

REQUEST FOR RECORDS RETENTION SCHEDULE
To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. C 288

PAGE NO. 1

1. Requesting Agency

BALTIMORE COUNTY

2. Division or Bureau of Requesting Agency

POLICE BUREAU, SERVICES DIVISION

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

THESE ITEMS AMEND OR SUPERSEDE ITEMS SCHEDULED ON SCHEDULES NO. 192 AND 193.

1. This item amends and supersedes Item No. 1, Schedule No. 192.
OFFENSE REPORTS FILE (1948-present; est. accum. 239 cu. ft., ann. accum., 18 cu. ft.)

This is a file of 8 1/2" x 11" forms prepared by investigating officers to report each offense investigated or police service rendered. The reports are filed by reporting station, then by serial number, which is in approximate chronological sequence. Each report shows the type of offense, crime, or incident; the identity of the complainant; the time, location, and details of the offense or incident, and the remarks of the investigating officer. Only about 15% of the offenses reported are Class I offenses although all reported offenses and incidents are filed and kept in this accumulation, regardless of the nature and gravity of the matter. Offenses resulting in arrests are the subject of separate arrest records maintained in the same office.

RECOMMENDATION:

Class I Offense Reports: RETAIN INDEFINITELY

Class II Offense Reports: RETAIN FOR A MINIMUM OF THREE YEARS, and a maximum of FIVE YEARS, on the basis of subsequent reference experience.

Copies of Offense Reports: DESTROY when no longer useful for operating or informational purposes

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative *County Approvals (BCC, SA-5(H)) have been received.*

Richard E. Mavis
Signature

Records Management Officer
Title

March 21, 1966
Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

5/12/66
Date

Miriam S. Rudoff
Archivist

6-13-66
Date

Richard E. Mavis
Secretary

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(Continuation Sheet)

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5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

4. No.

2.

This item supersedes and amends Item No. 2, Schedule 192.

ARREST RECORDS (1941-present) accum., est. 36 cu. ft., ann. accum., 3 cu. ft.

This file contains 5" x 8" arrest cards and the Central Record Docket Copy of the Magistrate's Docket file (6 1/4" x 8") which list identifying information and pertinent facts about each arrest and each person arrested.

Under a planned revision of Bureau record-making and recordkeeping procedures, this file will no longer be kept as a separate file; arrest records and information will be kept in the identification record jackets (Schedule No. 193, Item No. 1)

RECOMMENDATION: PLACE IN IDENTIFICATION RECORD JACKET AND RETAIN AS PART OF THAT RECORD GROUP. (See Item 10)

DESTROY the Arrest Record File, or those items in it, which are transcribed to other forms as part of filing revisions.

This item amends and supersedes Item No. 4, Schedule No. 192.

3.

POLICE STATION DOCKET SHEETS (1963-65) Annual accum., 3 cu. ft.

This file is the successor to the former Docket Sheet file which was discontinued in 1963 after the establishment of the Office of the Chief Clerk of Magistrate's Courts. The present form is made in six copies: original, Magistrate's Docket (official); 1st copy, Central Record Docket (Arrest Record); 2nd copy, Statistical Docket; 3rd Copy, Chief Clerk's Docket; 4th copy, Finance Docket; 5th copy, Police Station Docket. The Police Station Docket copy is forwarded to Central Records after disposition; no reference to it is reported. This copy is non-record within the intent of Article 41, Section 179, ACM.

RECOMMENDATION: RETAIN ONLY SO LONG AS USEFUL FOR INFORMATION AND OPERATIONAL VALUE, then destroy.

This Item amends and supersedes Items No. 5 and 6, Schedule No. 192

4.

