	_	1	
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER	•	21. DATE
It'David B. Walingki	887-22565		7/30/92

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR PRVISED RECORDS SERIES. FORWARD RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENE RECORDS MANAGENES 7275 WATERL P.O. BOX JESSUP, MARYL	NT DIVISION OO ROAD 275	PAGE 4 OF 17
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
Balto. Co. Police dept	. Records/commu	unications	Records Section
DEFINITION - RECORD SERIES A group of a retention and	elated records normally f disposition purposes	iled and used as a unit	for reference as well as
4. RECORDS SERIES TITLE			5 BARLIEST YEAR/LATEST YEAR
BUDGET RECORDS			1990 1 1993
6. RECORDS SERIES DESCRIPTION (Briefly of Include	describe the types of info		found in the series.
Annual Budget Sudmissions Monthly Budget printouts Workpapers			
7. RECORDS SERIES FORMAT(S) [] LETTER SIZE [] MICROFILM	8. RECORDS SERIES [] ALPHABETIC	-	
[L] LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL		[] MICROFILM REEL(S) [] COMPUTER TAPE(S) [] NUMBER [] OTHER(SPECIFY)
[] BOUND BOOK [] PLOPPY DISK	[] CHRONOLOGIO	CAL	10. VOLUME FILE DRAWER(S) [] MICROFILM REEL (S) [] COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHIC	AL	
[] OTHER (SPECIFY)	[JOTHER (SPEC	CIFY)	
11.FILE IS USED [] DAILY [] WEEKLY	[J_HONTHLY	12. FILE BECOMES 1	INACTIVE AFTER [] MONTH(S) [4 TEAR(S)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROC)M)	[4 YES [] NO	RIES DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS [] YES 1 NO (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIRED	STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] YES [] NO		then, destroy.	submissions for five years, Retain all other papers then destroy.
9. NAME AND TITLE OF PREPARER Lt. David P. Wolinski	20. TELEPHONE NUMBER 887-2254	-	21. DATE 7/30/92

1				
Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY	
REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	7275 WATERLO P.O. BOX 2 JESSUP, MARYLA	OO ROAD 75	PAGE 5 OF 17	
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
Bàlto. Co. Police Dept	Records/Communi	ications	.Warrent Control	
DEFINITION - RECORD SERIES A group of i			for reference as well as	
4. RECORDS SERIES TITLE			5 BARLIEST YEAR/LATEST YEAR	
GENERAL ACCOUNTING RECORDS			19891 1993	
6. RECORDS SERIES DESCRIPTION (Briefly of Include	lescribe the types of infor the purpose or function of		found in the series.	
Goods received memoranda, bi cash vouchers, mileage reporters, deposit slips, rece	rts, direct payment			
7. RECORDS SERIES FORMAT(S) [c] LETTER SIZE [] MICROFILM	8. RECORDS SERIES ALPHABETICA		9. VOLUME FILE DRAWER(S)	
[] LEGAL SIZE [] COMPUTER TAPE	[] NUMERICAL		[] MICROFILM REEL(S) [] COMPUTER TAPE(S) [] NUMBER [] OTHER(SPECIFY)	
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGIC	CAL	10. VOLUME	
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICA	AL .	FILE DRAWER(S) MICROFILM REEL (S)	
[] OTHER (SPECIFY)	[] OTHER (SPEC	CIFY)	[] COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)	
11.FILE IS USED [] DAILY WEEKLY	[] MONTHLY	12. FILE BECOMES NUMBER	INACTIVE AFTER [] MONTH(S) [-] TEAR(S)	
13. CURRENT LOCATION(S) (BLDG.,FLOOR,ROG	(но	•	RIBS DUPLICATED BLSEWHERE? (If Yes, Specify Agency or Office) in Finance / Substitutes.	
15. ACCESS RESTRICTIONS [] YES [-]-1 (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIRE		
17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) HYES [] NO big record title, then by date.		18. RECOMMENDED R	ee years, then destroy.	
V i i i i i i i i i i i i i i i i i i i	1			
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE	
.t. David P. Wolinski	887-3354		7/30/92	

REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE 1. DEPARTMENT/AGENCY Balto. Co. Police Dept Records/Communocations DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes	
JESSUP, MARYLAND 20794 1. DEPARTMENT/AGENCY 2. DIVISION 3. UNIT Balto. Co. Police Dept Records/Communocations 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	
Balto. Co. Police Dept Records/Communocations Report Review DRFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes	IAR
DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes	IAR
retention and disposition purposes	IAR
	AAR
4. RECORDS SERIES TITLE 5 BARLIEST YEAR/LATEST YEAR	
FIXED ASSETS FILE	
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) 8. RECORDS SERIES SEQUENCE 9. VOLUME	
the state of the s	FILE DRAWER(S)
[] LBGAL SIZE [] COMPUTER TAPE {] HUMERICAL [] COMPUTER T.	TAPE(S)
[] BOUND BOOK [] FLOPPY DISK LY CHRONOLOGICAL	
10. VOLUME 10. VOLUME 10. VOLUME 10. VOLUME 10. VOLUME 10. VOLUME 10. VOLUME 10. VOLUME	
HUMBER [] OTHER(SPEC	
11. FILE IS USED 12. FILE BECOMES INACTIVE AFTER	
[] DAILY [] WEEKLY [] MONTHLY	R(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM) 14. IS RECORDS SERIES DUPLICATED BLSEWHERE?	
(488 [] NO (If Yes, Specify Agency of Central Services Fi	¬ 11 .
(If yes, cite law(s) & regulation(s) [] NONE [] STATE [] PEDERAL [] INDI	
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 then destroy.	
Retain all other completed form years, then destroy.	is for three
9. NAME AND TITLE OF PREPARER 20. TELEPHONE NUMBER 21. DATE	
Lt. David Wolinski 887-2254 7/30/92	

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Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794		PAGE 7 OF 17	
WITH RECORDS RETENTION SCHEDULE				
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT	
Balto. Co. Police Dept.	Records/Communi	cations	Report Review	
DEFINITION - RECORD SERIES A group of retention and	related records normally f disposition purposes	filed and used as a unit	for reference as well as	
. RECORDS SERIES TITLE			5 BARLIEST TEAR/LATEST TEAR 1987 Present	
One Liners			1707 Tresent	
The series include numeri information given is the	the purpose or function of cal list of each of disposition code for number of car hand	of the series) cc# issued for the cc#, date dling the call, l		
7. RECORDS SERIES FORMAT(S) 8. RECORDS SERIES [A] LETTER SIZE [A] MICROFILM [A] ALPHABETIC			9. VOLUME FILE DRAWER(S) [] MICROFILM REBL(S)	
[] LEGAL SIZE [] COMPUTER TAPE		ICAL then by CC#	55.000 [] COMPUTER TAPE(S) WUMBER OTHER(SPECIFY) 10. VOLUME [] FILE DRAWER(S) [] MICROFILM REBL (S) [] COMPUTER TAPE(S) MUMBER [] OTHER(SPECIFY)	
[] BOUND BOOK [] FLOPPY DISK	(1.cukomorogi	ICAL STORY		
[] AUDIO TAPE [] VIDEO TAPE	GEOGRAPHIC	CAL		
() OTHER (SPECIFY)	[] OTHER (SPE	SCIFT)		
11.FILE IS USED [] WEEKLY	[] HONTELY	12. FILE BECOMES 6 NUMBER	INACTIVE AFTER ±] MONTH(8) [] YEAR(8)	
13. CURRENT LOCATION(8) (BLDG.,FLOOR,RO Report Review 400 Kenilworth Drive	ON)		RRIES DUPLICATED BLSEWHERE? O (If Yes, Specify Agency or Office) Records files	
15. ACCESS RESTRICTIONS [] TES [] NO (If yes, cite law(s) & regulation(s) 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) [] TES [] NO		16. AUDIT REQUIREMENTS [3] NOME [] STATE [] FEDERAL [] INDEPENDENT		
		18. RECOMMETDED		
	-1	<u> </u>	<u>- </u>	
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE	
Lt. David Wolinski	887_2254		7/12/91	

