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OFFICE OF CENTRAL SERVICES

Records Management Division

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C-1263				
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RECORDS RETENTION AND DISPOSAL SCHEDULE

	 	 -	
AGENCY:	Police Department	DIVISION	; ·
Item No.	Description		Retention
	SUPERSEDES SCHEDULE C-1004 &	C1004-A1	
1	Police Reports Incident and accident reports, including supports, filed by case number. Reports documentiated by citizen or officer complaints.		Retain 25 years then destroy.
· 2	Photographic <i>Images</i> Photos taken as evidence by department office scene technicians and filed by case number.	ers or crime	Retain 80 years then destroy.
3	Detective/Investigative Files Original notes, statements, rights forms, poly records, and other documents compiled durin investigation.		Retain 80 years then destroy.
4	Laboratory Analysis Forms and Chemist Note Form submitted with suspected drug(s) for an chain of custody and results of analysis. Note observations of chemist made during analysis drug(s) and forensic biology specimens.	Retain 80 years then destroy.	
.5	Crime Scene Case Files, Notes and Chain of Cach case processed by Crime Scene Technici Property Management, and Digital Forent documented with a case file. This file contain subsequent notes, a report, chain of custody for relevant information.	Retain 80 years then destroy.	
Schedule Appr	oved by Agency or Division Representative	Schedule Approved by Chief Administrative C	
Date Schedule Appr	Signature oved by Records Management Officer		
		Date	Signature
Date	Signature	Schedule Approved by State Archivist	
Approved for I	Form and Legal Sufficiency		
	County, Maryland Office of Law	7.25.16	(imthe) Balu
1/27/2 Date	Signature	Date	Signature



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AGENCY:	Police Department DIVISION:	
Item No.	Description	Retention
6	Latent Prints Latent prints that are recovered at crime scenes by department officers or crime scene technicians and filed by case number.	Retain 80 years then destroy.
7	Recovered Property Forms All forms used to list and document recovered property and evidence.	Retain 80 years then destroy.
8	Abandoned Auto Files Documentation of disposal of abandoned automobiles.	Retain 25 years then destroy.
9	Narcotics Ledgers Narcotics cases including suspect information.	Retain 80 years then destroy.
10	Narcotics Expense Statements Records of Controlled Dangerous Substance (CDS) purchases, informant payments and investigative expenses.	Retain 25 years then destroy.
11	<u>Confidential Informant Files</u> Photos, names, address, criminal history, expenditure information, receipts, contact sheets.	Retain 25 years then destroy.
12	<u>Drug Logs</u> Log Books recording the receipt and release or destruction of CDS.	Retain 25 years then destroy.
13	<u>Criminal Intelligence Files</u> Copies of arrest warrants, investigative reports, lists of career criminals, gang activity, suspicious activity reports, criminal histories, alias and nickname files, extradition files, intelligence files, statistical files.	Retain 5 years or until annual review deems record unjustified due to lack of criminal activity, whichever occurs sooner; then destroy. Retention may exceed 5 years with continued criminal
14	Adult Criminal History Record Information Microfilm files of persons arrested prior to 1984. Computer files of persons arrested since 1984. Records of arrest and disposition.	Retain 80 years then destroy.
15	Juvenile Criminal History Record Information Records of juvenile citations and arrests. Computer files of juveniles arrested.	Retain 5 years after juvenile's 18 th birthday then destroy.



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AGENCY:	Police Department DIVISION	:
Item No.	Description	Retention
16	Mug Shots Mug shots are kept for all persons arrested by the department. Applicant mug shots are also kept in a separate file.	Retain 80 years then destroy.
17	Fingerprint/Palm Print Records All persons arrested by the department for misdemeanors and felonies have their fingerprint impressions recorded. Certain persons also have their palm print impressions recorded.	Retain 80 years then destroy.
18	Slap Card File Each applicant and person arrested by the department prior to implementation of electronic fingerprinting has a Slap Card. This is a 4 x 6 card with four finger simultaneous plain impressions. On the reverse side is a brief description of the charge.	Retain 80 years then destroy.
19	Printed Training Manuals Manuals and hand-outs used in the development and delivery of police training.	Retain one (1) copy of each for 40 years then destroy.
20	<u>Lesson Plans</u> Detailed lesson plans of Police Academy courses.	Retain 40 years then destroy.
21	Recruit Class Records Records of recruit classes.	Retain 40 years then destroy.
22	In-Service Training Records Records of in-service training of sworn personnel.	Retain 40 years from date of training then destroy.
23	<u>Department Personnel Files</u> Local, departmental records of employees of the police department.	Retain 30 years from last year of service then destroy.
24	Applicant Background Files Files on applicants processed but not hired.	Retain 5 years then destroy.



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AGENCY:	Police Department DIVISION:	
Item No.	Description	Retention
25	Overtime Slips Record of overtime worked.	Retain 3 years then destroy.
26	Absentee Record Card Recorded absence records.	Retain 3 years then destroy.
27 .	<u>Crossing Guard Files</u> Personnel and payroll records for all present and former crossing guards.	Retain 30 years from last year of service then destroy.
28	Reserve Officer and Volunteers in Police (VIP) Files Records of Reserve Officers and Volunteers in Police Service.	Retain 30 years from last year of service then destroy.
29	State Citation and Ticket Book Logs Copies of State of Maryland Uniform Citations and records of ticket books logged out to officers.	Retain 5 years then destroy.
30	DR-15 Forms and DR-15 Logs (Driver Advice of Rights) Copies of form DR-15 issued during arrest for driving while intoxicated (DWI) or driving under the influence (DUI) including temporary driver's license and logs of citations issued to officers.	Retain 5 years then destroy.
31	<u>Criminal/Civil Citations</u> State of Maryland Uniform Criminal/Civil Citations issued in lieu of physical arrest and logs of citations issued to officers.	Retain 4 years then destroy.
32	Non-Moving Citation File and Log Summons issued for illegal parking within Anne Arundel County and logs of citations issued to officers.	Retain 6 months if paid, 3 years if uncollected then destroy.
33	Warnings Data entered for statistical purposes only.	Destroy after data is entered into computer. Retain electronic record for 3 years then destroy.
34	Repair Orders Data entered for statistical purposes only.	Originals mailed to Motor Vehicle Administration. Retain electronic record for 3 years then destroy.



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AGENCY:	Police Department DIVISION:	
Item No.	Description	Retention
35	Prisoner Initial Entry Form and Personal Property Inventory Form completed at district station for each arrest.	Retain 4 years then destroy.
36	Cell Block Log Log of prisoners incarcerated and released.	Retain 4 years then destroy.
. 37	Juvenile Arrest/Detention Log Log of juvenile arrest and detention activities through release of individual.	Retain 4 years then destroy.
38	<u>Detainer</u> Notice of warrant for prisoner by another jurisdiction.	Retain 3 years after release or transfer of prisoner, whichever occurs sooner, then destroy.
39	Cash Receipt and Journal Reports Reports of cash receipts for records provided to the public and from payment of non-moving violations including records of audit.	Retain 3 years then destroy.
40	Statistics Monthly, quarterly and annual reports used for UCR (Uniform Crime Reports) and departmental activity reporting.	Retain 5 years then destroy.
41	Receipt Copies of Pawn Transactions Copies of receipts for pawned items forwarded from pawnshops as required by law.	Retain 5 years then destroy.
42	<u>Computer Aided Dispatch</u> (CAD) <u>Back-Up Tapes/Disks</u> Back-up tapes or disks of calls for service from computer aided dispatch (CAD) system.	Retain 3 years then destroy.
43	Copies of Phone Bills Local and long distance telephone bills and detail.	Retain 2 years then destroy.
44	<u>Computer System Updates</u> Update tapes for computer systems. These tapes include updates to operating system and applications software.	Retain 3 generations of updates (including most recent update) thereafter destroy.
45	<u>Communications Audio Recordings</u> Recordings of conversations with 911 call takers and police dispatchers.	Retain 1 year then write-over.



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AGENCY:	Police Department DIVISION:	
Item No.	Description	Retention
46	Equipment Service Logs Logs of equipment and communication line problems and significant CAD events.	Retain 2 years then destroy.
47	Accountability Sheets Records of personal accountability for department equipment.	Retain until item is returned, destroyed or otherwise out-of- service then destroy.
48	Radar Calibration Certificates Copies of calibration certificates.	Retain 10 years then destroy.
49	Booking Activity Report The Booking Activity Report is used to verify that required booking data is received by the Booking Supervisor. The data is checked off and then processed.	Retain 4 years then destroy.
50	<u>Budget Files</u> Records of budgets submitted and approved and monthly expenditure reports.	Retain 4 years then destroy.
51	<u>Project Files</u> Accreditation and Grant application files.	Retain Accreditation files 5 years, Grant Files for 3 years then destroy.
52	<u>Fiscal Management Budget Files</u> Department's approved budget and budget requests.	Retain 3 years then destroy.
53	Vehicle, Vessel, and Aircraft Files (Departmental) Vehicle accident reports (county long form), information pertaining to confiscated vehicles, list of departmental vehicles.	Retain 4 years then destroy.
54	Cash Receipts Receipts and back-up information for restitution, vehicle proceeds, county forfeitures and seizures, deposits made to general fund, sub-item budget reimbursements.	Retain 4 years then destroy.
55	Written Directives and Accountability Sheets General Orders, Special Orders, memoranda, and associated accountability sheets.	Retain permanently; transfer to State Archives <i>every 3 years</i> .



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AGENCY:	Police Department DIVISION:	
Item No.	Description	Retention
56	Records of Inspections Records of routine inspections of facilities, vehicles, vessels, aircraft and equipment.	Retain 3 years then destroy.
57	<u>Purchase Orders</u> Purchase Orders for service, supplies and equipment.	Retain 3 years then destroy.
58	Petty Cash Transactions Records of petty cash (under \$25) purchases.	Retain 3 years then destroy.
59	Suspect, Modus Operandi, Crime Analysis Files These are files compiled to assist in the investigation of cases or pattern crimes, including Field Interrogation Reports (FIR).	If part of a specific case file, retain in accordance with retention period for that case file. If not part of a specific case, destroy after 5 years.
60	<u>Correspondence</u> General Correspondence, both interoffice and letterhead, in personal and department files.	Retain 4 years then destroy.
61	Officer Uniform/Equipment Files Records the equipment issued to the officer along with the serial numbers of the equipment, and records the uniforms issued to the officer.	Retain 2 years after the officer resigns or retires then destroy.
62	<u>Traffic Stop Data Sheets</u> Forms used to capture racial profiling data on traffic stops.	Retain 5 years then destroy.
63	<u>Traffic Stop Data Reports</u> Reports used to analyze racial profiling data collected on Traffic Stop Data Sheets.	Retain 5 years then destroy.
64	Maryland Interagency Law Enforcement System (MILES) Query Logs Logs of personnel activity accessing MILES database	Retain 3 years then destroy.
65	<u>Fingerprint Records</u> Court ordered printing records and applicant logs	Retain 4 years then destroy.
66	<u>DNA Collection Logs</u> Logs of DNA collection by Booking Officers	Retain 4 years then destroy.



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AGENCY:	Police Department DIVISION:		
Item No.	Description	Retention	
67	Teletype (TTY) Stolen Property Data Sheets Documentation of stolen property entered into National Crime Information Center (NCIC)	Retain 3 years then destroy.	
68	<u>Late List</u> Weekly report to Commanders of reports not sent to Central Records for processing	Retain 1 year then destroy.	
69	Court Notice of Collection of Payment Notification that the court has collected payment on a Civil/Criminal Citation and are forwarding payment to the Anne Arundel County Department of Finance	Retain 3 years then destroy.	
70	<u>Bad Check Notices</u> Notice of bad checks received for payments of fines or services from the County Department of Finance	Retain 5 years then destroy.	
71	VR119 Receipts issued to citizens when they have paid their outstanding Parking/Redlight fines after their registration has been flagged.	Retain 3 years then destroy.	
72	<u>Court Dispositions</u> Dispositions from the courts on Parking Citations sent to them for hearing	Retain 3 years then destroy.	
73	<u>Court Transmittals</u> Departmental transmissions of Parking/State/Civil Citations to the courts.	Retain 5 years then destroy.	
74	School Notifications Notification to School attended by a student involved in certain COMAR mandated crimes and misdemeanors.	Retain 3 years then destroy.	
75	Police Facility Surveillance Recordings All video surveillance of police facilities whether external or internal.	Retain 30 days then write-over.	



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AGENCY:	Police Department DIVISIO	N:
Item No.	Description	Retention
76	<u>Video/Audio Recordings of Interrogations</u> All video or audio recordings of interrogations made in the course of an investigation.	If part of a specific case file, retain in accordance with retention period for that case file. If not part of a specific case, destroy after 5 years.
77	<u>SWAT Enforcement Reports</u> Reports submitted to the state regarding SWAT activity	Retain 5 years then destroy.
78	Non-Investigative Notes	
	Notes taken by patrol officer at time of response	Destroy after data is entered into police report.
		*If notes are reasonably anticipated for litigation, officer should submit notes as police report supplement.
79	Sex Offender Records Includes registration, school notification, and address verification documentation	Retain 25 years after last registration or update then destroy.
80 °	Internal Affairs Investigative Files-Sustained Includes investigative reports, related correspondence, evidence and transcripts (when required) on complaints filed and/or initiated against employees.	Retain 10 years from last year of employee's service then destroy.
81	Internal Affairs Investigative Files- Not Sustained Includes investigative reports, related correspondence, evidence and transcripts (when required) on complaints filed and/or initiated against employees.	Retain 3 years from date of disposition then destroy.
82	<u>Media Releases</u> Authorized notices released for public dissemination	Retain 1 year then destroy.
83	Public Information Request/911 Audio Request Written request for copy or inspection of public record, including 911 audio requests.	Retain 4 years then destroy.
84	Extradition Records Correspondence and records pertaining to extraditions.	Retain 3 years then destroy.



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Description ch Warrant Records des consent to search without a warrant	Retention If part of a specific case file,
	The name of a specific serve file
es consem to search without a warrant .	retain in accordance with retention period for that case file. If not part of a specific case, destroy after 3 years.
a-Long Records	
des request forms and waiver of claims	Retain 4 years then destroy.
sse Without Charges Records	
mentation of persons released from custody with nal charges.	hout Retain 80 years from date of birth or until proof of subject's death, whichever occurs sooner, then destroy.
<u>cular Pursuit Report</u> t of police vehicular pursuit	Retain 25 years then destroy.
of Force Report mentation of police use of force	Retain 25 years then destroy.
e Security and Alarm Records ds of residential and commercial alarms	Retain 5 years then destroy.
c <u>le Inventory Records</u> ds pertaining to inventory of a towed or seized t	vehicle Retain 5 years then destroy.
Reader Records obtained from license plate readers	Retain 65 days then delete.
e Officer Recordings deo recordings of police officer activity whether or vehicle	from Retain for 366 days then destroy.
R o	eader Records btained from license plate readers Officer Recordings eo recordings of police officer activity whether



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RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)

Litigation Hold: When litigation of a particular matter commences, or is reasonably anticipated, the Office of Law will institute a litigation hold to persons involved in the case. The litigation hold is a memorandum directing that information relevant to the litigation, including electronically stored information, must be preserved and not destroyed. The details of what is required will be addressed in the litigation hold memorandum. It is imperative that all recipients adhere to the directions of the litigation hold, even if it is contrary to the directives of this retention policy. Questions regarding how to adhere to the instructions in the litigation hold can be addressed with the Office of Law and/or Office of Information Technology. The Office of Law will notify individuals when they are no longer subject to the litigation hold.

