



OFFICE OF CENTRAL SERVICES

Records Management Division

Schedule No.

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 | <u>Police Reports</u> Incident and accident reports, including supplemental reports, filed by case number. Reports document incidents initiated by citizen or officer complaints. | Retain 25 years then destroy. |
| 2 | <u>Photographic Images</u> Photos taken as evidence by department officers or crime scene technicians and filed by case number. | Retain 80 years then destroy. |
| 3 | <u>Detective/Investigative Files</u> Original notes, statements, rights forms, <i>polygraph records</i> , and other documents compiled during an investigation. | Retain 80 years then destroy. |
| 4 | <u>Laboratory Analysis Forms and Chemist Notes</u> Form submitted with suspected drug(s) for analysis including chain of custody and results of analysis. Notes and observations of chemist made during analysis of suspected <i>drug(s) and forensic biology specimens</i> . | Retain 80 years then destroy. |
| 5 | <u>Crime Scene Case Files, Notes and Chain of Custody Forms</u> Each case processed by Crime Scene Technicians, Crime Lab, <i>Property Management, and Digital Forensics Lab</i> is documented with a case file. This file contains original and subsequent notes, a report, chain of custody forms, and other relevant information. | Retain 80 years then destroy. |

Schedule Approved by Agency or Division Representative

1/22/16

Date

Signature

Schedule Approved by Records Management Officer

[Redacted Signature]

Date

Signature

Approved for Form and Legal Sufficiency
Anne Arundel County, Maryland Office of Law

1/27/2016

Date

Signature

Schedule Approved by
Chief Administrative Officer

[Redacted Signature]

Date

Signature

Schedule Approved by
State Archivist

7-25-16

Date

Signature

[Signature]



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**RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

AGENCY:

Police Department

DIVISION:

| Item No. | Description | Retention |
|----------|--|---|
| 6 | <u>Latent Prints</u> Latent prints that are recovered at crime scenes by department officers or crime scene technicians and filed by case number. | <i>Retain 80 years then destroy.</i> |
| 7 | <u>Recovered Property Forms</u> All forms used to list and document recovered property and evidence. | <i>Retain 80 years then destroy.</i> |
| 8 | <u>Abandoned Auto Files</u> Documentation of disposal of abandoned automobiles. | Retain 25 years then destroy. |
| 9 | <u>Narcotics Ledgers</u> Narcotics cases including suspect information. | <i>Retain 80 years then destroy.</i> |
| 10 | <u>Narcotics Expense Statements</u> Records of <i>Controlled Dangerous Substance (CDS)</i> 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, <i>gang activity, suspicious activity reports</i> , criminal histories, alias and nickname files, extradition files, intelligence files, statistical files. | <i>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 activity.</i> |
| 14 | <u>Adult Criminal History Record Information</u> Microfilm files of persons arrested prior to 1984. Computer files of persons arrested since 1984. Records of arrest and disposition. | <i>Retain 80 years then destroy.</i> |
| 15 | <u>Juvenile Criminal History Record Information</u> 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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**RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

AGENCY:

Police Department

DIVISION:

| Item No. | Description | Retention |
|----------|---|---|
| 16 | <u>Mug Shots</u> Mug shots are kept for all persons arrested by the department. Applicant mug shots are also kept in a separate file. | <i>Retain 80 years then destroy.</i> |
| 17 | <u>Fingerprint/Palm Print Records</u> All persons arrested by the department for misdemeanors and felonies have their fingerprint impressions recorded. Certain persons also have their palm print impressions recorded. | <i>Retain 80 years then destroy.</i> |
| 18 | <u>Slap Card File</u> Each <i>applicant and</i> person arrested by the department <i>prior to implementation of electronic fingerprinting</i> has a <i>Slap Card</i> . This is a 4 x 6 card with <i>four finger simultaneous plain impressions</i> . On the reverse side is a brief description of the charge. | <i>Retain 80 years then destroy.</i> |
| 19 | <u>Printed Training Manuals</u> 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 | <u>Recruit Class Records</u> Records of recruit classes. | Retain 40 years then destroy. |
| 22 | <u>In-Service Training Records</u> 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. | <i>Retain 30 years from last year of service then destroy.</i> |
| 24 | <u>Applicant Background Files</u> Files on applicants processed but not hired. | Retain 5 years then destroy. |



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**RECORDS RETENTION AND DISPOSAL SCHEDULE
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AGENCY:

Police Department

DIVISION:

| Item No. | Description | Retention |
|----------|--|--|
| 25 | <u>Overtime Slips</u> Record of overtime worked. | Retain 3 years then destroy. |
| 26 | <u>Absentee Record Card</u> 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. | <i>Retain 30 years from last year of service then destroy.</i> |
| 28 | <u>Reserve Officer and Volunteers in Police (VIP) Files</u> Records of Reserve Officers and Volunteers in Police Service. | <i>Retain 30 years from last year of service then destroy.</i> |
| 29 | <u>State Citation and Ticket Book Logs</u> Copies of State of Maryland Uniform Citations and records of ticket books logged out to officers. | Retain 5 years then destroy. |
| 30 | <u>DR-15 Forms and DR-15 Logs (Driver Advice of Rights)</u> Copies of form DR-15 issued during arrest for <i>driving while intoxicated (DWI)</i> or <i>driving under the influence (DUI)</i> 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 | <u>Non-Moving Citation File and Log</u> 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 | <u>Warnings</u> Data entered for statistical purposes only. | Destroy after data is entered into computer. Retain electronic record for 3 years then destroy. |
| 34 | <u>Repair Orders</u> Data entered for statistical purposes only. | Originals mailed to Motor Vehicle Administration. Retain electronic record for 3 years then destroy. |



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**RECORDS RETENTION AND DISPOSAL SCHEDULE
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AGENCY:

Police Department

DIVISION:

| Item No. | Description | Retention |
|----------|---|--|
| 35 | <u>Prisoner Initial Entry Form and Personal Property Inventory</u> Form completed at district station for each arrest. | Retain 4 years then destroy. |
| 36 | <u>Cell Block Log</u> Log of prisoners incarcerated and released. | Retain 4 years then destroy. |
| 37 | <u>Juvenile Arrest/Detention Log</u> 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, <i>whichever occurs sooner</i> , then destroy. |
| 39 | <u>Cash Receipt and Journal Reports</u> Reports of cash receipts for <i>records</i> provided to the public and from payment of non-moving violations <i>including records of audit</i> . | Retain 3 years then destroy. |
| 40 | <u>Statistics</u> Monthly, quarterly and annual reports used for UCR (Uniform Crime Reports) and departmental activity reporting. | Retain 5 years then destroy. |
| 41 | <u>Receipt Copies of Pawn Transactions</u> Copies of receipts for pawned items forwarded from pawnshops as required by law. | Retain 5 years then destroy. |
| 42 | <u>Computer Aided Dispatch (CAD) 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 | <u>Copies of Phone Bills</u> 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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**RECORDS RETENTION AND DISPOSAL SCHEDULE
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AGENCY:

Police Department

DIVISION:

| Item No. | Description | Retention |
|----------|--|--|
| 46 | <u>Equipment Service Logs</u> Logs of equipment and communication line problems and significant CAD events. | Retain 2 years then destroy. |
| 47 | <u>Accountability Sheets</u> Records of personal accountability for department equipment. | Retain until item is returned, destroyed or otherwise out-of-service then destroy. |
| 48 | <u>Radar Calibration Certificates</u> Copies of calibration certificates. | Retain 10 years then destroy. |
| 49 | <u>Booking Activity Report</u> The <i>Booking Activity Report</i> 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 | <u>Vehicle, Vessel, and Aircraft Files (Departmental)</u> Vehicle accident reports (county long form), information pertaining to confiscated vehicles, list of departmental vehicles. | Retain 4 years then destroy. |
| 54 | <u>Cash Receipts</u> 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 | <u>Written Directives and Accountability Sheets</u> General Orders, Special Orders, memoranda, and associated accountability sheets. | Retain permanently; transfer to State Archives every 3 years. |



