



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.

C-638

PAGE NO.

1 of 5

RECORDS RETENTION AND DISPOSAL SCHEDULE

BALTIMORE COUNTY POLICE DEPARTMENT

~~INSPECTORIAL~~
INVESTIGATIVE SERVICES DIVISION

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
<p>THIS SCHEDULE SUPERSEDES SCHEDULE # C491 <u>ALL UNITS</u></p>		
1.	<p><u>GENERAL CORRESPONDENCE</u> Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies, and other materials related to the administration of the agency.</p>	<p>Screen annually and destroy that material no longer needed for current business.</p> <p>Directives, policies, and other material related to the planning and policy that illustrate the development of the agency retain permanently for eventual transfer to the Archives.</p>
2.	<p><u>UNOFFICIAL PERSONNEL FILES</u> Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.</p>	<p>Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy</p>
3.	<p><u>LEAVE AND TIME SHEETS</u> This file contains office copies of employees annual leave and daily time recordings (biweekly copies of time sheets, and computer biweekly printouts).</p>	<p>Retain for one (1) year, then destroy.</p>
4.	<p><u>BUDGET RECORDS</u> Annual Budget Submissions Monthly Budget Printouts Work Papers</p>	<p>Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.</p>

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

6/19/89 *Serald A. Lumb*
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

6/20/89 *Richard R. Key Jr.*
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

6/19/89 *Major James M. Beatty Jr.*
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

7/1/89 *[Signature]*
DATE SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO.

C-638

PAGE NO.

2 of 5

ITEM NO.	DESCRIPTION	RETENTION
5.	<p><u>GENERAL ACCOUNTING RECORDS</u> Files contain office copies of: Goods Received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders deposit slips, receipt books, etc.</p>	Retain for three (3) years, then destroy.
6.	<p><u>SPECIAL ACCOUNTING RECORDS</u> Audit Reports (Internal or external, financial or program) include staff audits of various units, divisions, programs within the Police Department. Documents are staff reports ranging from several pages to several hundred pages. These documents are retained for reference after issuance because of the comprehensive operational data included.</p>	Retain one (1) copy permanently for eventual transfer to the archives.
7.	<p><u>FIXED ASSET FILE</u> Fixed asset printouts (including vehicles) IRA Forms (office copy) Lost/Stolen Forms (office copy) Surplus Forms (office copy) Transfer Forms (office copy).</p> <p style="text-align: center;"><u>INSPECTIONS UNIT</u></p>	Retain fixed asset printout for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
8.	<p><u>ACCREDITATION FILES</u> This file contains all documents relating to accreditation of our Agency by an independent commission. These files include numerous copies of directives, orders, reports, evaluations, etc., along with information on each of the 908 standards</p>	Retain for five (5) years, then review and destroy that material no longer needed for accreditation.
9.	<p><u>DEPARTMENT INJURY REPORTS</u> Department Form 221 and 221S documenting every injury suffered by employees in the line of duty.</p>	Retain paper records for three (3) years, then microfilm. Destroy paper files after accepting film. Retain microfilm for 25 years then destroy.



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO.

C-638

PAGE NO.

3 of 5

ITEM NO.	DESCRIPTION	RETENTION
10.	<u>DEPARTMENT VEHICLE ACCIDENT REPORTS</u> Department Form 46's documenting all vehicle accidents involving police vehicles.	Retain paper records for three (3) years, then microfilm. Destroy paper files after accepting film. Retain microfilm for 25 years then destroy.
11.	<u>LINE INSPECTION REPORTS</u> These files include letter and legal size reports of spot checks of Agency performance of specific procedures and rules. Included are inspection reports, summary reports for executives, self-inspection reports, and worksheets. NOTE: Size changed from legal to letter in 1988.	Retain for five (5) years, then destroy.
12.	<u>INTELLIGENCE UNIT</u> <u>INTELLIGENCE FILES</u> This series includes intelligence investigations, i.e., Confidential Intelligence Information (Form 102-1), arrest reports (BCPD Form 166), offense reports (BCPD Form 10). This data is compiled for organized criminal activities, organized criminal groups, and special investigations.	Retain until inactive, then destroy.



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO.

C-638

PAGE NO.