DAILY ACTIVITY SHEET AND DAILY JOURNAL (1955-present) 14" x 18"
DAILY REPORTS (1961-present) 8 1/2" x 11"

A daily activity sheet is prepared by each station, listing the name and duty status of each officer assigned there. The inclusion of the station's daily activities has been omitted since the Bureau began operation of its central communications facilities. The sheets are used to post individual leave records maintained by the Administrative Division, for supervisory review, and can be used to tab-

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REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
	<p>ulate statistical information on assignments, etc. Occasional reference is made to locate responsible officers or to fix responsibility, or for intra-departmental investigations and other matters.</p> <p>Daily reports serve the same purpose as the daily activity sheet, but are prepared for each headquarters unit, much the same as the daily journal is prepared for station personnel.</p> <p>RECOMMENDATION: RETAIN FOR THREE YEARS, then destroy.</p> <p><u>This Item amends and supersedes Item No. 10, Schedule No. 192.</u></p>	
5.	<p>TRAFFIC SUMMONSES (1963-present) Est. accum., 9 cu. ft.; ann. accum., 3 cu. ft.</p> <p>This is a file of copies of DMV Traffic Summons forms, which is prepared in an original and 5 copies, the 4th copy being the file retained by the Police Bureau. Since the establishment of the Office of the Chief Clerk of Magistrate's Courts, audit reference to the Bureau copy is not made, and the Bureau file serves only to account for all summons books and summonses issued and as notes for officers called to testify in traffic cases appealed. Official record copies are those maintained by the Magistrate's Court and DMV. The Bureau file is non-record within the intent of Section 179, Article 41, ACM.</p> <p>RECOMMENDATION: DESTROY as soon as the file ceases to have continuing operational or informational value to the Bureau.</p> <p><u>This Item amends and supersedes Item No. 11, Schedule No. 192.</u></p>	
6.	<p>FIELD INTERROGATION REPORT: (1962-present) Est. accum., 18 cu. ft.; ann., 6 cu. ft.</p> <p>This is a file of reports made of inquiries made of drivers of vehicles stopped and checked for any of various reasons. The information shown is essentially the same as on the Highway Vehicle Check Sheets. (C-102, 103)</p> <p>RECOMMENDATION:</p> <p><u>File of Original Reports:</u> RETAIN FOR THREE YEARS, then destroy.</p> <p>Files of Report Copies: DESTROY as soon as they have no continuing value for informational or operational purposes.</p>	

APPROVED
HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
7.	<p>ALCOHOL INFLUENCE FORM: (1963-date) est. accum., 3/4 cu. ft.; ann. accum., 1/4 cu. ft.</p> <p>This is a file of 8 1/2" x 5 1/2" copies of forms which show the results of Breathalyzer tests given to motorists and others to determine the degree of alcoholic influence. The form shows the summons and docket numbers, the name and description of the defendant, the date and time of arrest, arresting officer, and observations. Attached is a request for a clinical test and the technician's certification. The technician enters a figure from the Breathalyzer scale.</p> <p>RECOMMENDATION: RETAIN FOR A MINIMUM OF THREE YEARS, and a maximum of <u>five years</u> on the basis of reference experience to the file.</p>	
8.	<p>CONDITIONS AFFECTING OTHER AGENCIES (1963-date)</p> <p>This is a file of copies of memorandum forms which forward to other county agencies complaints, inquiries, and observations coming to the attention of the Police Bureau which require investigation or action by other County agencies, e.g., health department, highways bureau, traffic bureau, etc.</p> <p>The Bureau copy of this form is non-record within the designation of such items in Section 179, Article 41, ACM.</p> <p>RECOMMENDATION: DESTROY when these copies no longer have informational and operational value; suggested maximum retention, <u>one year</u>.</p>	
9.	<p><u>This item amends Item No. 3, Schedule No. 193.</u></p> <p>FINGERPRINT INDEX (c. 1940-date; accum., est. 8 cu. ft.; ann. accum., 1/3 cu. ft.)</p> <p>Under a planned revision of Bureau record-making and recordkeeping procedures, the fingerprint index will be merged with other Central Records indices and the information on the fingerprint index cards will be included on, or transcribed to, a new Central Index.</p> <p>RECOMMENDATION: DESTROY upon the establishment of Central Index and the transcription of all pertinent information from this index.</p>	
10.	<p><u>This Item amends Item No. 1, Schedule No. 193.</u></p> <p>IDENTIFICATION RECORD JACKETS (1929-present) accum., est. 36 cu. ft.; ann., 4 cu. ft.</p> <p>Under a planned revision of filing, all significant items in individual files will be centralized in the Identification Record</p>	

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HALL OF RECORDS COMMISSION

REQUEST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

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4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Jacket kept for each individual arrested and fingerprinted.

