

George (St. Davidson)

1-18767
Annex

C 299

ANNE ARUNDEL COUNTY POLICE DEPT.

Central Records Bureau

1 INVESTIGATION AND OFFENSE REPORTS

Size: 8 1/2" x 11"
Quantity: 137 file drawers
Dates: 1937...
File Arr.: Numerical
Index: Volume index, 1937-1964; 5" x 8" card file, 1965...

This is a typed narrative report from the investigating officer to the chief of police concerning the investigation of complaints. Information is supplied concerning the event, and the result of the investigation is given (closed, active, unfounded, cleared by arrest). These reports are reviewed and approved by the commanding officer and filed in the County Police Central Records Bureau.

This file also contains motor vehicle accident reports and radio records (item 2).

RECOMMENDATION: MICROFILM AND DESTROY ORIGINALS. RETAIN MICROFILM PERMANENTLY.

2 RADIO RECORD

Size: 5" x 8"
Quantity: 4 two-row card file drawers
Dates: 1961...
File Arr.: Arranged numerically

This is a record of complaints received by the radio dispatcher, identifying complainant and disposition, using the information furnished by the complainant and investigating officers. If the complaint results in an offense report, the radio report is attached to the Investigation and Offense Report (item 1). If an offense report is not issued, the radio records are filed numerically.

RECOMMENDATION: RETAIN FOR THREE YEARS, THEN DESTROY.

3 MARYLAND UNIFORM TRAFFIC SUMMONSES (ARREST TICKETS)

Size: 6 1/2" x 8"

Quantity: 3 two-row card file drawers

Dates: 1961...

File Arr.: Pre-numbered forms arranged serially

Arrest Tickets are made out by the arresting officer in quintuplicate on DMV forms and are distributed as follows:-

White original: People's Court

Yellow copy: Dept. of Motor Vehicles

Orange copy: Retained in the files of the County Police Central Records Bureau

Pink copy: Retained in the book by the arresting officer and turned in to the Central Records Bureau when a new book of tickets is issued or when the officer leaves the employ of the County Police

White copy: Given to the defendant

The tickets are arranged serially and the two copies filed in the Central Records Bureau are used to account for all tickets. There is no reference to these copies after this audit by the Central Records Bureau.

Records copies of arrest tickets are retained by the People's Courts and the Department of Motor Vehicles.

The copies retained by the Central Records Bureau are nonrecord within the meaning of the statute governing nonrecord material (Annotated Code of Maryland, 1957 edition as amended, Art. 41, Sec. 179), and may be destroyed as soon as no longer needed by the office.