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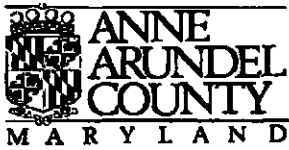
**RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

AGENCY:

Police Department

DIVISION:

| Item No. | Description | Retention |
|----------|--|---|
| 56 | <u>Records of Inspections</u> Records of routine inspections of facilities, <i>vehicles, vessels, aircraft</i> 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 | <u>Petty Cash Transactions</u> Records of petty cash (under \$25) purchases. | Retain 3 years then destroy. |
| 59 | <u>Suspect, Modus Operandi, Crime Analysis Files</u> These are files compiled to assist in the investigation of cases or pattern crimes, <i>including Field Interrogation Reports (FIR)</i> . | <i>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.</i> |
| 60 | <u>Correspondence</u> General Correspondence, both interoffice and letterhead, in personal and department files. | Retain 4 years then destroy. |
| 61 | <u>Officer Uniform/Equipment Files</u> 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 | <u>Maryland Interagency Law Enforcement System (MILES) Query Logs</u> <i>Logs of personnel activity accessing MILES database</i> | <i>Retain 3 years then destroy.</i> |
| 65 | <u>Fingerprint Records</u> <i>Court ordered printing records and applicant logs</i> | <i>Retain 4 years then destroy.</i> |
| 66 | <u>DNA Collection Logs</u> <i>Logs of DNA collection by Booking Officers</i> | <i>Retain 4 years then destroy.</i> |



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AGENCY:

Police Department

DIVISION:

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



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**RECORDS RETENTION AND DISPOSAL SCHEDULE
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AGENCY:

Police Department

DIVISION:

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



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**RECORDS RETENTION AND DISPOSAL SCHEDULE
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AGENCY:

Police Department

DIVISION:

| Item No. | Description | Retention |
|----------|--|--|
| 85 | <u>Search Warrant Records</u> <i>Includes consent to search without a warrant</i> | <i>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 3 years.</i> |
| 86 | <u>Ride-a-Long Records</u> <i>Includes request forms and waiver of claims</i> | <i>Retain 4 years then destroy.</i> |
| 87 | <u>Release Without Charges Records</u> <i>Documentation of persons released from custody without criminal charges.</i> | <i>Retain 80 years from date of birth or until proof of subject's death, whichever occurs sooner, then destroy.</i> |
| 88 | <u>Vehicular Pursuit Report</u> <i>Report of police vehicular pursuit</i> | <i>Retain 25 years then destroy.</i> |
| 89 | <u>Use of Force Report</u> <i>Documentation of police use of force</i> | <i>Retain 25 years then destroy.</i> |
| 90 | <u>Home Security and Alarm Records</u> <i>Records of residential and commercial alarms</i> | <i>Retain 5 years then destroy.</i> |
| 91 | <u>Vehicle Inventory Records</u> <i>Records pertaining to inventory of a towed or seized vehicle</i> | <i>Retain 5 years then destroy.</i> |
| 92 | <u>Tag Reader Records</u> <i>Data obtained from license plate readers</i> | <i>Retain 65 days then delete.</i> |
| 93 | <u>Police Officer Recordings</u> <i>All video recordings of police officer activity whether from body or vehicle</i> | <i>Retain for 366 days then destroy.</i> |

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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.

| | | |
|--|--|---|
| <p>Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p> | <p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930</p> | <p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>47</u></p> |
| <p>1. Department/Agency Anne Arundel County Police Department</p> | <p>2. Division</p> | <p>3. Unit</p> |
| <p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p> | | |
| <p>4. Record Series Title Photographic Images</p> | <p>5. Earliest Year/Latest Year <u>1980 to 2016</u></p> | |
| <p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Photos taken as evidence by department officers or crime scene technicians and filed by case number.</p> | | |
| <p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>35 mm, CO, and electronic file (jpeg)</u></p> | <p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p> | <p>9. Volume Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) <u>Unknown Quantity</u></p> <hr/> <p>10. Annual Accumulation Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) <u>Unknown Quantity</u></p> |
| <p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> | <p>12. File Becomes Inactive After</p> <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>N/A</p> | |
| <p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>35 mm and photo CDs are on site at police headquarters or in off-site storage. Electronically stored photos taken after November 2011 are saved within the police report in the field reporting system as part of the police report.</p> | <p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> | |
| <p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> | <p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p> | |
| <p>17. Is an Index System used? (If yes, explain briefly and describe requirements)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>35 mm and photo CDs are filed numerically by year. Electronically stored photos taken after November 2011 are saved within the police report in the field reporting system as part of the police report.</p> | <p>18. Recommended Retention</p> <p>80 years</p> | |
| <p>19. Name and Title of Preparer</p> <p>Christine Ryder, Records Manager</p> | <p>20. Telephone Number</p> <p>410-222-8977</p> | <p>21. Date</p> <p>April 6, 2016</p> |

| | | |
|--|--|--|
| Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930 | AGENCY RECORDS INVENTORY PAGE <u>2</u> OF <u>47</u> |
| 1. Department/Agency Anne Arundel County Police Department | 2. Division | 3. Unit |
| 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 Detective/Investigative Files | 5. Earliest Year/Latest Year <u>1957</u> to <u>2016</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.) Original notes, statements, rights forms, polygraph records, and other documents compiled during an investigation. | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input checked="" type="checkbox"/> Microfilm <input checked="" type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Audio Tape <input checked="" type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>varies based on content collected</u> | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | 9. Volume Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Unknown Quantity</u> 10. Annual Accumulation Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Unknown Quantity</u> |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | 12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | |
| 13. Current Location(s) (Bldg., Floor, Room) Recent/current cases are on site of applicable detective unit location. Others are archived in off-site storage | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Law and restrictions apply based on report type and contents of file which may vary (open investigations, confidential sources, child abuse, etc.). | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Records submitted to be included in the field reporting system are indexed numerically and by year. On site case files are indexed by case number and/or name. | 18. Recommended Retention. 80 years | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | 20. Telephone Number 410-222-8977 | 21. Date April 6, 2016 |

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| 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 410-789-1830 | | AGENCY RECORDS INVENTORY PAGE <u>3</u> OF <u>47</u> | |
| 1. Department/Agency Anne Arundel County Police Department | | 2. Division | | 3. Unit | |
| 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 Laboratory Analysis Forms and Chemist Notes | | | | 5. Earliest Year/Latest Year <u>1973</u> to <u>2016</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.) Form submitted with suspected drug(s) for analysis including chain of custody and results of analysis. Notes and observations of chemist made during analysis of suspected drug(s) and forensic biology specimens. | | | | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ | | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | | 9. Volume Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tapes(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ | |
| | | 10. Annual Accumulation Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tapes(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ | | | |
| 11. File Is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | | 12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | | |
| 13. Current Location(s) (Bldg., Floor, Room) Recent/current cases are on site of laboratory. Others are archived in off-site storage | | | 14. Is Record Series Duplicated Elsewhere? (if yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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. | | | 18. Recommended Retention 80 years | | |
| 19. Name and Title of Preparer: Christine Ryder, Records Manager | | 20. Telephone Number 410-222-8977 | | 21. Date April 6, 2016 | |