	T				
		RTMENT OF GENERAL SERVICES		RVICES	AGENCY RECORDS INVENTORY
each new or revised record series. Forward with REC		ORDS MANAGEMENT DIVISION		SION	., ->
Records Retention Schedule (DGS 550-1)			oad, P.O. Box 275 ryland 20794		PAGE1 OF
4 00-04-00-04/0-00-04	2 Division		99-1930		2 11-24
Department/Agency Arine Arundel County Police Department	2.:Divisi	on			3. Uniț
Anne Author County Police Department					
DEFINITION: RECORD SERIES: A group of related purposes.	records n	ormally filed a	nd used as a	unit for refe	srence as well as retention and disposition
4. Record Series Title				5. Earlie	st Year/Latest Year
Photographic Images				1980 to 2016	
6. Record Series Description (Briefly describe the ty	pes of info	mation/docu	ments/forms fo	ound in the	series. Include the purpose or function of the
series.)					
			_		
Photos taken as evidence by departmen	t officer	s or crime	scene tech	nicians a	and filed by case number.
•					
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Valume	
Letter Size Microfilm		. Alphabetica	ıl	Number	•
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				Microfili Comput	
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11. File is Used			12. File Becom	es inactive Af	ter
⊠ Daily	ally		Number	□ M	Ionth(s) :: Year(s)
	•		N/A·		
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record S	èries Duplicat	ted Elsewhere? (If yes, specify agency or office.)
35 mm and photo CDs are on site at police headquarters or in off-sit		-	☐ Yes	⊠ No	, , , , , , , , , , , , , , , , , , , ,
stored photos taken after November 2011 are saved within the police system as part of the police report.	e report in the	field reporting			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		
☐ Yes 🔀 No			☑ None ☐ State ☐ Federal ☐ Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention			
☑ Yes ☐ No 3.5 mm and photo CDs are filed numerically by year. Electronically stored photos taken after		80 years			
November 2011 are saved within the police report in the field reporting system as part of the					•
police report.		. 1	}		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	
Christine Ryder, Records Manager		410-222-89		April 6, 2	
•					/

OGS 550-4 (Rev. 1/93)

Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL SE			DVICES:	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			-			
with Records Retention Schedule (DGS 550-1)		'5 Waterloo Ri			PAGE OF 47		
	1	Jessup, Mar	ryland 20794	†	PAGE		
Department/Agency	2. Divisio	·			`3. Unit		
Arine Arundel County Police Department	ł						
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DEFINITION: RECORD SERIES: A group of relate purposes:	d records	normally filed	and used as a	a unit for re	ference as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Detective/Investigative Files			,	195	57 to 2016		
6. Record Series Description (Briefly describe the t series.)	ypes of inf	ormation/docu	uments/forms	found in the	e series. Include the purpose or function of the		
	_	_		_	•		
Original notes, statements, rights form	ıs, polyg	raph recor	ds, and otl	her docu	ments compiled during an		
investigation.			•				
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7. Record Series Format(s) List all	1	6. Record Sens	15 Sequence	a. voluine			
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☑ Daity ☐ Weekly ☐ Monthly ☐ Ann	ually		Number N/A		ionih(s) Year(s)		
					İ		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record \$	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)		
Recent/current cases are on site of applicable detective unit location	on. Others.are	, <u> </u>	Yes	⊠ No			
archived in off-site storage 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	ulrements			
☑ Yes ☐ No			_				
: Law and restrictions apply based on report type and contents of file which may vary (open investigations; confidential sources, child abuse, etc.).			⊠ None	State L	Federal indépendent		
17. Is an Index System used? If yas, explain brially and describe requirements			18. Recommended Retention				
▼Yes			80 years		,		
year. On site case files are indexed by case number and/or name.		incorp one cy					
				·			
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Christine Ryder, Records Manager	1	410-222-89	77	April 6, 2	016		

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECO	OROS MANA 5 Waterloo R Jessup, Ma	GENERAL SEI GEMENT DIV Dad, P.O. Box ryland 20794 39-1930	ISION	PAGE 1 OF 47		
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Department/Agency	2. Divisio	חכ			3. Unit		
Anne Arundel County Police Department							
DEFINITION: RECORD SERIES: A group of relater purposes.	d records r	normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title					st Year/Latest Year		
Laboratory Analysis Forms and Chemist Notes				197	13 to 2216		
Record Series Description (Briefly describe the tyseries.)	ypes of infe	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
Form submitted with suspected drug(s observations of chemist made during a							
7. Record Series Format(s) List all		8. Record Serk	s Sequence	9. Volume			
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And Place Road	<u> </u>		44 to December	tan Organian i	- Charles - 18 and another remains a Man 1		
13. Current Location(s) (Bldg., Floor, Room) Recent/current cases are on site of taboratory. Others are archived	in off-site sta	rage	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Regu	iremențs			
☐ Yes 🔯 No							
			X None ∣	State [Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended Ro	etention		
Yes No			80 years				
Records submitted to be included in the field reporting system are indexed numerically and by year. On site and archived case files are indexed by case number and/or name.			-				
, and and and an							
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
• •	ł	410-222-89		April 6, 2			
Christine Ryder, Records Manager	ŧ	710-222-03	' '	تو ئو يائات	~ .		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Anne Arundel County Police Department		AGEMENT DỊV	ISION	PAGE OF OF 3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed purposes. 4. Record Series Title Crime Scene Case Files, Notes and Chain of Custody Forms 6. Record Series Description (Briefly describe the types of information/docuseries.)			5. Earliest Year/Latest Year 1970 to 2010		
Each case processed by Crime Scene To documented with a case file. This file and other relevant information. 7. Record Scries Formal(s) List all	contains original	and subsequ			
☐ Legal Size ☐ Computer Tape ☐ Audio Tape ☐ Flappy Disk ☐ Bound Book ☐ Video Tape	Numerical Chronological Geographical		File Drawer(s) Microfilm Rect(s) Computer Tape(s) Other (specify) Unknown Quantity		
Cither (specify)	Other (sp	ecify)	Number File Ora Microfile Comput	n Reel(a)	
11: File is Used ☑ Daily ☐ Weekly ☐ Monthly ☐ Ann	uaity .	12. File Becom Number N/A		er onth(s) Year(s)	
13. Current Location(s) (Bidg., Floor; Room) Recent/current cases are on site of Property Management and Evil Others are archived in off-site storage 15. Access Restrictions (if Yes, cite Law(s) & Regulation(s)	☐ Yes	14. Is Record Series Dupilicated Elsewhere? (If yes, specify agency or office.) Yes No 16. Audit Requirements			
☐ Yes \ ☑ No. 17. Is an Index System used? If yes, explain briefly and describe regularements ☑ Yes ☐ No. Records submitted to be included in the field reporting system are indexed numerically and by year. On site and archived case files are indexed by case number and/or name.			⊠ None ☐ State ☐ Federal ☐ Independent 18. Recommended Retention 80 years		
19. Name and Title of Preparer Christine Ryder, Records Manager	20. Teleph 410-222-8	one Number 977	21. Date April 6, 2	016	

Instructions –Type or Print a separate form for each	DEPAR	TMENT OF GE	ENERAL SERVICES		AGENCY RECORDS INVENTORY		
new or revised record series. Forward with Records		ORDS MANAGI			·		
Retention Schedule (DGS 550-1)		5 Waterloo Roa			PAGE 5 OF 147		
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1. Department/Agency	2. Division		7000		3. Unit		
Anne Arundel County Police Department	İ						
	ļ.						
DEFINITION: RECORD SERIES: A group of related record	is normally	filed and used	ee a unit for r	ejerence a	e well as ratention and disposition purposes.		
4. Record Series Title	o troiting .	HOU WILL HOUSE	ad a dini id.		st Year/Latest Year		
Latent Prints				_	70 to 2014		
			·				
6. Record Series Description (Briefly describe the types of	information/	documents/for	ms found in t	he series.	Include the purpose or function of the series.)		
Latent prints that are recovered at crime sce	nės by de	epartment o	officers or	crime so	ene technicians and filed by case		
number.							
<u> </u>							
7. Record Series Formal(s) List all		8. Record Series	Sequence	9. Volume	-		
Letter Size Microfilm		Alphabetical		Number	,		
Legal Size Computer Tape	,	Numerical	•	File Ora	• •		
Company Company	1	El Changlagia	_4	Microfil			
Audio Tape Floppy Disk	1	Chronologica		Campu Uher (:	ter Tape(s) specify)_Unknown Quantity		
Bound Book Video Tape	,	☐ Geographics	d .				
Other (specify)_prints vary by collection type		Other (speci	M)	10. Annuel Accumulation			
	,			Number			
	1	1		File Ora	numrfot		
	1	i .		Microfil	* **		
	J			Compu			
•	1			☐ Örver (:	specify)_Unknown Quantity		
11. File is Used			12. File Beco	mes inactive A	fter		
☑ Daily ☐ Weekly ☐ Monthly ☐ Annually			Number	П	Month(s)		
Manager 1 100ml	-		N/A	-	interior (14)		
					•		
13. Current Location(s) (Bldg., Floor, Room)			14. is Record	Series Duplic	eted Elsewhere? (If yes, specify agency or office.)		
Recent/current cases are on site of the Evidence Collection Unit. Others are a	archived in		☐ Yes	⊠ No			
off-site storage 15. Access Restrictions (If Yes, cité Lew(s) & Regulation(s)			16. Audit Res	uirements			
☐ Yes ☑ No				•			
			⊠ None	State [. Fêderal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirement	its		18. Récor	nmended l	Retention		
☑.Yes ☐ No	too a numi	dlar	80 years				
Records are filed by case number. On site and erchived case files are indexe name.	i pà casa unum)6t sumor					
			Í				
19. Name and Title of Preparer		20. Telephor	ne Number	21. Date	•		
Christine Ryder, Records Manager	,	410-222-897		, April 6, 2	016		
· · · · · · · · · · · · · · · · · · ·	,	4					

Instructions – Type or Print a separate form for DEPARTMENT OF G			SENERAL SERVICES		AGENCY RECORDS INVENTORY	
each new or revised record series. Forward RECORDS MANAGE			GEMENT DIVISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo Jessup, Maryland 20794			275	PAGE OF	
1. Department/Agency	2. Divisi		89-1930		3. Unit	
Anne Arundel County Police Department		•			5. 5.m	
, , , , , , , , , , , , , , , , , , ,						
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	· •		
4. Record Series Title				1	st Year/Latest Year	
Recovered Property Forms				_142	70 to 2016	
6. Record Series Description (Briefly describe the t	ypes of int	formation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
All forms used to list and document rec						
An forms used to list and document rec	covered	property a	ina evidenc	ce.		
7. Record Series Format(s) List all	• 1	8. Record Seri	es Sequence	9. Valume		
☑ Letter Size		Alphabetica	ai	Number		
Legal Size Computer Tape		Numerical		I =	File Drawer(s) Microfilm: Reel(s)	
Audio Tape Floppy Disk		☑ Chronologi	cal	Compu		
☐ Bound Book ☐ Video Tape		☐ Geògraphia	cal			
Other (specify)		Other (spe	10, Annual Accumulation		Accumulation	
			Number			
			•			
				_	□ File Drawer(s) □ Microfilm Reel(s)	
				Compu		
				Other (specify)_Unknown Quantity	
11, File is Used	· -		12. File Becom	comes tnactive After		
☑ Dally ☐ Weekly ☐ Monthly ☐ Ann	ually		Number Manth(s) Year(s)			
			N/A			
·	· . 					
13. Current Location(s) (Bldg., Floor, Room) Recent/current cases are on site of the Property Management Unit.	Others are s	archived in	14. Is Record S	Series Duplical No	ed Elsewhere? (Il yes, specify agency or office.)	
off-site storage.					ached to police report in the field reporting system.	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s).			16. Audit Requ	ulrements		
☐ Yes			I⊠ Mono	Пенть Г	Federal Independent	
			NO MONE	CT arere C	redeal I independent	
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended R	etention	
⊠ Yes □ No .			80 years			
Records are indexed by case number which are numeric and by year.						
·						
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
Christine Ryder, Records Manager		410-222-89		April 6, 2		
Christine Ryder, Records Manager. 410-222-097			v.4			

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Anne Arundet County Police Department	RECO	GENERAL SEI GEMENT DIVI oad, P.O. Box ryland 20794 99-1930	ISION	AGENCY RECORDS INVENTORY PAGE OF		
DEFINITION: RECORD SERIES: A group of relate purposes. 4. Record Series Title Narcotics Ledgers	4. Record Series Title			5. Earlie	st Year/Latest Year	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Narcotics cases including suspect information.						
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume	·	
☑ Letter Size ☐ Microfilm		Alphabetica	ıl	Number		
. Legal Size 🛛 Computer Tape		⊠ Numerical		File Dra	iwái(s)	
Audio Tape	-	☐ Chronologic	-al	Microfile	ni Reel(s)	
			!	Computer Tape(s) Other (specify)_Unknown Quantity		
☐ Bound Book ☑ Video Tape ☑ Other (specify)_records vary depending on file contents		Geographic Other (spec		•		
				Number File Dra Microfili Comput	n Reeks)	
11. File is Used			12. File Becom	es Inaclive Aft	er .	
⊠ Daily ☐ Weekly ☐ Morithly ☐ Anin	wally		Number N/A	□ M	lonth(s) 🔲 Ÿear(s)	
Current Location(s) (Bidg., Floor, Room) Recent/current cases are on site of the Narcotics and Special Inve Others are archived in off-site storage.	stigations Unit	3.	14. is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☑ No			
15. Access Restrictions (ff Yes, cite Lew(s) & Regulation(s)			16. Audit Requ	irements		
Yes No , Restrictions vary based on content of record (open investigation, confidential sources, etc.)			None ☐ State ☐ Federal ☐ Independent			
17. Is an Index System used? If yes, explain briefly and describe on Yes No Records are indexed by case number which are numeric and by yes			18. Recom 80 years	mended R	etention	
19. Name and Title of Preparer		20 Telepho	ne Number	21. Date		
Christina Puder Pagerde Manager	20. Telepho					

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Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL SE			IERAL SERVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			•	-		
with Records Retention Schedule (DGS 550-1)	1 ''				8 47		
Tann Vectoral Principal (DPS-320-1)	7275 Waterloo Road, P.O. E			210	PAGE OF		
	Jessup, Maryland 20794 410-799-1930						
1. Department/Agency	2. Divisii	on			3. Unit		
Anne Arundel County Police Department		•			•		
	Į .						
DEFINITION: RECORD SERIES: A group of relate	ed records	normally filed	and used as a	unit for re	ference as well as retention and disposition		
purposes.		·- ·			<u> </u>		
4. Record Series Title					st Year/Latest Year		
Narcotics Expense Statements				19	73 to 2016		
6. Record Series Description (Briefly describe the	types of inf	ormation/docu	iments/forms	found in th	e series. Include the purpose or function of the		
series.)							
Records of Controlled Dangerous Subs	itance (C	DS) purch	ases, infor	mant pa	yments and investigative expenses.		
·							
7. Record Series Format(s) List all		8. Record Serio	s Sequence	9. Vojume			
			_		•		
■ Letter Size ,		Alphabetica	ı	Number			
☐ Legal Size ☐ Computer Tape		Numerical		☐ File Dri	iwer(s)		
		l _		Microfilm Reel(s)			
Audio Tape Floppy Disk		. Chronologic	;al	Computer Tape(s) Cther (specify) Unknown Quantity			
☐ Bound Book ☐ Video Tape		Geographic	al a	☐ Öruer (:	specify_Unknown Quantity		
			•	10. Annual	Accumulátion		
Other (specify)		Other (spec					
				Number			
				☐ File Dre	wer(s)		
•				☐ Microfil			
				Compu			
,				Other (specify)_ Unknown Quantity			
11. File is Used	<u> </u>	<u>-</u>	12. File Becom	es inactive Af	der		
VII.7 12 10 2022							
🔲 Daily 🔲 Weekly 🔯 Monthly 🔲 And	nually		Number		lonth(s) Year(s)		
			N/A		٠.		
·							
13. Current Location(s) [Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Records are filed by month and year. When on-site storage is exh	austed, record	is are	☐ Yes	⊠ No ·			
archived in off-sile storage. 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			15. Audit Regu	(frements			
15. Access Restrictions (If.Yes, cite-Lew(s) & Regulation(s) Xi Yes			resultivity	in and the			
Restricted based confidential sources.		None	State [Federal Independent			
<u> </u>							
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention				
☑ Yes ☐ No Records are Indexed by month and year.			25 years				
госыва во шовков рушным учег.			1				
19. Name and Title of Preparer		20. Telepho	ne Number	21 Date			
Christine Ryder, Records Manager	· ·						
Officially reports in a real results of the results		710-222-03		Edul of 5			
GS 550-4 (Rev. 1/93)							

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Instructions - Type or Print a separate form for DEPARTMENT OF GE				-	AGENCY RECORDS INVENTORY	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box Jessup, Maryland 20794			275	PAGE OF	
Department/Agency	2. Divisio	<u> </u>			3. Unit	
	. Z. DIVISIO	411			3. One	
Anne Arundel County Police Department	ļ				·	
	·					
DEFINITION: RECORD SERIES: A group of relate	d records n	ormally filed	and used as a	a unit for re	ference as well as retention and disposition	
purposes.				6 Farite	st Year/Latest Year	
4. Record Series Title						
Criminal Intelligence Files				<u> </u>	013 to 2016	
				1		
6. Record Series Description (Briefly describe the t	unes of info	armation/doc	uments/forms	found in th	a series. Include the number or function of the	
	ypes or inic	7111BUOLIJUUG	untentanonna		e series. Income are barbose or inflorant of are	
series.)						
				,		
Copies of arrest warrants, investigativ	e reports	, lists of c	areer crim	inals, ga	ng activity, suspicious activity	
reports, criminal histories, alias and n	ickname	files, extr	adition file	s, intell	igence files, statistical files.	
• • • • • • • • • • • • • • • • • • • •	•	•		. •	•	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Valume		
					·	
🙎 Letter Size 🔲 Microfilm	-	Alphabetica	ıl	Number		
	1					
Legal Size Computer Tape		Numerica!		File Orawer(s)		
	ļ			Microfilm Reel(s)		
Audio Tape		Chronologic	cal	Computer Tape(s)		
				Other (specify)_Unknown Quantity		
☐ Bound Book ☐ Video Tape		Geographic	網			
				10. Annuai	Accumulation	
Qther (specify)_records may vary based on collected material	media	Other (spec	;ify}			
			Num			
	ŀ				*	
				File Dra		
		•		Microfil	m reeks) ter Tape(s)	
	-			= '		
'				☐ Ories (specify)_Unknown Quantity	
11. File is Used			12. File Becom	es inactivo Af	let	
11, 118 13 0320			12.110 2000			
☑ Daily ☐ Weekly ☐ Monthly ☐ Ann	waliy		Number		ionih(s) Tear(s)	
	•		N/A	_	•••	
13. Current Location(s) (Bldg., Floor, Room)			14. is Record S	ieries Duplical	ted Elsewhere? (If yes, specify agency or office.)	
Current/open investigations are on site of the Intelligence Unit.			☐ Yes	🔀 No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements				
⊠ Yes □ No						
Restricted based on open investigation and confidential sources.			None 🔀	State	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements			18, Recom	mended R	etention	
⊠ Yes □ No			18. Recommended Retention Retain 5 years or until annual review deems record unjustified due to tack of criminal activity.			
Records are indexed case number which is numeric and by year.	Other files are s	lored			tention may exceed 5 years with continued criminal activity.	
alphabetically by name.						
		Ì			i de la companya de la companya de la companya de la companya de la companya de la companya de la companya de	
	— т		 -	·		
19. Name and Title of Preparer	- 1	20. Telepho	ne Number	21, Date		
Christina Budar, Pararde Manager			77	April 6: 2	2016	