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH MEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENER. RECORDS MANAGEMENT 7275 WATERLO P.O. BOX 2	P DIVISION -	AGENCY RECORDS INVENTORY PAGE 8 OF 17
ALLU KPCOKD2 KPIPMITON SCUPDARP	JESSUP, MARYLA	•	rada O Or 1/
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
Balto. Co. Police Dept.	Records/Communi	cations	Warrant Control
DEFINITION - RECORD SERIES A group of retention and	elated records normally fi disposition purposes	led and used as a unit	for reference as well as
4. RECORDS SERIES TITLE			5 BARLIEST YEAR/LATEST YEAR
Warrant Control Books	S		1966 / Present
6. RECORDS SERIES DESCRIPTION (Briefly disclude	escribe the types of infor the purpose or function of		found in the series.
warrant. The information Book, authority code numb original warrant is being been served, returned or	listed is the con er for court issui sent for service, withdrawn and the	trol number, date ng warrant, defer code informing v date or if it is	ndant's name, where the whether the warrant has
7. RECORDS SERIES FORMAT(S) [LETTER SIZE [] MICROFILM	8. RECORDS SERIES [] ALPHABETICA	-	9. VOLUME
[] LEGAL SIZE [] COMPUTER TAPE	(A) NUMBRICAL		
[] BOUND BOOK [] PLOPPY DISK	CHRONOLOGIC	AL	WUNDER XX OTHER (SPECIFY) Open Shelve:
() AUDIO TAPE () VIDEO TAPE	GEOGRAPHICA	ı.	10. VOLUME
[4] OTHER (SPECIFY) 3-ring binder notebooks	i		[] MICROFILM REBL (S) [] COMPUTER TAPE(S) [] NUMBER [] OTHER(SPECIFY)
11.FILE IS USED [* DAILY [] WEEKLY	[] HONTELY	12. FILE BECOMES 1	HACTIVE AFTER [] HONTH(S) MY YEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, ROG 400 Kenilworth Drive Warrant Control Unit	(ж	-	IIES DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS [] TES [] 1 (If yes, cite law(s) & regulation(s)		16. AUDIT REQUIRES ¥ MONE []	IENTS STATE [] PEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, endescribe any hardware/software) [**YES [] HO	plain briefly and	18. RECOMMENDED A	•
Local Warrant Inventory		\$	•
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE
Lt. David P. Wolinski	887-2254		7/12/91

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL SER RECORDS MANAGEMENT DIVI		AGENCY RECORDS INVENTORY
REVISED RECORDS SERIES. FORWARD ITH RECORDS RETENTION SCHEDULE	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 207)	PAGE 9 OF 17
. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
Balto. Co. Police Dept.	Records/Communicati	ions Div.	Records Section
BFINITION - RECORD SERIES A group of retention and	related records normally filed an disposition purposes	nd used as a unit	for reference as well as
. RECORDS SERIES TITLE			5 BARLIEST TEAR/LATEST TEAR
State of Maryland Traffic	Citations		1991 / Present
The file includes a singl Baltimore County Police C		raffic Citat	ion issued by a
			1
. RECORDS SERIES FORMAT(S) [] LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEQUENTS	NCB	9. VOLUME XPA FILE DRAWER(S)
[] LEGAL SIZE [] COMPUTER TAPE			4 [] COMPUTER TAPE(S) WUMBER [] OTHER(SPECIFY)
[] BOUND BOOK [] PLOPPY DISK	対決 CHROMOLOGICAL		İ—————————————————————————————————————
[] AUDIO TAPE [] VIDEO TAPE	 GEOGRAPHICAL		10. VOLUME FILE DRAWER(S)
XX OTHER (SPECIFY)	[] OTHER (SPECIFY)		[] MICROFILM REBL (S) [] COMPUTER TAPE(S) [] OTHER(SPECIPT)
11. FILE IS USED A DAILT [] WEEKLY	[] HONTELY	12. FILE BECONES 1 HUNBER	INACTIVE AFTER [] HONTH(S) [X] TEAR(S)
13. CURRENT LOCATION(S) (BLDG., FLOOR, RC	OON)		RIES DUPLICATED ELSEWHERE?
400 Kenilworth Drive Records Section			(If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS [] YES (If yes, cite law(s) & regulation(s		16. AUDIT REQUIRE [] NOME 《子	NENTS STATE [] FEDERAL XK INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, e describe any bardware/software)	explain briefly and	18. RECORNERDED 1	BTENTION
洋本 Ars	! ·		one year

Lt. David P. Wolinski

DGS 550-4(REVISED 2/87)

9. NAME AND TITLE OF PREPARER

In house software operating on IBM "System 36"