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| Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 | AGENCY RECORDS INVENTORY PAGE <u>4</u> OF <u>47</u> |
| 1. Department/Agency Anne Arundel County Police Department | 2. Division | 3. Unit |
| 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 Crime Scene Case Files, Notes and Chain of Custody Forms | 5. Earliest Year/Latest Year <u>1970 to 2016</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.) Each case processed by Crime Scene Technicians, Crime Lab, Property Management, and Digital Forensics Lab is documented with a case file. This file contains original and subsequent notes, a report, chain of custody forms, and other relevant information. | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | 9. Volume Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ 10. Annual Accumulation Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | 12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | |
| 13. Current Location(s) (Bldg., Floor, Room) Recent/current cases are on site of Property Management and Evidence Collection Units. Others are archived in off-site storage | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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. | 18. Recommended Retention 80 years | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | 20. Telephone Number 410-222-8977 | 21. Date April 6, 2016 |

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| <p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p> | <p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1830</p> | <p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>5</u> OF <u>47</u></p> |
| 1. Department/Agency Anne Arundel County Police Department | 2. Division | 3. Unit |
| <p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p> | | |
| 4. Record Series Title Latent Prints | | 5. Earliest Year/Latest Year <u>1970</u> to <u>2016</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.) Latent prints that are recovered at crime scenes by department officers or crime scene technicians and filed by case number. | | |
| <p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) <u>prints vary by collection type</u></p> | <p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p> | <p>9. Volume</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) <u>Unknown Quantity</u></p> <hr/> <p>10. Annual Accumulation</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) <u>Unknown Quantity</u></p> |
| 11. File is Used | | 12. File Becomes Inactive After |
| <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A |
| 13. Current Location(s) (Bldg., Floor, Room) Recent/current cases are on site of the Evidence Collection Unit. Others are archived in off-site storage | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Records are filed by case number. On site and archived case files are indexed by case number and/or name. | | 18. Recommended Retention 80 years |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | 20. Telephone Number 410-222-8977 | 21. Date April 6, 2016 |

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| 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 | AGENCY RECORDS INVENTORY PAGE <u>6</u> OF <u>47</u> |
| 1. Department/Agency Anne Arundel County Police Department | 2. Division | 3. Unit |
| 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 Recovered Property Forms | 5. Earliest Year/Latest Year <u>1980</u> to <u>2016</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.) All forms used to list and document recovered property and evidence. | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | 9. Volume Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____Unknown Quantity _____ 10. Annual Accumulation Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____Unknown Quantity _____ |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | 12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | |
| 13. Current Location(s) (Bldg., Floor, Room) Recent/current cases are on site of the Property Management Unit. Others are archived in off-site storage. | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some forms scanned and attached to police report in the field reporting system. | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Records are indexed by case number which are numeric and by year. | 18. Recommended Retention 80 years | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | 20. Telephone Number 410-222-8977 | 21. Date April 6, 2016 |

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| Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1830 | AGENCY RECORDS INVENTORY PAGE <u>7</u> OF <u>47</u> |
| 1. Department/Agency Anne Arundel County Police Department | 2. Division | 3. Unit |
| 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 Narcotics Ledgers | 5. Earliest Year/Latest Year <u>1986 to 2016</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.) Narcotics cases including suspect information. | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input checked="" type="checkbox"/> Computer Tape <input checked="" type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input checked="" type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) records vary depending on file contents | 8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) | 9. Volume Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity 10. Annual Accumulation Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity |
| 11. File Is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | 12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | |
| 13. Current Location(s) (Bldg., Floor, Room) Recent/current cases are on site of the Narcotics and Special Investigations Units. Others are archived in off-site storage. | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Restrictions vary based on content of record (open investigation, confidential sources, etc.) | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Records are indexed by case number which are numeric and by year. | 18. Recommended Retention 80 years | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | 20. Telephone Number 410-222-8977 | 21. Date April 6, 2016 |

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| <p>Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1).</p> | <p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-795-1930</p> | <p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>8</u> OF <u>47</u></p> |
| <p>1. Department/Agency Anne Arundel County Police Department</p> | <p>2. Division</p> | <p>3. Unit</p> |
| <p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p> | | |
| <p>4. Record Series Title Narcotics Expense Statements</p> | <p>5. Earliest Year/Latest Year <u>1973</u> to <u>2016</u></p> | |
| <p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Records of Controlled Dangerous Substance (CDS) purchases, informant payments and investigative expenses.</p> | | |
| <p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p> | <p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p> | <p>9. Volume</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) Unknown Quantity _____</p> <p>10. Annual Accumulation</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) Unknown Quantity _____</p> |
| <p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> | <p>12. File Becomes Inactive After</p> <p>Number _____</p> <p>N/A <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> | |
| <p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Records are filed by month and year. When on-site storage is exhausted, records are archived in off-site storage.</p> | <p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> | |
| <p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Restricted based confidential sources.</p> | <p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p> | |
| <p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Records are indexed by month and year.</p> | <p>18. Recommended Retention</p> <p>25 years</p> | |
| <p>19. Name and Title of Preparer Christine Ryder, Records Manager</p> | <p>20. Telephone Number 410-222-8977</p> | <p>21. Date April 6, 2016</p> |

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|---|---|---|
| <p>Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p> | <p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930</p> | <p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>9</u> OF <u>47</u></p> |
| 1. Department/Agency Annie Arundel County Police Department | 2. Division | 3. Unit |
| <p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference, as well as retention and disposition purposes.</p> | | |
| 4. Record Series Title Criminal Intelligence Files | | 5. Earliest Year/Latest Year <u>2013 to 2016</u> |
| <p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>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.</p> | | |
| <p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Sound Book <input type="checkbox"/> Video Tape</p> <p><input checked="" type="checkbox"/> Other (specify) records may vary based on collected material media</p> | <p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p> | <p>9. Volume</p> <p>_____</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) Unknown Quantity _____</p> <p>10. Annual Accumulation</p> <p>_____</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) Unknown Quantity _____</p> |
| <p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> | | <p>12. File Becomes Inactive After</p> <p>_____</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>N/A</p> |
| <p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Current/open investigations are on site of the Intelligence Unit.</p> | | <p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> |
| <p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Restricted based on open investigation and confidential sources.</p> | | <p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p> |
| <p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Records are indexed case number which is numeric and by year. Other files are stored alphabetically by name.</p> | | <p>18. Recommended Retention</p> <p>Retain 5 years or until annual review deems record unjustified due to lack of criminal activity, whichever occurs sooner. Retention may exceed 5 years with continued criminal activity.</p> |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | 20. Telephone Number 410-222-8977 | 21. Date April 6, 2016 |

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| <p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p> | <p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1830</p> | <p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>10</u> OF <u>47</u></p> |
| 1. Department/Agency Anne Arundel County Police Department | 2. Division | 3. Unit |
| <p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p> | | |
| 4. Record Series Title Mug Shots | 5. Earliest Year/Latest Year <u>1945 to 2016</u> | |
| <p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Mug shots are kept for all persons arrested by the department. Applicant mug shots are also kept in a separate file.</p> | | |
| 7. Record Series Format(s) List all | 8. Record Series Sequence | 9. Volume |
| <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>35 mm and jpeg</u> | <input checked="" type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Unknown Quantity</u> _____ |
| | | 10. Annual Accumulation |
| | | _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Unknown Quantity</u> _____ |
| 11. File is Used | 12. File Becomes Inactive After | |
| <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | |
| 13. Current Location(s) (Bldg., Floor, Room) 35 mm film is archived off-site. Electronic photos are stored jpegs in the photo management system. | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | |
| 17. Is an index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Records are indexed alphabetically by name and in photo management system also indexed and searchable by master name index number (MNI) assigned locally. | 18. Recommended Retention 80 years | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | 20. Telephone Number 410-222-8977 | 21. Date April 6, 2016 |

