

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

Schedule No. C-1256

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Agency:  
 HOWARD COUNTY GOVERNMENT

Division/Unit:  
 HOWARD COUNTY SHERIFF'S OFFICE

Item No.	Description	Retention
	<p style="text-align: center;">THIS SUPERSEDES SCHEDULE C-1032</p> <p>“The issuance of a legal hold by the Office of Law overrides any portion of this record retention policy or schedule that otherwise calls for the disposal, transfer, or destruction of records subject to the hold, until the hold has been released by the Office of Law. No record that is subject to a legal hold may be altered, disposed of, transferred, or destroyed, even if the scheduled destruction date has passed. Any person preparing to alter, dispose of, transfer, or destroy a record must ascertain whether a litigation hold applies to the record before doing so.”</p>	

Schedule Approved by Department, Agency, or Division Representative  
 Date: 5-29-14  
 Signature: *Major George Voll*  
 Typed Name: **George Voll**  
 Title: **Major**

Schedule Approved by County Records Management Representative  
 Date: 6/3/14  
 Signature: *R. Ditchett*

Schedule Authorized by State Archivist:  
 Date: 6-30-14  
 Signature: *Timothy D. Bah*

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE  
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**Agency:**  
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**Division/Unit**  
HOWARD COUNTY SHERIFF'S OFFICE

Item No.	Description	Retention
1.	<p><u>SUMMONS SERVICE RECORDS/WRIT OF EXECUTION/ DOMESTIC VIOLENCE AND WARRANT RECORDS</u></p> <p>A. <u>Summons Service Records</u> - summons record entry in computer, records printed for storage, summons card. Includes Circuit Court Civil, Circuit Court Criminal, and Circuit Court Writ of Execution. Police Summons, District Court Civil, District Court Criminal, District Court Writ of Execution.</p> <p>B. <u>District Court Ejectment/Restitution</u></p> <p>C. <u>Writ of Execution</u> - case folder with correspondence, bills, and other information relating to the writ.</p> <p>D. <u>Domestic Violence</u> - files containing copies of peace orders/ex-parte orders, related correspondence, domestic violence logs.</p> <p>E. <u>Warrant Records</u> - closed warrant files.</p>	<p>Retain 3 years, and then destroy.</p> <p>Destroy immediately after served.</p> <p>Retain 3 years, then destroy.</p> <p>Retain 3 years, then destroy.</p> <p>Retain 5 years, then destroy.</p>
2.	<p><u>EXPUNGEMENT RECORDS</u> - files containing expungement petitions and orders and supporting documentation.</p>	<p>Retain 3 years, then destroy.</p>
3.	<p><u>ADMINISTRATIVE</u> - general correspondence and memorandums pertaining to and arising from the normal and routine administrative functioning of the programs, services, and projects of the Howard County Sheriff's Office.</p>	<p>Retain 4 years or until end of term of office for Sheriff, whichever is later, then destroy with the following exception: Transfer to the Maryland State Archives (MSA) for permanent retention any material that has continuing fiscal, legal, administrative, or historical value.</p>
4.	<p><u>RESEARCH/TRAINING</u> - in-service training records, questionnaires, correspondence related to either research or training.</p>	<p>Retain 5 years, then destroy.</p>