RECOMMENDATION: RETAIN INDEFINITELY; DESTROY only those records of subjects known or presumed to be dead, or who have reached the age of seventy-five years.

APPROVED
HALL OF RECORDS COMMISSION

BALTIMORE COUNTY, MD.

RECORDS RETENTION SCHEDULE FOR

NO.

C-288

DEPARTMENT POLICE BUREAU SERVICES DIVISION, CENTRAL RECORDS UNIT	RECORD OR FILE OFFENSE REPORTS FILE	EFFECTIVE DATE
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DESCRIPTION

OFFENSE REPORTS: (1948-present; estimated accumulation, 239 cu. ft.; estimated annual accumulation, 18 cu. ft.)

This is a file of 8 1/2" x 11" forms prepared by investigating officers to report each offense investigated and police service rendered. The reports are filed by reporting station, then by serial number, which is in approximate chronological sequence. Each report shows the type of offense, crime, or incident; the identity of the complainant; the time, location, and details of the offense or incident, and the remarks of the investigating officer.

About 105,000 offenses or incidents are reported annually, of which only 13,100 are Class I offenses. Copies of the reports are retained in the reporting station and in special investigative or reporting units which initiate, or are informed about, the various incidents.

APPRAISAL AND EVALUATION

All reported offenses and incidents are filed and maintained in this accumulation, regardless of the nature and gravity of the incident reported; less than 15% are crimes for which long-term reference to the details are necessary. Offenses resulting in arrests are the subject of separate arrest records maintained in the same office.

The Bureau advises that only those offense reports of Class I crimes have a retention value beyond five years. The 85% of the file reporting Class II offenses (minor criminal violations) and non-crime reports (miscellaneous incidents, e.g., open windows and doors, faulty alarms, broken widows, sick persons etc.) have little reference value after supervisory review and statistical tabulations are completed and minimum retention requirements are met. The file of arrest records provides the significant information on Class II offenses for longer-term reference, if needed.

Revision's in the Bureau's record-making and record-keeping procedures will segregate Class I from Class II reports when filed, thereby simplifying future disposal.

RETENTION PERIOD	SEE STATE SCHEDULE
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RECOMMENDATION: AMEND STATE SCHEDULE No. 192, Item No. 1, as follows:

Class I offense Reports: RETAIN INDEFINITELY

Class II Offense Reports: RETAIN FOR A MINIMUM OF THREE YEARS, and a maximum of FIVE YEARS, on the basis of subsequent reference expirience.
(minor criminal offenses; miscellaneous incidents)

Copies of Offense Reports: DESTROY when no longer useful for operating or informational purposes.

SPECIAL INSTRUCTIONS Remove from the file any disposable item which warrants long retention before disposal of the file.	DATE March 15, 1966	RECORDS MANAGEMENT OFFICER Richard E. Mair
	DATE 3/18/66	DEPARTMENT HEAD Robert J. Lilly
	DATE 3/17/66	COUNTY ADMINISTRATIVE OFFICER [Signature]

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BALTIMORE COUNTY, MD.

RECORDS RETENTION SCHEDULE

FOR

NO.

C 288

DEPARTMENT POLICE BUREAU SERVICES DIVISION, CENTRAL RECORDS UNIT	RECORD OR FILE ARREST RECORDS	EFFECTIVE DATE
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DESCRIPTION
ARREST RECORDS: 1941-present; accum., est. 36 cu. ft.; annual accum.; 3 cu. ft.

