FORM RM-
REV. 2/75

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE NO. C-491

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RECORDS RETENTION AND DISPOSAL SCHEDULE

Baltimore County Police Department - Inspectional Services Division

AGENCY — DIVISION

Item No.	Description	Retention
1	INTERNAL AFFAIRS FILES (SUSTAINED CASES) Case Folders consisting of the following generally: Complaint Forms Statements of Complainants and Accused Officers and Witnesses Tape Recorded Interviews Transcribed Taped Interviews Official Conclusions of Case Hearing Records FILE ARRANGEMENT: Numerically by Year	Microfilm - destroy orginals - retain microfilm indefinitely
2	INTERNAL AFFAIRS FILES (EXONERATED, NOT SUSTAINED, UNFOUNDED CASES) Case Folders consisting of the following generally: Complaint Forms, Statements of Complainants, Accused Officers and Witnesses, Tape Recordings, Transcribed Taped Interviews, Hearing Records, Official Conclusion of case. FILE ARRANGEMENT: Numerically by Year	Retain for 5 years and then destroy

Approval for Baltimore County:

Frank B. Thornton 3-9-79
Records Management Officer

Schedule approved by Department, Agency or Division Representative

Stanley J. Helm — Signature
Captain — Title
March 6, 1979 — Date

Schedule Authorized by Hall of Records Commission

3/22/79 — Date
Edward C. Ayres — Archivist

Disposal Authorized by Board of Public Works

Date
Secretary

PS-943