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Item No.	Description	Retention
5.	<u>POLICIES AND PROCEDURES</u> – Official orders, reports, memoranda, written directives, announcements, general orders and similar records relating to the regulations governing the organization and operation of the department or the procedures and standards of behavior of officers and department employees.	Retain until superseded, then destroy unless material has legal, administrative or historical value, then forward to MSA.
6.	<u>PAYROLL RECORDS</u>	
	A. <u>Leave Records</u> – requests, reports, summaries, authorizations, schedules, and similar records relating to sick, vacation, and other types of authorized leave for county employees.	Retain 3 years, then destroy.
	B. <u>Time and Attendance Records</u> - reports or cards detailing hours worked or vacation, sick, or other time used by each county employee; or similar records that note exceptions to normally scheduled hours.	Retain 3 years, then destroy.
	C. <u>Time Change Requests</u> - requests and authorizations for overtime, time trading, and other reactions that affect normal work time, except leave records.	Retain 3 years, then destroy.
	D. <u>Payroll Time Sheets</u> -copies of time sheets submitted to Payroll each pay period.	Retain 3 years, then destroy.
	E. <u>Management Payroll Reports</u> - Payroll report indicating employee name and amount paid for the pay period.	Retain 3 years, then destroy.
7.	<u>BUDGET WORKING PAPERS/BUDGET BOOK</u>	
	A. <u>Budget Working Papers</u> - records created exclusively for and used in the preparation of the annual budget or special budgets, including Departmental budget requests, estimates of anticipated revenue, work-up sheets, other working papers, and related correspondence and documentation.	Retain 3 years, then destroy.
	B. <u>Annual Budget Book</u> - annual County budget book. This is a reference copy of the county's annual budget book. The Budget Office is the office of record for this book.	Retain 3 years, then destroy.

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Item No.	Description	Retention
8.	<p><u>FINANCIAL</u> - general ledgers, receipts and disbursement reports, audit reports, summons refund letters, district court transmittals. Credit card recaps, bill payments, and other financial information.</p> <p>A. <u>Auditor Reports</u> - General ledgers, books of final entry, and audit reports performed by external auditors.</p> <p>B. <u>Child Support Reimbursement Agreement</u> - files containing information regarding the State of Maryland, Department of Human Resources, and Child Support Reimbursement Agreement.</p> <p>C. <u>Purchasing Records</u> - copies of documents used to purchase supplies and materials for the office, including purchase orders, minor purchase orders, etc., and related correspondence.</p> <p>D. <u>Grants</u> - Files containing information regarding grants</p>	<p>Permanent, transfer to MSA every 5 years.</p> <p>Retain 3 years, then destroy.</p> <p>Retain 3 years, then destroy.</p> <p>Retain 7 years, then destroy.</p>
9.	<p><u>EMPLOYMENT APPLICATIONS</u> - applications received from persons interested in employment with the Howard County Sheriff's Office.</p>	<p>Retain 1 year, then destroy.</p>
10.	<p><u>BACKGROUND INVESTIGATIONS</u> - contains investigative reports of deputy sheriff and civilian applicants, along with related reports.</p>	<p>a. Non selected applicants - retain 1 year(s), then destroy.</p> <p>b. Selected applicants - retain 3 years after termination, then destroy.</p>
11.	<p><u>EMPLOYEE CREDENTIAL RECORDS</u> - reports relating to the issuance of employee parking permits, keys, identification cards or badges, passes or similar instruments of identification and access.</p>	<p>Retain 3 years after expiration of instrument or termination of employee, whichever is sooner, then destroy.</p>

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Item No.	Description	Retention
12.	<p><u>PERSONNEL FILES</u> - Individual employee files are maintained as confidential in locked files containing documents relating to the career of each employee of the Howard County Sheriff's Office. Documents may include background information, personnel actions such as assignments, reassignments, classifications, promotions and disciplinary actions. Emergency information such as next of kin, survivor benefits and insurance data may also be included along with documents which reflect qualifications, training, efficiency, awards certificates of performance and secondary employment requests.</p> <p>A. <u>Service Awards Documentation</u> - files containing documentation regarding the annual service awards ceremony and employees receiving awards.</p> <p>B. <u>Training Records (Class)</u> - Records and reports relating to group training classes, including group evaluation reports, drill reports, rosters, grade sheets, schedules and course lesson plans</p> <p>C. <u>Training Records (Individual)</u> - Records and reports relating to individual employees' training including: Police Academy records. In-service tests and certificates, other training completion documents, certificates of achievements.</p> <p>D. <u>Secondary Employment Requests</u> - request forms and related information for employees who work second jobs.</p>	<p>Retain 50 years after separation of employment, then destroy.</p> <p>Retain 50 years after separation of employment, then destroy.</p> <p>Retain 50 years after separation of employment, then destroy.</p> <p>Retain 50 years after separation of employment, then destroy.</p> <p>Retain 3 years, then destroy.</p>
13.	<u>COURTHOUSE PASS</u> - log of courthouse passes issued by the Howard County Sheriff's Office.	Retain 5 years, then destroy.
14.	<u>INTERNAL AFFAIRS RECORDS</u> - Records relating to internal affairs investigations of alleged officer/civilian employee misconduct, including all records and databases relating to the initiation, investigation and disposition of each case.	Retain 5 years, then destroy.