4 of 5

ITEM NO.	DESCRIPTION	RETENTION
<u>INTERNAL AFFAIRS UNIT</u>		
13.	<p><u>I.A.S. JOURNALS</u> Log books of case numbers assigned to complaints, complainant names, accused names, dates of incidents, and dispositions. Used to track progress of investigations and as a cross-reference index for case files.</p> <p><u>NOTE:</u> Unsustained, unfounded, acquitted, dismissed, or not guilty case information is expunged automatically after five (5) years, and in some cases it may be expunged after three (3) years. Sustained case information is all that remains after five (5) years. (Information is currently being computerized.)</p>	<p><u>BOOKS:</u> Expunge information of unsustained, unfounded, acquitted, dismissed, or not guilty case information as necessary. Retain books with sustained case information until five (5) years after termination of employment of all employees referenced in the books, then destroy. If information is placed in computer, follow floppy disk retention.</p> <p><u>FLOPPY DISK:</u> Expunge information of unsustained, unfounded, acquitted, dismissed, or not guilty case information as necessary. Retain sustained case information until five (5) years after termination of employment then delete from disk. (Disks may be consolidated if necessary to reduce number of disks retained. Reformat disks after consolidation, and reuse).</p>
14.	<p><u>ACCUSED PERSONNEL CARD INDEX I.A.S. COMPLAINTS</u> Index cards listing I.A.S. complaints, accused personnel names, date of birth, ID number, date of appointment, case number, date of incident, disposition.</p> <p><u>NOTE:</u> Unsustained, unfounded, acquitted, dismissed or not guilty case information is expunged automatically after five (5) years, and in some cases it may be expunged after three (3) years. Sustained case information is all that remains after five (5) years. (Information is currently being computerized.)</p>	<p>Retain all unsustained, unfounded, acquitted, dismissed, or not guilty cases for five (5) years, then destroy. (Or until expungent request is granted.) Retain all Sustained cases until five (5) years after termination of employment, then destroy.</p>



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO.

C-638

PAGE NO.

5 of 5

ITEM NO.	DESCRIPTION	RETENTION
15.	<p><u>INTERNAL AFFAIRS CASEBOOKS</u> Internal Affairs Section investigation case files which include, but are not limited to, notes and tapes.</p> <p><u>NOTE:</u> Unsustained, unfounded, acquitted, dismissed or not guilty case information is expunged automatically after five (5) years, and in some cases it may be expunged after three (3) years. Sustained case information is all that remains after five (5) years.</p>	<p>Retain all unsustained, unfounded, acquitted, dismissed, or not guilty cases for five (5) years then destroy. (Or until expungent request is granted.) Retain all Sustained cases until five (5) years after termination of employment, then destroy.</p>

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794	AGENCY RECORDS INVENTORY PAGE ____ OF ____
---	---	--

1. DEPARTMENT/AGENCY Police	2. DIVISION Inspectional Services	3. UNIT Inspections
--------------------------------	--------------------------------------	------------------------

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE Administrative and General Correspondence	5. EARLIEST YEAR/LATEST YEAR _____ TO _____
---	--

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Subject arrangement of original letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the agency.

7. RECORD SERIES FORMAT(S) <input checked="" type="checkbox"/> LETTER SIZE <input type="checkbox"/> MICROFILM <input type="checkbox"/> LEGAL SIZE <input type="checkbox"/> COMPUTER TAPE <input type="checkbox"/> BOUND BOOK <input type="checkbox"/> FLOPPY DISK <input type="checkbox"/> AUDIO TAPE <input type="checkbox"/> VIDEO TAPE <input type="checkbox"/> OTHER(SPECIFY) _____	8. RECORD SERIES SEQUENCE <input checked="" type="checkbox"/> ALPHABETICAL <input type="checkbox"/> NUMERICAL <input type="checkbox"/> CHRONOLOGICAL <input type="checkbox"/> GEOGRAPHICAL <input checked="" type="checkbox"/> OTHER(SPECIFY) <u>Subject</u>	9. VOLUME <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY) 10. ANNUAL ACCUMULATION <input checked="" type="checkbox"/> FILE DRAWER(S) <input type="checkbox"/> MICROFILM REEL(S) <input type="checkbox"/> COMPUTER TAPE(S) <input type="checkbox"/> OTHER(SPECIFY)
--	---	--