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| 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 | AGENCY RECORDS INVENTORY PAGE <u>11</u> OF <u>47</u> |
| 1. Department/Agency Anne Arundel County Police Department | 2. Division | 3. Unit |
| 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 Fingerprint/Palm Print Records | 5. Earliest Year/Latest Year <u>1934 to 2014</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.) All persons arrested by the department for misdemeanors and felonies have their fingerprint impressions recorded. Certain persons also have their palm print impressions recorded. | | |
| 7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tapes <input checked="" type="checkbox"/> Other (specify) <u>fingerprint cards</u> | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | 9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Unknown Quantity</u> _____ 10. Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Unknown Quantity</u> _____ |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | 12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | |
| 13. Current Location(s) (Bldg., Floor, Room) Cards are stored on site of the Evidence Collection Unit | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Electronic Images of the fingerprints are saved to an archive server. | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Records are indexed and searchable by master name index number (MNI) assigned locally. | 18. Recommended Retention 80 years | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | 20. Telephone Number 410-222-8977 | 21. Date April 6, 2016 |

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|---|---|--|
| 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 410-788-1830 | AGENCY RECORDS INVENTORY PAGE <u>12</u> OF <u>47</u> |
| 1. Department/Agency Anne Arundel County Police Department | 2. Division | 3. Unit |
| 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 Slap Card File | 5. Earliest Year/Latest Year <u>1930</u> to <u>2014</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.) 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. | | |
| 7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) <u>fingerprint index card</u> | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | 9. Volume Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Unknown Quantity</u> _____ 10. Annual Accumulation Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Unknown Quantity</u> _____ |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | 12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | |
| 13. Current Location(s) (Bldg., Floor, Room) Cards are stored on site of the Evidence Collection Unit | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Records are indexed and searchable by master name index number (MNI) assigned locally. | 18. Recommended Retention 80 years | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | 20. Telephone Number 410-222-8977 | 21. Date April 6, 2016 |

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| 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 | AGENCY RECORDS INVENTORY PAGE <u>13</u> OF <u>47</u> |
| 1. Department/Agency Anne Arundel County Police Department | 2. Division | 3. Unit |
| 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/Latest Year <u>1979</u> to <u>2014</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.) Local, departmental records of employees of the police department. | | |
| 7. Record Series Format(s): List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) <u>fingerprint index card</u> | 8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | 9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Unknown Quantity</u> _____ 10. Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Unknown Quantity</u> _____ |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | 12. File Becomes Inactive After Number _____ N/A <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) | |
| 13. Current Location(s) (Bldg., Floor, Room) Cards are stored on site of the Personnel Unit. Non-active employee records are archived off-site. | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some file contents are also stored at the County Personnel Office | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some personnel records protected according to various laws and base on requestor. | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Records are indexed and searchable alphabetically by name. | 18. Recommended Retention 30 years | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | 20. Telephone Number 410-222-8977 | 21. Date April 6, 2016 |

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| <p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule. (DGS 550-1)</p> | <p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-798-1830</p> | <p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>14</u> OF <u>47</u></p> |
| 1. Department/Agency Anne Arundel County Police Department | 2. Division | 3. Unit |
| <p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p> | | |
| 4. Record Series Title Crossing Guard Files | | 5. Earliest Year/Latest Year <u>1992 to 2016</u> |
| <p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Personnel and payroll records for all present and former crossing guards.</p> | | |
| <p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tapes</p> <p><input type="checkbox"/> Other (specify) <u>fingerprint index card</u></p> | <p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p> | <p>9. Volume</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) <u>Unknown Quantity</u> _____</p> <hr/> <p>10. Annual Accumulation</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) <u>Unknown Quantity</u> _____</p> |
| 11. File is Used | 12. File Becomes Inactive After | |
| <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | |
| 13. Current Location(s) (Bldg., Floor, Room) | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) | |
| Records are stored on site of the School Safety Unit. Non-active Crossing Guard records are archived off-site. | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some file contents are also stored at the County Personnel Office | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) | 16. Audit Requirements | |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some personnel records protected according to various laws and base on requestor. | <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements | 18. Recommended Retention | |
| <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Records are indexed and searchable alphabetically by name. | Retain 30 years from last year of service then destroy. | |
| 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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|---|---|---|
| <p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p> | <p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1830</p> | <p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>15</u> OF <u>47</u></p> |
| <p>1. Department/Agency Anne Arundel County Police Department</p> | <p>2. Division</p> | <p>3. Unit</p> |
| <p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p> | | |
| <p>4. Record Series Title Reserve Officer and Volunteers in Police (VIP) Files</p> | <p>5. Earliest Year/Latest Year <u>1992 to 2016</u></p> | |
| <p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Records of Reserve Officers and Volunteers in Police Service.</p> | | |
| <p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) <u>fingerprint index card</u></p> | <p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p> | <p>9. Volume</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) <u>Unknown Quantity</u> _____</p> <p>10. Annual Accumulation</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) <u>Unknown Quantity</u> _____</p> |
| <p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> | <p>12. File Becomes Inactive After</p> <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>N/A</p> | |
| <p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Records are stored on site of the Community Relations Section. Non-active Reserve Officers and VIPS records are archived off-site.</p> | <p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Some file contents are also stored at the County Personnel Office</p> | |
| <p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Some personnel records protected according to various laws and base on requestor.</p> | <p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p> | |
| <p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Records are indexed and searchable alphabetically by name.</p> | <p>18. Recommended Retention</p> <p>Retain 30 years from last year of service then destroy.</p> | |
| <p>19. Name and Title of Preparer Christine Ryder, Records Manager</p> | <p>20. Telephone Number 410-222-8977</p> | <p>21. Date April 7, 2016</p> |

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|--|--|--|--|--|--|
| 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 410-789-1830 | | AGENCY RECORDS INVENTORY PAGE <u>16</u> OF <u>167</u> | |
| 1. Department/Agency Anne Arundel County Police Department | | 2. Division | | 3. Unit | |
| 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 DR-15 Forms and DR-15 Logs (Driver Advice of Rights) | | | | 5. Earliest Year/Latest Year <u>1990</u> to <u>2016</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.) 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 <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) fingerprint index card | | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | | 9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ | |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | 12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | | | |
| 13. Current Location(s) (Bldg., Floor, Room) Records are stored on site of the District Station it originates and with the police report. | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> 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)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No The DR-15 forms are index according to assigned case number which is numerically searchable. | | 18. Recommended Retention 5 years | | | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | | 20. Telephone Number 410-222-8977 | | 21. Date April 7, 2016 | |

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| 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 410-789-1830 | AGENCY RECORDS INVENTORY PAGE <u>17</u> OF <u>47</u> |
| 1. Department/Agency Anne Arundel County Police Department | 2. Division | 3. Unit |
| 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 Cash Receipt and Journal Reports | 5. Earliest Year/Latest Year <u>2010</u> to <u>2016</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.) Reports of cash receipts for records provided to the public and from payment of non-moving violations including records of audit. | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) register roll receipts included | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | 9. Volume Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ 10. Annual Accumulation Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | 12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | |
| 13. Current Location(s) (Bldg., Floor, Room) Records are stored on site at Central Records | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 18. Recommended Retention 5 years | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | 20. Telephone Number 410-222-8977 | 21. Date April 7, 2016 |

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| 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 | | AGENCY RECORDS INVENTORY PAGE <u>18</u> OF <u>47</u> | |
| 1. Department/Agency Anne Arundel County Police Department | | 2. Division | | 3. Unit | |
| 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 Suspect, Modus Operandi, Crime Analysis Files | | | | 5. Earliest Year/Latest Year <u>2009 to 2016</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 <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Sound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) Computer systems applications | | 8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input checked="" type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | | 9. Volume _____ Number. <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ | |
| | | 10. Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ | | | |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | | 12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | | |
| 13. Current Location(s) (Bldg., Floor, Room) Records are stored on site at the Crime Analysis Unit and within their computer systems | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input type="checkbox"/> No Computer systems contain data indexed by name and crime type; FIR data indexed numerically by locally assigned FIR numbers as well alphabetically by name | | | 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 Christine Ryder, Records Manager | | 20. Telephone Number 410-222-8977 | | 21. Date April 7, 2016 | |