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Item No.	Description	Retention
15.	<u>INCIDENT REPORTS</u> - all incident reports.	Retain open reports until suspended or closed, and then retain for 4 years; then destroy.
16.	<u>ARREST REPORTS</u> - copies of arrest reports.	Retain 5 years, then destroy.
17.	<u>MUG SHOTS</u> - Photos of prisoners and persons arrested.	Retain 5 years, then destroy.
18.	<u>STATISTICAL REPORTS</u> – monthly, quarterly, and annual reports of productivity.  A. <u>Statistical Annual Reports</u> .  B. <u>Deputy Activity Reports</u> - monthly log of deputy activities / assignments.  C. <u>Monthly Uniform Crime Reports (UCR)</u> - copies of Uniform Crime Reports, submitted to the state on a monthly basis.	Permanent, transfer to MSA every 5 years.  Retain 5 years, then destroy.  Retain 5 years, then destroy.
19.	<u>QUARTERMASTER RECORDS</u> – equipment, uniforms, etc. issued to employees.	Retain 3 years, then destroy.
20.	<u>K-9 UNIT TRAINING RECORDS</u> – Records tracking and training documentation for the K-9 dog.	Retain 5 years after dog retires, then destroy .
21.	<u>PRISONER TRANSPORTATION RECORDS</u> - records of prisoners transported by the Howard County Sheriff's Office to and from the Howard County Detention Center and other facilities.	Retain 50 years, then destroy.
22.	<u>LOCK-UP DAILY PRISONER LOG</u> - records relating to prisoners that are held in the lock-up.	Retain 50 years, then destroy.

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Item No.	Description	Retention
23.	<p><u>TRAFFIC CITATIONS</u></p> <p>A. <u>Traffic Citation Transmittal Form</u> - form used to transmit traffic citations to the state.</p> <p>B. <u>Traffic Citation Book Ledger</u> - record of citation books and the deputies to whom they are assigned.</p> <p>C. <u>Traffic Citation Ledger</u> - record of citations issued by deputies.</p>	<p>Retain 5 years, then destroy.</p> <p>Retain 5 years, then destroy.</p> <p>Retain 5 years, then destroy.</p>
24.	<p><u>PROPERTY RECORDS AND PROPERTY SALES RECORDS</u></p> <p>A. <u>Property Records</u> - Reports, cards, logs or similar records that document evidential, stolen, or recovered property held by the department, including records relating to the release of returned or reclaimed property.</p> <p>B. <u>Property Sales Records</u> - Lists, notices, letters of inquiry, property tags, receipts and similar records concerning the sale or auction of unclaimed or impounded property.</p>	<p>Retain 5 years, then destroy.</p> <p>Retain 5 years, then destroy.</p>
25.	<p><u>OCCUPATIONAL SAFETY &amp; HEALTH ADMINISTRATION (OSHA) LOGS</u> - records and reports regarding OSHA related incidents. Howard County Office of Risk Management is the custodian of record.</p>	<p>Retain 1 year, then destroy.</p>
26.	<p><u>MILES / NCIC (Maryland Interagency Law Enforcement System/ National Crime Information Center) VALIDATIONS &amp; AUDIT REPORTS</u></p> <p>A. <u>MILES / NCIC Validations</u> - copies of receipts, certification letters, and validation procedures.</p> <p>B. <u>MILES / NCIC Audit Reports</u> - MSP warrant and domestic violence audit reports and related documents.</p>	<p>Retain 3 years, then destroy.</p> <p>Retain 3 years, then destroy.</p>

