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

Schedule No. M335

Page 1 of 10

		Page 1 of 10	
		ion/Unit e Department	
ltem No.	Description	Retention	
	Supersedes Schedule M-279 dated 12/20/2010		
1	STATE OF MARYLAND UNIFORM COMPLAINT AND CITATIONS (DR-49) File includes a single copy of each State traffic citation issued	Retain for 3 years or until audited by State, whichever is later, then destroy.	
2	STATE OF MARYLAND UNIFORM CIVIL CITATIONS (DC-28) File includes a single copy of each Uniform Civil citation issued	Retain for 3 years from date of offense then destroy.	
3	STATE OF MARYLAND UNIFORM CRIMINAL CITATIONS (DC-45) File contains a Xerox copy of each Uniform Criminal citation issued	Local filed copies kept for 3 years regardless of how document is used, then destroy.	
4	STATE OF MARYLAND UNIFORM JUVENILE CIVIL CITATIONS FOR ALCOHOL AND TOBACCO (DC-31) File contains a Xerox copy of each Uniform Juvenile Civil citation issued.	Local filed copies kept for 3 years regardless of how document is used, then destroy.	
5	STATE OF MARYLAND UNIFORM TRAFFIC CITATION TRANSMITTAL (DC/CR 95) File contains a single copy of Uniform Traffic citations forwarded to District Court	Retain for 1 year, then destroy.	
	Approved by Department, Agency, Representative. Schedule Authorized by St		
Signature	Date 6-50- Comput Comput	DB.L	
JPCG NAII	indigit Nobelt Nappopolit		

Title Administrative Services Bureau

Commander

Schedule No. M335

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Agency
City of Rockville

Division/Unit

Ci		Police Department	
Item No.	Description	Retention	
6	MARYLAND SAFETY EQUIPMENT & REPAIR ORDER/WARNING (MSP 157) Document provides 3 options for local law enforcement agency use (a) Safety Equipment Repair Order - copy sent to MSP (b) Warning - maintained by local agency (c) Field Interrogation -maintained by local agency	Local filed copies kept for 3 years regardless of how document is used, then destroy.	
7	CRIMINAL FILE Contains 2 types of identifier files - (a) RCID 5" X 8" - Descriptive - Alphabetically with unique number assigned (b) ALPHA 3" x 5" - Descriptive Both give name, addresses and vital statistics of defendant. Serves as a locator for reports and arrest jackets and record checks.	Retain for 70 years, then destroy.	
8	CRIMINAL ARREST FILE File contains a numerically sequential file by calendar year through December 31, 1987 containing all documents relating to the arrest of individual including - original arrest report, copy of incident report, and other documents. Comment: Effective 1 January, 1988, Montgomery County Police Department became custodian of all City of Rockville arrest records executed on and after 1 January, 1988.	Retain for 70 years, then destroy.	
9	CRIMINAL INVESTIGATIONS CASE FILES File may contain case notes, interviews, photographs, search warrants, etc., of cases handled by RCPD Investigators.	Retain for 70 years, then destroy.	
10	CRIMINAL INTELLIGENCE FILES File contains sensitive investigations on individuals and/or incidents (i.e., threats, hate crimes, school incidents, etc).	Retain for one year, then screen annually and destroy records no longer needed for current business.	

DGS 550-1A

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		ion/Unit Department
Item No.	Description	Retention
11	JUVENILE ARREST FILES File contains all documents relating to the arrest of juveniles - arrest report, event report, and other documents. Comment: Effective January 1, 1988, Montgomery County Police Department became custodian of all City of Rockville arrest records executed on and after January 1, 1988.	Retain until the respondent is 18 years and 6 months old, then destroy.
12	INCIDENT FILES File contains a sequential file by calendar year through December 31, 1987 of original documents relating to events, crimes and other incidents reported to Police and required to be in writing by law, regulation or policy. Comment: On January 1, 1988, the record system of this Department was integrated with the Montgomery County Police Department. Since that time, they have been the custodians of the incident file for reports made on and after January 1, 1988.	Retain for 70 years, then destroy - With the following exception: If ordered by the Court (expungement), specific record will be destroyed immediately.
13	CONFIDENTIAL INFORMANT (CI) FILES File contains personal information of persons who wish to remain anonymous while they assist the police department with sensitive investigations.	Retain for 3 years after CI is no longer active, then destroy.
14	DEPARTMENTAL DRINKING & DRIVING RECORDS / LOGS a. Intoximeter Records – Instrument repair reports, field maintenance inspection reports, etc. b. Maryland State Police Chemical Test for Alcohol Unit (CTAU) Breath Operator Log Book c. Yearly summary reports – dispositions of drinking and driving cases. d. Monthly summary reports – for drinking and driving, and Preliminary Breath Test (PBT) reports	a. Life of equipment, plus 1 year, then destroy.b-d. 3 years after case is adjudicated, then destroy.