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| 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 | | AGENCY RECORDS INVENTORY PAGE <u>19</u> OF <u>47</u> | |
| 1. Department/Agency Anne Arundel County Police Department | | 2. Division | | 3. Unit | |
| 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 Fingerprint Records | | | | 5. Earliest Year/Latest Year <u>2010 to 2016</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.) Court ordered printing records and applicant logs. | | | | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Sound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ | | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | | 9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Unknown Quantity _____ | |
| | | | | 10. Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Unknown Quantity _____ | |
| 11. File Is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | | 12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | | |
| 13. Current Location(s) (Bldg., Floor, Room) Log records are maintained in the District Station where they originated. | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 18. Recommended Retention 4 years | | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | | 20. Telephone Number 410-222-8977 | | 21. Date April 7, 2016 | |

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| 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 410-798-1930 | AGENCY RECORDS INVENTORY PAGE <u>20</u> OF <u>47</u> |
| 1. Department/Agency Anne Arundel County Police Department | 2. Division | 3. Unit |
| 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 DNA Collection Logs | 5. Earliest Year/Latest Year <u>2009</u> to <u>2016</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.) Logs of DNA collection by Booking Officers. | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | 9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Unknown Quantity _____ 10: Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Unknown Quantity _____ |
| 11. File Is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | 12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | |
| 13. Current Location(s) (Bldg., Floor, Room) Log records are maintained in the District Station where they originated. | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 18. Recommended Retention. 4 years | |
| 19. Name and Title of Preparer: Christine Ryder, Records Manager | 20. Telephone Number 410-222-8977 | 21. Date April 7, 2016 |

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| Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1830 | | AGENCY RECORDS INVENTORY PAGE <u>27</u> OF <u>47</u> | |
| 1. Department/Agency Anne Arundel County Police Department | | 2. Division | | 3. Unit | |
| 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 Teletype Stolen Property Data Sheets | | | | 5. Earliest Year/Latest Year <u>2012 to 2016</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.) Documentation of stolen property entered into National Crime Information Center (NCIC) | | | | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ | | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | | 9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Unknown Quantity _____ | |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | 12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | | | |
| 13. Current Location(s) (Bldg., Floor, Room) Records are held in the Communications Section Teletype Unit. | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Records are indexed by number assigned from National Crime Information Center (NCIC) | | 18. Recommended Retention 3 years | | | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | | 20. Telephone Number 410-222-8977 | | 21. Date April 7, 2016 | |

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| <p><u>Instructions</u> - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p> | <p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930</p> | <p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>32</u> OF <u>47</u></p> |
| <p>1. Department/Agency Anne Arundel County Police Department</p> | <p>2. Division</p> | <p>3. Unit</p> |
| <p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p> | | |
| <p>4. Record Series Title Late List</p> | <p>5. Earliest Year/Latest Year <u>2014</u> to <u>2016</u></p> | |
| <p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Weekly report to Commanders of reports not sent to Central Records for processing</p> | | |
| <p>7. Record Series Format(s) List all</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) <u>Computer (Excel) file</u></p> | <p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p> | <p>9. Volume</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) <u>Unknown Quantity</u></p> <hr/> <p>10. Annual Accumulation</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) <u>Unknown Quantity</u></p> |
| <p>11. File is Used</p> <p><input type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> | <p>12. File Becomes Inactive After</p> <p>Number _____</p> <p>N/A <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> | |
| <p>13. Current Location(s) (Bldg., Floor, Room) Records are maintained on Records Manager's computer</p> | <p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Records located in sent email records for one year.</p> | |
| <p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> | <p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p> | |
| <p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Records are indexed by date created and disseminated.</p> | <p>18. Recommended Retention</p> <p>1 year</p> | |
| <p>19. Name and Title of Preparer Christine Ryder, Records Manager</p> | <p>20. Telephone Number 410-222-8977</p> | <p>21. Date April 7, 2016</p> |

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| 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 | | AGENCY RECORDS INVENTORY PAGE <u>23</u> OF <u>47</u> | |
| 1. Department/Agency Anne Arundel County Police Department | | 2. Division | | 3. Unit | |
| 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 Court Notice of Collection of Payment | | | | 5. Earliest Year/Latest Year <u>2011</u> to <u>2016</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.) Notification that the court has collected payment on a Civil/Criminal Citation and are forwarding payment to the Anne Arundel County Department of Finance | | | | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ | | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | | 9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ | |
| | | 10. Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ | | | |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | | 12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | | |
| 13. Current Location(s) (Bldg., Floor, Room) Records are maintained in the Management Planning Office | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 18. Recommended Retention 3 years | | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | | 20. Telephone Number 410-222-8977 | | 21. Date April 7, 2016 | |

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| 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 | | AGENCY RECORDS INVENTORY PAGE <u>24</u> OF <u>47</u> | |
| 1. Department/Agency Anne Arundel County Police Department | | 2. Division | | 3. Unit | |
| 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 Bad Check Notices | | | | 5. Earliest Year/Latest Year <u>2010 to 2016</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.) Notice of bad checks received for payments of fines or services from the County Department of Finance | | | | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ | | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | | 9. Volume Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ | |
| | | 10. Annual Accumulation Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ | | | |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | | 12. File Becomes Inactive After Number _____ N/A <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) | | |
| 13. Current Location(s) (Bldg., Floor, Room) Records are maintained in the Central Records Section Office | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 18. Recommended Retention 5 years | | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | | 20. Telephone Number 410-222-8977 | | 21. Date April 7, 2016 | |

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| Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 | AGENCY RECORDS INVENTORY PAGE <u>25</u> OF <u>47</u> |
| 1. Department/Agency Anne Arundel County Police Department | 2. Division | 3. Unit |
| 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 VR119 | 5. Earliest Year/Latest Year <u>2011 to 2016</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.) Receipts issued to citizens when they have paid their outstanding Parking/Redlight fines after their registration has been flagged. | | |
| 7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) <u>Motor Vehicle Administration Receipt book</u> | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | 9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Unknown Quantity</u> 10. Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Unknown Quantity</u> |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | 12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | |
| 13. Current Location(s) (Bldg., Floor, Room) Records are maintained in the Central Records Section Office | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 18. Recommended Retention 3 years | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | 20. Telephone Number 410-222-8977 | 21. Date April 7, 2016 |

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| 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 410-789-1830 | AGENCY RECORDS INVENTORY PAGE <u>26</u> OF <u>47</u> |
| 1. Department/Agency Anne Arundel County Police Department | 2. Division | 3. Unit |
| 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 Court Dispositions | 5. Earliest Year/Latest Year <u>2011</u> to <u>2016</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.) Dispositions from the courts on Parking Citatlons sent to them for hearing | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | 9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ 10. Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | 12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | |
| 13. Current Location(s) (Bldg., Floor, Room) Records are maintained in the Central Records Section Office | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 18. Recommended Retention 3 years | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | 20. Telephone Number 410-222-8977 | 21. Date April 7, 2016 |

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| 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 410-789-1830 | | AGENCY RECORDS INVENTORY PAGE <u>27</u> OF <u>47</u> | |
| 1. Department/Agency Anne Arundel County Police Department | | 2. Division | | 3. Unit | |
| 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 Court Transmittals | | | | 5. Earliest Year/Latest Year <u>2010</u> to <u>2016</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.) Departmental transmissions of Parking/State/Civil Citations to the courts. | | | | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ | | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | | 9. Volume Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ | |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | 12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | | | |
| 13. Current Location(s) (Bldg., Floor, Room) Records are maintained in the Central Records Section Office | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 18. Recommended Retention 5 years | | | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | | 20. Telephone Number 410-222-8977 | | 21. Date April 7, 2016 | |