20. TELEPHONE NUMBER

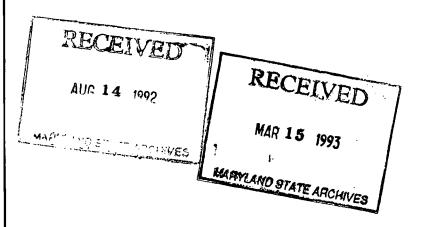
887-2254

21. DATE

4/12/91

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERA RECORDS MANAGEMENT		AGENCY RECORDS INVENTORY
REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	P.O. BOX 27 JESSUP, MARYLAN	5	PAGE 10 OF 17
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
Balto. Co. Police Dept.	Records/Communic	ation	Records Section
DEFINITION - RECORD SERIES A group of retention and	related records normally fil disposition purposes	led and used as a unit i	for reference as well as
4. RECORDS SERIES TITLE Incident/Offense Re	ports		5 BARLIEST TEAR/LATEST TEAR 1941 / Present
The series inclused official police act requiring police in file was established	the purpose or function of d original incident tions regarding reponvolvement. Forms hed. The file also i	the series) and offense repo rted crimes and ave been revised ncludes copies o	rts used to document
7. RECORDS SERIES FORMAT(S) **X LETTER SIZE XX MICROFILM	Forms: (listed on ba	SEQUENCE	9. VOLUME [] FILE DRAWER(S)
[] LEGAL SIZE [] COMPUTER TAPE	AN HOMERICAL	•	XX HICROFILM REBL(S) COMPUTER TAPE(S) NUMBER [] OTHER(SPECIFY)
[] BOUND BOOK [] FLOPPY DISK	[] CHRONOLOGICA		10. VOLUME
() AUDIO TAPE () VIDEO TAPE () OTHER (SPECIFY)	[] GEOGRAPHICAL		[] FILE DRAWER(S) [] NICROFILM REBL (S) [] 200 ft [] COMPUTER TAPE(S) [] NUMBER XX OTHER(SPECIFY) OPEN SHELVE
11.FILE IS USED [AXDAILY [] WEEKLY	{ HONTHLY	12. FILE BECOMES I	HACTIVE AFTER [] HOUTH(8) X[K] YEAR(8)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,RC 400 Kenilworth Dri Storage Room/Recor	ve	•	IES DUPLICATED ELSEWHERE? (If Tes, Specify Agency or Office)
15. ACCESS RESTRICTIONS LKTES [] (If yes, cite law(s) & regulation(s		16. AUDIT REQUIREM 漢本 NOME {}	ENTS STATE [] FEDERAL [] INDEPENDENT
\ · · · · · · · · · · · · · · · · · · ·	Database Operating ame computer	7	icroimage system and
9. NAME AND TITLE OF PREPARER Lt. David P. Wolinski	20. TELEPHONE NUMBER 887-2254		21. DATE 4/12/91

FORM #	TITLE	ORGINAL/COPY
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	Сору
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	Сору
98	Narcotics Evidence	Сору
DC16	State of MD Uniform Criminal/Civil Citation	Сору



RECEIVED

AUG 7 1992

RECORDS MANAGEMENT DIVISION

 $[\]star$ In certain cases the original is on file.

Until subject is 18

21. DATE

7/15/91

DGS 550-4(REVISED 2/87)

mainfram computer

9. NAME AND TITLE OF PREPARER

Lt. David P. Wolinski

Prism - Relational database operating on a

20. TELEPHONE NUMBER

887-2254

Instructions TYPE OR PRINT A SEPARATE FORM FOR BACH MEN OR	DEPARTMENT OF GENERAL S RECORDS MANAGEMENT DI	•	AGENCY RECORDS INVENTORY
REVISED RECORDS SERIES. FORWARD	7275 WATERLOO RO P.O. BOX 275 JESSUP, MARYLAND	DAD	PAGE 12 OF 17
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
Balto. Co. Police Dept.	Records/Communicat	tions	Central Records
DEFINITION - RECORD SERIES A group of teleption and	related records normally filed disposition purposes	and used as a unit	for reference as well as
. RECORDS SERIES TITLE Adult Index Cards			5 BARLIEST YEAR/LATEST YEAR 1930 / Present
. RECORDS SERIES DESCRIPTION (Briefly	describe the types of informat the purpose or function of the		found in the series.
. RECORDS SERIES FORMAT(S) [] LETTER SIZE [] MICROFILM	8. RECORDS SERIES SEQ {* ALPHABETICAL	DENCE	9. VOLUME [x] FILE DRAWER(S)
[] LEGAL SIZE [] COMPUTER TAPE	[] HUMERICAL	·	
[] BOUND BOOK [] PLOPPY DISK	[] CHRONOLOGICAL	•	
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICAL		10. VOLUME [] FILE DRAWER(8)
(** OTHER (SPECIFY) 3x7 index card	[] OTHER (SPECIFY)	[] MICROFILM REEL (S) [] COMPUTER TAPE(S) [] OTHER(SPECIFY)
11.FILE IS USED [3] DAILY [] WEEKLY	() MONTELY	12. FILE BECOMES	INACTIVE AFTER [] NORTH(8)
3. CURRENT LOCATION(8) (BLDG.,FLOOR,RO Central Records 400 Kenilworth Drive	ON)	村 TES [] EG	RIES DUPLICATED ELSEWHERE? (If Tes, Specify Agency or Office) ism :
5. ACCESS RESTRICTIONS (1 TES [] (If yes, cite law(s) & regulation(s)	-	16. AUDIT REQUIRE [7] HORE []	· · · · · · · · · · · · · · · · · · ·
17. IS AN INDEX SYSTEM USED? (If yes, e describe any bardware/software)	xplain briefly and	18. RECOMMENDED 1	\$788710B