Schedule No. M335

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Agency
City of Rockville

Division/Unit
Police Department

Item No.	Description	Retention
15	FIELD INTERVIEW REPORTS	
	(a) Paper copy - File contains intelligence gathering	a. Retain for 1 year, then
	information recording identities of suspicious	destroy.
	persons. (b) Electronic copy – information from the paper copy	b. Retain for 1 year, then
	is entered into the Department's "CrimeStar"	destroy.
	records management system.	
	DOMESTIC MAN ENGE WE ES	Retain for 3 years, then
16	DOMESTIC VIOLENCE FILES File contains a copy of police report and Victim Advocate	destroy.
	follow up information.	
		Retain for 1 year, then
17	DAILY ROLL CALL SUMMARY SHEETS	destroy.
1,	File contains a single copy of personnel working, equipment	
	used, and summary of citations/reports written.	Retain for 5 years, then
	DEPARTMENT BUDGET FILES	destroy.
18	File contains internal documents used to prepare and expend	
	the police department's budget.	
	EMERGENCY BUSINESS CONTACT FORMS	Retain until updated, then
19	File contains after hour emergency contact information for	destroy.
	businesses who elect to place that information on file.	
		Retain for 3 years, then
20	HOME SECURITY SURVEYS	destroy.
	File contains written recommendations to home owners how to make their home/property secure.	
	to make their nome/property secure.	
0.1	CRIME PREVENTION THROUGH	Retain for 3 years, then
21	ENVIRONMENTAL DESIGN (CPTED) SURVEYS	destroy.
	File contains written reports on how to make businesses and	
	communities safe.	
	I	

Schedule No. M335

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Agency		
City	of Roc	kville

Division/Unit
Police Department

Cit	ty of Rockville Police	Police Department	
Item No.	Description	Retention	
22	AUTOMATED ENFORCEMENT PROGRAM COURT PACKETS File contains documents necessary to prosecute photo enforcement violations in court.	Retain for 1 year, then destroy.	
23	PHOTO ENFORCEMENT DAILY DEPLOYMENT LOGS File contains logs of daily deployments indicating the activation start and stop dates of each speed monitoring device and its location.	Retain for 2 years, then destroy.	
24	CITY OF ROCKVILLE PARKING VIOLATIONS File includes a single copy of City parking citations issued.	Retain for 3 years, then destroy.	
25	 COMPLUS PARKING VIOLATIONS a. File includes daily print out summaries of electronic parking tickets issued. b. File includes detailed Complus parking violation data sent to agency on monthly basis by vendor. 	a. Retain for 1 year, then destroy.b. Retain for 3 years, then destroy.	
26	PARKING CITATION – VOIDS File contains parking tickets that were issued in error, incorrectly, or voided administratively.	Retain for 1 year, then destroy.	
27	PERMIT PARKING APPLICATIONS File contains vehicle owner information and address for parking permits issued for City parking districts.	Retain for 5 years, then destroy.	
28	MOTOR VEHICLE ACCIDENT REPORTS File contains all motor vehicle accident reports on file.	Retain for 3 years, then destroy.	
29	OFFICER'S COURT LOGS File contains a copy of individual court dockets.	Retain for 3 months from court date, then destroy.	
30	RIDE ALONG APPLICATIONS File contains personal information of subjects that apply to participate in the department's ride along program.	Retain for 3 years, then destroy.	