11. FILE IS USED <input type="checkbox"/> DAILY <input type="checkbox"/> WEEKLY <input type="checkbox"/> MONTHLY	12. FILE BECOMES INACTIVE AFTER NUMBER _____ <input type="checkbox"/> MONTH(S) <input type="checkbox"/> YEAR(S)
---	--

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)	14. IS RECORD SERIES DUPLICATED ELSEWHERE? (IF YES, SPECIFY AGENCY OR OFFICE) <input type="checkbox"/> YES <input type="checkbox"/> NO
--	--

15. ACCESS RESTRICTIONS <input type="checkbox"/> YES <input type="checkbox"/> NO (IF YES, CITE LAW(S) & REGULATION(S))	16. AUDIT REQUIREMENTS <input type="checkbox"/> NONE <input type="checkbox"/> STATE <input type="checkbox"/> FEDERAL <input type="checkbox"/> INDEPENDENT
---	--

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE) <input type="checkbox"/> YES <input type="checkbox"/> NO	18. RECOMMENDED RETENTION Screen annually and destroy that material no longer needed for current business. Directives policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.
---	--

19. NAME AND TITLE OF PREPARER Sergeant Adrian Hughes	20. TELEPHONE NUMBER 2360	21. DATE 3/29/89
--	------------------------------	---------------------

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ___ OF ___

1. DEPARTMENT/AGENCY

Police

2. DIVISION

Inspectional Services

3. UNIT

Inspections

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

UNOFFICIAL PERSONNEL FILES

5 EARLIEST YEAR/LATEST YEAR

_____/_____
/

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.

7. RECORDS SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER (SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER (SPECIFY)
- NUMBER /

10. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL (S)
 - COMPUTER TAPE(S)
 - OTHER (SPECIFY)
- NUMBER /

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- NUMBER
- MONTH(S)
- YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- YES NO

18. RECOMMENDED RETENTION

Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two years after termination, then destroy.

9. NAME AND TITLE OF PREPARER

Sergeant Adrian Hughes

20. TELEPHONE NUMBER

2360

21. DATE

3/29/89

C678

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ___ OF ___

1. DEPARTMENT/AGENCY

Police

2. DIVISION

Inspectional Services

3. UNIT

Inspections

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

LEAVE AND TIME SHEETS

5 EARLIEST YEAR/LATEST YEAR

_____/_____/_____

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

This file contains office copies of employees annual leave and daily time recordings.

7. RECORDS SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER (SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER (SPECIFY)
- NUMBER /

10. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER (SPECIFY)
- NUMBER /

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- NUMBER _____
- MONTH(S)
- YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- YES NO

18. RECOMMENDED RETENTION

Retain for one year, then destroy.

9. NAME AND TITLE OF PREPARER

Sergeant Adrian Hughes

20. TELEPHONE NUMBER

2360

21. DATE

3/29/89

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ___ OF ___

1. DEPARTMENT/AGENCY
Police

2. DIVISION
Inspectional Services

3. UNIT
Inspections

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE
BUDGET RECORDS

5 EARLIEST YEAR/LATEST YEAR
_____/____

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Annual Budget Submissions
Monthly Budget printouts
Workpapers

7. RECORDS SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABSTICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)
FY

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1
NUMBER

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL (S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
1
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO

18. RECOMMENDED RETENTION
Retain annual submissions for five years, then, destroy. Retain all other papers for two years, then destroy.

9. NAME AND TITLE OF PREPARER
Sergeant Adrian Hughes

20. TELEPHONE NUMBER
2360

21. DATE
3/29/89

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ___ OF ___

1. DEPARTMENT/AGENCY

Police

2. DIVISION

Inspectional Services

3. UNIT

Inspections

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

GENERAL ACCOUNTING RECORDS

5 EARLIEST YEAR/LATEST YEAR

_____/_____/_____

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Files contain office copies of:

Goods received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.

7. RECORDS SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER (SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER (SPECIFY)
- NUMBER /

10. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER (SPECIFY)
- NUMBER /

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- MONTH(S)
 - YEAR(S)
- NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO

18. RECOMMENDED RETENTION

Retain for three years, then destroy.

