

**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Baltimore County Police Department

Service Division

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p>This item amends or supersedes Item No. 1 on Schedules C192, C193, and C288.</p> <p><b>OFFENSE REPORTS FILE:</b></p> <ul style="list-style-type: none"> <li>Form 6 - Vehicle Report</li> <li>Form 7 - Crimes Against Persons Report</li> <li>Form 10 - Crimes Against Property Report</li> <li>Form 32 - Wanted or Missing Person Report</li> <li>Form 108- Miscellaneous Crime and or Incident Report</li> </ul> <p>Report dates 1971 - present. Estimate quantity; 200 cu. ft. 40 cu. ft. annually. Reports are filed by numerical sequence by Central Complaint number. Report size is 8-1/2 x 11. These forms are prepared by investigating officers to report each offense or police service rendered. The original copy of the reports are filed by numerical sequence at Central Records. A copy of the report is maintained at the District Station where the offense or service originated for 1 yr; then destroyed. Each report shows the type of offense; crime or incident; the identity of the complainant; the time, location; the details of the offense or incident and the remarks of the investigating officer.</p> <p><b>RECOMMENDATION:</b> Retain in original state for a period of one (1) year, then microfilm and destroy originals. Retain microfilm permanently.</p>	

*Frank R. Thornton* Records Mgmt. Officer 7-23-76

Schedule approved by Department, Agency or Division Representative

*John B. Stein*  
Signature

*Colonel Staff*  
Title

*7-16-76*  
Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

*9-1-76*  
Date

*Edward Casper*  
Archivist

Date

Secretary