This file was analyzed by the Hall of Records Commission in 1961 and scheduled for retention for five years after the death of the subject (State Schedule No. 192, Item No. 2). In addition to the 5" x 8" cards in the file at that time, the Central Record Docket copy (6 1/4" x 8") of the Magistrate's docket file is now included in this file, rather than having separate cards prepared.

Under a planned revision of Bureau record-making and record-keeping procedures, the Arrest Card file will no longer be kept as a separate file; arrest records will included in the identification record jackets (State Schedule No. 193, Item No. 1)

*(See Item 10, this schedule)
288 - no worksheet prepared)*

APPRAISAL AND EVALUATION
No significant change in retention period. Revision will place all items relating to the same individual in the same file, and eliminate separate files.

RETENTION PERIOD
RECOMMENDATION: AMEND State Schedule No. 192, to eliminate Item No. 2, as a separate file item.

SEE STATE SCHEDULE

AMEND STATE Schedule No. 193, Item No. 1, to include Arrest Records as part of the Identification Record Jackets:

AMEND retention period to read:

RETAIN INDEFINITELY: destroy jacket three years after death of subject or subject's attaining age seventy-five.

SPECIAL INSTRUCTIONS	DATE 3/18/66	RECORDS MANAGEMENT OFFICER <i>Richard E. Maine</i>
	DATE 3/18/66	DEPARTMENT HEAD <i>Robert J. Lally</i>
	DATE 3/19/66	COUNTY ADMINISTRATIVE OFFICER <i>S. Hume</i>

BALTIMORE
COUNTY, MD.

RECORDS RETENTION SCHEDULE
FOR

NO.

C 288

DEPARTMENT POLICE BUREAU
SERVICES DIVISION, CENTRAL RECORDS UNIT

RECORD OR FILE
POLICE STATION DOCKET SHEETS

EFFECTIVE DATE

DESCRIPTION

DOCKET SHEETS: 1952-present; est. accum. 30 cu. ft.; annual accum, est. 3 cu. ft. This is an accumulation of 8 1/2" x 11" copies of magistrate's docket sheets. This file was analyzed by the Hall of Records Commission and a three-year retention period was established under approved State Schedule No. 192, Item No. 4.

In 1963, the establishment of the Office of the Chief Clerk of Magistrate's Courts resulted in a revision of the form used, the information recorded, and the number of copies made and distributed, which lowers the retention value of the Police Station Docket Copy of this form:

- | | |
|---|---------------------------------|
| Original: Magistrate's Docket (official) | 3rd copy: Chief Clerk's Docket |
| 1st copy: Central Record Docket (Arrest Record) | 4th copy: Finance Docket |
| 2nd copy: Statistical Docket | 5th copy: Police Station Docket |

APPRAISAL AND EVALUATION

The Police Station Docket copy is forwarded to Central Records after disposition of the case, and shows the disposition information. Once the disposition information is received in Central Records, these Police Station Docket copies are not referred to; both the Magistrate's Docket and the Chief Clerk's Docket show the disposition information, the former being the official record.

The Police Station Docket copy is non-record within the designation of non-record items in the Annotated Code, and should be destroyed when its information and operational purpose has been served.

RETENTION PERIOD

SEE STATE SCHEDULE

RECOMMENDATION: DESTROY ACCUMULATION 1952-1963 under authority of State Schedule No. 192, Item No. 4.

DESTROY ACCUMULATION 1963-65 as non-record.

RETAIN accumulating file for not more than one year.

SPECIAL INSTRUCTIONS

DATE 3/18/66	RECORDS MANAGEMENT OFFICER <i>Richard E. Mann</i>
DATE 3/18/66	DEPARTMENT HEAD <i>Robert J. Lally</i>
DATE	COUNTY ADMINISTRATIVE OFFICER Not required, non-record

BALTIMORE
COUNTY, MD.

RECORDS RETENTION SCHEDULE

FOR

NO.