9. NAME AND TITLE OF PREPARER

Sergeant Adrian Hughes

20. TELEPHONE NUMBER

2360

21. DATE

3/29/89

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ___ OF ___

1. DEPARTMENT/AGENCY
Police

2. DIVISION
Inspectional Services

3. UNIT
Inspections

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE
Special Accounting Records

5 EARLIEST YEAR/LATEST YEAR
_____/____

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Audit Reports (internal or external, financial or program)

7. RECORDS SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
 OTHER(SPECIFY)
NUMBER

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO

18. RECOMMENDED RETENTION
Retain one (1) copy permanently for eventual transfer to the Archives.

9. NAME AND TITLE OF PREPARER
Sergeant Adrian Hughes

20. TELEPHONE NUMBER
2360

21. DATE
3/29/89

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ___ OF ___

1. DEPARTMENT/AGENCY
Police

2. DIVISION
Inspectional Services

3. UNIT
Inspections

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE
FIXED ASSETS FILE

5 EARLIEST YEAR/LATEST YEAR
_____/_____
/

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Fixed asset printouts (including vehicles)
IRA Forms (office copy)
Lost/stolen forms (office forms)
Surplus forms (office forms)
Transfer Forms (office forms)

7. RECORDS SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL (S)
 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO

18. RECOMMENDED RETENTION
Retain fixed asset Printout for one year, then destroy.
Retain all other completed forms for three years, then destroy.

9. NAME AND TITLE OF PREPARER
Sergeant Adrian Hughes

20. TELEPHONE NUMBER
2360

21. DATE
3/29/89

C638

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 5

1. DEPARTMENT/AGENCY
Police

2. DIVISION
Inspectional Services

3. UNIT
Inspections

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE
Accreditation Files

5 EARLIEST YEAR/LATEST YEAR
1984 / 1989

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

All documents relating to accreditation of our Agency by an independent commission. Includes numerous copies of directives, orders, reports, evaluations, etc., along with information on each of the 908 standards.

7. RECORDS SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
3
NUMBER COMPUTER TAPE(S)
 OTHER (SPECIFY)

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
NUMBER COMPUTER TAPE(S)
 OTHER (SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY
See Reverse

12. FILE BECOMES INACTIVE AFTER
N/A
NUMBER MONTH(S) YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Sixth Precinct, second floor
Inspections Section

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT
Every Five Years

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO

18. RECOMMENDED RETENTION
Permanent until Commission notifies us of retention date.

Cross referenced in Accreditation Manual

NAME AND TITLE OF PREPARER
Sergeant Adrian Hughes

20. TELEPHONE NUMBER
X2360

21. DATE
3/29/89

Police Accreditation is a relatively new process which began just over five years ago. The Independent accreditation Commission has not as yet decided how long the accreditation documentation must be maintained. Pending a decision by the Commission, we are presently bound to retain all documents permanently.

RECEIVED
JUL 3 1989
MARYLAND STATE ARCHIVES

C638

Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 2 OF 5

1. DEPARTMENT/AGENCY
Police

2. DIVISION
Inspectional Services

3. UNIT
Inspections

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE
Department Injury Reports

5 EARLIEST YEAR/LATEST YEAR
1981 / 1989

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Department Form 221 and 221S documenting every injury suffered by employees in the line of duty.

7. RECORDS SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
3 COMPUTER TAPE(S)
NUMBER OTHER (SPECIFY)

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL (S)
 COMPUTER TAPE(S)
NUMBER OTHER (SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY
See Reverse

12. FILE BECOMES INACTIVE AFTER
N/A MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Sixth Precinct, second floor
Inspections Section

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO

18. RECOMMENDED RETENTION
Ten years.

Log book for control numbers. File cards alphabetically by employee name.

NAME AND TITLE OF PREPARER
Sergeant Adrian Hughs

20. TELEPHONE NUMBER
X2360

21. DATE
3/29/89

These documents record Departmental accidents and are part of each employee's employment history. At present, we are retaining all reports here. Once we obtain computer capability, we can load the data and we will not need to retain the actual reports on file. Microfilm would be an acceptable file method for all reports over three years old. Destruction without microfilming first would not be advisable; especially since an injury suffered ten or fifteen years prior can be the basis for a pension request and/or the Department may be required to produce an employee's accident history in a negligent retention or failure to properly train law suit.



c638

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 3 OF 5

1. DEPARTMENT/AGENCY
Police

2. DIVISION
Inspectional Services

3. UNIT
Inspections

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE
Department Vehicle Accident Reports

5. EARLIEST YEAR/LATEST YEAR
1978 / 1989

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Department Form 46's documenting all vehicle accidents involving police vehicles.