Prism - Relational database operating on a mainframe computer

Until subject is deceased

20. TELEPHONE NUMBER

887-2254

21. DATE 7/15/91

DGS 550-4(REVISED 2/87)

9. NAME AND TITLE OF PREPARER Lt. David Wolinski

M YES

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Instructions TYPE OR PRINT A SEPARATE FORM FOR BACH MEN OR	DEPARTMENT OF GENERA RECORDS MANAGEMENT	DIVISION	AGENCY RECORDS INVENTORY
REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	7275 WATERLOO P.O. BOX 27 JESSUP, MARYLAN	5	PAGE 13 OF 17
1. DEPARTMENT/AGENCY Balto. Co. Police Dept.	2. DIVISION Records/Communi	cations	3. UNIT Central Records
DEFINITION - RECORD SERIES A group of retention and	related records normally fill disposition purposes	led and used as a un	it for reference as well as
4. RECORDS SERIES TITLE			5 EABLIEST YEAR/LATEST YEAR
Juvenile Files			1974 / Present
	the purpose or function of	the series)	orm #117 Juvenile Referral
arbitrator. Form #117 is subject to go to court. the greater offense.			of the subject who commits
7. RECORDS SERIES FORMAT(S) [* LETTER SIZE [] MICROFILM [] LEGAL SIZE [] COMPUTER TAPE	8. RECORDS SERIES ({ { { { { { { { { {	_	9. VOLUME XM FILE DRAWER(S) [] MICROFILM REEL(S) [] COMPUTER TAPE(S)
[] LEGAL SIZE [] COMPUTER TAPE [] BOUND BOOK [] PLOPPY DISK	[] CHRONOLOGICA	AL	HUMBER OTHER(SPECIFY)
[] AUDIO TAPE [] VIDEO TAPE	[] GROGRAPHICA	L.	10. VOLUME [] FILE DRAWER(8)
[] OTHER (SPECIFT)	[] OTHER (SPEC)	III)	[] MICROFILM REBL (S) [] COMPUTER TAPE(S) [] HUMBER [] OTHER(SPECIFY)
11.FILE IS USED [A] DAILY [] WEEKLY	() HONTHLY	12. FILE BECOME	S INACTIVE AFTER [] NONTH(8) [] YEAR(8) After Subject turns 18 years of
13. CURRENT LOCATION(8) (BLDG.,FLOOR,RC Central Records 400 Kenilworth Drive	DOM)	•	SERIES DUPLICATED BLSEWHERE? NO (If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS [¥ VES [] (If yes, cite law(s) & regulation(s)		16. AUDIT REQUI	REMENTS [] STATE [] PEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, of describe any hardware/software) [7] YES [] NO	explain briefly and		ect turns 18 then file is sent
PRISM - Relational Databa a mainframe compu		to the You	th Division until subject turns
9. NAME AND TITLE OF PREPARER	20. TELEPHONE NUMBER		21. DATE
Lt. David Wolinski	887-2254		7/15/91