					
Instructions –Type or Print a separate form for	DEPARTMENT OF			AGENCY RECORDS INVENTORY	
each new or revised record series. Forward with	RECORDS MANA			.,7	
Records Retention Schedule (DGS 550-1)	7275 Waterloo R	oad, P.O. Box	275	PAGE	
,	Jessup, Maryland 20794 410-799-1930				
Department/Agency	2. Division			3. Unit	
Anne Arundel County Police Department					
DEFINITION: RECORD SERIES: A group of related repurposes.	ecords normally filed a	nd used as a (init for refe	rence as well as retention and disposition	
4. Record Series Title		*	5. Earlie	st Year/Latest Year	
Mug.Shots			190	15 10 7216	
-			Ì		
6. Record Series Description (Briefly describe the type	es of information/docur	ments/forms fo	und in the	series. Include the numose or function of the	
	es of milottipuotificocal	nemanomia id		series. Include the purpose of function of the	
series.)				·	
Mug shots are kept for all persons arrest file.	ed by the departr	nent. Appl	licant m	ig shots are also kept in a separate	
T Saint Saint San San San San San San San San San San	6 Danawi Saul	Canusan	I a Maluma		
7. Record Series Formal(s) List all	8. Record Seri	es Sequence	9. Volume		
Lètter Size Microfilm	Alphabetic	al	Number		
Legal Size Computer Tape	Numerical		File Dra	rwer(s) ,	
	1		Microfil	-	
Audio Tape 🔲 Floppy Disk	Chronologi	cai	Compu		
☐ Bound Book ☐ Video Tape	☐ Geographi	cal	Other (s	specify)_Unknown Quantity	
			10. Annual Accumulation		
Other (specify)_35 mm and jpeg	Other (spe	Other (specify)		Number	
			☐ File Dra		
			Microfile	* - 1	
·	i		Compu	· · · ·	
	•		Other (specify)_Unknown Quantity	
11, File is Úsed		12. File Becom	12. File Becomes inactive After		
11.710 13 0 3 2 4					
🗖 Daily 📋 Weekly 🔲 Monthly 🔲 Annuali	ly	Number N/A		fonth(s) Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		14 is Pannel	Series Duolice	ted Elsewhere? (If yes, specify agency or office.)	
35 mm film is archived off-site. Electronic photos are stored jpegs in the	se photo management	Yes	⊠ No	ted classificate. (ii lest sheet) about a aureri	
system.					
•					
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16, Audit Req	uirements			
☐ Yes ⊠ No	1 _				
			☑ None ☐ State ☐ Federal ☐ Independent		
17. Is an index System used? If yes, explain briefly and describe requirements			monded D	etantian	
Yes			18. Recommended Retention 80 years		
Records are indexed alphabetically by name and in photo managemen	nt system also indexed and	,			
searchable by master name index number (MNI) assigned locally.					
	1 ==	<u> </u>	ác := :		
19. Name and Title of Preparer	I	one Number	21. Date		
Christian Budge Bosords Manager	410-222-80	177	April 6 2	mis I	

			AGENCY RECORDS INVENTOR		
Instructions - Type or Print a separate form for each new or revised record series. Forward	DEPARTMENT OF RECORDS MAN			MODAL: RESURS INVESTIVES	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo			,47	
Will 13000100 1101011111111111111111111111	Jessup, M	laryland 20794 -789-1930	, 	PAGE 1 OF 7	
Department/Agency	2. Division			3. Unit	
Anne Arundel County Police Department					
DEFINITION: RECORD SERIES: A group of related purposes.	records normally file	d and used as a		<u> </u>	
4, Record Series Title				st Year/Latest Year	
Fingerprint/Palm Print Records			<u> </u>	<u>36</u> to <u>2οίφ</u>	
6. Record Series Description (Briefly describe the ty	nes of information/dc		found in th	<u> </u>	
series:)	hes of anothernorges	Chiletterion	ioina ni ei	s series. Indude the purpose of religion of the	
All persons arrested by the department				their fingerprint impressions	
recorded. Certain persons also have the	nr paim print im	pressions re	ecoraea.	·	
7. Record Series Format(s) List all	T a Record Su	ries Sequence	9: Volume		
_ ''	[_	·	l ——	· .	
Letter Size Microfilm	Alphabet	cal	Number		
Lėgai Size Computer Tape	⊠ Numeric	il	File Drawer(s)		
Audio Tape Floppy Disk	☐ Chronolo	gical	. =	Microfilm Reis(s) Computer Tape(s)	
	☐ Geograpi	···	Other (s	specify)_Unknown Quantity	
☐ Bound Book ☐ Video Tape			10. Annual Accumulation		
Other (specify)_fingerprint cards	Other (sp	ecity)	Number	·	
			_		
]		File Ora	\-'\	
			Compu	ter Tapę(s)	
<i>,</i>			Other (specify)_Unknown Quantity	
11. File is Used	· · · · · · · · · · · · · · · · · · ·	12. File Becom	es inactive Af	ier .	
☑ Daily ☐ Weekly ☐ Monthly ☐ Annu	ially	Number		ionih(s) Yesr(s)	
		N/A			
	·	<u> </u>			
13. Current Location(s) (Bldg., Floor, Room) Cards are stored on site of the Evidence Collection Unit		14. Is Record S	Series Duplicat	led Elsewhere? (If yes, specify agency or office.)	
		II . —		arprints are saved to an archive server.	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requ	ulrements			
☐ Yes No					
,		IV MONE	<u> </u>	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe re	18. Recom	18. Recommended Retention			
⊠ Yes					
19. Name and Title of Preparer	20. Telepi	none Number	21. Date		
Christine Ryder, Records Manager	410-222-6		April 6, 2	016	

						
Instructions -Type or Print a separate form for	DEPARTMENT OF	GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA	GEMENT DIV	ISION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	load, P.O. Box	275	PAGE 12 OF 47		
	•	ryland 20794 799-1930				
1. Department/Agency	2. Division			3. Unit		
Anne Arundel County Police Department			ļ			
I				·		
DEFINITION: RECORD SERIES: A group of related	records normally filed	and used as a	unit for re	ference as well as retention and disposition		
purposes.	1000,100			· · · · · · · · · · · · · · · · · · ·		
4: Record Series Title				st Year/Latest Year		
Slap Card File				34 to 2014		
The state of the s	7118: 2-18-14-14-1	*	11246	in a shakarara a sa ƙasar ƙasar ƙasar ƙasar ƙasar ƙasar ƙasar ƙasar ƙasar ƙasar ƙasar ƙasar ƙasar ƙasar ƙasar		
6. Record Series Description (Briefly describe the type	pes of intormation/doc	uments/forms	found in thi	a series. Include the purpose or function of the		
séries:)						
Each applicant and person arrested by t	the department t	rior to imp	lementa	tion of electronic fingerprinting has a		
Slap Card. This is a 4 x 6 card with fou						
description of the charge.	<u>-</u> ,		***	į.		
7. Record Series Format(s) List all	8, Record Seri	ies Sequence	9. Valume			
☐ Letter Size ☐ Microfilm	☐ Alphabelic	al .	Number			
	C cabinerian	a n	_			
☐ Legál Skže ☐ Computer Tape	Numerical		File Drawer(s) Microflim Réel(s)			
Audio Tape Floppy Disk	Chronologi	ical	Computer Tape(s)			
	ĺ_		Other (specify) Unknown Quantity			
🔲 Bound Book 🔲 Video Tape	Geographi	CĀ.	10. Annual Accumulation			
Other (specify)_fingerprint index card	Other (spe					
	1		Number			
		·	│ │ ☐ Fille, Dra	wer(s)		
	1		Microfilir	•		
			Comput	ter Tape(s) specify)_Unknown Quantity		
	}		☐ Onter Ze	pediy)_Otknown quantiy		
11. File is Used		12. File Becom	es Inactive Aft	er		
Daily ☐ Weekly ☐ Monthly ☐ Annua	ally	Number	□ M	lorith(s) Year(s)		
	•	N/A	•			
13. Current Location(s) (Bidg., Floor, Room)		« <u> </u>	-	ed Elsewhere? (If yes, specify agency or office,)		
Cards are stored on site of the Evidence Collection Unit		,Yes	⊠ No	•		
15. Access Restrictions (if Yas, cite Law(s) & Regulation(s)		1ê, Audil Requ	uirements	····		
☐ Yes 🔀 No	1	•				
	None	State.	Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe red	19 Pecom		eta etia p			
☑ Yes ☐ No	80 years	18. Recommended Retention				
Records are indexed and searchable by master name index number	(MNI) assigned locally.	· ·				
	!					
19. Name and Title of Preparer	20. Teleph	one Number	er 21. Date			
Christine Ryder, Records Manager	410-222-89	3 77	April 6, 2016			

DGS 550-4 (Rev. 1/93)

Improvicions						<u> </u>	
Anne Annatal County Police Department Committee C	each new or revised record series. Forward	RECORDS MANAGEMENT DIVISIO 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794			ISION		
Arrice Arundel County Police Department 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 Department Personnel Files 5. Earliest Year* (124 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 sories.) Local, departmental records of employees of the police department. 7. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the sories.) Local, departmental records of employees of the police department. 7. Record Series Sequence Application formation Application Appli	1. Department/Agency	2. Divisio	on			3. Unit	
S. Earliest Year/Latest Year	1						
Department Personnel Files 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. I Local, departmental records of employees of the police department. 7. Record Series Format(s) List all		d records	normally filed	and used as a	unit for re	ference as well as retention and disposition	
6. Record Series Description (Briefly describe the types of Information/documents/forms found in the series. Include the purpose or function of the series.) Local, departmental records of employees of the police department. 7. Record Series Format(c) List all	4. Record Series Title				5. Earlie	st Year/Latest Year	
Series Series Format(c) List all	Department Personnel Files					39 to 2014	
Legal Size Computer Tape Number Number File Drawer(e) Microfilm Rea(e) Computer Tape Number Microfilm Rea(e)	series.)					e series. Include the purpose or function of the	
Legal Size Computer Taple Numerical Aprilo Tape File Drawer(s) Microffim Rea(s) Chronological Chronological Chronological Computer Tape(s) Other (specify)_Unknown Quantity To Annual Accumulation Other (specify)_Unknown Quantity To Annual Accumulation Other (specify)_Unknown Quantity To Annual Accumulation Number File Drawer(s) Microffim Rea(s) Computer Tape(s) Microffim Rea(s) Microffim Rea(s) Computer Tape(s) Microffim Rea(s) Microff	7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	- ·	
Audio Tape Ploppy Diak Chronological C	☑ Letter Size		. Alphabetica	ıl			
Audio Tape Filoppy Disk Chronological Computer Tape(s) Chronological Computer Tape(s) Chronological Chronologi	Legal Size Computer Tape		Numerical				
Geographical Other (specify)_lingerprint index card Other (specify) 10. Annual Accumulation Number Number Histordim Real(s) Computer Tape(s) Histordim Real(s) Histordim Rea	Audio Tape		Chronologic	cal	Сотіри	tér Tape(s)	
Other (specify) Ingerprint index card Other (specify) Number Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Unknown Quantity Other (specify) Unknown Quantity Other (specify) Unknown Quantity Other (specify) Unknown Quantity Number Month(s) Year(s) Number Month(s) Year(s) Number Month(s) Year(s) Number Number Month(s) Year(s) Number N	☐ Bound Book ☐ Video Tape		☐ Geographic	ai		specify of the following and t	
Number N	Other (specify)_fingerprint index card			eify)	Number File Dre Microfil	wer(s) m Reel(s) ter Tape(s)	
Number	15 Ella lo Llacel			12 File Recom	es loactive Af	let	
Cards are stored on site of the Personnel Unit. Non-active employee records are archived off-site. Some file contents are also stored at the County Personnel Office		wally		Number	Number Month(s) Year(s)		
Some personnel records protected according to various laws and base on requestor. 17. Is an Index System used? If yes, explain briefly and describe requirements Yes No Records are Indexed and searchable alphabetically byname. 18. Recommended Retention 30 years 19. Name and Title of Preparer 20. Telephone Number 21. Date	Cards are stored on site of the Personnel Unit. Non-active employee records are archived			☑ Yes ☐ No			
Records are indexed and searchable alphabetically byname. 19. Name and Title of Preparer 20. Telephone Number 21. Date	⊠ Yes □ No						
	⊠ Yes □ No				mended R	etention	
	19. Name and Title of Preparer	20. Telephone Numb			21. Date		
Christia valet. Vecorda Mariagat I 4 10-222-051/1 I ADM 0. 20 10	Christine Ryder, Records Manager	410-222-89			April 6, 2	016 .	
OGS 550-4 (Rev. 1/93)						· · · · · · · · · · · · · · · · · · ·	

Instructions –Type or Print a separate form for	DEPARTMENT OF GENERAL SER			RVIČES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIVI						
with Records Retention Schedule. (DGS 550-1)	7275 Waterloo Road, P.O. Box Jessup, Maryland 20794			•	PAGE 47		
Department/Agency	2. Divisio	on			3. Ųnit		
Anne Arundel County Police Department							
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earliest Year/Latest Year				
Crossing Guard Files				_194	12 to 2016		
6. Record Series Description (Briefly describe the t	ypes of inf	ormation/docu	ments/forms	found in th	e series. Include the purpose or function of the		
series.)							
Personnel and payroll records for all present and former crossing guards.							
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
☑ Létter Size ☐ Microfilm			ıl.	Number			
☐ Legal Size ☐ Computer Tape		Numerical		File Orawer(s)			
				Microfile			
☐ Audio Tape ☐ Floppy Disk		Chronologia		Compu	er (aps(s) specify)_Unknown Quantity		
☐ Bound Book ☐ Video Tape		Geographic	al				
Other (specify)_fingerprint index card		Other (spec	ify)	Number	Accumutation		
				Fite Dra Microfile Comput	π Reel(s)		
11. File is Used			12. Fije Becom	es inactive Aft	er		
☑ Daily ☐ Weekly ☐ Monthly ☐ Ann	iually		Number N/A	□M	lonthi(s)		
Current Location(s) (Bidg., Floor, Room) Records are stored on site of the School Safety Unit. Non-active C archived off-site.	rossing Guard	records are	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No Some file contents are also stored at the County Personnel Office				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ		acce as the Governor Fernandra Orinda		
☐ Yes ☐ No Some personnel records protected according to various laws and base on requestor.			⊠ None	State [Federal Independent		
17. Is an Index System used? If yes, exciain briefly and describe requirements Yes No Records are indexed and searchable alphabetically byname.			18. Recommended Retention Retain 30 years from last year of service then destroy.				
19. Namè and Title of Preparer		20. Telephó	ne Number	21. Date			
Christine Ryder, Records Manager		410-222-89		April 7, 2			