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3. ,		sion/Unit e Department
Cit	y of Rockville Folic	е рерагинени
Item No.	Description	Retention
31	ACCREDITATION FILES File contains individual standard proofs of compliance and general correspondence dealing with accreditation.	Retain for period that accreditation is in effect, then destroy.
32	VEHICLE PURSUIT FORMS AND RESPONSE TO RESISTANCE AND AGGRESSION FORMS File contains forms and documents outlining pursuit actions and use of force actions and critiques.	Retain for 3 years, then destroy.
33	INTERNAL AFFAIRS / ADMINISTRATIVE INQUIRIES / ACCIDENT REVIEW FILES File contains investigative information and reports, action taken and related correspondence on complaints filed internally and externally, against employees.	Retain for 3 years after separation, then destroy.
34	READING FILE File contains inter/intra departmental correspondences.	Maintain during tenure of the Chief of Police plus 3 years, then destroy.
35	GRANT DEVELOPMENT RECORDS File contains successful grant applications and proposals, and any documentation that modifies the terms of the grant. Includes financial, performance, and compliance reports submitted to grantor or sub-grantor agencies.	Retain for 5 years from the close of the grant, then destroy.
36	GENERAL ORDER DISSEMINATION LOGS File contains sign off sheets that officers have acknowledged changes to departmental General Orders.	Retain for 1 year, then destroy.

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Agency	
City	of Rockville

Division/Unit Police Department

C	ity of Rockville Police	Police Department	
Item No.	Description	Retention	
37	PRE-EMPLOYMENT BACKGROUND INVESTIGATION FILES File contains employment application, test results, and confidential questionnaire booklets.	If not hired, retain for a period of 3 years, then destroy. If hired, record is moved to Item 38 – Background Investigation Files.	
38	BACKGROUND INVESTIGATION FILES File contains pre-employment background investigation file, and any additional test results, notes, or investigative findings as a result of the conditional offer of employment.	Retain for 5 years after separation, then destroy	
39	FIELD TRAINING MANUALS File contains training records of probationary officer during the field training phase.	Retain for 3 years after separation from agency, then destroy.	
40	TRAINING RECORDS File contains departmental correspondence related to training assignments, schedules, lesson plans, attendance, and test scores.	Retain for 3 years, then destroy.	
41	PAYROLL File contains departmental copies of time sheets, leave request forms, and overtime / comp slips.	Retain for 1 year, then destroy.	
42	CIVILIAN LIVESCAN FINGERPRINTS File contains electronic images of fingerprints and personal data of civilian pre-employment purposes and state and federal licensing.	Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.	

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Agency City of Rockville Division/Unit
Police Department

em lo.	Description	Retention
43	NEIGHBORHOOD SERVICES OFFICER (NSO) ACTIVITY CARDS File contains the NSO "blue cards" which records calls for animal service.	Retain for 2 years, then destroy.
44	NSO REPORTS File contains information for all calls for service.	Retain for 3 years, then destroy.
45	DOG LICENSE FILES File contains dog and owner information for all dogs registered in the City.	Retain for 3 years, then destroy.
46	OFF LEASH DOG TESTING File contains dog and owner information for all dogs that are permitted to be off leash and under owner's control.	Retain for 2 years, then destroy.
47	KING FARM (DOG PARK) USER AGREEMENTS File contains dog and owner information for all dogs that are permitted to use the King Farm Dog Park.	As long as dog is licensed plus 1 year; then destroy.
48	PET SHOP FILES File contains business and owner information on all pet shops registered in the City.	Retain for 3 years, then destroy.
49	ANIMAL REVIEW OFFICIAL (ARO) CASE FILES File contains NSO reports, copies of notices/citations issued, and ARO decisions and orders.	Retain for 3 years, then destroy.
DGS 55	0-14	