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Instructions TYPE OR PRINT A EPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES, FORWARD ITH RECORDS RETENTION SCHEDULE	DEPARTMENT OF GENERAL RECORDS NANAGEMENT 7275 WATERLO P.O. BOX 2	T DIVISION !	PAGE 14 OF 17
ILLU KUCOKUS KULUMITON SCUPNOPP	JESSUP, MARYLA	·	PAUS 1 T UP 17
. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
Balto. Co. Police Dept.	Records/Communic	ations	Central Records
DEFINITION - RECORD SERIES A group of retention and	related records normally fi disposition purposes	led and used as a unit	for reference as well as
A. RECORDS SERIES TITLE BCI Jackets			5 EARLIEST TEAR/LATEST TEAR 1930 / present
6. RECORDS SERIES DESCRIPTION (Briefly Include	describe the types of infor the purpose or function of		found in the series.
subject committed in the offenses committed in the when information from the gave the information and not be used by Printrak a	e United States, Cr at particular file w what the information	iminal Records Da was given, to who on was for, finge	issemination Log listing om is was given to, who erprint cards that can
7. RECORDS SERIES FORMAT(5)	8. RECORDS SERIES	~	9. VOLUME
(LETTER SIZE () HICROFILM	[] ALPHABETICA	.lu	{ FILE DRAWER(S) NICROFILM REEL(S)
[] LEGAL SIZE [] COMPUTER TAPE	Y NUMERICAL		1425 ft[] COMPUTER TAPE(S) WUMBER OTHER (SPECIFY) open shelv
[] BOUND BOOK [] PLOPPY DISK	[] CHROWOLOGIC	AL	
[] AUDIO TAPE [] VIDEO TAPE	[] GEOGRAPHICA	L	10. VOLUME [] FILE DRAWER(S)
() OTHER (SPECIFY)	[] OTHER (SPEC	CIPY)	[] MICROFILM REBL (S) [] COMPUTER TAPE(S) [] NUMBER [] OTHER(SPECIFT)
11.FILE IS USED [] WEEKLY	[] HONTHLY	12. FILE BECONES 10 NUMBER	INACTIVE AFTER [] NORTH(8)
13. CURRENT LOCATION(S) (BLDG., FLOOR, R	DON)	14. IS RECORDS SE	RIES DUPLICATED ELSEWHERE?
Central Records 400 Kenilworth Drive	·	ON KK CAY ()	(If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS \$\(\frac{1}{2}\) YES [] (If yes, cite law(s) & regulation(s)		ARIUDAN FIDUR . 31 } ENON KK	NEHTS STATE [] FEDERAL [] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, of describe any hardware/software) [3] YES [] NO	explain briefly and	18. RECOMMENDED R	ETERTION expungment order is received
Prism - Relational Databa	se Operating on		irt.
a mainframe compu	ter.	BAAL TE ITAMES	NTIME OF AN OPTICAL MICH A
	_	PAN TO BINDE	MTUALLY GO ON OPTICAL DISK &
9. NAME AND TITLE OF PREPARER Lt. David P. Wolinski	20. TELEPHONE NUMBER 887-2254	PAN TO BNUG	NTUALLY GO ON OPTICAL DISK JU 1 21. DATE 7/15/91

