

DEPARTMENT OF GENERAL SERVICES
Records Management Division

SCHEDULE
NO.
C-509

PAGE
NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

Baltimore County Police Department - Technical Services Bureau

AGENCY

DIVISION

Item No.	Description	Retention
1.	<p>Juvenile Record Information</p> <p>A. Form 117 - Juvenile Referral and Custody Report.</p> <p>B. Fingerprint Card - Baltimore County</p> <p>C. Photographs and Negatives</p> <p>Report Dates - 1974 to present.</p> <p>Estimated Quantity - 24 cu. ft., 6 cu. ft. Annually.</p> <p>Juveniles referred to Juvenile Court or taken into custody (if photographed or fingerprinted) are assigned Juvenile Identification Numbers, which will be used as a referral number for all future contacts made with the juvenile. The number is stamped on a 9 in. by 12 in. envelope into which all Form 117's, fingerprint cards, and photographs pertaining to said juvenile are placed. The envelopes are then filed by numerical sequence by Juvenile Identification Number.</p> <p>The Form 117 includes the following information; Juvenile's name, address, telephone number, physical characteristics, parent's names, reason for referral or custody, date, and time of apprehension, and to whom juvenile was released.</p> <p>Recommendation:</p> <p>To destroy juvenile records as described above when juvenile reaches his or her eighteenth birthday and is no longer handled as a juvenile by the criminal justice system.</p>	

Schedule Approved by Department,
Agency, or Division Representative

Schedule Authorized by
Hall of Records Commission

Frank R. Hamilton *Records Mgmt. Officer* *1-2-80*

Date Signature Title

Date State Archivist