C 283

DEPARTMENT POLICE BUREAU SERVICES DIVISION, CENTRAL RECORDS UNIT	RECORD OR FILE DAILY REPORTS; DAILY ACTIVITY SHEETS AND DAILY JOURNAL	EFFECTIVE DATE
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DESCRIPTION
DAILY ACTIVITY SHEET AND DAILY JOURNAL: (1955-date; accum., 12 cu. ft.; ann. 4 cu. ft.)
 This accumulation of 14" x 18" pages was analyzed by the Hall of Records Commission in 1961 and recommended for microfilming after one year and permanent retention of the film. At that time the pages were bound in post binders. The approved schedule was never put into effect, and the reports have continued to accumulate; they are no longer bound.

A sheet is prepared by each station, listing the names and duty status of each officer assigned there. The inclusion of the station's daily activities has been omitted since the Bureau began operation of its central communications facilities.

DAILY REPORTS: (1961-present; accumulation 6 cu. ft.; annual accum., 2 cu. ft.)
 These are 8 1/2" x 11" forms prepared for each headquarters unit much the same as the daily journal is prepared for station personnel.

APPRAISAL AND EVALUATION

The Daily activity sheets and daily reports are the basis for postings to individual leave records maintained by the Administrative Division, and which provide for a four-year accumulation of leave information. The reports are used for supervisory review, and can be used to tabulate statistical information on assignments, etc. It is the only record maintained which shows when and where a particular officer was on duty, to which car assigned, etc. Occasional reference is made to locate responsible officers or fix responsibility, or for intra-departmental investigations, or other matters where this information is required accurately. Most of these inquiries occur within a three-year period, or the incidents from which further inquiries are likely to follow are identified within this period.

The Bureau no longer considers these daily journals and daily reports as records of sufficient reference value to warrant keeping them more than the required three years. Exceptions can be selected from the file before scheduled destruction.

RETENTION PERIOD	SEE STATE SCHEDULE
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RECOMMENDATION: AMEND State Schedule No. 192, Items No. 5 and 6, as follows:
 RETAIN FOR THREE YEARS, THEN DESTROY.

SPECIAL INSTRUCTIONS Individual reports having a continuing reference value should be removed from the file prior to disposal.	DATE 3/18/66	RECORDS MANAGEMENT OFFICER <i>Richard E. Main</i>
	DATE 3/18/66	DEPARTMENT HEAD <i>Robert F. Lally</i>
	DATE 3/19/66	COUNTY ADMINISTRATIVE OFFICER <i>Shames</i>

BALTIMORE
COUNTY, MD.

RECORDS RETENTION SCHEDULE

FOR

NO.

C 288

DEPARTMENT POLICE BUREAU
SERVICES DIVISION, CENTRAL RECORDS UNIT

RECORD OR FILE

TRAFFIC SUMMONSES

EFFECTIVE DATE

DESCRIPTION

TRAFFIC SUMMONSES: (1957-date; accumulation, est. 20 cu. ft.; est. annual accum., 3 cu. ft.)
This is a file of old County summons forms and Department of Motor Vehicle summons forms used since 1962. The accumulation was analyzed by the Hall of Records Commission in 1961 and recommended for disposal three years after issuance of the summons.

The present form is prepared in an original and 5 copies by the officer issuing the summons, with the distribution as follows:

Original--Magistrate's Court	3rd copy--defendant
1st Copy--Police hdqtrs. for IBM data, then returned to Chief Clerk, Magistrate's Courts	4th copy--Police Bureau, Records
2nd copy--DMV after disposition	5th copy--DMV when issued.

APPRAISAL AND EVALUATION

Copies 1 and 5 are sent to headquarters the day the ticket is written; the original and copies 2 and 4 are held intact until the trial magistrate enters the disposition. The original is filed in the magistrate's court records and is the official record; copies 2 and 4 are forwarded to headquarters; copy 4 becomes the Bureau file, copy 2 is forwarded to IBM to pick up the disposition information, and then forwarded to DMV for their disposition files.