<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 1 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Administration/Field Operations</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 Summons Service Records/Writ of Execution/Domestic Violence and Warrant Records; District Court Ejectment/Restitution</p>	<p>5. Earliest Year/Latest Year <u>2010</u> to <u>2014</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.) Court ordered documents dealing with civil processes served and executed by the Sheriff's Office including Summons; Writ of Execution, Domestic Violence and Warrants.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>2 File Drawers Summons Service Records/Writ of Execution/Domestic Violence 1 File Drawers Warrants Not applicable to District Court Ejectment/Restitution</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p>5 to 8 File Drawers Summons Service Records/Writ of Execution/Domestic Violence 4 File Drawers Warrant records. Not applicable to District Court Ejectment/Restitution</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</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>Number <u>3</u>    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s) = Summon Service/Writ of Execution/Domestic Violence Number <u>5</u>    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s) = Warrant Records</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Circuit Court (Ellicott City) and Dorsey Building (Columbia)</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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Applicable to Howard County Sheriff's Office</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None    <input checked="" 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>(1) Retain 3 years, then destroy Summon Service Records, Writ of Execution and Domestic Violence (2); Retain Warrant records 5 years, then destroy; (3) District Court Ejectment – Destroy Immediately after served.</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date March 21, 2014</p>

<p><b>Instructions</b> –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 2 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Administration</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 Expungement Records</p>	<p>5. Earliest Year/Latest Year 2010 to 2014</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.) Expungement Records – files containing expungement petitions and orders and supporting documentation.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p>1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</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>3 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Circuit Court (Ellicott City)</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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Applicable to Howard County Sheriff's Office</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input type="checkbox"/> Independent    Howard County Audit</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 Retain 3 years, then destroy</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date March 21, 2014</p>

<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 3 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Executive Administration</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 Administrative</p>	<p>5. Earliest Year/Latest Year 2006 to 2014</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.) Administrative includes general correspondence and memorandums pertaining to and arising from the normal and routine administrative functioning of the programs, services, and projects of the Howard County Sheriff's Office.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological (newest to oldest)</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p>1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) Electronic</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>See #18 Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) 9250 Bendix Road, Dorsey Building (Columbia)</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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Applicable to Howard County Sheriff's Office</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>Retain 4 years or until end of term of office for Sheriff, whichever is later, then destroy with the following exception: transfer to the Maryland State Archives (MSA) for permanent retention any material that has continuing fiscal, legal, administrative, or historical value.</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date March 21, 2014</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 410-799-1930	AGENCY RECORDS INVENTORY  Page 4 of 26
1. Department/Agency Howard County Government	2. Division Howard County Sheriff's Office	3. Unit Administration
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 Research and Training	5. Earliest Year/Latest Year 2008 to 2014	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) In-service training records, questionnaires, correspondence related to either research or training.		
7. Record Series Format(s) List all  <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm  <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape  <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk  <input type="checkbox"/> Bound Book <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 type="checkbox"/> Other (specify) _____	9. Volume <u>1</u> Number  <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 <u>1</u> Number  <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Electronic
11. File is Used  <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually	12. File Becomes Inactive After <u>5</u> Number <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)	
13. Current Location(s) (Bldg., Floor, Room) Dorsey Building (Columbia)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No    Maryland Police Training Commission	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))  <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Applicable to the Howard County Sheriff's Office	16. Audit Requirements  <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent Maryland Police Training Commission	
17. Is an Index System used? If yes, explain briefly and describe requirements  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	18. Recommended Retention Retain 5 years, then destroy	
19. Name and Title of Preparer Michelle Garasky, Administrative Aide	20. Telephone Number 410/313-4219	21. Date March 21, 2014