<u> </u>	<u> </u>						
Instructions -Type or Print a separate form for each new or revised record series. Forward			GENERAL SERVICES GEMENT DIVISION		AGENCY RECORDS INVENTORY		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo Jessup, Maryland 20794			275	PAGE 15 OF 17		
Department/Agency	2. Divisi			•	3. Unit		
Anne Arundel County Police Department							
DEFINITION: RECORD SERIES: A group of relate purposes.	d records	normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title	<u> </u>			5. Earlie	st Year/Latest Year		
Reserve Officer and Volunteers in Police (VIP) File	es		!	190	12 to 23/ce		
6. Record Series Description (Briefly describe the t	ypes of in	formation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.)							
Records of Reserve Officers and Volunteers in Police Service.							
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Valume			
☑ Letter Size ☐ Microfilm		Alphabetica	at	Number	mber .		
Legal Size Computer Tape		☐ Numerical		File Drawer(s)			
☐ Audio Tape ☐ Floppy Disk		Chronologi	cal	☐ Microfilm Real(s) ☐ Computer Tape(s)			
☐ Bound Book ☐ Video Tape		Geographic	-a)	Other (er (specify)_Unknown Quantity		
	,			10. Annual	Annual Accumulation		
Other (specify)_fingerprint index card		Other (spec	cify)	Number	•		
				☐ File Dra	wer(s)		
				_	Aicrofilm Real(s) Computer Tape(s)		
					pecify)_Unknown.Quantity		
11. File is Used		<u> </u>	12. File Becomes Inactive After				
☑ Daily ☐ Weekly ☐ Monthly ☐ Ann	ually		Number Month(s) :Year(s)				
			N/A	,	•		
13. Current Location(s) (Bidg., Floor, Room) Records are stored on site of the Community Relations Section. N.	on-active Res	erve Officers	14. is Record Series Duplicated Elsewhere? (If yes, specify agency or diffica.) ☑ Yes ☐ No				
and VIPS' records are archived off-site.			Some file contents are also stored at the County Personnel Office 18. Audit Requirements				
15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s) ☑ Yes □ No							
Some personnel records protected according to various laws and base on requestor.			⊠ None ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe r	17. Is an index System used? If yes, explain briefly and describe requirements			mended R			
Records are indexed and searchable alphabetically byname.		i	LZGRÄII 20.À	eala noid (ast year of service then destroy.		
19. Name and Title of Preparer	-	20. Telepho	ne Number	21. Date			
Christine Ryder, Records Manager		410-222-89	`	April 7, 2			
DGS 550-4 (Rev. 1/93)							

Instructions -Type or Print a separate form for					AGENCY RECORDS INVENTORY		
each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	l	Jessup, Ma	oad, P.O. Box 275 yland 20794		PÄGE		
Department/Agency	2. Divisi	on			3. Unit		
Anne Arundel County Police Department							
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records	normally filed	and used as a	unit for re	ference as well as retention and disposition:		
4. Record Series Title				5. Earlie	st Year/Latest Year		
DR-15 Forms and DR-15 Logs (Driver Advice of R	ights)		•	_198	to <u>2-2(s</u>		
Record Series Description (Briefly describe the series.)	types of int	formation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
Copies of form DR-15 issued during arrest for driving while intoxicated (DWI) or driving under the influence (DUI) including temporary driver's license and logs of citations issued to officers.							
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume	,		
Letter Size		Alphabetica	al	Number	mber		
Legal Size Computer Tapa		Numerical		File Drawer(s) Microfilm Real(s)			
Audio Tape		Chranologi	cel		ter Tape(s)		
☐ Bound Book ☐ Video Tape	Geograph		cal .		specify)_Unknown Quantity		
Other (specify)_fingerprint Index card	•	Other (spe	city)	10. Annual	Accumulation		
				Number			
	.		•	File Ora	****		
,]		. □ Other (s	specify)_Unknown Quantity		
11. File is Used		·	12. File Becom	es inactive Af	ter		
☑ Daily ☐ Weekly ☐ Monthly ☐ Ann	nu ally	;	Number Month(s) Year(s) N/A				
13. Current Location(s) (Bidg., Floor, Room) Records are stored on site of the District Station it originates and v	with the police	report.	14. Is Record Series Duplicated Elsewhere? (if yes, specify agency or office.) Yes \sum No DR-15 forms are scanned and attached to the police report in the field reporting system.				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			DR-15 forms are scanned and attached to the police report in the field reporting system. 16. Audit Requirements				
☐ Yes No			10. Audit-Requirements ☑ None: ☐ State: ☐ Federal ☐ Independent				
☑ Yes ☐ No	The OR-15 forms are index according to assigned case number which is numerically			18. Recommended Retention 5 years			
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Christine Ryder, Records Manager		410-222-89	77	April 7, 2	2016		
GS 550-4 (Rev. 1/83)							

Instructions -Type or Print a separate form for	DEPARTMENT OF GENERAL			RVICES	AGÉNCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MANAGEMENT DIVIS			SION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE OF	
	Jessup, Maryland 20794 410-799-1830				FAGE	
Department/Agency	2. Divisio	n.			3. Unit	
Anne Anundel County Police Department					r	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records n	ormally filed	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
Cash Receipt and Journal Reports				<u> 20</u>	10 to 2016	
<u> </u>						
6. Record Series Description (Briefly describe the t	ypes of info	rmation/doc	uments/forms	found in th	e series. Include the purpose or function of the	
series.)						
Reports of cash receipts for records provided to the	public and	l from payme	nt of non-mov	ing violatio	ns including records of audit.	
					•	
7: Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
☑ Letter Size		Alphabetica	1	Number		
Legal Size Computer Tape		Numerical		☐ Fão Dre	· ·	
Audio Tape 🌐 Floppy Disk		Chronologic Chron	•al	☐ Microfile ☐ Compu	• •	
· · · · · · · · · · · · · · · · · · ·	l	M ólanissán	, da		specify)_Unknown Quantity	
Bound Book		Geographk	al		A	
Other (specify)_register roll receipts included	· 1 [Other (spec	#fy)	-10. Annuai	Accumulation	
•		•		Number		
			•	File Dra	wer(s)	
				Microfil		
· .			`	Compu	er Tape(s) specify)_Unknown Quantity	
				Cuter (apacity)_Ornariymi, Country		
11: File is Used			12. File Becom	es,Inactive Af	er	
☑ Daily ☐ Weekly ☐ Monthly ☐ Anna	vally		. Number	`□M	onth(s) Year(s)	
	•		N/A	_	··· —	
13. Current Location(è) (Bidg., Floor, Room)			14. Is Record Series Duplicated Eisewhere? (If yes, specify agency or office.)			
Records are stored on site at Central Records		•	☐ Yės No			
15. Access Restrictions (If Yes; cite Law(s) & Regulation(s)			16. Audit Requ	irements		
Yes 🖾 No			15)	□ 'e₁	Endown Indicatindos	
			IZI None	□ 24918·	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended R	etention	
☐ Yes No			5 years			
19. Name and Title of Preparer		20. Telepho	ne Number	21. Dáte		
Christina Ryder: Records Manager	1	410-222-89	77	April 7: 2016		

					<u> </u>
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 SEF RECORDS MANAGEMENT DIVI 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794			ISION	PAGE 18 OF
Department/Agency Anne Arundel County Police Department	2. Diviși	on			3. Unit
DEFINITION: RECORD SERIES: A group of related	records no	mally filed an	d used as a ur	nit for refer	ence as well as retention and disposition purposes.
4. Record Series Title				5. Earlie	st Year/Latest Year
Suspect, Modus Operandi, Crime Analysis Files				<u> </u>	<u> </u>
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) These are files compiled to assist in the investigation of cases or pattern crimes, including Field Interrogation Reports (FIR).					
7. Record Series Format(s) List all		6. Record Serie	s Sequence	9. Volume	· · · · · · · · · · · · · · · · · · ·
☑ Latter Size		Alphabetics ■		Number.	•
Légal Size Computer Tape		Numerical		File Dia	
Audio Tape Floppy.Disk	Chronolog		al	1 —	der Tape(s)
☐ Sound Book ☐ Video Tape	ok 🗍 Video Tape				
Other (specify)_Computer systems applications		Other (spec	10. Annual Accumulation Number		Äccumulation
				. =	****
11. File is Used		! =	12. File Becon	nes inactive A	fler
☑ Daily ☐ Weekly ☐ Monthly ☐ Annua	illy		Number N/A	<u> </u>	Month(s) ' Year(s)
13. Current Location(s) (Bidg.; Floor, Room) Records are stored on site at the Crime Analysis Unit and within their	computer sys	tems	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements		
LJ. 199 PA 199			None ☐ State ☐ Federal ☐ Independent		
17. İs an Index System used? If yes, explain briefly and describe req	virements		18. Recon	nmended F	Retention
Yes No Computer systems contain data indexed by name and crime type; FIF tocally assigned FIR numbers as well alphabetically by name	R datá Indexed	I'numerically by	18. Recommended Retention If part of a specific case file, retain in accordance with retention period for that case file. If not part of a specific case, destroy after 5 years.		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	,
Christine Ryder, Records Manager 410-222-89			77	April 7, 2	2016

each new or revised record series: Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Anne Arundel County Police Department DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention purposes.	of					
Anne Arundel County Police Department DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention purposes.	n and disposition					
purposes.	n and disposition					
						
4. Record Series Title 5. Earliest Year/Latest Year Fingerprint Records 5. Earliest Year/Latest Year 2010 to 2010						
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 printing records and applicant logs.						
7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume						
□ Letter Stze □ Microfilm						
Legal Size Computer Tape						
☐ Audio Tape ☐ Floppy Disk ☐ Chronological ☐ Computer Tape(s)						
☐ Bouind Book ☐ Video Tape ☐ Geographical ☐ Other (specify)_Unknown Quantity						
Other (specify) 10: Annual Accumulation Number						
☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (épecity)_Unknown Quantity	·					
11. File is Used 12. File Becomes Inactive After						
☑ Daily ☐ Weekly ☐ Monthly ☐ Annually. Number ☐ Month(s) ☐ Year(s) N/A						
13: Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify ago Log records are maintained in the District Station where they originated.	14. Is Record Series Duplicated Elsewhere? (Il yes, specify agency or office.)					
15. Access Restrictions (If.Yes, cite Lew(s) & Regulation(s) 16. Audit Requirements Yes, None State Federal Independent						
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No 4 years						
19. Name and Title of Preparer 20. Telephone Number 21. Date						
Christine Ryder, Records Manager 410-222-8977 April 7, 2016						

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Instructions -Type or Print a separate form for DEPARTMENT OF G			GENERAL SE	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	ard RECORDS MANA			ISION			
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo R	oad, P.O. Box	275	20 47 PAGEOF		
•	ŀ	Jessup, Ma	ryland 20794		PAGE21OF		
		•	99-1930				
1. Department/Agency	2. Divisio	on	<u></u>		3. Unit		
Anne Arundel County Police Department	ļ						
· · · · · · · · · · · · · · · · · · ·	<u> </u>						
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	•			5. Earlie	st Year/Latest Year		
DNA Collection Logs				20	09 to 2016		
6. Record Series Description (Briefly describe the	types of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.)			·		·		
Logs of DNA collection by Booking Officers					•		
7. Record Series Format(s) List all		8. Record Seri	es Sequence	9. Volume			
✓ Letter Size		Alphabetica	al	Number	_		
i ☐ Legal Stže ☐ Computer Tape		Numerical		File Dra	Drawer(s)		
				☐ Microfil	m Reel(s)		
Audio Tape		Chronologi	ca)	Сотры			
Sound Book		Geographic	eal	Otpèt (specify)_Unknown Quantity		
☐ Bonud poor ☐ Argeo (sibe			-	10. Annual Accumulation			
Other (specify)		Other (spec	cily)	· - 			
				Number			
				File Dra	werls)		
•				☐ Microfile	· ·		
				_ ☐ Ćoʻubri	ter Tape(s)		
·				Other (:	pecify)_Unknown Quantity		
11. File is Used			12. File Becom	es Inactive Af			
(C) India moon		•			· ·		
🛛 Daily 🔲 Weekly 🛗 Monthly 🔲 And	nualty		Number	□ N	ionth(s) Year(s)		
			N/A	,			
_							
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Log records are maintained in the District Station where they origin	nated.		Yes	🔀 No.			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements			
Yes No			_		<u>-</u>		
•			Mone None	State _	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe	requirements	-	18. Recom	mended R	etention.		
Yes 🛭 No .			4 years		•		
	<u>1</u>		<u> </u>	<u> </u>			
19. Name and Title of Preparer	ł		one Number	21. Date			
Christine Ryder, Records Manager 410-222-89			. ·	April 7, 2	016		

DGS 550-4 (Rev. 1/93)

	1					
Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	, , , , , , , , , , , , , , , , , , , ,	GEMENT DIVI	SION	AGENCY RECORDS INVENTORY PAGE		
Anne Arundel County Police Department						
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title			5 Fadio	st Year/Latest Year		
				12 to 2016		
Teletype Stolen Property Data Sheets				12.0.2016		
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Documentation of stolen property entered into National Crime Information Center (NCIC)						
7. Record Series Format(s) List all	:8. Record Seri	es Sequence	9. Votume			
Nicrofilm	Alphabetica	a l	Number			
Legal Size Computer Tape	Numerical		File Drawer(s)			
<u></u>	-		☐ Microfilm Real(s)			
Audio Tape	Chronologi	lcai	Computer-Tape(s)			
Bound Book Video Tape	☐ Geographi	cal	Other (specify)_Unknown Quantity			
Other (specify)	Other (spe	cify)	Number	Accumulation ,		
			File Dra Microfile Comput	n Reel(s)		
11. File is Used		12. File Become	es Inactive Aft	er .		
☑ Daily ☐.Weekly ☐ Monthly ☐ Ann	nually	Number Month(s) Year(s) N/A				
13. Current Location(s) (Bidg., Floor, Room) Records are held in the Communications Section Teletype Unit.		14. Is Record Series Duplicated Etsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Requ	Irements				
☐ Yes 🔯 No	☑ None ☐ State ☐ Federal ☐ Independent					
17. Is an Index System used? If yes, explain briefly and describe in Yes. No Records are indexed by number assigned from National Crime Info		18. Recommended Retention 3 years				
19. Name and Title of Preparer		one Number	21. Date			
Christine Ryder, Records Manager	410-222-89	1	April 7, 2	016		
	<u> </u>					
DGS 550-4 (Rev. 1/93)						

		ARTMENT OF GENERAL SERVICES CORDS MANAGEMENT DIVISION		_	AGENCY RECORDS INVENTORY	
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P. Jessup, Maryland			27,5	PAGE	
Department/Agency Anne Arundel County Police Department	2. Divisio	on .			3. Unit	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records:	normally filed	and used as a	unit for re	ference as well as retention and disposition	
4. Record Series Title Late List			5. Earliest Year/Latest Year			
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series;) Weekly report to Commanders of reports not sent to Central Records for processing						
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
Letter Size / Microfilm		☐ Alphabetics	1	Number		
Legal Size Computer Tape		☐ Numerical		File On		
Audio Tape Floppy Disk	Chronolog		cal	Compu	nn reens, ter Tape(s) specify)_Unknown Quantity	
Bound Book Video Tape	☐ Geograph		zal .		·	
Other (specify)_Computer (Excel) file		Other (spec	10, Annual Accumulation Number			
				I == ``	1	
11. File Is Used		<u> </u>	12. File Becom	les Inactive Af	nter	
Daily Weekly Monthly Annually			Number Month(s) Year(s)			
13. Current Location(s) (Bidg., Floor, Room) Records are maintained on Records Manager's computer			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) X: Yes No Records located in sent email records for one year.			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No			16. Audit Requirements Mono Stata Federal Independent			
17. is an Index System used? If yes, explain briefly and describe requirements [X] Yes			18. Recommended Retention 1 year			
19. Name and Title of Preparer			one Number 21. Date			
Christine Ryder, Records Manager		410-222-89	77	April 7, 2	2016	

	<u> </u>					
Instructions -Type or Print a separate form for	DEPARTMENT OF	GENERAL SER	TICES AGENCY RECORDS	INVENTORY		
each new or revised record series. Forward	RECORDS MANA	AGEMENT ÖIVI	ON	. 1		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo I	Road, P.O. Box	75 PAGE OF	₄ 97		
	1	aryland 20794 -799-1930		<u> </u>		
1. Department/Agency	2. Division		3. Unit			
Anne Arundel County Police Department	,					
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records normally file	d and used as a	nit for reference as well as retention a	rid disposition		
4. Record Series Title			5. Earliest Year/Latest Year			
Court Notice of Collection of Payment			2011 to 2016			
	 					
6: Record Series Description (Briefly describe the	types of information/do	cuments/forms f	und in the series: Include the purpose	or function of the		
series:)						
Notification that the court has collected payment of	n a Civil/Criminal Citation	on and are forwa	ding payment to the Anne Arundel Co	unty Department of		
Finance						
7. Record Series Format(s) List all	:8. Record Se	rles Sequence	3. Volume	,		
☑ Letter Size ☐ Microfilm	☐ Afphabetic	cal	Number			
Legal Size Computer Tape	☐ Numerica	.	☐ File Orawer(e)			
			Microfilm Rési(s)			
☐ Audio Tape ☐ Floppy Disk	☑ Chronolog	gical	Computer Tape(s) Other (specify) Unknown Quantity			
☐ Bound Book ☐ Video Tape	Geograph	rical .				
Other (specily)	Other (sp	ecify)	10. Annual Accumulation			
			Number ,			
		`	☐ File Drawer(s)			
·			Microfilm Reel(s)			
	ł		Computer Tape(s)			
i			Other (specify)_Unknown Quantity	·		
11. File is Used		12. File Become	Inactive After			
☑ Dally ☐ Weekly ☐ Monthly ☐ Anir	nually	Number	Month(s) Year(s)			
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13: Current Location(s) (Bldg., Floor, Room) Records are meintained in the Management Planning Office		14. Is Record So	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No			
15: Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No		16. Audit Requi	ments .			
		⊠ None [State Federal Independent			
		<u> </u>				
17. Is.an Index System used? If yes, explain briefly and describe:	sed nice ways	18. Recommon 18. 3 years	ended Retention			
		<u> </u>	A 40			
19. Name and Title of Preparer			one Number 21. Date			
Christine Ryder, Records Manager	410-222-8	911	April 7, 2016			
DGS 550-4 (Rev. 1/83)						