Prior to 1963, occasional audit reference was made to the Bureau file; since the establishment of the office of Chief Clerk for Magistrate's Courts, the audits are conducted through that office and the Police Bureau file is not used for audit purposes.

The Magistrate's record and the DMV disposition record are the official records of these traffic violations and dispositions. The Bureau file is used to account for all summonses issued, flags lagging dispositions, and is referred to by officers called to testify in appeals (officers usually make notes on the reverse of the Bureau file copy); the Bureau gets no notice of appeals pending.

RETENTION PERIOD

SEE STATE SCHEDULE

RECOMMENDATION: DESTROY accumulation 1957-63, except for known appeals pending or undisposed cases, under authority of State Schedule No. 192, Item No. 10.

RETAIN accumulating Bureau file copies as long as necessary for informational and operating purposes with a maximum of THREE YEARS, then DESTROY.

SPECIAL INSTRUCTIONS

Remove from the file any items continuing reference value before destroying the file (e.g., known appeals pending, undisposed cases, etc.)

DATE

3/18/66

RECORDS MANAGEMENT OFFICER

Richard F. Mann

DATE

3/18/66

DEPARTMENT HEAD

Robert F. Lally, Jr.

DATE

COUNTY ADMINISTRATIVE OFFICER

not required--non-record copy

BALTIMORE
COUNTY, MD.

RECORDS RETENTION SCHEDULE
FOR

NO.
C 288

DEPARTMENT POLICE BUREAU
SERVICES DIVISION, CENTRAL RECORDS UNIT

RECORD OR FILE FIELD INTERROGATION REPORT;
HIGHWAY VEHICLE CHECK SHEETS

EFFECTIVE DATE

DESCRIPTION

HIGHWAY VEHICLE CHECK SHEETS: (1958-62; accumulation, 15 cu. ft.)
This file was analyzed by the Hall or Records Commission in 1961 and were scheduled for a three-year retention period. This period has now expired for all the old forms, and the accumulation through 1962 is disposable.

FIELD INTERROGATION REPORT: (1962-present; accumulation, est. 18 cu. ft.; ann. accum., 6 cu. ft.)
This is a file of reports made of inquiries to drivers of vehicles which are stopped and checked for any of various reasons. The information shown is essentially the same as on the Highway Vehicle Check Sheets. The Central file is maintained by district and then chronologically.

FIELD INTERROGATION REPORT COPIES: The Field interrogation Report is prepared in multiple copies; one is retained by the station, others are distributed for statistical purposes and to other Bureau units to which the information may be useful.

APPRAISAL AND EVALUATION

These files are useful for only a short time, usually to determine whether previous checks were made on the same vehicle, and for supervisory review. Only the original need be kept for the minimum three year period, and this is excessive for reference purposes, and should be reduced if the minimum state requirement is shortened.

RETENTION PERIOD

RECOMMENDED: DESTROY ACCUMULATION of Highway Check Sheets under authority of State Schedule No. 192, Item No. 11.

RETAIN Original of Field Interrogation Report for **THREE YEARS**, then destroy.

DESTROY copies of Field Interrogation Report as soon as statistical information has been extracted or the copies cease to have reference value for informational and operating purposes.

SEE STATE SCHEDULE

SPECIAL INSTRUCTIONS

Remove any items of continuing value from the file before disposal.

DATE 3/18/66	RECORDS MANAGEMENT OFFICER <i>Richard E. Main</i>
DATE 3/18/66	DEPARTMENT HEAD <i>Robert J. Lilly</i>
DATE 3/19/66	COUNTY ADMINISTRATIVE OFFICER <i>Samuel James</i>

BALTIMORE
COUNTY, MD.