<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 5 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Executive Administration</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 Policies and Procedures</p>	<p>5. Earliest Year/Latest Year 2010 to 2014</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.) Official orders, reports, memoranda, written directives, announcements, general orders and similar records relating to the regulations governing the organization and operation of the department or the procedures and standards of behavior of officers and department employees.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>Not able to Estimate volume 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>Electronic &amp; Hard copy</u></p> <hr/> <p>10. Annual Accumulation</p> <p>NA – this record is a manual 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>Electronic &amp; Hard copy</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>See #18</u></p> <p>Number    <input type="checkbox"/> Month(s)    <input type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>9250 Bendix Road, Columbia, MD 21045</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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Applicable to Howard County Sheriff's Office</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>Retain until superseded, then destroy unless material has legal, administrative or historical value then forward to MSA</p>	
<p>19. Name and Title of Preparer</p> <p>Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number</p> <p>410/313-4219</p>	<p>21. Date</p> <p>March 21, 2014</p>

<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 6 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Administrative Services</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 Payroll Records: Leave Records; Time and Attendance Records; Time Change Requests; Payroll Time Sheets; and Management Payroll Reports</p>	<p>5. Earliest Year/Latest Year <u>2010</u> to <u>2014</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.) Payroll records include requests for leave, overtime records, time and attendance records, time change requests and management payroll reports.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</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 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Electronic</p> <p>10. Annual Accumulation 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Electronic</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 3 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Dorsey Building (Columbia)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Payroll Office</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Applicable to Howard County Sheriff's Office</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 Retain 3 years, then destroy</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date March 21, 2014</p>

<p><u>Instructions</u> –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 7 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Executive Administration</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 Budget Working Papers/Budget Book</p>	<p>5. Earliest Year/Latest Year 2010 to 2014</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.) Budget Working Papers are records used in the preparation of the annual budget or special budgets including budget requests, revenue estimates, work up sheets and other working papers and related correspondence and documentation. The annual budget book is a reference copy.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</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>1</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p>1</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) Annual Budget Book</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>3</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>Dorsey Building (Columbia)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>The Budget Office is the office of record for the Annual Budget Book.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Applicable to Howard County Sheriff's Office</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None    <input type="checkbox"/> State    <input type="checkbox"/> Federal    <input checked="" type="checkbox"/> Independent - By Howard County Government audit</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>Retain 3 years, then destroy</p>	
<p>19. Name and Title of Preparer</p> <p>Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number</p> <p>410/313-4219</p>	<p>21. Date</p> <p>March 21, 2014</p>

<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 8 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Administration</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 Financial: Auditor Reports, Child Support Reimbursement Agreements, Purchasing Records, Grants</p>	<p>5. Earliest Year/Latest Year 2006 to 2014</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.) Financial records include general ledgers, receipts and disbursement reports, audit reports, summon refund letters, district court transmittals. Credit card recaps, bill payment, and other financial information.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" 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>1 Number</p> <p><input checked="" 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) General Ledger/Electronic</p> <hr/> <p>10. Annual Accumulation</p> <p>1 Number</p> <p><input checked="" 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) General Ledger/Electronic</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>7 - Grants category</p> <p>3 - Purchasing category.</p> <p>Number   <input type="checkbox"/> Month(s)   <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Dorsey Building (Columbia) and Court house (Ellicott) City</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 checked="" type="checkbox"/> Yes   <input type="checkbox"/> No</p> <p>Applicable to Howard County Sheriff</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None   <input checked="" 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>Audit Reports are permanent, transfer to MSA every 5 years. Grants retain 7 years, then destroy.</p> <p>Retain Child Support Reimbursement Agreements and Purchasing Records 3 years, then destroy</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date March 21, 2014</p>

