FORM HR-RM 1
(8-60)
Hall of Records Commission

REQUEST FOR RECORDS RETENTION SCHEDULE

To be Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE NO. C-214

PAGE NO. 1.

1. Requesting Agency MONTGOMERY COUNTY DEPT. OF POLICE PROTECTION

2. Division or Bureau of Requesting Agency HEADQUARTERS

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 [X] 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.
1.	**SERVICE RECORDS** Dates: 1927 - - Quantity: 11 file drawers (active and inactive) Annual Accumulation: 1/3 file drawer File Arrangement: Alphabetical by name The Service Records are composed of personnel folders for police officers who are or have been employed by the County and contain all personnel actions and other pertinent papers. After an officer leaves County service, his folder is removed from the active files and placed with an inactive group maintained in the office. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
2.	**ACCIDENT LOCATION FILE** Dates: 1955 - - Quantity: 20 file drawers Annual Accumulation: 2½ file drawers File Arrangement: By route number and alphabetical by street names An officer investigating an automobile accident prepares a pencil copy of the Motor Vehicle Accident Report form containing all pertinent details and a diagram. Two copies are subsequently prepared either by typewriter or photocopy. The original (pencil copy) is filed by month and then numerically at the station to which the	

7. Agency, Division or Bureau Representative

James S. McAuliffe — Signature
Superintendent — Title
10/20/61 — Date

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

11/6/1961 — Date
Marion S. Radoff — Archivist

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

NOV 13 1961 — Date
Andrew Sherbert Jr — Secretary

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	officer is attached, (see Item 2, Station Schedule). One copy is sent to the State Police. The second copy, which is the subject of this recommendation below, is sent to Headquarters where it is used for statistical purposes and for pinning accident spot map. It is filed by location to permit analysis of accident-prone locations. RECOMMENDATION: RETAIN HEADQUARTERS COPY FOR SIX YEARS (THREE YEARS IN OFFICE AND THREE YEARS IN RECORDS CENTER), THEN DESTROY.	APPROVED HALL OF RECORDS COMMISSION
3.	PERSONS INVOLVED IN ACCIDENTS Dates: 1955 - - Quantity: 10 card file drawers Size: 3" x 5" Annual Accumulation: 3 card file drawers File Arrangement: Alphabetical by name This is a cross-reference to the Accident Location File. Each card gives the name of one person involved in an accident, the names of others in the same accident, and the date and location of the accident. It is used to locate accident reports in the Accident Location File. RECOMMENDATION: RETAIN SIX YEARS, AND THEN DESTROY.	
4.	CASE REPORTS Dates: 1951 - - Quantity: 37 file drawers Annual Accumulation: 5 file drawers File Arrangement: Alphabetical by type of case These files contain the reports of investigating officers (uniformed or detective) on crimes committed within the County. Each report generally consists of one sheet (white or pink), but may involve as many as six or eight. A case is sometimes closed by a notation on the original report, but frequently one or more Progress Supplement Sheets (yellow) are attached. There also may be a Case Closed Report (blue). Up to four copies are prepared. One is sent to Headquarters; a copy goes into the Station file; a copy may be prepared for the States Attorney; and, if a detective makes the investigation, a copy is prepared for the Detective Bureau. The station and Detective Bureau copies are covered in other parts of this schedule. This recommendation is concerned with the Headquarters' copy. RECOMMENDATION: A. RETAIN CASES IN ACTIVE STATUS WHILE PENDING. B. RETAIN PERMANENTLY CASE FILES ON CLOSED PART I OFFENSES (EXCLUDING THEFTS). C. RETAIN ALL OTHER CLOSED CASE FILES SIX YEARS (THREE YEARS IN OFFICE AND THREE YEARS IN COUNTY RECORDS CENTER); THEN DESTROY.	APPROVED BY BOARD OF PUBLIC WORKS NOV 13 1961 Andrew Stasiuk, Jr. SECRETARY