RECORDS RETENTION SCHEDULE
FOR

NO. C 288

DEPARTMENT POLICE BUREAU SERVICES DIVISION, CENTRAL RECORDS UNIT	RECORD OR FILE ALCOHOL INFLUENCE FORM; CONDITIONS AFFECTING OTHER AGENCIES	EFFECTIVE DATE
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DESCRIPTION

ALCOHOL INFLUENCE FORM: (1963-date; accum., 3/4 cu. ft.; annual accum. 1/4 cu. ft.)
This is a file of 8 1/2" x 5 1/2" copies of forms which show the results of Breathalyzer tests given to motorists and others to determine the degree of alcoholic influence. The form shows the summons and docket numbers, the name and description of the defendant, the date and time of arrest, arresting officer, and observations. Attached is a request for a clinical test and the technician's certification. The technician enters the numerical value from the Breathalyzer scale.

CONDITIONS AFFECTING OTHER AGENCIES: This is a file of copies of memorandum forms which forward to other county agencies complaints, inquiries, and observations coming to the attention of the Police Bureau which require investigation or action by other County agencies, e.g., health department, highways bureau, traffic bureau.

APPRAISAL AND EVALUATION

ALCOHOL INFLUENCE FORM: The Central Records copy of the form is not referred to routinely, but is kept available for reference during the period for appeals and to check for prior tests on the same individual. This copy is the only copy known to be maintained by the Police Bureau.

CONDITIONS AFFECTING OTHER AGENCIES: The Bureau copy of this form is non-record ~~record~~ within the designation of non-record items in the Annotated Code. It serves only as a memorandum that information about a condition properly the responsibility of another County agency was received or observed by the Bureau and reported to the appropriate agency. It has a short-term reference value to check repeated inquiries or requests for correction or investigation of the conditions reported. Making and keeping this record at all might be re-considered by the Bureau; having a file of prior referrals to other departments does nothing to correct conditions observed and reported if appropriate agencies fail to act.

RETENTION PERIOD

SEE STATE SCHEDULE

RECOMMENDATION:

Alcohol Influence Forms File: RETAIN FOR A minimum of THREE YEARS and a maximum of FIVE YEARS on the basis of reference experience to the file.

Conditions Affecting Other Agencies: (referral memos) RETAIN for maximum of one year; prior disposal may be made at Bureau discretion

SPECIAL INSTRUCTIONS Remove any items having longer reference value from the file before disposal.	DATE 3/18/66	RECORDS MANAGEMENT OFFICER <i>Richard E. Maine</i>
	DATE 3/18/66	DEPARTMENT HEAD <i>Robert F. Lally, Jr.</i>
	DATE 3/19/66	COUNTY ADMINISTRATIVE OFFICER <i>Samuel W. ...</i>

BALTIMORE
COUNTY, MD.

RECORDS RETENTION SCHEDULE
FOR

NO. C 288

DEPARTMENT POLICE BUREAU SERVICES DIVISION, CENTRAL RECORDS UNIT	RECORD OR FILE FINGERPRINT INDEX	EFFECTIVE DATE
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DESCRIPTION

FINGERPRINT INDEX: (c. 1940-date; accumulation, est. 8 cu. ft.; annual, 1/3 cu. ft.)

This file was analyzed by the Hall of Records Commission in 1961 and scheduled for a retention period of five years after the death of the subject.

Under a planned revision of Bureau record-making and record-keeping procedures, the fingerprint index will be merged with other Central Records indices and the information on the fingerprint index cards will included on, or be transcribed to, a new Central Index. The new index will be a single source of reference for all identification inquiries coming to the Bureau.

APPRAISAL AND EVALUATION

No significant change in reference value or retention period. Revision will merge all existing identification indices. The Central Index will be the subject of a separate schedule when it is completed.

RETENTION PERIOD

SEE STATE SCHEDULE

RECOMMENDATION: Amend State Schedule No. 193, Item No. 3, as follows:

DESTROY upon establishment of Central Index and the transcription of all pertinent information from this index.

SPECIAL INSTRUCTIONS

DATE 3/18/66	RECORDS MANAGEMENT OFFICER <i>Richard F. Mair</i>
DATE 3/18/66	DEPARTMENT HEAD <i>Robert F. ...</i>
DATE 3/19/66	COUNTY ADMINISTRATIVE OFFICER <i>Samuel ...</i>