Instructions -Type or Print a separate form for	DEPARTMENT OF	GENERAL SEI	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA	GEMENT DIVI	SION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	Road, P.O. Box	275	24 47 PAGE		
	Jessup, Maryland 20794 410-799-1930					
1. Department/Agency	2. Division			3. Unit		
Anne Arundel County Police Department						
	•					
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally filed	l and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earlie	st Year/Latest Year		
Bad Check Notices			201	<u>ი_ სი_ ბი, დ</u>		
6. Record Series Description (Briefly describe the t	ypes of information/doc	uments/forms	found in th	e series. Include the purpose or function of the		
series.)				•		
Notice of bad checks received for payments of fine	s or services from the C	County Departm	nent of Fin	ance		
7. Record Series Format(s) List all	8. Record Seri	ies Sequence	9. Volume	•		
Letter Size Microfilm	☐ Alphabetic	ai	Number	Number		
Legal Size Computer Tape	Numerical		☐ Filè Drawer(s) ☐ Microfilm Reel(s)			
Audio Tape Floppy Disk	, Chronolog	ical	Compu	er Tape(s)		
☐ Bound Book ☐ Video Tape	☐ Geographi	kal	Other (i	pecify) Unknown Quantity		
Committee of the commit			tộ. Annual	Accumulation		
Other (specify)	Other (spe	·				
			Number	•		
			File Dra	• •		
			Microfile Comput			
		<i>'</i>	Other (specify)_Unknown Quantity			
11. File is Used	<u> </u>	12. File Becom	es Inactive Afi	er		
1s. Piroto, Gadu						
. 🛛 Daily 🔲 Weekly 🔲 Monthly 🔲 Ann	ualiy	Number	□ iv	onth(s) Year(s)		
•		N/A				
12 Compat Legitaria (Phile Floor Doom)		14. Is Recard Saries Duplicated Elsewhere? (If yes, specify agency or office.)				
13. Current Location(s) (Bidg., Floor, Room) Records are maintained in the Central Records Section Office		Yes	Mo Autis Driblicai	or rivouristat. fit kes shemit alland a cuirol		
			· · · · ·	<u> </u>		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes No	16. Audit Requ	irements				
		⊠ None	State.	Federál Independent		
17. Is an Index System used? If yes, explain briefly and describe n	edrillements	18. Recom	mended R	etention		
☐ Yes ☑ No	<u>,</u>	5 years				
19. Name and Title of Preparer	.1 '	one Number 21. Date				
Christine Ryder, Records Manager	410-222-89	977 April 7, 2016				
DGS 550-4 (Rev. 1/93)						

Instructions –Type or Print a separate form for	DEPARTMENT OF			AĞENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA	GEMENT DIV	ISION	-0		
with Records Retention Schedule (DGS 550-1)	7275.Waterloo R	load, P.O. Box	. 275	25 47		
	Jessup, Maryland 20794 410-799-1930			Frot		
1. Department/Agency	2. Division			3. Unit		
Anne Arundel County Police Department	1					
	1					
DEFINITION: RECORD SERIES; A group of relate purposes.	d records normally filed	and used as a	unit for re	ference as well as retention and disposition		
4. Record Series Title			5. Earlie	st Year/Latest Year		
VR119		2011 to 2014				
Acti is	1			<u> </u>		
6. Record Series Description (Briefly describe the t						
• • • • • • • • • • • • • • • • • • • •	ypes of information ruoc	umensaoanaa	round or an	e.senes. Include the purpose of fortguon of the.		
series.)						
Receipts issued to citizens when they have paid the	eir outstanding Parking/	/Redlight fines	after their	registration has been flagged.		
		=		•		
,		•				
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume	me		
Letter Size Microfilm	Alphabetica	ai	Number			
Legal Size Computer Tape	☐ Numerical		File Orawer(s)			
			Microfilm Real(s)			
Audio Tape	☑ Chronologi	ical	Comput	ter Tapa(s) specify)_Unknown Quantity		
☐ Bound Book ☐ Video Tape	Geographi	ical		specify_Dimoni additity		
_	-		10. Annual	Accumulation		
Other (specify)_Motor Vehicle Administration Receipt book_	Other (spe	:clfy)	l ——			
			Number			
			☐ File Dra	wėr(s)		
			Microfile	***		
			Computer Tape(s)			
			Other (e	specify)_Unknown Quantity		
11. File is Used		12. File Becom	es inactive Af	ias -		
II. Fao is when	ı	16.1 100	Co margina			
🔯 Daily 🔲 Weekly 🔲 Monthly 🔲 Ann	iually	NumberM		lonth(s) Year(s)		
	•	N/A	•			
	ı			1		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record S	Series Duplical	ted Elsawhere? (If yes, specify agency or office.)		
Records are maintained in the Central Records Section Office		☐ Yes	⊠ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	inements.			
☐ Yes No		. 57 Name (Services Elizabeth days		
	ı	IXI None	∐ State ⊔	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe r	rocuiromente	40 Boses	dad D			
17. Is an index System used? If yes, explain briefly and describe in	sdmanieur?	18. Recom	weiaea iz	etention		
		3 years	·	, <u> </u>		
19. Name and Title of Preparer	20. Teleph	one Number	21, Date			
Christine Ryder, Records Manager	410-222-89	977	April 7, 2	016		

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency Anne Arundel County Police Department	RECOF 7275	PARTMENT OF GENERAL SERVICES ECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930			PAGE OF			
DEFINITION: RECORD SERIES: A group of relate	d records no	ormally filed	and used as a	unit for re	ference as well as retention and disposition			
purposes. 4. Record Series Title Court Dispositions			5. Earliest Year/Latest Year 2011 to 2016					
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Dispositions from the courts on Parking Citations sent to them for hearing								
7. Record Series Format(s) List all	1	8. Record Serie	s Sequence	9. Volume	<u> </u>			
□ Letter Size □ Microf/im .		Alphabetica	, I '	Number	•			
Legal Size Computer Tape Audio Tape Floppy Disk	ľ	☐ Numerical ☐ Chronologic		Miczofili	File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Unknown Quantity			
☐ Bound Book ☐ Video Tape ☐ Other (specify)		Geographic Other (spec		10. Annual Number	Accumutation . wer(s)			
• 1				Microfilm Reel(s) Computer Tape(s) Other (specify)_Unknown Quantity				
11. File is Used			12. File Becom	es Inactive Afi	er			
	<u>.</u>			Number Month(s) Year(s) N/A				
13. Current Location(s) (Bidg., Floor, Room) Records are maintained in the Central Records Section Office			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) [] Yes No					
15. Accèss Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☑ No			16. Audit Requirements None State Federal Independent					
17. Is an Index System used? If yes, explain briefly and describe a	requirements		18. Recommended Retention 3 years					
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date				
Christine Ryder, Records Manager 410-222-891			77	April 7, 2016				

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency		AGEMENT DIV	ISION	AGENCY RECORDS INVENTORY 27 PAGE OF			
Anne Arundel County Police Department							
Wille Wigues comità i giés pébainneur							
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	· ··· · · · · · · · · · · · · · · · ·		5 Farlie	st Year/Latest Year			
·			1	· ·			
Court Transmittals	•		201	<u>o</u> to <u>2016</u>			
•							
6. Record Series Description (Briefly describe the t	vnes of information/do	cuments/forms	found in th	e series. Include the numose or function of the			
• • • •	ypoo or minormanoraa		rodino in mi	o control. In case and purpose of refriguest. of the			
series.)							
Baariteriaatal terraminalana of Bodrin-(Sintal/Chill t	Ottobiolio de dos cometos						
Departmental transmissions of Parking/State/Civil (Chations to the couns.						
·							
7. Record Series Format(s) List all	'A Record Se	ries Sequence	9, Volume	· · 			
7. POSCORD Centers Permanay Classes	a, necolu si	illes sedaelide	3, VOIGISIE				
Kalendar State	Alphabet	I	Number				
☑ Letter Size ☐ Microfilm			INUMEDER				
Character Committee	_ Akumaria						
Legal Size Computer Tape	Numeric	M	File Dra	· • •			
	Marine and	• 4	I =:	m Reel(s)			
Audio Tape Floppy Disk	Chironoto	gicai	——.	ler Tape(s)			
entra transfer entrans		1	Otnes &	specify)_Unknown Quantity			
☐ Bound Book ☐ Video Tape	Geograp	nicai					
i Olher (specify)	Other (s		10. Annusi	Accumulation			
Ciner (specary)	Consec (a)		<u> </u>				
			Number				
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	j		File Dra	* *			
			7	·			
_	į		. —	ter Tape(s)			
·	.		C Other (specify)_Unknown Quantity			
<u> </u>	·		<u> </u>	· · · · · · · · · · · · · · · · · · ·			
11. File is Used		12. File Becom	es inactive Af	er'			
	u.	<u> </u>					
🖸 Daily 🔲 Weekly 🖸 Monthly 🗖 Arin	ually	Number	_ ~	ionth(s) Tear(s)			
		N/A					
		1		•			
An Arment Constants (Bldg Chan Board)		14 16 8	Padas Dusilasi	led Elsewhere? (If yes, specify agency or office.)			
13. Current Location(s) (Bldg., Floor, Room)				ed cisewisia. (ii Asa' shacily absurb or ource)			
Records are maintained in the Central Records Section Office		Yes	⊠ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		15. Audit Requ	uirements,				
TYes 🔀 No]					
		X None	∐ State L	Federal Independent			
·		<u> </u>		-			
17. Is an Index System used? If yes, explain briefly and describe r	equirements	18. Recom	mended R	etention			
Yes 🔯 No	•	. 5 years					
19. Name and Title of Preparer	20. Telep	none Number	21. Date				
Christine Ryder, Records Manager	410-222-8	1977	April 7, 2	10.16			

DGS 550-4 (Rev. 1/93)

			<u> </u>					
Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) 1. Department/Agency	DEPARTMENT OF GENERAL S RECORDS MANAGEMENT DI 7275 Waterloo Road, P.O. Bo Jessup, Maryland 20794 410-799-1930 2. Division			SION				
	2. 014151011				3. Oili			
Anne Arundel County Police Department								
DEFINITION: RECORD SERIES: A group of relate purposes.	d records norr	mally filed	and used as a	unit for re	ference as well as retention and disposition			
4. Record Series Title				5. Earlie:	st Year/Latest Year			
School Notifications				20	11_10_2016_			
Seriod Noulleaguis								
6. Record Series Description (Briefly describe the t	voes of inform	nation/docu	ments/forms	found in the	e.series. Include the purpose or function of the			
series.)	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,							
Series, y.				•				
Notification to School attended by a student involve	ed in certain C	OMAR ma	ndated crime:	s and misd	emeanors.			
	•							
	T .=							
7. Record Series Format(s) List all	J *8.	, Record Serie	s Sequenç o	9. Valurrie				
C Latter Sine C Milarelline	1 -	- Atabahakan		Number				
Letter Size Microfilm	, Aphabetical			Milliost				
Chicago Chambara Tana				□ Elle Dies	augusta)			
☐ Legal Size ☐ Computer Tape		Numerical		File Dre	* *			
Audio Tape Floppy Disk	M Chromological			☐ Microfile				
Audio Tape Floppy Disk	☑ Chronological		a.		pecify)_Unknown Quantity			
Bound Book Video Tapa	Geographical		· el	Cone. (s	pesity)_Onkitown Quantity			
C Bonie Book C Aideo (aba	"	ja 1	-10. Annual Accumulation					
Citier (specify)_Computer (Excel) system	l r	Other (spec	in/	- (At Lautom	-e.comuniqui			
	_ ·-	(-p	Number					
				File Drawer(s)				
				Microfilm Reel(s)				
,					nputer Tape(s)			
				Other (specify)_Unknown Quantity				
	J				·			
11. File is Used		,	12. File Becom	es inactive Aft	ar ·			
☑ Daily ☐ Weekly ☐ Monthly ☐ Ann	ually		Number	Пм	onih(s) : Year(s)			
	e carry		N/A	به السيا	Month(s) Vear(s)			
			1972					
13. Current Location(s) (Bidg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)					
Records are maintained in the Central Records Section Computer			⊠ Yes □ No					
	a min tumanisma ni ma nauman <i>Lianataa aarmatt ci</i> nnibang.			Records retained in sent small for one year				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements				
⊠ Yes □ No								
Maryland, Courts & Judicial Proceedings, Code Annotated, Section	3-8A-27	ŀ	⊠ `Nona	State 🔲	Federal. Independent			
17. Is an Index System used? If yes, explain briefly and describe r	equirements		18. Recom	mended D	étention			
Yes / No		l		mennen K	and most			
<u> </u>			3 years		_			
19. Name and Title of Preparer	20	() Telenho	ne Number	21. Date				
•		-	1					
Christine Ryder, Records Manager	410-222-8977			April 7, 2016				

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	RECC 727	ORDS MANA 5 Waterloo Ro Jessup, Mai 410-75	GENERAL SEI GEMENT DIV oad, P.O. Box ryland 20794 19-1930	ISION	PAGE _ /_ OF _ /_			
Department/Agency	2. Divisio	חג			3. Unit			
Anne Arundel County Police Department								
-								
1	ĺ			·				
DEFINITION: RECORD SERIES: A group of relate	ad records r	normally filed	and used as a	unit for re	ference as well as retention and disposition			
purposes.		1011110117	0110 000		MAINE OF LAIR OF LAIR HOLD OF COMPANY			
4. Record Series Title				5. Earlie:	st Year/Latest Year			
					to 2016			
Police Facility Surveillance Recordings				<u>باید</u> .	(0 <u>raite</u>			
6. Record Series Description (Briefly describe the t	types of infi	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the			
series.)	•							
senes.)								
All video surveillance of police facilities whether ex	dernal or in	temal.						
All stands and rained or frames (minutes)		Que y run.						
	 		-					
7. Record Series Format(s) List all	I	8. Record Serie	is Sequence	9. Volume				
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Letter Size Microfilm		Alphabetica	el	Númber				
	.							
Legal Size Computer Tape	ł	☐ Numerical		File Dra	* 3			
	<u> </u>		Microfit		• •			
Audio Tape 🏻 Flappy Disk			-		•			
		.		Cther (s	pecify)_Unknown Quantity			
Bound Book Video Tape		Geographic		10				
Other (specify)_Computer System recording system	. (Other (spec	1 '' '		Accumulation			
Ciner (specify)_Computer ayasem recursing system	-	Control fabor	(YI	Number				
				Mamper				
'	}			Elle Dra	weste)			
	j			☐ Microfile	•			
				Comput	• •			
					pecify)_Unknown`Quantity			
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11. File is Used			12. File Becom	es Inactive Aft	er			
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☑ Dally ☐ Weekly ☐ Monthly ☐ Ann	nualiy		Number:	□ M	onth(s) Year(s)			
- -			N/A	•				
•		,			•			
					<u> </u>			
13. Current Location(s) (Bldg., Floor, Room)			14. Is.Record S	ierles Duplicat	ed Elsewhere? (If yes, specify agency or office.)			
Records are maintained within the current facility recording compu	iter system/app	dication.	☐ Yes	⊠ No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	lirements:				
☐ Yes					<u> </u>			
			None	State	Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe a	requirements		18. Recom	mended R	etention			
☐ Yes No			30 days		we			
			00 0419					
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date				
Christine Rudge Records Manager	1	410-222-80		April 7, 2016				