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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.
5.	**CASE REPORT CARD FILES** Dates: 1951 - - Quantity: 22 card file drawers Size: 3" x 5" Annual Accumulation: 2½ card file drawers File Arrangement: Alphabetical by name This is a card file listing persons involved in criminal cases. For each case a card is prepared for each individual (complainant, defendant, victim, and suspects) connected with the case. Each card cross-references the names of each person connected with the case. RECOMMENDATION: A. RETAIN IN ACTIVE STATUS ALL CARDS CONNECTED WITH OPEN CASES. B. RETAIN PERMANENTLY CARDS ON CLOSED PART I OFFENSES. C. RETAIN ALL OTHER CARDS CONNECTED WITH CLOSED CASES FOR SIX YEARS (THREE YEARS IN OFFICE AND THREE YEARS IN COUNTY RECORDS CENTER), THEN DESTROY.	APPROVED HALL OF RECORDS COMMISSION
6.	**STOLEN PROPERTY CARD FILE** Size: 3" x 5" Quantity: 2 card file drawers Annual Accumulation: Negligible File Arrangement: Alphabetical by type of property These cards contain a complete description of stolen property, taken from the Case Reports, and the owner's name and address. RECOMMENDATION: RETAIN FOR TEN YEARS OR UNTIL PROPERTY IS RECOVERED, AND THEN DESTROY.	
7.	**STATISTICAL REPORTS** Dates: 1958 - - Quantity: 2 file drawers Annual Accumulation: 1 file drawer File Arrangement: By year, station, and type of report Included are monthly reports from the stations to headquarters, from the Department to the County Manager, and from the Department to the Federal Bureau of Investigation. RECOMMENDATION: RETAIN THREE YEARS, AND THEN DESTROY.	APPROVED BY BOARD OF PUBLIC WORKS NOV 13 1961 Andrew Hauck, Jr. SECRETARY

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8.	**TRAFFIC TICKETS** Dates: 1956 - - Size: 4" x 8" Quantity: 72 card file drawers Annual Accumulation: 25-30,000 File Arrangement: Numerically by ticket number After the arresting officer in a traffic case prepares a traffic summons (ticket), a copy is filed at the appropriate station, and a copy is sent to headquarters. Following disposition of the case, the station copy is pulled and sent to be associated with the headquarters copy. Both copies are then refiled at headquarters. They are useful for a certain period in the eventuality that a case is reopened. There are 24 file drawers of this record from 1956-1959 stored in the Courthouse, which can be destroyed when this recommendation is approved. RECOMMENDATION: RETAIN CLOSED CASES THREE YEARS, AND THEN DESTROY.	APPROVED HALL OF RECORDS COMMISSION
9.	**TRAFFIC ARREST CARDS** Dates: 1955 - - Size: 5" x 8" Quantity: 117 card file drawers Annual Accumulation: 20 card file drawers File Arrangement: Alphabetical by name An original and one copy of this form are prepared at the police stations from traffic tickets in Leaving Scene of an Accident, Driving Under the Influence, Racing, Turning Off Lights to Avoid Identification, School Bus Violations, Exceeding 60 MPH and Over, Revoked or Suspended License, Reckless Driving, any felonies involving motor vehicles, charges arising from fatal or serious personal injury accidents, and all charges against Montgomery County Taxicab Operators. Each form contains personal information about the person arrested, his tag and driver's permit numbers, the date and time of arrest, the charge, facts pertaining to the arrest, and the name of the arresting officer. Both copies are held at the station until the case is disposed of, at which time the disposition is noted on the forms and a copy sent to headquarters. The other copy is retained at the station. The headquarters copy (the subject of this recommendation) is used for statistical purposes and for information on violators. RECOMMENDATION: RETAIN TEN YEARS (FIVE YEARSIN AN ACTIVE STATUS AND FIVE YEARS IN COUNTY RECORDS CENTER) AND THEN DESTROY.	APPROVED BY BOARD OF PUBLIC WORKS NOV 13 1961 Andrew Hecklek, Jr. SECRETARY