7. RECORDS SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
3
NUMBER COMPUTER TAPE(S)
 OTHER (SPECIFY)

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
NUMBER OTHER (SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY
See Reverse

12. FILE BECOMES INACTIVE AFTER
N/A MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Sixth Precinct, second floor
Inspections Section

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO

18. RECOMMENDED RETENTION
Ten years.

Log book for control numbers. File cards alphabetically by driver name.

NAME AND TITLE OF PREPARER
Sergeant Adrian Hughes

20. TELEPHONE NUMBER
X2360

21. DATE
3/29/89

Same comments as for Injury Reports series involving Forms 221 and 221S.

RECEIVED
JUL 3 1989
MARYLAND STATE ARCHIVES

INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 4 OF 5

1. DEPARTMENT/AGENCY
Police

2. DIVISION
Inspectional Services

3. UNIT
Inspections

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE
Audit Reports

5 EARLIEST YEAR/LATEST YEAR
1976 / 1989

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Staff audits of various units, divisions, programs within the Police Department. Documents are staff reports ranging from several pages to several hundred pages. These documents are retained for reference after issuance because of the comprehensive operational data included.

7. RECORDS SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
3 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY
See Reverse

12. FILE BECOMES INACTIVE AFTER
N/A MONTH(S) YEAR(S)
NUMBER Used for reference

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Sixth Precinct, second floor
Inspections Section

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO
File cards alphabetically.

18. RECOMMENDED RETENTION
15 years in hardcopy, then either microfilmed or put on floppy disk (wordprocessing program).
(Please see Reverse.)

NAME AND TITLE OF PREPARER
Sergeant Adrian Hughes

20. TELEPHONE NUMBER
X2360

21. DATE
3/29/89

These reports are used rather frequently for reference when we conduct audits. To microfilm them would be acceptable providing the microfilm and a reader were available on-site. Another alternative is to store the data on floppies once we obtain computer capability, although back-loading these reports would be a very time-consuming job which would probably require overtime.

Once we obtain computer capability (wordprocessing), all audits will be on floppies which will allow us to destroy the paper reports after three years or so.

18. Recommended Retention

To clarify: Right now we do not have either computer wordprocessing capability or microfilm reading on the premises. Until we get either one, I recommend that we keep the hard copies on file for 15 years for reference purposes.

Once we obtain either microfilm reading or wordprocessing capability on-site, the recommended retention should be changed to 3 years in hard copy. After 3 years, the reports can be destroyed after microfilming or after ensuring that the reports are on floppy disk with backup.



INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 5 OF 5

1. DEPARTMENT/AGENCY
Police

2. DIVISION
Inspectional Services

3. UNIT
Inspections

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE
Line Inspection Reports

5 EARLIEST YEAR/LATEST YEAR
1984/1989

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Letter and legal size reports of spot checks of Agency performance of specific procedures and rules. Included are inspection reports, summary reports for executives, self-inspection reports, and worksheets. NOTE: Size changed from legal to letter in 1988.

1988
1984-87

7. RECORDS SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
4 COMPUTER TAPE(S)
NUMBER OTHER (SPECIFY) 3-ring binders

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
 COMPUTER TAPE(S)
NUMBER OTHER (SPECIFY)

11. FILE IS USED
 DAILY WEEKLY MONTHLY
See Reverse

12. FILE BECOMES INACTIVE AFTER
3 MONTH(S) YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
Sixth Precinct, second floor
Inspections Section

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO
Filed by Division, chronologically.

18. RECOMMENDED RETENTION
Five years.

NAME AND TITLE OF PREPARER
Sergeant Adrian Hughes

20. TELEPHONE NUMBER
X2360

21. DATE
3/29/89

These reports could be disposed of after five years; however, they do not take up much space. Five years is recommended because of law suits. These documents have been subject to decus tecum orders when the Department has been sued.



INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 1

1. DEPARTMENT/AGENCY

Police

2. DIVISION

Inspectional Services

3. UNIT

Intelligence

DEFINITION - RECORD SERIES. A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Intelligence Files

5 EARLIEST YEAR/LATEST YEAR

1979 / 1989

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

This series includes intelligence investigations, i.e., Confidential Intelligence Information (From 102-1), arrest reports (BCPD Form 166), offense reports (BCPD Form 10). This data is compiled for organized criminal activities, organized criminal groups, and special investigations.