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Instructions -Type or Print a separate form for	DEPARTMENT OF GENERA			RVICES;	AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECORDS	SEMENT DIVI	SION	.17				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo Jessup, Maryland 2079 410-789-1930			275	30 47 PAGE			
Department/Agency	2. Division	. "-1		_	3. Unit			
Anne Arundel County Police Department.								
				-				
DEFINITION: RECORD SERIES: A group of relate purposes.	d records norma	illy filed a	and used as a	unit for re	erence as well as retention and disposition			
4. Record Series Title				5. Earlie:	st Year/Latest Year			
Video/Audio Recordings of Interrogations				198	<u>b</u> to <u>2016</u>			
6. Record Series Description (Briefly describe the t	ypes of informati	ion/docu	ments/forms f	ound in the	e series. Include the purpose or function of the			
'series.)								
All video or audio recordings of interrogations made	e in the course o	of an inve	estigation.					
					•			
7. Record Series Format(s) Ust all	8. Re	ecord Series	s Sequence	9. Volume				
Letter Size Microfilm	□ _^	1	Number					
Legal Size Computer Tape		Numerical		File Dra	wer(s)			
☐ Audio Tape ☐ Floppy Disk	, 821 C	Chronologic	.	☐ Microfila	•			
- Warren Labe Lashik play		an only logar			specify)_Unknown Quantity			
Bound Book Video Tape	🗆 🛭	Geographice	al	10 Append	Accumulation			
Other (specify)_Computer System recording system	_	Other (speci	ify)					
				Number				
•				File Dra	wer(s)			
•	}			Microfib	\$ T			
	Į			Comput	er rape(s) pecify)_Unknown Quantity,			
11. File is Used			12. File Becom	es Inactive Afi	er			
☑ Daily ☐ Weekly ☐ Monthly ☐ Ann	ually		Number	□ M	lonih(s) Year(s)			
•			N/A.					
13. Current Location(s) (Bidg., Floor, Room) Records are maintained within the Investigative Unit where the rec	ording originated or w	vith the	14. Is Recard Series Duplicated Elsewhere? (If yes, specify agency or office.)					
case file.			16. Audit Regulrements					
☑ Yes ☐ No	15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) ☑ Yes □ No			grinding				
Laws and restrictions apply based on case type and content of video which may vary (open investigation, confidential sources, child abuse, etc.)			⊠ None	State	Federal . Independent			
17. Is an index System used? If yes, explain briefly and describe r	equirements		18. Recom	mended R	etention			
Yes No If part of a specific case file, indexed numerically by that case numbers	ber		If part of a specific case file, retain in accordance with retention per for that case file. If not part of a specific case, destroy after 5 year					
19. Name and Title of Preparer	20.	Telepho	ne Number	21. Date				
Christine Ryder, Records Manager	1	-222-897		April 7, 2016				
DGS 550-4 (Rev. 1/93)								

<u>Instructions</u> -Type or Print a separate form for DEPARTMENT OF G				GENERAL SERVICES AGENCY RECORDS INVENTOR				
each new or revised record series. Forward RECORDS MANAG				SEMENT DIVISION				
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo R	oad, P.O. Box	275	31 47 PAGE 1 OF			
		Jessup, Ma	ryland 20794		PAGE			
			99-1930					
1. Department/Agency	2 Divisio	on .			3. Ųnit			
Anne Arundel County Police Department								
	}							
DEFINITION: RECORD SERIES: A group of relate	d sacarda	-aalle Slad	and upod an	- wielt fan ee	formers are well are respective and dispussition			
purposes.	in recolds	IIOrmany meu	ซเมก กระก ซร.	a uriit ior ie	referice as well as retention and disposition			
4. Record Series Title	-		_		st Year/Latest Year			
SWAT Enforcement Reports				20	10 to 2016			
				}				
6. Record Series Description (Briefly describe the I	lypes of inf	ormation/doc	uments/forms	found in th	e series. Include the purpose or function of the			
iseries.)			•					
	21. Ta 1							
Reports submitted to the state regarding SWAT ac	aivay				·			
				•				
7. Record Series Format(s) List all		B. Record Seri	es Sequence	9. Volume				
_		_		 				
□ Micrafilm		Alphabetics	a l	Number	kumber:			
☐ Legal Size ☐ Computer Tape		☐ Numerical		☐ File Dra	wer(s)			
· · -		_		Microfil	• •			
☐ Audio Taipe ☐ Floppy Disk	Chronalogi		cal	Compu				
Bound Book Video Yape	☐ Geographi		ca!	Other (specify)_Unknown Quantity			
				10. Annual	Accumulation			
Other (specify)		Other (spe	· 					
				Number				
		•		File Dra	wer(s)			
				Microfil				
•				Compu				
				☐ Crue. 6	specify)_Unknown Quantity			
11. Fão Is Used		···	12. File Becom	es Inactivé Af	er			
☐ Daily ☐ Weekly 🏚 Monthly 🗀 Ann	uially		Number	□ M	lonth(s) Year(s)			
	,,		N/A (
·			:		:			
13. Current Lacstian(s) (Bixig., Floar, Room)			14. Is Remed 5	eries Dunlina	ted Elsewhere? (If yes, specify agency or office.)			
Records are maintained within the Special Operations Section			Yes	⊠'No				
Control and surface annual rue observe obstances persons.								
15. Access Restrictions (If Yes, cite Lew(s) & Regulation(s)			16. Audit Requ	etnementi				
☐ Yes .			None	⊠ State 「	Federal Independent			
	•	☐ None ⊠ State ☐ Federal ☐ Independent						
17. Is an index System used? If yes, explain briefly and describe r	equirements		18. Recom	mended R	etention			
Yes 🛛 No	•		18. Recommended Retention 5 years					
			L		·			
19. Name and Title of Preparer			one Number	21. Date				
Chalatina Darina Danasda Managana		410 222 00	177	And 7 C	M15			

								
Instructions -Type or Print a separate form for	DEPARTMENT OF	GENERAL.SE	RVICES	AGENCY RECORDS INVENTORY				
each new or revised record series. Forward	RECORDS MANA	GEMENT DIV	ISION					
with Records Retention Schedule (DGS 550-1)	7275 Waterloo R	•		32 47 PAGE OF				
Will Records Resident Control (Dec 350-1)			210	PAGE OF				
	• •	ryland 20794 99-1930						
1. Department/Agency	2. Division	<u></u>		3, Unit				
Anne Arundei County Police Department								

DEFINITION: RECORD SERIES: A group of related purposes.	records normally filed	and used as i	a unit for re	rerence as well as retention and disposition				
4. Record Series Title			5. Earlie	st Year/Latest Year				
Non-Investigative Notes			148	10 to 2016				
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6. Record Series Description (Briefly describe the ty	ince of information/doc	umente/forme	faund in th	a series. Include the number or function of the				
	pes of thomadologoc	omenia/ioma	iodile ili di	e series. Include the purpose of full-duff of the				
series.)								
Notes taken by patrol officers at time of response								
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	<u>.</u>							
7: Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume					
El consegue El Misselle	[[[] A] A	_•	<u> </u>					
■ Letter Size	Alphabetic	BI ,	Number					
Legal Size Computer Tape	Numerical		File Drawer(s).					
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☐ Audio Tape ☐ Flóppy Disk		ical						
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🔀 Bound Book 🔲 Video Tape	Geographi	Cai	10. Anriuál	nñuál Accumulation				
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_	1	:	Number.					
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			Combr	7.4				
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☑ Daily ☐ Weakly ☐ Monthly ☐ Annu	vRes	Number	ПΝ	lanth(s) Year(s)				
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13. Current Location(s) (Bidg., Floor, Room) Records are maintained by the individual officer		14. is Recard Series Duplicated Elsewhere? (If yes, specify agency or office:) ☐ Yes ☑ No						
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15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	ulrements					
☐ Yes 🔯 No	P. 44		Coderil Independent					
•	•			Federal Independent				
17. Is an Index System used? If yes, explain briefly and describe re	18. Recom	mended D	etention					
☐ Yés 🔯 No	1		etention Into police report.					
	I	. , ,	ipated for litigation, officer should submit notes as police report					
		supplement.	manifema mikiri	pensensi inganen, anner annua augum neras as punte raput				
	1	<u> </u>	04 5-1-					
19. Name and Title of Preparer	1	one Number	21. Date					
Christine Ryder, Records Manager	410-222-89	977	April 7, 2	7016				
DGS 550 ₋ 4 (Rev. 1/83)								

Includes registration, school notification, and address verification documentation Servar Series Format(a) Letter Size Includes registration, school notification, and address verification documentation Servar Series Series S	TORY.				
with Records Retention Schedule (DGS 550-1) 7275 Waterloo Road, P.O. Box 275 Jessup, Maryfand 20794 410-798-1830 3. Unit DEFINITION: RECORD SERIES: A group of related records: normally filed and used as a unit for reference as well as retention and dipulposes. 4. Record Series Title Sex Offender Records 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or furseries. 7. Record Series Description, school notification, and address verification documentation 7. Record Series Format(s) 1. Letter Size Microllim Series Sequence Se					
Jessup, Maryfand 20794 416-798-1930 3. Unit	4				
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Anne Arundel County Police Department DEFINITION: RECORD SERIES: A group of related records: normally filed and used as a unit for reference as well as retention and dipurposes. 4. Record Series Title Sex Offender Records 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or fusines.) Includes registration, school notification, and address verification documentation 7. Record Series Format(s) List all Letter Size Microfilm Alphabatical Number Nu					
DEFINITION: RECORD SERIES: A group of related records:normally filed and used as a unit for reference as well as retention and dipurposes: 4. Record Series Title Sex Offender Records 5. Earliest Year/Latest Year 4. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or fusiones.) Includes registration, school notification, and address verification documentation 7. Record Series Format(s) List all A Letter Star Microfilm Muhabetical Number Legal Star Computer Tape Floppy Disk Chronological Other (specify) Other (specify) Other (specify) Chronological Other (specify) Other (specify) Unknown Quantity 10. Annual Accumulation Number Number Other (specify) Unknown Quantity 11. File is Used 12. File Becomies hardline After 12. File Becomies hardline After 13. Earliest Year (specify) Unknown Quantity 14. File is Used 12. File Becomies hardline After 15. Earliest Year/Latest Year 5. Earliest Year/Latest Year 5. Earliest Year/Latest Year 5. Earliest Year/Latest Year 6. Record Series Title 8. Volume Number Number 9. Volume Number 10. Annual Accumulation Number 10. Annual Accumulation Number 11. File is Used 12. File Becomies hardline After 12. File Becomies hardline After 13. Earliest Year/Latest Year 9. Accumulation 14. April 15. File Becomies hardline After 15. Earliest Year/Latest Year 16. Accumulation 17. Record Series Formation 18. Volume 19.	•				
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Includes registration, school notification, and address verification documentation 7. Record Series Format(s): List all 2. Letter Stze Microfilm					
7. Record Series Format(s): List ell Alphabetical Number					
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N/A					
13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (if yes, specify agency or off					
Records are maintained by the Sex Offense Unit Ves	14. Is Recard Series Duplicated Elsewhere? (If yes, specify agency or office.) 14. Is Recard Series Duplicated Elsewhere?				
Some records are duplicated with the State Sex Offender Registry	■				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements					
☐ Yes					
Munic Dame Dame Dame					
17. Is an index System used? If yes, explain briefly and describe requirements 18. Recommended Retention					
⊠ Yes □ No 25 years					
Records are indexed alphabetically by name	•				
19. Name and Title of Preparer 20. Telephone Number 21. Date					
Christine Ryder, Records Manager 410-222-8977 April 7, 2016					
IGS 550-4 (Rev. 1/93)					

Instructions -Type or Print a separate form for each new or revised record series.	Di	EPARTM	MENT (OF -	AGENCY RECORDS INVENTORY
Forward with Records Retention Schedule (DGS 550-1)		GENE	-	ĺ	
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1. Department/Agency	2. 0	Division		- 1	3. Unit
Anne Arundel County Police Department					
				.]	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a	unit fo	or refere	nce as	well a	s retention and disposition purposes:
4. Record Series Title					arliest Year/Latest Year
Internal Affairs Investigative Files- Sustained					1979 to 2016
6. Record Series Description (Briefly describe the types of information/documents/forms for	j bnuc	in the se	rieș. Ir	rclude	the purpose or function of the series.)
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Includes investigative reports, related correspondence, evidence and transcripts (when re-	quirec	a) où.co.	ubisini	s tilėo	and/or initiated against employees.
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7: Racord Series Format(s) List all		8. Recor	, 1	9. Vol	(IFF)
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11. File is Used			12. File	Become	es Inactive After
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13: Current Location(s) (Bidg., Floor, Room)			14. is F	lecoid S	ieries Duplicated Elsewhere? (If yes, specify agency or
Records are maintained by the Internal Affairs Unit			office.)		Ø Na
•		l	ш	Yes	⊠ No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		1	16. Au	dit Requ	el/ements
☑ Yes □ No	-Mi		_	4	5 . 5. . 5.
Maryland Public Information Act § 4-311. See also Montgomery County v. Shropshire, 420 Md. 382, 381 (2011) and 6. Police v. State, 158 Md. App. 274, 282-283 (2004)	anmon	" (m)	X	None	State Federal Independent
17. Is an Index System used? If yes, explain briefly and describe requirements	_	∦	19 5		mended Retention
Nes					menged Retention om last year of employee's service
Records are Indexed by locally issued number.		1		J. W. 11 V	
19. Name and Title of Preparer		20.		.21E	Date
Christine Ryder, Records Manager		Teleph	one	April	7, 2016
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Instructions - Type or Print a separate form for each new or revised recor	rd series. Forward	DEP	ARTMEN'	AGENCY RECORDS INVENTORY		
with Records Retention Schedule (DGS 550-1)	• •	OF	SENERAL	.		
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1. Department/Agency		2. Div	rision	3. Unit		
Anne Arundel County Police Department						
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DEFINITION: RECORD SERIES: A group of related records normally file	d and used as a unit t	or reference	e as well	as retention and disnosition numoses		
4. Record Series Title		<u> </u>		Earliest Year/Latest Year		
Internal Affairs Investigative Files- Not Sustained				1979 to 2014		
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6. Record Series Description (Briefly describe the types of information/do	cuments/forms found	in the serie	s. Includ	e the purpose or function of the series:)		
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Includes investigative reports, related correspondence, evidence and tran	nscripts (when require	id) ou comb	ilaints file	d and/or initiated against employees.		
7. Récord Series Format(s) List all	8. Record Series Seque	ence.	9.	Volume		
	 		. Number			
☑ Letter Size ☐ Microfilm	Letter Size Microfilm Aphabetical -					
☐ Legal Size ☐ Computer Tape	Numerical] File Drawer(s)] Microfilm Reel(s)		
🛛 Audio Tape 🔲 Floppy Disk	Audio Tape Floppy Disk Chronological					
☐ Bound Book ☐ Video Tape	Geographical		L.			
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11. File Is Used	<u> </u>		12. File No	comes Inactive After		
i · · · inA us easin				44		
🔯 Daily 🔲 Weekly 🗀 Monthly 🔲 Annually			Number	☐ Month(s) ☐ Year(s)		
			N/A			
<u></u>						
13. Current Location(s) (Bldg., Floor, Room)			ord Series Duplicated Elsewhere? (If yes, specify agency or			
Records are maintained by the internal Affairs Unit		office.)	s ⊠ No			
15: Access Restrictions (if Yes, cite Law(s) & Regulation(s)		16. Audit	Requirements			
	362, 381 (2011) and <i>Beltimo</i>	re City	⊠ No	ne State Federal Independent		
17. Is an Index System used? If yes, explain birefly and describe requirements			18. Rec	commended Retention		
∀ee			10 years	from disposition		
Records are indexed by locally issued number.	20. Telephor	ne Number	12	1. Date		
19. Name and Title of Preparer Christine Ryder, Records Manager	410-222-897			r. Date pril 7, 2016		
	710-222-057	•				
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Instructions -Type or Print's separate form for each new or revised	d rac	ord series	nec	DADTM	ENT	AGENCY RECORDS INVENTORY	
				DEPARTMENT OF GENERAL			
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				10-799-19	-		
1. Department/Agency			2. Di	vision		3. Unit	
Anne Arundel County Police Department							
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DEFINITION: RECORD SERIES: A group of related records norma 4. Record Series Title	iny ar	eo ano useo as a u	HIR IO	r relete		rliest Year/Latest Year	
Media Refeases						2015 to 226	
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6. Record Series Description (Briefly describe the types of informat	ion/d	ocuments/forms for	und i	n the se	ries. I	nclude the purpose or function of the series.)	
			,				
Authorized notices released for public dissemination						•	
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7. Record Series Format(s) List all	8.1	Record Series Séquence	**.		9. Volt	ume	
☑ Letter Size ☐ Micrafilm	Alphabetical				Number		
Legal Size Computer Tape	☐ Numerical				e Drawer(s)		
☐ Audio Tape ☐ Floppy Disk	×	Chronological			crofilm Reel(s) mputer Tape(s)		
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11. File is Used		<u> </u>		12. Fil	e Becomi	es Inactive After	
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Oally Weekly [] Monthly Annually			İ	Numb N/A	er	Month(s) Year(s)	
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			—				
13. Current Location(s) (Bidg., Floor, Room) Records are maintained by the Public Information Office			- 1	_	record s TYes	eries Duplicated Elsewhere? (If yes, specify agency of affice.)	
том в в принципо ву и в свыю, поставия в виде.				_	_	laases are retained for one year in sent email correspondence	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)				16. À	udit Requ	Inemants	
☐ Yes ☑ No				1 12	None I	☐ State ☐ Federal ☐ Independent:	
•		•	Ì	_ ~	1 - renué		
17. Is an Index System used? If yes, explain briefly and describe requirements				18. Recommended Retention			
Yes 🖾 No				1 yea		•	
			l	<u> </u>			
19. Name and Title of Preparer		20. Telephone N	lumbe	er	21. 0		
Christine Ryder, Records Manager		410-222-8977			April	7, 2016	