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| 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 | | AGENCY RECORDS INVENTORY PAGE <u>28</u> OF <u>47</u> | |
| 1. Department/Agency Anne Arundel County Police Department | | 2. Division | | 3. Unit | |
| 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 School Notifications | | | | 5. Earliest Year/Latest Year <u>2011</u> to <u>2016</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.) Notification to School attended by a student involved in certain COMAR mandated crimes and misdemeanors. | | | | | |
| 7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ Computer (Excel) system _____ | | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | | 9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Unknown Quantity _____ 10. Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Unknown Quantity _____ | |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | | 12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | | |
| 13. Current Location(s) (Bldg., Floor, Room) Records are maintained in the Central Records Section Computer | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Records retained in sent email for one year | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Courts & Judicial Proceedings Code Annotated, Section 3-8A-27 | | | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 18. Recommended Retention 3 years | | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | | 20. Telephone Number 410-222-8977 | | 21. Date 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) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930 | AGENCY RECORDS INVENTORY PAGE <u>29</u> OF <u>47</u> |
| 1. Department/Agency Anne Arundel County Police Department | 2. Division | 3. Unit |
| 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 Police Facility Surveillance Recordings | 5. Earliest Year/Latest Year <u>2016 to 2016</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.) All video surveillance of police facilities whether external or internal. | | |
| 7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) <u>Computer System recording system</u> | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | 9. Volume Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Unknown Quantity</u> 10. Annual Accumulation Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Unknown Quantity</u> |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | 12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | |
| 13. Current Location(s) (Bldg., Floor, Room) Records are maintained within the current facility recording computer system/application. | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 16. Audit Requirements: <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 18. Recommended Retention 30 days | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | 20. Telephone Number 410-222-8977 | 21. Date 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) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794. 410-799-1930 | AGENCY RECORDS INVENTORY PAGE <u>30</u> OF <u>47</u> |
| 1. Department/Agency Anne Arundel County Police Department. | 2. Division | 3. Unit |
| 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 Video/Audio Recordings of Interrogations | | 5. Earliest Year/Latest Year <u>1976</u> to <u>2016</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.) All video or audio recordings of interrogations made in the course of an investigation. | | |
| 7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) <u>Computer System recording system</u> | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | 9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Unknown Quantity</u> |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | 10. Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Unknown Quantity</u> |
| 12. File Becomes Inactive After Number _____ N/A <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) | | 13. Current Location(s) (Bldg., Floor, Room) Records are maintained within the Investigative Unit where the recording originated or with the case file. |
| 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No. | | 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Laws and restrictions apply based on case type and content of video which may vary (open investigation, confidential sources, child abuse, etc.) |
| 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | | 17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If part of a specific case file, indexed numerically by that case number |
| 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 Christine Ryder, Records Manager |
| 20. Telephone Number 410-222-8977 | | 21. Date April 7, 2016 |

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|---|--|--|---|---|--|
| 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 | | AGENCY RECORDS INVENTORY PAGE <u>31</u> OF <u>47</u> | |
| 1. Department/Agency Anne Arundel County Police Department | | 2. Division | | 3. Unit | |
| 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 SWAT Enforcement Reports | | | | 5. Earliest Year/Latest Year <u>2010</u> to <u>2016</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.) Reports submitted to the state regarding SWAT activity | | | | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Sound Book <input type="checkbox"/> Video Tapes <input type="checkbox"/> Other (specify) _____ | | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | | 9. Volume Number: <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ | |
| | | 10. Annual Accumulation Number: <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ | | | |
| 11. File Is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually | | | 12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | | |
| 13. Current Location(s) (Bldg., Floor, Room) Records are maintained within the Special Operations Section | | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 16. Audit Requirements <input type="checkbox"/> None <input checked="" type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | | 18. Recommended Retention 5 years | | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | | 20. Telephone Number 410-222-8977 | | 21. Date 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) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930 | AGENCY RECORDS INVENTORY PAGE <u>32</u> OF <u>47</u> |
| 1. Department/Agency Anne Arundel County Police Department | 2. Division | 3. Unit |
| 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 Non-Investigative Notes | 5. Earliest Year/Latest Year <u>1980</u> to <u>2016</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.) Notes taken by patrol officers at time of response | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input checked="" type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) <u>Note pad, electronic records</u> | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | 9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) <u>Unknown Quantity</u> |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | 12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | |
| 13. Current Location(s) (Bldg., Floor, Room) Records are maintained by the individual officer | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 18. Recommended Retention <i>Destroy after date is entered into police report.</i> <i>*If notes are reasonably anticipated for litigation, officer should submit notes as police report supplement.</i> | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | 20. Telephone Number 410-222-8977 | 21. Date April 7, 2016 |

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|--|---|---|
| <p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p> | <p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1830</p> | <p>AGENCY RECORDS INVENTORY</p> <p style="font-size: 1.2em;">PAGE <u>33</u> OF <u>47</u></p> |
| <p>1. Department/Agency Anne Arundel County Police Department</p> | <p>2. Division</p> | <p>3. Unit</p> |
| <p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes:</p> | | |
| <p>4. Record Series Title Sex Offender Records</p> | <p>5. Earliest Year/Latest Year <u>1995</u> to <u>2016</u></p> | |
| <p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Includes registration, school notification, and address verification documentation</p> | | |
| <p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input checked="" type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Sound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p> | <p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p> | <p>9. Volume</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) Unknown Quantity _____</p> <hr/> <p>10. Annual Accumulation</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) Unknown Quantity _____</p> |
| <p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> | <p>12. File Becomes Inactive After</p> <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>N/A</p> | |
| <p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Records are maintained by the Sex Offense Unit</p> | <p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Some records are duplicated with the State Sex Offender Registry</p> | |
| <p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> | <p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p> | |
| <p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Records are indexed alphabetically by name</p> | <p>18. Recommended Retention</p> <p>25 years</p> | |
| <p>19. Name and Title of Preparer</p> <p>Christine Ryder, Records Manager</p> | <p>20. Telephone Number</p> <p>410-222-8977</p> | <p>21. Date</p> <p>April 7, 2016</p> |

Instructions - Type or Print a separate form for each new or revised record series.
Forward with Records Retention Schedule (DGS 550-1)

DEPARTMENT OF
GENERAL
SERVICES
RECORDS
MANAGEMENT
DIVISION
7275 Waterloo
Road, P.O. Box 275
Jessup, Maryland
20794
410-789-1930

AGENCY RECORDS INVENTORY

PAGE 34 OF 47

1. Department/Agency
Anne Arundel County Police Department

2. Division

3. Unit

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
Internal Affairs Investigative Files- Sustained

5. Earliest Year/Latest Year
1979 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.)
Includes investigative reports, related correspondence, evidence and transcripts (when required) on complaints filed and/or initiated against employees.

7. Record Series Format(s) List all

Letter Size Microfilm

Legal Size Computer Tape

Audio Tape Floppy Disk

Bound Book Video Tape

Other (specify) Note pads

8. Record Series Sequence

Alphabetical

Numerical

Chronological

Geographical

Other (specify) _____

9. Volume Number

File Drawer(s)

Microfilm Reel(s)

Computer Tape(s)

Other (specify) Unknown Quantity

10. Annual Accumulation Number

File Drawer(s)

Microfilm Reel(s)

Computer Tape(s)

Other (specify) Unknown Quantity

11. File is Used

Daily Weekly Monthly Annually

12. File Becomes Inactive After

Number _____ Month(s) Year(s)

N/A

13. Current Location(s) (Bldg., Floor, Room)
Records are maintained by the Internal Affairs Unit

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

Maryland Public Information Act § 4-311. See also *Montgomery County v. Shropshire*, 420 Md. 382, 381 (2011) and *Baltimore City Police v. State*, 158 Md. App. 274, 282-283 (2004)

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 by locally issued number.