<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 9 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Administration</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 Employment Applications</p>	<p>5. Earliest Year/Latest Year 2012 to 2014</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.) Applications received from persons interested in employment with the Howard County Sheriff's Office.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" 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>1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p>1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>1 Number</p> <p><input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Dorsey Building (Columbia)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Human Resources Office of Record</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Applicable to Howard County Sheriff's Office</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>Retain one year, then destroy</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date March 21, 2014</p>

<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 10 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Executive Administration</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 Background Investigations</p>	<p>5. Earliest Year/Latest Year 2010 to 2014</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.) Background investigations contain investigative reports of deputy sheriff and civilian applicants, along with related reports.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>1</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) Electronic</p> <hr/> <p>10. Annual Accumulation</p> <p>1</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) Electronic_</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>Non selected applicants inactive after 1 year; Selected applicants inactive 3 years after termination.</p> <p>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Dorsey Building (Columbia)</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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Applicable to Howard County Sheriff's Office</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>Non selected applicants – retain 1 year, then destroy. Selected applicants – retain 3 years after termination, then destroy</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date March 21, 2014</p>

<p><u>Instructions</u> –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 11 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Administration</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 Employee Credential Records</p>	<p>5. Earliest Year/Latest Year 2010 to 2014</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.) Employee credential records – reports relating to the issuance of employee parking permits, keys, identification cards or badges, passes or similar instruments of identification.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</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 3 years after expiration or employee termination Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Dorsey Building (Columbia)</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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Applicable to Howard County Sheriff's Office</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 Retain 3 years after expiration of instrument or termination of employee, whichever is sooner, then destroy.</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date March 21, 2014</p>

<p><b>Instructions</b> –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 12 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Administrative Services</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 Personnel Files</p>	<p>5. Earliest Year/Latest Year 1963 to 2014</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.) Personnel Files are maintained as confidential in locked files containing documents of each employee of the Howard County Sheriff's Office. Documents may include background information, personnel actions, emergency information along with documents which reflect qualifications, training efficiency, awards certificates of performance and secondary employment.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 3 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation 3 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</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 <u>See #18</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Dorsey Building (Columbia)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    HR is office of record for some of the documentation.</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s)) <input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No Applicable to Howard County Sheriff's Office</p>	<p>16. Audit Requirements <input type="checkbox"/> None    <input checked="" type="checkbox"/> State    <input checked="" 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 Retain service awards, and training records 3 years after separation, then transfer to MSA 50 years and then destroy. Secondary Employment Requests retain 3 years, then destroy</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date March 21, 2014</p>

<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 13 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Court Services</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 Courthouse Pass</p>	<p>5. Earliest Year/Latest Year 2008 to 2014</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.) Courthouse Pass – record/log of courthouse passes issued by the Howard County Sheriff's Office.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</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>5 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Circuit Court (Ellicott City)</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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Applicable to Howard County Sheriff's Office</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 Retain 5 years, then destroy</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date March 21, 2014</p>

<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 14 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Field Operations</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 Internal Affairs Records</p>	<p>5. Earliest Year/Latest Year 2008 to 2014</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.) Internal Affairs Records – records relating to internal affairs investigations of alleged officer/civilian employee misconduct, including all records and databases relating to the initiation, investigation and disposition of each case.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 0 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Electronic</p> <p>10. Annual Accumulation 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</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 5 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Circuit Court (Ellicott City)</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 Applicable to Howard County Sheriff's Office</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 Retain 5 years, then destroy</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date March 21, 2014</p>