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Agency	
Cit	y of Rockville

Division/Unit Police Department

Description	Retention
APARTMENT LICENSES File contains information on all apartment complexes in the City, to include property management company, rental inspections, etc.	Retain for 5 years, then destroy.
HOTEL/MOTEL BUSINESS LICENSES File contains information on each hotel and motel within the City limits.	Retain for 3 years, then destroy.
RENTAL HOUSING LICENSES & INSPECTIONS File contains information on home owner and tenants. Also contains Housing Inspector's inspection notes.	Retain for 3 years after the home ceases to be a rental property, then destroy.
LANDLORD / TENANT CASE FILES File contains complaints filed by either a landlord or a tenant. File may contain case notes, mediation agreements, Landlord/Tenant Commission hearing notes, decisions and orders.	Retain for 3 years, then destroy.
HAWKER / PEDDLER LICENSES File contains personal information and photograph of subjects licensed to hawk/peddle in the City.	Retain for 1 year, then destroy.
TOW SERVICE CALL OUT RECORD File contains a log of authorized tow companies and the dates, times, and locations of vehicles towed.	Retain for 1 year, then destroy.
TOW COMPANY APPLICATIONS File contains tow company business information to include: Owner and employee information; vehicle information, insurance certificates, etc.	Retain for 1 year after removed from rotation list then destroy.
	APARTMENT LICENSES File contains information on all apartment complexes in the City, to include property management company, rental inspections, etc. HOTEL/MOTEL BUSINESS LICENSES File contains information on each hotel and motel within the City limits. RENTAL HOUSING LICENSES & INSPECTIONS File contains information on home owner and tenants. Also contains Housing Inspector's inspection notes. LANDLORD / TENANT CASE FILES File contains complaints filed by either a landlord or a tenant. File may contain case notes, mediation agreements, Landlord/Tenant Commission hearing notes, decisions and orders. HAWKER / PEDDLER LICENSES File contains personal information and photograph of subjects licensed to hawk/peddle in the City. TOW SERVICE CALL OUT RECORD File contains a log of authorized tow companies and the dates, times, and locations of vehicles towed. TOW COMPANY APPLICATIONS File contains tow company business information to include: Owner and employee information; vehicle information,

RECORD LOGS

from the computers in dispatch.

WARRANT LOG BOOK

IN CAR DIGITAL VIDEO

property.

Schedule No. M335

Page 10

Retain 3 years, then

Retain 1 year plus 1 day,

of 10

Agency C		vision/Unit blice Department
Item No.	Description	Retention
57	MARYLAND ELECTRONIC TELECOMMUNICATIONS ENFORCEMENT RESOURCE SYSTEM (METERS) / NATIONAL CRIMINFORMATION CENTER (NCIC) TELETYPE	Retain for 1 year and 30 days, then destroy.

Log of daily/monthly messages transmitted on these systems

CRIMINAL HISTORY LOG BOOK	Retain 3 years, then
Record of every subject that our agency has obtained criminal	destroy.
history information on.	

Record of every warrant received by agency is logged and assigned a unique identifying number.	destroy.
POLICE PROPERTY CARDS File contains a log of property coming into police possession for a variety of reasons, and the final disposition of the	Retain for 3 years, then destroy.

VOICE PRINT INTERNATIONAL (VPI)	Retain for 1 year ar
File contains telephonic/radio voice recordings/transmissions	days, then destroy.
of all incoming and outgoing communications in our Public	
Safety Communication Center.	

I INTERNATIONAL (VPI)	Retain for Tyear and 30
elephonic/radio voice recordings/transmissions	days, then destroy.
and outgoing communications in our Public	
migation Conton	

Electronic digital images recorded from cameras mounted in police vehicles. Images are maintained on a secure server.	then destroy.
LICENSE PLATE READER (LPR) DATA File includes license plate data captured by mobile LPR equipment.	Data forwarded to MSP immediately; Retained on in-car computer for 30 days, then automatically deleted.