18. Recommended Retention
10 years from last year of employee's service

19. Name and Title of Preparer
Christine Ryder, Records Manager

20. Telephone Number

21. Date
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)

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-789-1930

AGENCY RECORDS INVENTORY

PAGE 35 OF 47

1. Department/Agency
Anne Arundel County Police Department

2. Division

3. Unit

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
Internal Affairs Investigative Files- Not Sustained

5. Earliest Year/Latest Year
1979 to 2014

6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)
Includes investigative reports, related correspondence, evidence and transcripts (when required) on complaints filed and/or initiated against employees.

7. Record Series Format(s) List all:
 Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape
 Other (specify) Note pads

8. Record Series Sequence:
 Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) Unknown Quantity

10. Annual Accumulation Number
 File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) Unknown Quantity

11. File Is Used
 Daily Weekly Monthly Annually

12. File Becomes Inactive After
Number _____
N/A Month(s) Year(s)

13. Current Location(s) (Bldg., Floor, Room)
Records are maintained by the Internal Affairs Unit

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
Maryland Public Information Act § 4-311. See also *Montgomery County v. Shropshire*, 420 Md. 352, 381 (2011) and *Baltimore City Police v. State*, 158 Md. App. 274, 282-283 (2004)

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 by locally issued number.

18. Recommended Retention
10 years from disposition

19. Name and Title of Preparer
Christine Ryder, Records Manager

20. Telephone Number
410-222-8977

21. Date
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)

DEPARTMENT
OF GENERAL
SERVICES
RECORDS
MANAGEMENT
DIVISION
7275 Waterloo
Road, P.O. Box
275
Jessup,
Maryland 20794
410-789-1830

AGENCY RECORDS INVENTORY

PAGE 36 OF 47

1. Department/Agency
Anne Arundel County Police Department

2. Division

3. Unit

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
Media Releases

5. Earliest Year/Latest Year
2015 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.)
Authorized notices released for public dissemination.

7. Record Series Format(s) List all

Letter Size Microfilm
 Legal Size Computer Tape
 Audio Tape Floppy Disk
 Bound Book Video Tape
 Other (specify) Email

8. Record Series Sequence

Alphabetical
 Numerical
 Chronological
 Geographical
 Other (specify) _____

9. Volume

Number _____

File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) Unknown Quantity

10. Annual Accumulation

Number _____

File Drawer(s)
 Microfilm Reel(s)
 Computer Tape(s)
 Other (specify) Unknown Quantity

11. File is Used

Daily Weekly Monthly Annually

12. File Becomes Inactive After

Number _____

Month(s) Year(s)
N/A

13. Current Location(s) (Bldg., Floor, Room)
Records are maintained by the Public Information Office.

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
 Yes No
Some media releases are retained for one year in sent email correspondence

15. Access 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 requirements
 Yes No

18. Recommended Retention
1 year

19. Name and Title of Preparer
Christine Ryder, Records Manager

20. Telephone Number
410-222-8977

21. Date
April 7, 2016

| | | |
|--|---|---|
| <p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p> | <p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930</p> | <p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>37</u> OF <u>47</u></p> |
| <p>1. Department/Agency Anne Arundel County Police Department</p> | <p>2. Division</p> | <p>3. Unit</p> |
| <p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p> | | |
| <p>4. Record Series Title Public Information Request/911 Audio Request</p> | <p>5. Earliest Year/Latest Year <u>2007 to 2016</u></p> | |
| <p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Written request for copy or inspection of public record, including 911 audio requests.</p> | | |
| <p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p> | <p>8. Record Series Sequence.</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p> | <p>9. Volume</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) Unknown Quantity _____</p> <hr/> <p>10. Annual Accumulation</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) Unknown Quantity _____</p> |
| <p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> | <p>12. File Becomes Inactive After</p> <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>N/A</p> | |
| <p>13. Current Location(s) (Bldg., Floor, Room) Records are maintained by the Central Records Section</p> | <p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Some requests/responses are retained for one year in received/sent email correspondence</p> | |
| <p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> | <p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p> | |
| <p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> | <p>18. Recommended Retention 4 years</p> | |
| <p>19. Name and Title of Preparer Christine Ryder, Records Manager</p> | <p>20. Telephone Number 410-222-8977</p> | <p>21. Date April 7, 2016</p> |

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|--|--|--|
| 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 410-798-1930 | AGENCY RECORDS INVENTORY PAGE <u>38</u> OF <u>47</u> |
| 1. Department/Agency Anne Arundel County Police Department | 2. Division | 3. Unit |
| 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 Extradition Records | 5. Earliest Year/Latest Year <u>2010</u> to <u>2016</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.) Correspondence and records pertaining to extraditions. | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tapes <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ | 8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | 9. Volume Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____Unknown Quantity _____ 10. Annual Accumulation Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____Unknown Quantity _____ |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | 12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | |
| 13. Current Location(s) (Bldg., Floor, Room) Records are maintained by the Special Enforcement Section. | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Some correspondence may be retained for one year in received/sent email correspondence | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | 18. Recommended Retention 3 years | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | 20. Telephone Number 410-222-8977 | 21. Date April 7, 2016 |

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|---|---|---|
| <p>Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p> | <p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930</p> | <p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>39</u> OF <u>47</u></p> |
| 1. Department/Agency Anne Arundel County Police Department | 2. Division | 3. Unit |
| <p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p> | | |
| 4. Record Series Title Search Warrant Records | | 5. Earliest Year/Latest Year <u>1980</u> to <u>2016</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.) Includes consent to search without a warrant | | |
| <p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p> | <p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p> | <p>9. Volume</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) Unknown Quantity _____</p> <hr/> <p>10. Annual Accumulation</p> <p>Number _____</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) Unknown Quantity _____</p> |
| 11. File Is Used | | 12. File Becomes Inactive After |
| <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> | | <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>N/A</p> |
| 13. Current Location(s) (Bldg., Floor, Room) Records are maintained by the component where the search warrant originated. | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If part of a specific case, records are indexed numerically by case number. | | 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 3 years. |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | | 20. Telephone Number 410-222-8977 |
| | | 21. Date April 7, 2016 |

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|---|---|--|
| 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 410-789-1830 | AGENCY RECORDS INVENTORY PAGE <u>40</u> OF <u>47</u> |
| 1. Department/Agency Arine Arundel County Police Department | 2. Division | 3. Unit |
| 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 Ride-a-Long Records | | 5. Earliest Year/Latest Year <u>2010 to 2016</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.) Includes request forms and waiver of claims | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | 9. Volume _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ 10. Annual Accumulation _____ Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | 12. File Becomes Inactive After _____ Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) 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.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 18. Recommended Retention 4 years |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | | 20. Telephone Number 410-222-8977 |
| | | 21. Date April 7, 2016 |

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|---|---|--|
| Instructions - Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930 | AGENCY RECORDS INVENTORY PAGE <u>41</u> OF <u>47</u> |
| 1. Department/Agency Anne Arundel County Police Department | 2. Division | 3. Unit |
| 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 Release Without Charges Records | | 5. Earliest Year/Latest Year <u>2010</u> to <u>2014</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.) Documentation of persons released from custody without criminal charges | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | 9. Volume Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ 10. Annual Accumulation Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | 12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) 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.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Maryland Code Annotated, Criminal Procedures, SG §10-103 | | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 18. Recommended Retention 80 years from date of birth or until proof of subject's death, whichever occurs sooner, then destroy. |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | | 20. Telephone Number 410-222-8977 |
| | | 21. Date April 7, 2016 |