<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 15 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Field Operations</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 Incident Reports</p>	<p>5. Earliest Year/Latest Year 2009 to 2014</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.) Report written to document crimes and the results of an investigation. There are numerous forms utilized depending on the type of investigation being conducted. Forms may include an incident report, continuation reports, supplemental reports, written statements, and photograph prints etc.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>IR Log</u></p> <p>10. Annual Accumulation 1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>IR Log</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 Closed or suspended plus 4 years Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Circuit Court (Ellicott City)</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 Applicable to Howard County Sheriff's Office</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 Retain open reports until suspended or closed. Retain suspended or closed reports 4 years, then destroy</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date March 21, 2014</p>

<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 16 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Field Operations</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 Arrest Reports</p>	<p>5. Earliest Year/Latest Year 2008 to 2014</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.) Copies of arrest reports</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 1 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) AR Log</p> <p>10. Annual Accumulation 3 to 5 Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) AR Log</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 5 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Dorsey Building/Courthouse (Columbia)</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 Applicable to Howard County Sheriff's Office</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 Retain 5 years, then destroy</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date March 21, 2014</p>

<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>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Court Services/Field Operations</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 Mug Shots</p>	<p>5. Earliest Year/Latest Year 2008 to 2014</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.) Photos of prisoners and persons arrested.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</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 5 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Circuit Court Lock-up Booking Area (Ellicott City)</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 Applicable to Howard County Sheriff's Office</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 Retain 5 years, then destroy</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date March 21, 2014</p>

<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 18 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Administration Services</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 Statistical Reports</p>	<p>5. Earliest Year/Latest Year 2009 to 2014</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.) Statistical reports include monthly, quarterly and annual reports of productivity which includes statical annual reports, deputy activity reports and monthly Uniform Crime Reports (UCR).</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</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 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) Electronic</p> <hr/> <p>10. Annual Accumulation 1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily    <input type="checkbox"/> Weekly    <input checked="" type="checkbox"/> Monthly    <input type="checkbox"/> Annually</p>	<p>12. File Becomes Inactive After</p> <p>5 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Dorsey Building (Columbia)</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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Applicable to Howard County Sheriff's Office</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>- Statistical Annual Reports are permanent, transfer to MSA</p> <p>- Deputy Activity Reports and Monthly Uniform Crime Reports retain 5 years then destroy.</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date March 21, 2014</p>

<p><u>Instructions</u> –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 19 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Administration/Field Operations</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 Quartermaster Records</p>	<p>5. Earliest Year/Latest Year 2010 to 2014</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.) Equipment, uniforms, etc. issued to employee.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</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>1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p>1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</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>3 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Dorsey Building (Columbia)</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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Applicable to the Howard County Sheriff's Office</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>Retain 3 years, then destroy</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date March 21, 2014</p>

<p><u>Instructions</u> –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 20 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Administration/Field Operations</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 K-9 Unit Training Records</p>	<p>5. Earliest Year/Latest Year 2008 to 2014</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.) Records tracking and training documentation for the K-9 dog.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</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>1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p>1 Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</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>5 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s) After dog retires</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Dorsey Building (Columbia)</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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Applicable to Howard County Sheriff's Office</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>Retain 5 years, after dog retires, then destroy.</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date March 21, 2014</p>

<p><u>Instructions</u> –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 1 of 1 <i>21926</i></p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Court Services/Field Operations</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 Prisoner Transportation Records</p>	<p>5. Earliest Year/Latest Year 2009 to 2014</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.) Records of prisoners transported by the Howard County Sheriff's Office to and from the Howard County Detention Center and other facilities.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</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 NA Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic</u></p> <p>10. Annual Accumulation NA Number</p> <p><input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) <u>Electronic</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 50 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Circuit Court (Ellicott City)</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 Applicable to Howard County Sheriff's Office</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 Retain 50 years, then destroy.</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date May 23, 2014</p>

<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 22 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Court Services</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 Lock-Up Daily Prisoner Log</p>	<p>5. Earliest Year/Latest Year 1963 to 2014</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.) Records relating to prisoners that are held in the lock-up.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" 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 NA</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>Electronic</u></p> <p>10. Annual Accumulation NA</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>Electronic</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>50 Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Circuit Court/Lock Up (Ellicott City)</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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Applicable to Howard County Sheriff's Office</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 Retain 50 years, then destroy</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date March 21, 2014</p>