DGS 550-1A

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Instructions -Type or Print a separate form for DEPARTMENT OF G			ENERAL SERVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANA				
with Records Retention Schedule (DGS 550-1)	7275 Waterloo F				
Will resolute resolution consists (2.55 see 1,7		aryland 20794		PAGE1 OF1	
	· · · · · · · · · · · · · · · · · · ·	799-1930			
Department/Agency	2. Division			3. Unit	
Rockville City Police Special Operations Bure		ureau		Criminal Investigations Unit	
DESINITION: DECORD SERIES: A group of related records permally filed a					
DEFINITION: RECORD SERIES: A group of related records normally filed at 4. Record Series Title			T	st Year/Latest Year	
Criminal Intelligence Files			_2011		
Chiminal intelligence Files			_2011	to current	
6 Depart Series Description (Briefly describe the t	unas of information/door	monto formo for	und in the	perios. Include the purpose or function of the	
6. Record Series Description (Briefly describe the ty	pes of information/doct	menis/iorns io	und in ble s	series. Include the pulpose of function of the	
series.)	and/or incidents /i.e. th	rooto bato crim	oo aabaal	insidents, etc.)	
File contains sensitive investigations on individuals	znu/or incluents (i.e., In	reats, Hate CHM	ca, acitodi	molecute, etc.j.	
7. Record Series Format(s) List all	8. Record Ser	ies Segueros	9. Volume		
7. Necold Selles Follinates) List all	a. Necold Sel	es dequence	1		
XX Letter Size 📋 Microfilm	☐ Alphabetic	al	Number		
☐ Legal Size ☐ Computer Tape	☐ Numerical		xx File Dra	awer(s)	
				Hile Drawer(s) Microfilm Reel(s)	
☐ Audio Tape ☐ Floppy Disk	Chronological			nter Tape(s)	
☐ Bound Book ☐ Video Tape	☐ Geographical		Other (specify)	
			10. Annua	Accumulation	
Other (specify)	Other (spe	cify) Incident Type	2-3		
			Number		
			☐ File Dra	awer(s)	
		i —		crofilm Reel(s) imputer Tape(s)	
				(specify) 2-3 Case files per year added to file drawer	
			<u> </u>		
11. File is Used	12. File Becom	es Inactive Af	ter		
☐ Daily ☐ Weekly ☐ Monthly ☐ Ann	Number	Пм	onth(s) XX Year(s), then screened annually and destroy		
☐ Daily ☐ Weekly ☐ Monthly ☐ Annually XX As Needed		records no long	_	current business.	
		,			
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record S	eries Duplica	ted Elsewhere? (If yes, specify agency or office.)		
Operations building, 2 nd Floor, Criminal Investigations Unit		☐ Yes XX No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requ	irements		
Yes XX No					
		XX None State Federal Independent			
17. Is an Index System used? If yes, explain briefly and describe	18. Recommended Retention				
☐ Yes XX No	10. Neconiniended Neterition				
	Retain for one year, then screen annually and destroy records no longer				
		needed for	-	· · · · ·	
		1			
19. Name and Title of Preparer	20 Talaah	one Number	24 5-4		
Robert Rappoport, Major		one Number	21. Date		
	240-314-89	77 i	June 6,	2014	
DGS 550-4 (Rev. 1/93)					

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Instructions -Type or Print a separate form for DEPARTMENT OF GENERA			ENERAL SE	NERAL SERVICES AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV			SION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE1 OF1	
			yland 20794			
d Danadasah/Asanan	2. Division	410-79	9-1930		2.11-3	
Department/Agency	2. DIVISION				3. Unit	
Rockville City Police	Field Servi	ices Bureau			Photo Enforcement Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and					U a a stantina and all a siting	
purposes.	ed records no	irmaliy illed a	and used as a	unit for rea	erence as well as retemborrand disposition	
Record Series Title			-	5. Earlie:	st Year/Latest Year	
Photo Enforcement Daily Deployment Logs				2011 to 2014		
Record Series Description (Briefly describe the t	vnes of infor	mation/docu	ments/forms fo	ound in the	series Include the purpose or function of the	
series.)	ypc3 or mion	TIBELOT TOOCG	mento/forms it	sana in inc	series. Include the purpose of function of the	
File contains logs of daily deployments indicating th	e activation :	start and sto	o dates of eac	ch speed m	onitoring device and its location.	
, , ,			,		3	
7. Record Series Format(s) List all	<u> </u>	8. Record Serie	es Sequence	9. Volume		
Letter Size		☐ Alphabetica	ıl	2 Number		
• •		☐ Numerical		AL EIL DW		
☐ Legal Size ☐ Computer Tape		Numerical		Microfilm Reel(s)		
☐ Audio Tape ☐ Floppy Disk	Chronological		cal	Computer Tape(s)		
☐ Bound Book ☐ Video Tape	☐ Geographical		Other (specify)			
	Other (specify)				Accumulation	
Other (specify)	Other (speci		ify) 1/2 Number			
				(10,11,50)		
				File Dra		
				☐ Microfil ☐ Compu	m Reel(s) ter Tape(s)	
				Other (specify)	
11. File is Used	L		12. File Becom	os Ingetivo A	Hor	
11. riie is Oseu			2	ies mactive A	itei	
☐ Daily ☐ Weekly ☐ Monthly 🎉 Ann	nually		Number		fonth(s) Year(s)	
, ,						
13. Current Location(s) (Bldg., Floor, Room)			14 le Rocard S	Series Dunling	ted Eleawhere? (If was spacify apancy or office)	
Administrative Building, 1st Floor, Photo Enforcement Unit			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No Vendor maintains an electronic file			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements		
Yes No						
			☐ None 风 Sta		Kapan State ☐ Federal ☐ Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ② No			18. Recommended Retention			
∴ Yes IIZI NO		Retain for 2 years, then destroy.				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
Robert Rappoport, Major		240-314-89	71	June 6,	2014	
DGS 550-4 (Rev. 1/93)			************************************	<u> </u>		

