

DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No. C1196

Page 1 of 1

**Agency** Howard County Government  
 Department of Police

**Division/Unit** Communications Division / 9-1-1 Center

Item No.	Description	Retention
1	Computer-Aided Dispatch (CAD) Reports / Automated – The actual calls for service that are recorded into the Computer-Aided Dispatch (CAD) System. These are recorded into the system as they are received. These records contain all information relevant to a Police, Fire, or EMS call for service from the public. These records are automatically purged from the system after one (1) year.	Retain for one (1) year, then destroy.
2	9-1-1 & Dispatch Recordings – The actual recordings of calls that are made to 9-1-1 Center. These are also recordings of all Dispatches to Police, Fire, and EMS field units.; they are recorded as they occur. These records contain all information relevant to a Police, Fire, or EMS call for service from the public. These records are purged from the system after nine (9) months.	Retain for nine (9) months, then destroy.
3	Daily Observations Reports (DOR's) – These are daily evaluations of new employees, and they are automated and stored on a computer in the office of the Training & Quality Assurance Supervisor. These records are purged from the system after the employee has been released from their probationary status (1 year).	Retain for one (1) year, then destroy.

Schedule Approved by Department, Agency, or Division Representative  
 Date 10-3-2012  
 Signature   
 Typed Name **J. Chris McNamara**  
 Title **Training & Quality Assurance Supervisor**

Schedule Approved by County Records Management Representative  
 Date 10/31/12  
 Signature 

Schedule Authorized by State Archivist  
 Date 12/19/2012  
 Signature 

<p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>3</u></p>
<p>1. Department/Agency Department of Police</p>	<p>2. Division Communications</p>	<p>3. Unit 9-1-1 Center</p>
<p>DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Computer-Aided Dispatch Reports / Automated Files</p>	<p>5. Earliest Year/Latest Year <u>2011</u> to <u>2012</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) The actual calls for service that are recorded into the Computer-Aided Dispatch (CAD) System. These are recorded into the system as they are received. These records contain all information relevant to a Police, Fire, or EMS call for service from the public. These records are automatically purged from the system after one (1) year.</p>		
<p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size    <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size    <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape    <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book    <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>Automated</u></p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><u>One (1) year of calls</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>System generated</u></p> <hr/> <p>10. Annual Accumulation</p> <p><u>Varies based on number of Trainees</u></p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input checked="" type="checkbox"/> Other (specify) <u>System generated</u></p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p><u>One (1)</u></p> <p>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p><u>Ligon Building</u></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention</p> <p><u>One (1) year, then destroy</u></p>	
<p>19. Name and Title of Preparer</p> <p><u>J. Chris McNamara,</u> <u>Training &amp; Quality Assurance Supervisor</u></p>	<p>20. Telephone Number</p> <p><u>410-313-2316</u></p>	<p>21. Date</p> <p><u>10/3/2012</u></p>

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<p>1. Department/Agency Department of Police</p>	<p>2. Division Communications</p>	<p>3. Unit 9-1-1 Center</p>
<p>DEFINITION: RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title 9-1-1 &amp; Dispatch Recordings</p>	<p>5. Earliest Year/Latest Year <u>2012</u> to <u>2012</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) The actual recordings of calls that are made to 9-1-1 Center. These are also recordings of all Dispatches to Police, Fire, and EMS field units.; they are recorded as they occur. These records contain all information relevant to a Police, Fire, or EMS call for service from the public. These records are purged from the system after nine (9) months.</p>		
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<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After <u>Nine (9)</u> Number    <input checked="" type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) <u>Ligon Building</u></p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p>	<p>16. Audit Requirements <input checked="" type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	<p>18. Recommended Retention  <u>Nine (9) months</u></p>	
<p>19. Name and Title of Preparer J. Chris McNamara, Training &amp; Quality Assurance Supervisor</p>	<p>20. Telephone Number <u>410-313-2316</u></p>	<p>21. Date <u>10/3/2012</u></p>

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<p>13. Current Location(s) (Bldg., Floor, Room) Ligon Building</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes    <input checked="" type="checkbox"/> No</p>	
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