<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 23 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Field Operations</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 Traffic Citations includes Traffic Citation Transmittal Forms, Book Ledger and Ledger.</p>	<p>5. Earliest Year/Latest Year <u>2008</u> to <u>2014</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.) Traffic Citations include forms and record of citations books and deputies to whom they are assigned and record citations issued by deputies.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____</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 <u>5</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Circuit Court (Ellicott City) and Dorsey Building (Columbia)</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 Applicable to Howard County Sheriff's Office</p>	<p>16. Audit Requirements <input type="checkbox"/> None    <input checked="" 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 Retain 5 years, then destroy</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date March 21, 2014</p>

<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 24 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Field Operations</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 Property Records and Property Sales Records</p>	<p>5. Earliest Year/Latest Year 2009 to 2014</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.) Property records are reports, cards, logs or similar records that document evidential, stolen or recovered property and property sales records are lists, notices, letters of inquiry, property tags, receipts and similar records concerning the sale or auction of unclaimed or impounded property.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" 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>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>10. Annual Accumulation</p> <p><u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</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>5</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Dorsey Building (Columbia)</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 checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Applicable to the Howard County Sheriff's Office</p>	<p>16. Audit Requirements</p> <p><input type="checkbox"/> None    <input type="checkbox"/> State    <input checked="" type="checkbox"/> Federal    <input type="checkbox"/> Independent Howard County Sheriff's Office</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>Retain 5 years, then destroy</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date March 21, 2014</p>

<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 25 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Administrative Services</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 Occupational Safety &amp; Health Administration (OSHA) logs</p>	<p>5. Earliest Year/Latest Year 2012 to 2014</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.) Occupational Safety &amp; Health Administration (OSHA) records and reports regarding OSHA related incidents.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p style="text-align: center;">1</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <hr/> <p>10. Annual Accumulation</p> <p style="text-align: center;">1</p> <p>Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</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 style="text-align: center;">1</p> <p>Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Dorsey Building (Columbia)</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No    Howard County Office of Risk Management is the custodian of record</p>	
<p>15. Access Restrictions (If Yes, cite Law(s) &amp; Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Applicable to the Howard County Sheriff's Office</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>Retain 1 year, then destroy.</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date March 21, 2014</p>

<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 26 of 26</p>
<p>1. Department/Agency Howard County Government</p>	<p>2. Division Howard County Sheriff's Office</p>	<p>3. Unit Court Services/Field Operations/Administrative Services</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 MILES/NCIC (Maryland Interagency Law Enforcement System/National Crime Information Center) Validations &amp; Audit Reports</p>	<p>5. Earliest Year/Latest Year <u>2010</u> to <u>2014</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.) Validations include copies of receipts, certification letters and validation procedures entered into MILES/NCIC. Audit Reports are Maryland State Police (MSP) warrant and domestic violence audit reports and related documents, the results from local agencies from audit broken down by categories.</p>		
<p>7. Record Series Format(s) List all</p> <p><input checked="" 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 type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume <u>1</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <hr/> <p>10. Annual Accumulation <u>3 to 5</u> Number</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</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 <u>3</u> Number    <input type="checkbox"/> Month(s)    <input checked="" type="checkbox"/> Year(s)</p>	
<p>13. Current Location(s) (Bldg., Floor, Room) Dorsey Building (Columbia) / Circuit Court (Ellicott City)</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 Applicable to Howard County Sheriff's Office</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 Retain 3 years, then destroy</p>	
<p>19. Name and Title of Preparer Michelle Garasky, Administrative Aide</p>	<p>20. Telephone Number 410/313-4219</p>	<p>21. Date March 21, 2014</p>