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| <p>Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)</p> | <p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-798-1830</p> | <p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>42</u> OF <u>47</u></p> |
| <p>1. Department/Agency Anne Arundel County Police Department</p> | <p>2. Division</p> | <p>3. Unit</p> |
| <p>DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p> | | |
| <p>4. Record Series Title Vehicular Pursuit Report</p> | <p>5. Earliest Year/Latest Year <u>1993</u> to <u>2016</u></p> | |
| <p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Report of police vehicular pursuit</p> | | |
| <p>7. Record Series Format(s) List all</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p> | <p>8. Record Series Sequence:</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input checked="" type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p> | <p>9. Volume</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) Unknown Quantity _____</p> <hr/> <p>10. Annual Accumulation</p> <p>Number</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) Unknown Quantity _____</p> |
| <p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually</p> | <p>12. File Becomes Inactive After</p> <p>Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>N/A</p> | |
| <p>13. Current Location(s) (Bldg., Floor, Room) Records are maintained by the component where the pursuit occurred</p> | <p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> | |
| <p>15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> | <p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p> | |
| <p>17. Is an Index System used? If yes, explain briefly and describe requirements</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> | <p>18. Recommended Retention</p> <p>25 years.</p> | |
| <p>19. Name and Title of Preparer Christine Ryder, Records Manager</p> | <p>20. Telephone Number 410-222-8977</p> | <p>21. Date April 7, 2016</p> |

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-789-1930**

AGENCY RECORDS INVENTORY

PAGE 43 OF 47

1. Department/Agency
Anne Arundel County
Police Department

2. Division

3. Unit

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
Use of Force Report

5. Earliest Year/Latest Year
1993 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.)
Documentation of police use of force

7. Record Series Format(s) List all

- Letter Size Microfilm
- Legal Size Computer Tape
- Audio Tape Floppy Disk
- Sound Book Video Tape
- Other (specify) _____

8. Record Series Sequence

- Alphabetical
- Numerical
- Chronological
- Geographical
- Other (specify) _____

9. Volume

- Number _____
- File Drawer(s)
 - Microfilm Reel(s)
 - Computer Tape(s)
 - Other (specify) _____ Unknown Quantity _____

10. Annual Accumulation

- Number _____
- File Drawer(s)
 - Microfilm Reel(s)
 - Computer Tape(s)
 - Other (specify) _____ Unknown Quantity _____

11. File is Used

- Daily Weekly Monthly Annually

12. File Becomes Inactive After

- Number _____ Month(s) Year(s)
N/A

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 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. Recommended Retention

25 years

19. Name and Title of Preparer
Christine Ryder, Records Manager

20. Telephone Number
410-222-8977

21. Date
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) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-789-1930 | AGENCY RECORDS INVENTORY | |
| 1. Department/Agency Anne Arundel County Police Department | | 2. Division | 3. Unit |
| 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/Latest Year <u>2009 to 2016</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.) Records of Residential and commercial alarms | | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | 9. Volume Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ 10. Annual Accumulation Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) Unknown Quantity _____ | |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | 12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | |
| 13. Current Location(s) (Bldg., Floor, Room) Records are maintained by the Community Relations Unit | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Annotated Code of Maryland, General Provisions Article ("GP"), §4-339 | | 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Records are indexed according to address | | 18. Recommended Retention 5 years. | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | | 20. Telephone Number 410-222-8977 | 21. Date April 7, 2016 |

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|---|--|--|----------------------------------|
| Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1) | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1830 | AGENCY RECORDS INVENTORY | |
| | | PAGE <u>45</u> OF <u>47</u> | |
| 1. Department/Agency Anne Arundel County Police Department | 2. Division | 3. Unit | |
| 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 Vehicle Inventory Records | | 5. Earliest Year/Latest Year <u>2008</u> to <u>2016</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.) Records pertaining to inventory of a towed or seized vehicle. | | | |
| 7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____ | | 8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____ | |
| 11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually | | 9. Volume Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Unknown Quantity _____ 10. Annual Accumulation Number _____ <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ Unknown Quantity _____ | |
| 13. Current Location(s) (Bldg., Floor, Room) Records are maintained by the component where the vehicle was processed | | 12. File Becomes Inactive After Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s) N/A | |
| 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | | 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No 16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent | |
| 17. Is an Index System used? If yes, explain briefly and describe requirements <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Records are indexed according to numerical case number | | 18. Recommended Retention 5 years | |
| 19. Name and Title of Preparer Christine Ryder, Records Manager | | 20. Telephone Number 410-222-8977 | 21. Date April 7, 2016 |

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| 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 | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930 | ELECTRONIC RECORDS INVENTORY |
| | | Page <u>46</u> of <u>47</u> |

| | | |
|---|-------------------|---------------|
| 1 DEPARTMENT/AGENCY Anne Arundel County Police Department | 2 DIVISION | 3 UNIT |
|---|-------------------|---------------|

DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes

| | |
|---|--|
| 4 ELECTRONIC RECORD SERIES TITLE Tag Reader Records | 5 EARLIEST YEAR/LATEST YEAR <u>2016</u> TO <u>2016</u> |
|---|--|

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|---|--|
| 6 INPUT - Identify source of information to be entered System captures data from the license plates it comes in contact with. | 7 OUTPUT - Identify the use/s of information generated by system Data is checked against motor vehicle and National Crime Information Center (NCIC) databases. |
|---|--|

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Vehicle, registered owner and location data is checked against motor vehicle and National Crime Information Center (NCIC) databases.

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.

Data used for law enforcement purposes only.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

Data held for 65 days only then deleted from database.

11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

Database and system operations administered by Information Technology as well as law enforcement personnel.

12 RECOMMENDED RETENTION
65 days

| | | |
|--|--|---------------------------------|
| 13 TYPED OR PRINTED NAME OF PREPARER Christine Ryder | 14 TELEPHONE NUMBER 410-222-8977 | 15 DATE April 8, 2016 |
|--|--|---------------------------------|

16 TITLE OF PREPARER
Custodian of Records

| | | |
|--|---|------------------------------|
| 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 | DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930 | ELECTRONIC RECORDS INVENTORY |
| | | Page <u>47</u> of <u>47</u> |

| | | |
|--|------------|--------|
| 1 DEPARTMENT/AGENCY Anne Arundel County Police Department | 2 DIVISION | 3 UNIT |
|--|------------|--------|

DEFINITION - Record Series - A group of related records stored electronically and used as a unit for reference as well as retention and disposition purposes

| | |
|---|---|
| 4 ELECTRONIC RECORD SERIES TITLE Police Officer Recordings | 5 EARLIEST YEAR/LATEST YEAR <u>2016</u> TO <u>2016</u> |
|---|---|

| | |
|--|---|
| 6 INPUT - Identify source of information to be entered System captures video of police activity when recorder is initiated. | 7 OUTPUT - Identify the use/s of information generated by system Data is checked against motor vehicle and National Crime Information Center (NCIC) databases. |
|--|---|

8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.

Police activity is captured from vehicle dashboard camera when recording is engaged by officer. Used to document actions while responding to police calls for service.

9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.

Data used for law enforcement purposes only.

10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM

Records held for 366 days then destroyed.

11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle.

Database and system operations administered by Information Technology as well as law enforcement personnel.

12 RECOMMENDED RETENTION
366 days

| | | |
|---|-------------------------------------|--------------------------|
| 13 TYPED OR PRINTED NAME OF PREPARER Christine Ryder | 14 TELEPHONE NUMBER 410-222-8977 | 15 DATE April 8, 2016 |
|---|-------------------------------------|--------------------------|

16 TITLE OF PREPARER
Custodian of Records