7. RECORDS SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER (SPECIFY)
Topical (alphabetical within topic)

9. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- 24
NUMBER

10. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL (S)
 - COMPUTER TAPE(S)
 - OTHER(SPECIFY)
- NUMBER

11. FILE IS USED

- DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER

- N/A MONTH(S) YEAR(S)
- NUMBER (SEE BACK)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

Intelligence Section
123 W. Susquehanna Avenue
Towson, MD (basement)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO

(SEE BACK) (If yes, cite law(s) & regulation(s) Baltimore Co. Police Dept. Rules & Regulations, Art.1, Rule 1, Sect. 16

16. AUDIT REQUIREMENTS

- NONE STATE FEDERAL INDEPENDENT
- No legal requirements that files be audited. However, files are reviewed every 5 years.

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

- YES NO

Index card file. alphabetical by name of individual, group, or nickname (with cross-reference to topic titles)

18. RECOMMENDED RETENTION

N/A
Intelligence files are not retained. Due to the highly confidential nature of these files, they are shredded when inactive.

19. NAME AND TITLE OF PREPARER

B. Mochinal - Stat Analyst

20. TELEPHONE NUMBER

887-2353

21. DATE

02-27-89

15. Continued

These files are highly confidential and are restricted to law enforcement personnel (with the need and right to know):

Right to Know:

Personnel from federal, state, and local law enforcement agencies and such other bodies having and exercising the power of subpoena.

Need to Know:

Requires the requesting agency or person to state a specific and legitimate need for the information and that the validity of the need be accepted.

12. Continued

File becomes inactive upon determination that:

- The data is no longer relevant or necessary to the goals and objectives of the Unit.
- The data has become obsolete, thus, making it unreliable for present intelligence purposes. Updating this data would be of no value.
- The data cannot be utilized for any present and/or future strategic or tactical intelligence studies.



Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ___ OF ___

1. DEPARTMENT/AGENCY
Balto. Co. Police Dept.

2. DIVISION
Inspectional Services Division

3. UNIT
Internal Affairs Section

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE
I.A.S. Journals

5 EARLIEST YEAR/LATEST YEAR
1975 / present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Log books of case numbers assigned to complaints, complainant names, accused names, dates of incidents, and dispositions. Used to track progress of investigations and as a cross-reference index for case files.

7. RECORDS SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
6 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY) Bound books

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
1 COMPUTER TAPE(S)
NUMBER OTHER(SPECIFY) floppy disk

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
 MONTH(S) YEAR(S)
NUMBER n/a

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
I.A.S. Office basement

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO Balto. Co. Police Dept.
(If yes, cite law(s) & regulation(s) Rules & Regulations Rule 1, Section 16

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO
index card file

18. RECOMMENDED RETENTION
see back

19. NAME AND TITLE OF PREPARER
M. K. Nueslein

20. TELEPHONE NUMBER
2842

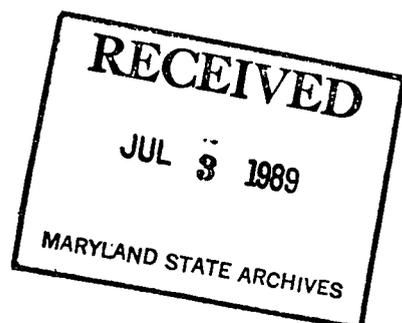
21. DATE
4/7/89

The Law Enforcement Officer's Bill of Rights (Article 27, Section 727, 12.ii.1., 12.ii.2.,) allows the employee to request expungement of a formal complaint file against him IF the charge is unsustainable or unfounded, or if a hearing board acquits, dismisses, or finds not-guilty, AND three years have passed since the disposition.

As a matter of policy, the I.A.S. will expunge automatically after five years all unsustainable, unfounded, acquitted, dismissed, or not-guilty cases. It is only the sustained cases which are retained beyond five years.

If and when the case is expunged, the reference in the I.A.S. Journal is obliterated.

There are currently plans underway to enter all the data in these journals on the I.A.S. personal computer. Eventually these log books will no longer be kept in bound book form.



INSTRUCTIONS TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ___ OF ___

1. DEPARTMENT/AGENCY

Balto. Co. Police Dept.