	•	1	
Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR	DEPARTMENT OF GENERAL RECORDS MANAGEMENT	T DIVISION -	AGENCY RECORDS INVENTORY
REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE	7275 WATERLO P.O. BOX 2 JESSUP, MARYLA	75 i	PAGE 15 OF 17
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
alto. Co. Police Dept.	Records/Communica	tion	Warrant Control
DEFINITION - RECORD SERIES - A group of retention and	related records normally fi disposition purposes	led and used as a unit i	for reference as well as
4. RECORDS SERIES TITLE			5 EARLIEST YEAR/LATEST YEAR
Warrants	·		1970 / present (Felonies)
6. RECORDS SERIES DESCRIPTION (Briefly Include	describe the types of infor the purpose or function of		found in the series.
stating they can not serv	for service, form # ve this warrant and	179 when an officients the reason	cer sends the warrant back
7. RECORDS SERIES FORMAT(S) [] LETTER SIZE [] HICROFILM [] LEGAL SIZE [] COMPUTER TAPE	B. RECORDS SERIES ALPHABETICA NUMERICAL	_	9. VOLUME [] FILE DRAWER(S) [] MICROFILM RESU(S) 1300 + [] COMPUTER TAPE(S)
[] BOUND BOOK [] PLOPPY DISK	() CHRONOLOGIC	AL	WWBER XX OTHER (SPECIFY) open shelves
[] AUDIO TAPE [] VIDEO TAPE		ı L	10. VOLUME Xix File Drawer(s)
[] OTHER (SPECIFY)	OTHER (SPEC	CIFT)	[] NICROFILM REBL (S) [] COMPUTER TAPE(S) [] OTHER(SPECIFY)
11.FILE IS USED [3] DAILY [] WEEKLY	[] KONTHLY	12. FILE BECOMES I	NACTIVE AFTER [] NORTH(8) [X] YEAR(8) (misdemeanor Once warrant is served*(Felony)
13. CURRENT LOCATION(S) (BLDG.,FLOOR,RG 400 Kenilworth Drive Warrant Control	OON)	14. IS RECORDS SER	IES DUPLICATED ELSEWHERE? (If Yes, Specify Agency or Office)
15. ACCESS RESTRICTIONS & TES [] (If yes, cite law(s) & regulation(s		16. AUDIT REQUIREM [] MONE []	EHTS STATE [] PEDERAL &] INDEPENDENT
17. IS AN INDEX SYSTEM USED? (If yes, of describe any hardware/software) [3] YES [] NO	explain briefly and	18. RECOMMENDED RE Felonies are served.	tilfioi kept indefinitely or until
Local Warrant Inven	tory System -	Misdemeanors	are kept three years and then 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 BACH NEW OR REVISED RECORDS SERIES. FORWARD	DEPARTMENT OF GENERA RECORDS NAMAGEMENT 7275 WATERLOO	P DIVISION -	AGENCY RECORDS INVENTORY
ITH RECORDS RETENTION SCHEDULE	P.O. BOX 27 JESSUP, MARYLAI	•	PAGE 16 OF 17
1. DEPARTMENT/AGENCY	2. DIVISION		3. UNIT
Balto. Co. Police Dept.	Records/Communi	cations	Telecommunications
EFINITION - RECORD SERIES A group of retention and	elated records normally fit disposition purposes	led and used as a unit	for reference as well as
. RECORDS SERIES TITLE Teletypes			5 SARLIEST TEAR/LATEST TEAR 1888 / Present - Miles Locates
. RECORDS SERIES DESCRIPTION (Briefly d	escribe the types of infor the purpose or function of	The state of the s	found in the series.
RECORDS SERIES FORMAT(S)	npt to locate, traf	fic reports, loc	ates and hit confrimations.
[] LETTER SIZE [] MICROFILM [] LEGAL SIZE [] COMPUTER TAPE	ALPHABETICA UNURRICAL	Miles entry	A FILE DRAWER(S) NICROFILM REBL(S) 1300 COMPUTER TAPE(S) NUMBER OTHER(SPECIFT)
[] BOUND BOOK [] FLOPPY DISK [] AUDIO TAPE [] VIDEO TAPE	K CHRUNULOGICA BY MONTH [] GEOGRAPHICA	•	10. VOLUME FILE DRAWER(S)
図 OTHER (SPECIFY) 5½X9½ paper	k other (spec	•	4000 COMPUTER TAPE(S)
1.FILE IS USED [* DAILT [] WEEKLT	[] MONTHLY	12. FILE BECOMES I	NACTIVE AFTER [] MONTH(S) [] YEAR(S)
		1	
3. CURRENT LOCATION(S) (BLDG., FLOOR, ROO)M)		IES DUPLICATED ELSEWHERE?
400 Kenilworth Drive		ON [] 287 \$k	(If Yes, Specify Agency or Office)
400 Kenilworth Drive Telecommunications/Storag	ge Room	XX TES [] 10 Miles entries	(If Tes, Specify Agency or Office) are attached to reports.
400 Kenilworth Drive Telecommunications/Storag	ge Room	Miles entries :	(If Tes, Specify Agency or Office) are attached to reports.
400 Kenilworth Drive Telecommunications/Storag 15. ACCESS RESTRICTIONS M TRS [] I (If yes, cite law(s) & regulation(s)	ge Room	Miles entries :	(If Yes, Specify Agency or Office) are attached to reports. ENTS STATE [] PEDERAL [] INDEPENDENT TENTION
Telecommunications/Storag 15. ACCESS RESTRICTIONS M TES [] II (If yes, cite law(s) & regulation(s) 17. IS AN INDEX SYSTEM USED? (If yes, exdescribe any hardware/software)	ge Room	XX TES [] NO Miles entries 16. AUDIT REQUIREM X MONE [] 18. RECONNENDED RE	(If Yes, Specify Agency or Office) are attached to reports. ENTS STATE [] PEDERAL [] INDEPENDENT TENTION
400 Kenilworth Drive Telecommunications/Storag 5. ACCBSS RESTRICTIONS M TES [] N (If yes, cite law(s) & regulation(s) 7. IS AN INDEX SYSTEM USED? (If yes, endescribe any hardware/software)	ge Room	XX TES [] NO Miles entries 16. AUDIT REQUIREM X MONE [] 18. RECONNENDED RE	(If Yes, Specify Agency or Office) are attached to reports. ENTS STATE [] PEDERAL [] INDEPENDENT TENTION