Instructions Tues or Brint a	DEDARTMENT OF CENERAL REPUIC	EC		AGENCY RECORDS INVENTORY		
instructions -Type or Print a separate form for each new or	DEPARTMENT OF GENERAL SERVIC RECORDS MANAGEMENT DIVISION					
revised record series. Forward with	7275 Waterloo Road, P.O. Box 275	37 47 PAGE				
Records Retention Schedule (DGS	Jessup, Maryland 20794			PAGE		
550-1)	410-799-1930					
	·	·				
1. Department/Agency	2. Division		•	3. Unit		
Anne Arundel County Police						
Department	·					
·		_	-			
DEFINITION: RECORD SERIES: A gr 4. Record Series Title	oup of related records normally filed and used as a un	it for re	ference	as well as retention and disposition purposes. 5. Earliest Year/Latest Year		
Public Information Request/911:Audio	Paguage			2007 to 2016		
Funic illiottilanott Kadnasta (i:Munio	Lednesi					
6. Record Series Description (Briefly d	escribe the types of information/documents/forms four	nd in the	e series	. Include the purpose or function of the series.)		
Micitan conjugat for annu or inspection	of public record, including 911 audio requests.					
variate in request for copy of inspection	or public record, including 911 audio requests.					
7. Record Series Format(s) List all	8, Record Series Sequence.			9. Votume		
☑ Latter Size ☐ Microfilm	Aphabetical	Alphabetical				
Computer Tape	Numerical		File Drawer(s)			
Audio Tape 🔲 Floppy Disk			Microfilm Reel(s) Computer Tape(s)			
☐ Sound Sook ☐ Video Tape	☐ Geographical		Other (specify)_Unknown Quantity			
			10. Annual Accumulation			
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	<u>.</u>			☐ File Drawer(s) ☐ Microfilm Reel(s)		
To a second seco	·			Computer Tape(s)		
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		İ				
13. Current Location(s) (Bldg., Floor, Room)	<u> </u>		14. ļs	Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
Records are maintained by the Central Records S	ection			☑ Yes ☐ No		
	·		il	Some requests/responses are retained for one year in received/sent email correspondence		
15. Access Restrictions (If Yes, cite Law(s) & Reg	siation(s)		<u> </u>	udit Requirements		
☐ Yes No				In the Court of th		
			6	None State Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements				Recommended Retention		
☐ Yes	4 yea	ars				
19. Name and Title of Preparer	<u> </u>	20.	<u> </u>	21. Date		
Christine Ryder, Records Manager		Telep	hone	April 7, 2016		
		Numb	oer.			
		410-2	222-			
		8977		·		

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Instructions -Type or Print a DEPARTMENT OF GENERAL SERVICES			,	AGENCY RECORDS INVENTORY	
separate form for each new or	RECORDS MANAGEMENT DIVISION				
revised record series. Forward with	7275 Waterloo Road, P.O. Box 275			PAGE 38 OF 47	
Records Retention Schedule (DGS	Jessup, Maryland 20794			PAGE OF	
550-1)	410-799-1930				
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Department/Agency	2. Division			3. Unit	
	2. Division			3. One	
Anne Arundel County Police					
Department					
DEFINITION: RECORD SERIES: A gr	oup of related records normally filed and used as a un	it for re	ference	as well as retention and disposition purposes.	
4. Record Series Title				5. Earliest Year/Latest Year	
Extradition Records		-		2010 to 7016	
6 Decord Series Decorption (Briefly	escribe the types of information/documents/forms four	ad in th	n rodas	Include the numbers of function of the corice \	
o Record Series Description (Diletty o	escribe ine-Abez di imormanoraccamentationna roci	ıka iği ül	0 901103	. Include the purpose of function of the senes.)	
Correspondence and records pertaining	g to extraditions.				
7. Record Series Format(s) List all	8. Record Series Sequence			9. Votume	
☑ Leiter Size ☐ Microfilm	☑ Alphabetical			Number	
☐ Legal Size ☐ Computer Tape	☐ Numerical			☐ File Drawer(s)	
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Bound Book Video Tape	☐ Geographical	☐ Geographical			
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				Computer Tape(s) Other (specify)_Unknown Quantity	
11. File is Used	· · · · · · · · · · · · · · · · · · ·		12. Fil	s Becomes inactive After	
☑ Daily ☐ Weekly ☐ Mont	nly Annually		Numb	er Month(s) Year(s)	
			NA		
				D. C. C. C. C. C. C. C. C. C. C. C. C. C.	
13. Current Location(s) (Bidg., Floor, Room) Records are maintained by the Special Enforcement	nt Section		ľ	Record Series Duplicated Elsewhere? (If yes, specify agency or office.)	
	*		Some	correspondence may be retained for one year in received/sent email	
				correspondence 16. Audit Requirements	
☐'Yes ☑ No				···	
		None State Federal Independent			
			18. 1	Recommended Retention	
☐ Yes	3 yea	arš			
19. Name and Title of Preparer			21. Date		
Christine Ryder, Records Manager	·	hone	April 7, 2016		
- · · · · · · · · · · · · · · · · · · ·		ber			
		222-			
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DGS 550-4 (Rev. 1/93)

Instructions -Type or Print a	DEPARTMENT OF GENERAL SERVICE	ES	.—	AGENCY RECORDS INVENTORY
separate form for each new or	RECORDS MANAGEMENT DIVISION	RECORDS MANAGEMENT DIVISION		
revised record series. Forward with	7275 Waterloo Road, P.O. Box 275			
Records Retention Schedule (DGS	Jessup, Maryland 20794			PAGE 39 0F 47
550-1)	410-799-1930			,
55 <u>0-</u> 1)				,
1. Department/Agency	2. División			3, Unit
Anne Arundel County Police				
Department				
•				
	oup of related records normally filed and used as a ur	nit for re	ference	
4. Record Series Title	•			5. Earliest Year/Latest Year
Search Warrant Records	•			1980 10 2016
	· · · · · · · · · · · · · · · · · · ·			·
6. Record Series Description (Briefly d	escribe the types of information/documents/forms fou	nd in the	e series	i. Include the purpose or function of the series.)
Includes consent to search without a w	varrant			
· ·	,			
7. Record Series Format(s) List all	8. Record Series Sequence			9. Volume
☑ Letter Size ☐ Microfilm	Aphabetical `			Number
Legal Size Computer Tape	Numerical			☐ File Drawer(s) ☐ Microfilm Reel(s)
Audio Tape Floppy Oisk	Chronological			Computer Tape(s) Other (specify) Unknown Quantity.
☐ Bound Book ☐ Video Tape	Geographical	☐ Geographical		
Other (specify)	Other (specify)	•		10. Arinúal Accumulation
· ·				Number
				Füe Drawer(s)
				Microfilm Reel(s)
·				Computer Tape(s)
				Other (specify)_Unknown Quantity:
11. File Is Used			12. Fil	e Becomes inactive After
	and Destroyed		M	in District District
☑ Daily ☐ Waekly ☐ Monti	nly Annually		Numb N/A	er Month(s) Year(s)
13. Current Location(s) (Bidg., Floor, Room)			14. ls	Record Series Duplicated Elsewhere? (If yes, specify agency of office.)
13. Current Location(s) (Blog., Floor, Room) Records are maintained by the component where the search warrant originated.			l .	Yes 🗵 No
15. Accèss Restrictions (II Yas, cite Law(s) & Regulation(s)			16. Audit Requirements	
☐ Yes ☑ No			Ø	None State Federal Independent
			3	
17; Is an Index System used? If yes, explain briefly and describe requirements Yes \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \				Recommended Retention of a specific case file, retain in accordance with retantion period for that
If part of a specific case, records are indexed num	erically by case number.		of a specific case me, retain in accordance with retaintion period for qual- ile. If not part of a specific case, destroy after 3 years.	
19. Name and Title of Preparer			21. Date	
Christine Ryder, Records Manager Telep				April 7, 2016
-		oer:		
		410-2	222-	•
8977				, •

DGS 550-4 (Rev. 1/93)

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 410-789-1930			PAGEOF
Department/Agency Arine Arundel County Police Department	2. Division	3. Unit		
CECNITION OF CODE SERVED.		:		
	oup of related records normally filed and used as a un	it for re	rerence	
4. Record Series Title				5. Earliest Year/Latest Year
Ride-a-Long Records	•			2010 to 221ca
-	•			
6. Record Series Description (Briefly d Includes request forms and waiver of c	escribe the types of information/documents/forms four	nd in thi	e series	Include the purpose or function of the series.)
7. Record Series Format(s) List all	8. Record Saries Sequence	_		9: Volume
□ Microfilm	Alphabetical			Number
			•	
Legal Size Computer Tape	. Numerical			File Drawer(s) Microfilm Reel(s)
☐ Audio Tape ☐ Floppy Disk	Chronotogical			Computer Tape(s)
☐ Bound Book ☐ Video Tape	☐ Geographical			Other (specify)_Unknown Quantilly
Other (specify)	Other (specify)			10. Annual Accumulation
	Carol Obereils			Number
		ı		File Drawer(s) Microfilm Reel(e) Computer Tape(s) Other (specify)_Unknown Quantity
11. File is Used	<u> </u>		12, Fil	Becomes inactive After
⊠ Daily ☐ Weekly ☐ Month .	Numbi N/A	- _		
13. Current Location(s) (Bldg., Floor, Room)		{	14. Is:	Record Series Duplicated Elsewhere? (If yes, specify agency or office,)
Records are maintained by the component where	the ride-a-long originated.] Yes 🖾 No
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. A	udit Requirements
☐ Yes No				None
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☑ No 45				Recommended Retention
	<u> </u>	2Ò.	L	
19. Name and Title of Preparer			21. Date	
Christine Ryder, Records Manager		hone	Ápříl 7, 2016	
	·	Numt		
		410-2	.22-	
		8977		

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Instructions - Type or Print a DEPARTMENT OF GENERAL SERVICES				AGENCY RECORDS INVENTORY	
separate form for each new or	RECORDS MANAGEMENT DIVISION		<u>.</u>		
revised record series. Forward with	7275 Waterloo Road, P.O. Box 275			PAGE 47	
				PAGEOF	
Records Retention Schedule (DGS	Jessup, Maryland 20794				
550-1)	410-799-1930	410-793-1930			
ŀ			•		
Department/Agency	2. Division			3. Unit	
Anne Arundel County Police				· ·	
Department					
DEFINITION: RECORD SERIES: A gr	oup of related records normally filed and used as a ur	nit for re	ference	as well as retention and disposition purposes.	
4. Record Series Title				5. Earliest Year/Latest Year	
Release Without Charges Records				2010 to 2014	
Veicase minion charges recolds					
6 Record Series Description (Briefly d	escribe the types of information/documents/forms fou	nd in th	e ceriec	Include the number of function of the sories \	
o. Record cenes besampion (altery o	compensation types of mornionomorpopulation and mornion to		o delle	. Indiade no barbose at intratol of the series?	
Documentation of persons released fro	om custody without criminal charges				
				•	
		- i			
7. Record Series Format(s) List all	8. Record Series Sequence			9. Volume	
☑ Létter Size	Atphabeticél			Number .	
☐ Legal Size ☐ Computer Tape	Numerical		-	☐ File Drawer(s) ☐ Microfilm Reel(s)	
Audio Tape 🔲 Floppy Disk	□ Chronological □ Chronological			Computer Tape(s)	
. ☐ Bound Book ☐ Video Tape	Geographical			Other (specify)_Unknown Quantity	
Other (specify)	Other (specify)			10. Annual Accumulation	
				Number	
			-	File Drawer(s)	
				Microfilm Real(s)	
·				Computer Tape(s)	
				Other (specify)_Unknown.Quantity	
11: File is Used			12, Fil	e Becomes Inactive After	
,			l	· · · · · · · · · · · · · · · · · · ·	
☐ Daily ☐ Weekly ☐ Mont	nly Annually		Number Month(s) Year(s)		
	·	ĺ	N/A	•	
13. Current Location(s) (Bldg., Floor, Room) Records are maintained by the component where the ride-a-long originated.				14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)				16. Audit Requirements	
X Yes					
Maryland Code Annotated, Criminal Procedures, SG §10-103				None State Federal Independent	
17. Is an index System used? If yes, explain briefly and describe requirements			18. 1	Recommended Retention	
☐ Yes 🔯 No				rs from date of birth or until proof of subject's death, whichever occurs	
	<u></u>	soone	r, then destroy.		
19. Name and Title of Preparer	· · · · · · · · · · · · · · · · · · ·		21. Date		
Christine Ryder, Records Manager Telep				April 7, 2016	
Numl					
			'		
410-2					
		8977		·	
3GS-550-4 (Rev. 1/93)					

Instructions -Type or Print a	DEPARTMENT OF GENERAL SERVICES		AGENCY RECORDS INVENTORY		
separate form for each new or	RECORDS MANAGEMENT DIVISION				
revised record series. Forward	7275 Waterloo Road, P.O. Box 275		42 47 PAGE 4 OF 4		
with Records Retention Schedule	Jessup, Maryland 20794		PAGE OF		
(DGS 550-1)	410-799-1930				
(=====================================	·				
Department/Agency	2. Division		3. Unit		
Anne Arundel County Police	C. Divisium		O. WIRE		
Department	·				
, Debaratienr					
DEFINITION: RECORD SERIES: A	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			5. Earliest Year/Latest Year		
Vehicular Pursuit Report			1993 to 2016		
			•		
6. Record Series Description (Brief	y describe the types of information/documents/forms found	in the series	include the purpose or function of the series.)		
Report of police vehicular pursuit					
Lebott of bouce semential barant					
			·		
7. Record Series Format(s) List all	8. Record Saries Sequence		9. Volume		
Letter Size Microfilm	Alphabetical		Number		
Legal Stre 🔲 Computer Tape	☐ Numerical		File Drawer(s)		
	ER Objects which		Microfilm Real(s)		
☐ Audio Tape ☐ Floppy Disk	Chronological		Computer Tape(s) Other (specify)_Unknown Quantity		
☐ Bound Sook ☐ Video Tape	☐ Geographical		10, Annual Accumulation		
Other (specify)	Other (specify)		IV. Ambal Accumulation		
			Number		
			☐ File Drawer(s)		
			Microfilm Real(s)		
		ļ	Computer Tape(s)		
		1	Other (specify)_Unknown Quantity		
11. File is Used		12. File B	ecomes Inactive After		
.		<u> </u>	The man State of		
☑ Qally ☐ Weekly ☐ M	Ionthly	Númber N/A	Month(s) Yeàr(s)		
,					
13. Current Location(s) (Bldg., Floor, Room	n)	14. Is Red	ord Series Duplicated Elsewhere? (If yes, specify agency or office.)		
Records are maintained by the component wh		ν.			
15 Access Restrictions (If You nite I owled & f	Regulation(s)	16 Audio	Requirements		
15. Access Restrictions (if Yes, cite Law(s) & Regulation(s) ☐ Yes No			s riodani att tilatga		
		⊠ N	one 🗋 State 🔲 Federal 🔛 Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention		
☐ Yes 🔽 No		25 years.			
19. Name and Title of Preparer		20.	21. Date		
Christine Ryder, Records Manager		Telephone	April 7, 2016		
· · · · · · · · · · · · · · · · · · ·	·	Number	,		
		410-222-			
		8977			

DGS'550-4 (Rev. 1/93)"

Instructions -Type or Print	DEDAGT	MENT OF GENERAL SERVICES		AGENCY RECORDS INVENTORY	
a separate form for each	RECORDS MANAGEMENT DIVISION			43 47	
new or revised record	· ·	Waterloo Road, P.O. Box 275		PAGE OF	
series. Forward with	,	Jessup, Maryland 20794 410-799-1930		,	
Records Retention	'	410-733-1000			
.Schedule (DGS 550-1)					
1. Department/Agency	2. Division			3. Unit	
Anne Arundel County	·				
Police Department	,				
ACCINITION: DCCOOR SEC	IES: A group of soluted so	soude parmelly filed and yead on a w	init fáir mafarana	ce as well as retention and disposition purposes.	
4. Record Series Title	KIES. A group of related rec	zords normally liled and used as a u	IIII IOI IBIBIBI	5. Earliest Year/Latest Year	
Use of Force Report				1993 to 2010	
Ose, of Force Report				17.50	
6. Record Series Description Documentation of police use		of information/documents/forms for	und in the seri	es. Include the purpose or function of the series:)	
7. Record Series Format(s) List atl	.	8. Record Series Sequence		9. Volume	
□ Letter Size □ Microfilm	A.	Alphabetical		Number	
Legal Size Computer Tag	D é	Numerical Numeric		File Orawer(s)	
Audio Tape Floppy Disk		Chronological		☐ Microfilm Real(s) ☐ Computer Täpe(s)	
	•			Other (specify)_Unknown Quantity	
Bound Book Video Tape		Geographical			
Other (specify)	•	Other (specify)		10. Annual Accumulation	
				Number	
	•			File Drawer(s)	
		·		Microfilm Real(s)	
				Computer Tape(s)	
	• .			Other (specify)_Unknown Quantity	
11. File is Used	•	<u> </u>	12. File 8	lecomes Inactive After	
⊠ Daliy 🏻 Weekly	☐ Monthly ☐ Annually		Number NVA	Month(s)	
13. Current Location(s) (Bldg., Floor, Room) Records are maintained by the Staff Inspections Unit			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No Copies retained by the component where the use of force originated/was assigned		
15. Access Restrictions (If Yes; cite Law(s) & Regulation(s) ☐ Yes ② No			16. Audit Requirements ☑ None ☐ State ☐ Federal ☐ Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements ☑ Yes □ No Records are indexed according to the numeric case number		18. Re 25 years	commended Retention		
19. Name and Title of Prepar	rer	*	20.	21. Date	
Christine Ryder, Records Ma	nager		Telephon	e April 7, 2016	
			Number		
			410-222-		
		. •	8977		
DGS 550-4 (Rev. 1/93)					

