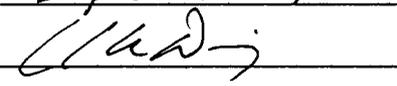
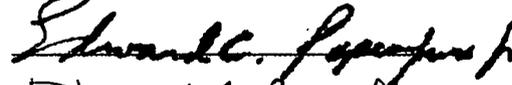


Town Of Berlin Records Retention and Disposal Schedule		Schedule #: M-212
		Page 1 of 1
Department: Berlin Police Department		Division/Type Police Department Records Section
Item #	Description	Retention
1	Arrest Folders Contain: Arrested Subject's Information, Offense, Date/Time, Photo, Fingerprint Card, Location	Retain for 20 years, until death of offender or expunged, then destroy
2	Criminal History Printouts Includes: Maryland Criminal Justice Information Systems Computer Printouts, National Law Enforcement Telecommunications Computer Printouts & Federal Bureau of Investigations Criminal History Computer Printouts of Arrests and Dispositions.	Destroy immediately – Obtain new printouts as needed due to the constant updating of criminal history information
3	Expungements Contain: Petition to Expunge, final disposition report, etc.	Retain 2 years and until all audit requirements have been fulfilled, then destroy
4	UCR Contains: Maryland State Police Reports issued by UCR system. Lists crime statistics by type of crime	Retain 5 years, destroy material having no further administrative or operational value.
Approved by Department, Agency, or Division Representative Date: <u>September 6, 2006</u> Signature: <u></u> Name: Arnold R. Downing Title: Chief of Police		Schedule Authorized by State Archivists Date: <u>12 OCT 06</u> Signature: <u></u> Name: <u>Edward C. Papentuse</u>