DSTRUCTIONS TYPE OR PRINT A	DEPARTMENT OF GENERAL SERVICES RECORDS NANAGEMENT DIVISION	AGENCY RECORDS INVENTORY
EVISED RECORDS SERIES. FORWARD ITH RECORDS RETENTION SCHEDULE	7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	PAGE 17 OF 17
. DEPARTMENT/AGENCY	2. DIVISION	3. UNIT
alto. Co. Police Dept.	Records/Communications	Validation Unit
	related records normally filed and use disposition purposes	ed as a unit for reference as well as
. RECORDS SERIES TITLE	·	5 EARLIEST YEAR/LATEST TEAR 1989 / Present
Validation Summary	describe the types of information/doc	
This report is a breakdow following categories; mi This report also list the	issing persons, securities, e number of modifications m ies and 10 vehicle entries	es removed from MILES/NCIC on the autos/boats, guns and warrants. ade to existing entries. A monthly is conducted and the results are
This report is a breakdown following categories; mind the second of the	wn of new entries and entries issing persons, securities, enumber of modifications mies and 10 vehicle entries monthly report.	es removed from MILES/NCIC on the autos/boats, guns and warrants. ade to existing entries. A monthly is conducted and the results are
This report is a breakdow following categories; mi This report also list the audit of 10 warrant entriprovided along with this RECORDS SERIES FORMAT(S)	wn of new entries and entries issing persons, securities, enumber of modifications miles and 10 vehicle entries monthly report. 8. RECORDS SERIES SEQUENCE ALPHABETICAL	es removed from MILES/NCIC on the autos/boats, guns and warrants. ade to existing entries. A monthly is conducted and the results are 9. VOLUME
This report is a breakdown following categories; mind the second of the	wn of new entries and entries issing persons, securities, enumber of modifications mies and 10 vehicle entries monthly report.	es removed from MILES/NCIC on the autos/boats, guns and warrants. ade to existing entries. A monthly is conducted and the results are 9. VOLUME
This report is a breakdow following categories; mi This report also list the audit of 10 warrant entriprovided along with this RECORDS SERIES FORMAT(S)	wn of new entries and entries issing persons, securities, enumber of modifications miles and 10 vehicle entries monthly report. 8. RECORDS SERIES SEQUENCE ALPHABETICAL	es removed from MILES/NCIC on the autos/boats, guns and warrants. ade to existing entries. A monthly is conducted and the results are 9. VOLUME
This report is a breakdow following categories; min This report also list the audit of 10 warrant entriprovided along with this records series format(s) RECORDS SERIES FORMAT(S) PLETTER SIZE [] MICROFILM [] LEGAL SIZE [] COMPUTER TAPE	wn of new entries and entries issing persons, securities, enumber of modifications miles and 10 vehicle entries monthly report. 8. RECORDS SERIES SEQUENCE ALPHABETICAL [] HUMERICAL	es removed from MILES/NCIC on the autos/boats, guns and warrants. ade to existing entries. A monthly is conducted and the results are 9. VOLUME
This report is a breakdow following categories; mi This report also list the audit of 10 warrant entriprovided along with this RECORDS SERIES FORMAT(S)	wn of new entries and entri issing persons, securities, e number of modifications m ies and 10 vehicle entries monthly report. 8. RECORDS SERIES SEQUENCE ALPHABETICAL	es removed from MILES/NCIC on the autos/boats, guns and warrants. ade to existing entries. A monthly is conducted and the results are 9. VOLUME

15. ACCESS RESTRICTIONS [] YES [] NO (If yes, cite law(s) & regulation(s) 16. AUDIT REQUIREMENTS K] NOME [] STATE [] PEDERAL [] INDEPENDENT 17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software) 18. RECOMMENDED RETENTION [] YES M NO Retain for one year. 21. DATE 20. TELEPHONE NUMBER 9. NAME AND TITLE OF PREPARER Lt. David P. Wolinski 887-2254 7/12/91 DGS 550-4(REVISED 2/87)