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Instructions –Type or Print a separate form for DEPARTMENT OF GI		GENERAL SERVICES		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECO	ORDS MANAC	SEMENT DIVI	SION		
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo Ro	oad, P.O. Box	275	· or	
		Jessup, Mar	yland 20794		PAGE1 OF1	
Department/Agency	2. Divisio		9-1930		3. Unit	
1. Берантепидуенсу	Z. Divion	ЖI		ļ	S. Offic	
Rockville City Police	Special (Operations Bu	reau		Parking Enforcement Unit	
DEFINITION: RECORD SERIES: A group of relate purposes.	d records r	normally filed a	and used as a	unit for ref	erence as well as retention and disposition	
4. Record Series Title	_	_		5. Earlie	st Year/Latest Year	
Complus Parking Violations				201	1 to Current	
6. Record Series Description (Briefly describe the ty	ypes of info	ormation/docui	ments/forms fo	ound in the	series. Include the purpose or function of the	
series.)						
(a) File contains daily print out summaries of electro		=		· · · · · · · · · · · · · · · · · · ·		
(b) File includes detailed Complus parking violation	data sent t	T			e vendor.	
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
Letter Size Microfilm		☐ Alphabetica	al I	Number		
Legal Size Computer Tape		Numerical		File Dra	Orawer(s) ofilm Reel(s)	
☐ Audio Tape 💢 Floppy Disk			cal	Compu	oter Tape(s) specify)	
Bound Book Video Tape	☐ Geographical		:al			
Other (specify)	ļ	Other (spec	ify)	10. Annual	Accumulation	
				Number		
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					specify)	
11. File is Used			12. File Becom	nes Inactive A	fter	
☑ Daily ☐ Weekly ☐ Monthly ☐ Anr	nualiv		3 Number		//onth(s) Year(s)	
A cary in morning in morning	illany		140mbc.	ت	ioninto)	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record 5	Series Duplica	ated Elsewhere? (If yes, specify agency or office.)	
Administrative Building, 1st Floor, Parking Enforcement Office			⊠ Yes	☐ No	Complus Data Innovations	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes 💢 No			None ☐ State ☐ Federal ☐ Independent			
			⊠ None	∐ State ∟	Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements			18 Recom	mended R	etention	
☐ Yes 🕱 No			Recommended Retention (a) Retain for 1 year, then destroy.			
					s, then destroy.	
			(b) Retain	ioi 5 years	s, tien desiroy.	
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date		
Robert Rappoport, Major	,	240-314-89		May 14,	·	
240-514-63						