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10.	**CRIMINAL ARREST CARDS** Dates: 1930 — Size: 5" X 8" Quantity: 45 card file drawers Annual Accumulation: 4 card file drawers File Arrangement: Alphabetical by name This form is prepared by the stations, an original and two copies, from information on the arrest warrant. It contains the same type of information as the traffic arrest card (item 9). Headquarters gets one copy as a pending card at the time of the arrest. This is filed until the case is disposed of at which time the station forwards the second copy with the case disposition noted. This first copy is clipped to the appropriate case report after disposition is noted thereon. The second copy is filed alphabetically by name in the criminal arrest card file and becomes the subject of this report. The station retains the third copy. RECOMMENDATION: RETAIN PERMANENTLY.	APPROVED HALL OF RECORDS COMMISSION
11.	**TELETYPE FILE** File Arrangement: Monthly by type of offense The Montgomery County Police Department maintains teletype connection with: (1) the Maryland State Police and the Inter-State Police Teletype System, and (2) an Intra-departmental teletype system. A third connection will be made with other jurisdictions in the Washington Metropolitan Area. Communications received by teletype are divided by type of offense and are retained for reference. RECOMMENDATION: RETAIN SIX YEARS IN OFFICE, THEN DESTROY.	
12.	**RADIO TRANSMISSION RECORDS** Dates: 1948 — Quantity: 45 cubic feet Annual Accumulation: 4 cubic feet File Arrangement: Chronological All incoming and outgoing radio messages over the Police Department's Central Transmitter are recorded on dictaphone belts. These records are useful as reference material for court cases and other purposes. RECOMMENDATION: RETAIN SIX YEARS (THREE YEARS IN OFFICE AND THREE YEARS IN COUNTY RECORDS CENTER), THEN DESTROY.	APPROVED BY BOARD OF PUBLIC WORKS NOV. 13 1961 Andrew Steckel, Jr. SECRETARY

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13.	**BICYCLE REGISTRATIONS** Dates: 1957 - - Size: 3" x 5" Quantity: 13 card file drawers Annual Accumulation: Negligible File Arrangement: 1st copy: by serial number of bicycle 2nd copy: by name of owner Since 1957, the Montgomery County Police have encouraged the voluntary registration of bicycles to assist in the recovery and return of stolen or lost bicycles. Each slip indicates the make, serial number, size, and color of the bike, whether it is a boy's or girl's bike, and the name, address, and telephone number of the owner. Since there are no provisions for periodic re-registration, there is no feasible means of culling the file to keep it current. RECOMMENDATION: RETAIN UNTIL REVISED, AND THEN DESTROY.	APPROVED HALL OF RECORDS COMMISSION
14.	**RECORD OF PROPERTY AUCTIONED** Dates: 1956 - - Quantity: 1 file drawer Annual Accumulation: 3 linear inches File Arrangement: By year The County Police Department conducts a semi-annual auction of lost or stolen property, the owners of which cannot be located. Proceeds from this sale are turned over to the Department of Finance for deposit in the Police Relief and Retirement Fund. The subject records contain a full description of all property auctioned, sale price, date of sale, and name of purchaser. RECOMMENDATION: RETAIN PERMANENTLY.	
15.	**GENERAL CORRESPONDENCE** Dates: 1944 - - Quantity: 21 file drawers Annual Accumulation: 1½ file drawers File Arrangement: Alphabetical by subject This file includes, besides inter-departmental memoranda, correspondence with the Personnel Board, County Manager's staff, other police departments, and citizens. RECOMMENDATION: RETAIN SIX YEARS (THREE YEARS IN OFFICE AND THREE YEARS IN COUNTY RECORDS CENTER), AND THEN DESTROY.	APPROVED BY BOARD OF PUBLIC WORKS NOV 13 1961 Andrew Hoebeck, Jr. SECRETARY