Records are maintained by the Community Relations Unit 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements			 		,	
a separate form for each new or rejected record new rejected record new rejected record record visible record service forward with Records Retention Schrudde (DGS 550-1) 1. Department/Agency Anne Aurudde County Police Department DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retardion and disposition purposes. 4. Record Series Title Honore Security and Alarm Records 5. Berlieal Year Listes Year Honore Security and Alarm Records 6. Record Series Description (Briefly describe the types of information/idocumental/forms found in the series. Include the purpose or function of the series.) Records of Residential and commercial alarms 1. Record Series Femaly) List at the last the series of Residential and commercial alarms 1. Record Series Femaly) List at the last the last the series of Residential and commercial alarms 1. Record Series Femaly) List at the las	Instructions -Type or Print	DEPARTI	WENT OF GENERAL SERVICES	•	AGENCY RECORDS INVENTORY	
Associate Series Accords of Residential and commercial aiarms Associate Series Accords Residential and commercial aiarms Associate Series Accords Residential and commercial aiarms Associate Series Accords Residential and commercial aiarms Associate Series Accords Residential and commercial aiarms Associate Series Accords Residential and commercial aiarms Associate Series Accords Residential and commercial aiarms Associate Series Accords Residential and commercial aiarms Accords Residential and commercial aiarms Associate Series Accords Residential and commercial aiarms Associate Series Accords Residential and commercial aiarms Associate Series Accords Residential and commercial aiarms Associate Series Associate Associate Series						
Service Forward with Schedule (DGS 550-1) 1. DepartmentAgency Anna Annuald Country Police Department DEFINITION RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as relatedon and disposition purposes. 4. Record Series Title Horne Security and Alarm Records 5. Earliest Yearl, latest Year 2.00'd, to 2.00'd, to 2.00'd, to 2.00'd, to 3.00'd, and 3.00'd,	·	·	·		47	
Records Retention Schedule (DGS 550-1) 1. Department/Agency Anne Auroidal County Police Department DEFINITION: RECORD SERIES: A group of retated records normally filed and used as a unit for reference as well as retaintion and disposition purposes. 4. Record Series Title Horrs Security and Alarm Records 6. Record Series Description (Briefly describe the types of information/documenta/forms found in the series. Indicide the purpose or function of the series.) Records of Residential and commercial alarms 7. Record series Description (Briefly describe the types of information/documenta/forms found in the series. Indicide the purpose or function of the series.) Records of Residential and commercial alarms 7. Record series Description (Briefly describe the types of information/documenta/forms found in the series. Indicide the purpose or function of the series.) Records series Description (Briefly describe the types of information/documenta/forms found in the series. Indicide the purpose or function of the series.) Records series Description (Briefly describe the types of information/documenta/forms found in the series. Indicide the purpose or function of the series.) Records after State Description (Briefly describe the types of information/documenta/forms found in the series. Indicide the purpose or function of the series. Records after State Description (Briefly describe the types of function of the series.) Records after State Description (Briefly describe the types of information/documenta/forms found in the series. Indicate the series of the se	• /		•		PAGE OF	
Schedule (DGS 550-1) 1. Department/Agency Annie Arundal County Police Department 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 Human Security and Alarm Records 5. Estimate Year Alarm Year Associated Annies Description (Briefly describe the types of information/documenta/forms found in the series.) Indicate the purpose or function of the series.) Record Series Description (Briefly describe the types of information/documenta/forms found in the series. Indicate the purpose or function of the series.) Record Series Personally List of Annies Annies of Annies Ann		j			•	
1. Department/Agency Police Department DEFINITION: RECORD SERIES: A group of related records normally fligd and used as a unit for reference as well as retention and disposition purposes. 4. Record Series Title Horne Security and Alarm Records 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Inditide the purpose or function of the series.) Records of Residential and commercial alarms 7. Record Series Fermatic) Lets at S. Peters Series			410-789-1530			
Annia Arunded County Police Department 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 Records of Series Title Records of Residential and commercial alarms 7. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) Records of Residential and commercial alarms 7. Record Series Formatic) List at	Schedule (DGS 550-1)		·			
Annia Arunded County Police Department 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 Records of Series Title Records of Residential and commercial alarms 7. Record Series Description (Briefly describe the types of information/documents/forms found in the series.) Records of Residential and commercial alarms 7. Record Series Formatic) List at	1. Department/Agency	2. Divišion			3. Linit	
Police Department DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retinition and disposition purposes. 4. Record Series Title			•	•	1,0,0,0,0	
### 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 Home Security and Alarm Records 5. Earliest Year/Latiest Yea	•					
4. Record Series Title Home Security and Alarm Records 6. Record Series Description (Bitality describe the types of information/documents/forms found in the series. Incitide the purpose or function of the series.) Records of Residential and commercial alarms 7. Record Series Description (Bitality describe the types of information/documents/forms found in the series. Incitide the purpose or function of the series.) Records of Residential and commercial alarms 7. Record Series Powerly List st 8. Noture Legal Size Compster Tape Alarmonic Commercial Property Record Series Sequence 8. Noture Legal Size Compster Tape Alarmonic Commercial Property Record Series Sequence 8. Noture Record Series Sequence Record Series Desires Record Series Desires Record Series Desires Record Series Desires Record Series Desires Record Series Desires Record Series Desires Record Series Desires Record Series Desires Record Series Desires Record Series Desires Record Series Desires Record Series Desires Record Series Record Series Desires Record Series R	Police Department	,				
Home Security and Alarm Records 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 Residential and commercial alarms 7. Record Series Format(s) List at a substance of the series of the serie		IES: A group of related rec	ords normally filed and used as a ur	nit for referen		
8. 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 Residential and commercial alarms 7. Record Series Permet(s) List at at a commercial districts List at State Microfile Alphabetical Number						
Records of Residential and commercial alarms	Home Security and Alarm Re	ecords .			2604 to 2016	
Legal Size Computer Tape Flap Drower(s) Microfilm Audio Tape Flap Drower(s) Microfilm Real(s) Computer Tape Flap Drower(s) Microfilm Real(s) Computer Tape(s) Other (spacify) Other (spa	-		of information/documents/forms fou	nd in the seri	es. Include the purpose or function of the series.)	
Lugal Size Computer Tape Alphabetical Nuribber Rile Drower(s) Microfilm Real(s) Computer Tape Floopy Disk Chronological Computer Tape(s) Microfilm Real(s) Computer Tape(s) Other (spacify), Unknown Quantity,	7. Record Saries Format/s) List all	· · · · · · · · · · · · · · · · · · ·	8. Record Series Sequence		9. Volume	
Legal Size Computer Tape	# *		·			
Audio Tape Flappy Diak Chronological Computer Tape(s) Comput					_	
Audio Tape Flappy Disk Chronological Computer Tape(s) Chher (specify)_Unknown Quantity	Legal Size Computer Tag	lė	Numerical		l -	
Bound Book Video Tape Geographical 10. Annual Accumulation Number 10. Annual Accumulation Number Filia Drawer(e) Miscottin Real(s) Computer Tape(e) Other (specify) Unknown Quantity Vear(s) Other (specify) Unknown Quantity Vear(s) Other (specify) Unknown Quantity Vear(s) Vear(. ☐ Audio Tana ☐ Floory Disk		☐ Chronological		t = .	
Other (specify)						
Other (specify) Other (specify)	Bound Book Video Tape		Geographical ·		16 Appual Appumulation	
File Drawer(s)	Other (specify)		Other (specify)			
			•		Number	
Computer Tape(s) Other (specify) Unknown Quantity					, 	
Cither (specify)_Unknown Quantity						
11. File is Used Daily Weekly Monthly Annually						
Number Month(s) Year(s)				•	Uniter (specify)_Unitrown Quantity	
13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office	11. File is Used			12, Fite E	secomes Inactive After	
Records are maintained by the Community Relations Unit 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes	[™] Daily	☐ Monthly ☐.Annually			☐ Month(s) ☐ Yeạṛ(s)	
		•		KI .	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)	
Annotated Code of Maryland, General Provisions Article ("GP"), §4-339 17. Is an Index System used? If yes, explain briefly and describe requirements Yes	15. Access Restrictions (If Yes, cite L	aw(s) & Regulation(s)		16: Audit Requirements		
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☐ No Records are indexed according to address 19. Name and Title of Preparer Christine Ryder, Records Manager Telephone Number 410-222-	⊠ Yes □ No					
Records are indexed according to address 19. Name and Title of Preparer Christine Ryder, Records Manager Telephone Number 410-222-	Annotated Code of Maryland, General Provisions Article ("GP"), §4-339		None			
Records are indexed according to address 19. Name and Title of Preparer Christine Ryder, Records Manager Telephone Number 410-222-			18., Re	ecommended Retention		
19. Name and Title of Preparer Christine Ryder, Records Manager Telephone Number 410-222-	— ·· —		;5 years,			
Christine Ryder, Records Manager Telephone Number 410-222-				20.	. 21, Date	
Number 410-222-				Telephor		
410-222-				Number	-	
				•		
MA//				8977		
DGS 550-4 (Rev. 1/83)	<u></u>			79,,	<u></u>	

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Instructions -Type or Print	DÉDÁRT	MENT OF GENERAL SERVICES		AGENCY RECORDS INVENTORY		
a separate form for each	RECORDS MANAGEMENT DIVISION					
new or revised record				PAGE 45 OF 347		
		Waterloo Road, P.O. Box 275		PAGEOF		
series. Forward with		lessup, Maryland 20794 410-799-1830				
Records Retention		410 100 1000				
Schedule (DGS 550-1)						
1. Department/Agency	2. Division			3, Unit		
Anne Arundel County						
Police Department						
DEFINITION: RECORD SER	RIES: A group of related rec	cords normally filed and used as a uni	for referen	ce as well as retention and disposition purposes.		
4. Record Series Title				5. Earliest Year/Latest Year		
Vehicle Inventory Records				2008 to 2016		
				· .		
6. Record Series Description	(Briefly describe the types	of information/documents/forms foun	d în the seri	es. Include the purpose or function of the series.)		
Dogordo portainina to invidad	nga nt n tauuna l aa naimaal mal	, hiola:				
Records pertaining to invent	ury or a towed or seized Ver	INGE,				
. '						
7. Record Series Format(s) List all	,	8. Record Series Sequence		9. Volume		
		l <u> </u>				
□ Microfilm		☐ Vibyapericai		Number		
Legal Size Computer Tap	xa.	Mumerical		File Drawer(s)		
□ Audio Zono □ Stanou Nok		Chronological	☐ Microfilm Reel(s) .☐ Computer Tape(s)			
Audio Tape	i			Computer Tape(s) Other (specify)_Unknown Quantity		
🔲 Bound Book 🔲 Video Tape		Géographical				
—			•	10. Annual Accumulation		
Other (specify)	•	Other (specify)		Number		
•				(ARIIME).		
				File Drawer(s)		
•				Microfilm Resi(s)		
				Computer Tape(s) Other (specify)_Unknown Quantity		
		, , , , , , , , , , , , , , , , , , ,				
11. File is Used			12. File (lecomes inactive After		
☑ Daily ☐ Weekly	☐ Monthly ☐ Annúally		Number	_ ☐ Month(s) ☐ Year(s)		
_ _ .			N/A			
13. Current Location(s) (Bidg., Fig	por, Room)		14; Is Re	cord Series Duplicated Elsewhere? (If yes, specify agency or office.)		
Records are maintained by the compo		sed	ים 📗	•		
15' Annae Castinham (Il Van cital quiet & Camilliania)			16. Audit Requirements			
15: Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes: ☑ No		14. Valen Lediniculare				
_ _		⊠ ∧	one State Federal Independent			
47 bias ladar Santan mad Husa ambi babar aid dan Santania			<u> </u>			
17. Is an Index System used? If yes, explain briefly and describe requirements ☑ Yes ☐ No			#	commended Retention		
Records are indexed according to nur	merical case number		5.years			
19. Name and Title of Prepar			20.	21, Date		
Christine Ryder, Records Ma			Telephor	e April 7, 2016		
· · · · · · · · · · · · · · · · · · ·	-		Number			
			410-222-			
	•		8977			
			l 33			

DGS 650-4 (Rev. 1/93)

INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED ELECTRONIC RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1) COMAR 14.18.02	RECORDS MAI 7275 WATERLOO JESSUP, M	F GENERAL SERVICES NAGEMENT DIVISION O ROAD, P.O. BOX 275 IARYLAND 20794 I) 799-1930	Page					
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT					
Anne Arundel County Police Department								
	elated records stored e	electronically and used as	unit for reference as well as retention					
4 ELECTRONIC RECORD SERIES TITLE Tag Reader Records	:		5 EARLIEST YEAR/LATEST YEAR					
			<u>Zolu</u> TO 2014					
6 INPUT - Identify source of information to System captures data from the license plat contact with.	es it comes in C		l use/s of information generated by system motor vehicle and National Crime) databases.					
8 ELECTRONIC RECORD SERIES DESC		describe the information ned in a series. Include	n/documents/forms purpose and function of the system.					
Vehicle, registered owner and location data databases.	is checked against	motor vehicle and Nation	nal Crime Information Center (NCIC)					
9 POLICY ON ACCESS AND USE - Exp	lain or attach conv if	established in writing						
Data used for law enforcement purposes or		outplicated in which g.						
10 UPDATING CYCLES OR CONDITIONS	AND RULES FOR	REVISING INFORMATI	ON IN THE SYSTEM					
Data held for 65 days only then deleted from	n dotabase							
Data field for 65 days only then deleted hol	ii dalapase.							
11 SPECIFY THE LOCATION AND MEDIA								
ensure the record's retention and usabi	ity throughout the re	cord's authorized life cy	<u>zie.</u>					
Database and system operations administe	red by Information T	echnology as well as lav	v enforcement personnel.					
		,						
12 RECOMMENDED RETENTION 65 days			· · · · · · · · · · · · · · · · · · ·					
13 TYPED OR PRINTED NAME OF	14 TELEPHONE	NUMBER	15 DATE					
PREPARER	410-222-8977		April 8, 2016					
	1							
Christine Ryder	1	16 TITLE OF PREPARER Custodian of Records						
16 TITLE OF PREPARER	<u> </u>							
16 TITLE OF PREPARER								

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INSTRUCTIONS - TYPE OR PRINT A SEPARATE FORM FOR EACH NEW/REVISED	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		ELECTRONIC RECORDS INVENTORY	
ELECTRONIC RECORD SERIES. FORWARD WITH	7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794		Page 47 of 47	
RECORDS RETENTION SCHEDULE (DGS 550-1)	(4	10) 799-1930	Page	
COMAR 14.18.02				
1 DEPARTMENT/AGENCY	2 DIVISION		3 UNIT	
Anne Arundel County Police Department			(
DEFINITION - Record Series - A group of relation and disposition		d electronically and used as a	unit for reference as well as retention	
4 ELECTRONIC RECORD SERIES TITLE Police Officer Recordings			5 EARLIEST YEAR/LATEST YEAR	
Tonob Cinobi Nedoralings			2316 TO 2014	
6 INPUT - Identify source of information to I System captures video of police activity when initiated.			ise/s of information generated by system notor vehicle and National Crime) databases.	
8 ELECTRONIC RECORD SERIES DESCR		ly describe the information ained in a series. Include p	/documents/forms ourpose and function of the system.	
Police activity is captured from vehicle dashboresponding to police calls for service.	oard camera who	en recording is engaged by	officer. Used to document actions while	
	•			
9 POLICY ON ACCESS AND USE - Explai	n or attach copy	if established in writing.		
Data used for law enforcement purposes only	<i>.</i> .			
10 UPDATING CYCLES OR CONDITIONS	AND RULES FO	R REVISING INFORMATION	ON IN THE SYSTEM	
Records held for 366 days then destroyed.		,	•	
•	•			
11 SPECIFY THE LOCATION AND MEDIA (ensure the record's retention and usability				
Database and system operations administere	d by Information	Technology as well as law	enforcement personnel.	
12 RECOMMENDED RETENTION 366 days	•			
13 TYPED OR PRINTED NAME OF PREPARER Christine Ryder	14 TELEPHOI 410-222-8977	NE NUMBER	15 DATE April 8, 2016	
16 TITLE OF PREPARER	<u> </u>			
Custodian of Records		·		
DGS 550-6 (rev. 10/12)				