2. DIVISION

Inspectional Services Division

3. UNIT

Internal Affairs Section

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Accused Personnel Card Index I.A.S. complaints

5 EARLIEST YEAR/LATEST YEAR

1970 /present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Index cards listing I.A.S. complaints, accused personnel names, date of birth, id number, date of appointment, case number, date of incident, disposition.

7. RECORDS SERIES FORMAT(S)

- LETTER SIZE MICROFILM
- LEGAL SIZE COMPUTER TAPE
- BOUND BOOK FLOPPY DISK
- AUDIO TAPE VIDEO TAPE
- OTHER (SPECIFY)
file card index

8. RECORDS SERIES SEQUENCE

- ALPHABETICAL
- NUMERICAL
- CHRONOLOGICAL
- GEOGRAPHICAL
- OTHER (SPECIFY)

9. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER (SPECIFY)
- 1
NUMBER

10. VOLUME

- FILE DRAWER(S)
 - MICROFILM REEL(S)
 - COMPUTER TAPE(S)
 - OTHER (SPECIFY) fl. disk
- 2
NUMBER

11. FILE IS USED

- DAILY
- WEEKLY
- MONTHLY

12. FILE BECOMES INACTIVE AFTER

- MONTH(S)
 - YEAR(S)
- n/a - index

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

I.A.S. Office basement

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

- YES
- NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO Balto. Co.
(If yes, cite law(s) & regulation(s) Police Dept.
Rules & Regulations Rule 1 Section 16

16. AUDIT REQUIREMENTS

- NONE
- STATE
- FEDERAL
- INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO

18. RECOMMENDED RETENTION

see back

19. NAME AND TITLE OF PREPARER
M. K. Nueslein

20. TELEPHONE NUMBER
x2842

21. DATE
4/7/89

The Law Enforcement Officer's Bill of Rights (Article 27, Section 727, 12.ii.1., 12.ii.2., allows the employee to request expungement of a formal complaint file against him IF the charge is unsustainable or unfounded, or if a hearing board acquits, dismisses, or finds not guilty, AND three years have passed since the disposition.

As a matter of policy, the I.A.S. will expunge automatically after five years all unsustainable, unfounded, acquitted, dismissed, or not-guilty cases.

It is only the sustained cases which are retained beyond five years.

If and when the case is expunged, the accused personnel card index is purged of the associated card OR the associated reference on the card is obliterated if the card identifies more than one case.

There are currently plans underway to enter all the data on these index cards on the I.A.S. personal computer. Eventually this index will no longer be kept in the form of index cards.



Instructions TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORDS SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE ___ OF ___

1. DEPARTMENT/AGENCY
Balto. Co. Police Dept.

2. DIVISION
Inspectional Services Division

3. UNIT
Internal Affairs Section

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE
Internal Affairs Casebooks

5 EARLIEST YEAR/LATEST YEAR
1976 / present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series)

Internal Affairs Section investigation casebooks including notes and tapes.

7. RECORDS SERIES FORMAT(S)
 LETTER SIZE MICROFILM
 LEGAL SIZE COMPUTER TAPE
 BOUND BOOK FLOPPY DISK
 AUDIO TAPE VIDEO TAPE
 OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE
 ALPHABETICAL
 NUMERICAL
 CHRONOLOGICAL
 GEOGRAPHICAL
 OTHER (SPECIFY)

9. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL(S)
10 COMPUTER TAPE(S)
NUMBER OTHER (SPECIFY)

10. VOLUME
 FILE DRAWER(S)
 MICROFILM REEL (S)
75 COMPUTER TAPE(S)
NUMBER OTHER (SPECIFY) boxes

11. FILE IS USED
 DAILY WEEKLY MONTHLY

12. FILE BECOMES INACTIVE AFTER
NUMBER MONTH(S) YEAR(S)
see back

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)
I.A.S. Office and Gray Manor Training Academy

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
 YES NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS YES NO Balto. CO.
(If yes, cite law(s) & regulation(s) Police Dept. Rules & Regulations, Law Enforcement Officers Bill of Rights

16. AUDIT REQUIREMENTS
 NONE STATE FEDERAL INDEPENDENT
annual

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
 YES NO Index card files, Log books

18. RECOMMENDED RETENTION
five years after termination of employment

19. NAME AND TITLE OF PREPARER
M. K. Nueslein

20. TELEPHONE NUMBER
x 2842

21. DATE
4/7/89