DEPARTMENT OF GENERAL SERVICES AGENCY RECORDS INVENTORY							
RECORDS MANAGEMENT DIVISION 7275 Waterfoo Road, P.O. Box 275 Jessup, Maryland 20794 419-789-1930 1. Department/Agency 2. Division 3. Unit Record Series Corporations Bureau Parking Enforcement 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 Parking Citation Voids 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) File contains parking tickets that were issued in error, incorrectly, or voided administratively. 7. Record Series Formation List all	Instructions -Type or Print a separate form for DEPARTMENT OF G			GENERAL SERVICES		AGENCY RECORDS INVENTORY	
with Records Retention Schedule (DGS 550-1) T275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 4:0-799-4332 1. Department/Agency 2. Division 3. Unit Parking Enforcement Unit DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition DUPposes. 4. Record Series Title 2009 to Gurrent 4. Record Series Title 2009 to Gurrent 5. Earliest Vear/Latest Year 2009 to Gurrent 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the sories. Parking Citiates Voids 2009 to Gurrent 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the sories Parking tickets that were issued in error, incorrectly, or voided administratively. Parking tickets that were issued in error, incorrectly, or voided administratively. Parking tickets that were issued in error, incorrectly, or voided administratively. Parking tickets that were issued in error, incorrectly, or voided administratively. Parking tickets that were issued in error, incorrectly, or voided administratively. Parking tickets that were issued in error, incorrectly, or voided administratively. Parking tickets that were issued in error, incorrectly, or voided administratively. Parking tickets that were issued in error, incorrectly, or voided administratively. Parking tickets that were issued in error, incorrectly, or voided administratively. Parking tickets that were issued in error, incorrectly, or voided administratively. Parking tickets that were issued in error, incorrectly, or voided administratively. Parking tickets that were issued in error, incorrectly, or voided administratively. Parking tickets that were issued in error, incorrectly, or voided administratively. Parking tickets that were issued in error, incorrectly, or voided administratively.							
Jessup, Maryland 20794 10-796-1930 1. Department/Agency 2. Division 3. Unit Parking Enforcement Unit	with Records Retention Schedule (DGS 550-1)	7275 Wa	aterloo Ro	ad, P.O. Box	275		
1. Department/Agency 2. Division 3. Unit Parking Enforcement Unit DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition norroses. 4. Record Series Title Parking Citation Voids 5. Earliest Year/Latest Year 2009 to Current 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. File contains parking tickets that were issued in error, incorrectly, or voided administratively. 7. Record Series Formatics List all Letter Size Mitcoffine Aphabetical S. Record Series Sequence Vencrifin Reality Number Numerical Computer Taple Record Series Disjuication Table Size (8.5" x 5.5") 11. File is bland T. File is bland T. File Seconds Inscribed Series Disjuication Elsewhere? (If yes, specify agency or diffice.) 13. Current Location(s) (Bidg., Floor, Rocen) T. A. Second Series Disjuication Elsewhere? (If yes, specify agency or diffice.) 14. Is Record Series Disjuication Elsewhere? (If yes, specify agency or diffice.) 15. Access Restrictions (If Yes, cine Law(s) & Regulation(s) Yes No.	, , ,					PAGE 1 OF 1	
Parking Enforcement 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 Parking Citation Voids 5. Earliest Year/Latest Year 2009 to Current 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) File contains parking tickets that were issued in error, incorrectly, or voided administratively. 7. Record Series Format(s) List all Letter Size Microfitin Alphabetical File Drawer(s) Microfitin Real(s) Microfitin Real(s) Microfitin Real(s) Microfitin Real(s) Microfitin Real(s) Other (specify) Mi	Department/Agency	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 Parking Citation Voids 5. Earliest Year/Latest Year 2009 to Current 6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) File contains parking tickets that were issued in error, incorrectly, or voided administratively. 7. Record Series Format(s) List all Letter Size Microfitin Alphabetical File Drawer(s) Microfitin Real(s) Microfitin Real(s) Microfitin Real(s) Microfitin Real(s) Microfitin Real(s) Other (specify) Mi			_				
A Record Series Title	Rockville City Police	Special Opera	ations Bur	eau		Parking Enforcement Unit	
Parking Citation Voids 6. Record Series Description (Briefly describe the types of information/documents/forms tound in the series. Include the purpose or function of the series.) File contains parking tickets that were issued in error, incorrectly, or voided administratively. 7. Record Series Format(s): List all Letter Size Microffin Alphabetical Series Sequence Propey Cisk Chronological Computer Tape Computer Tape Computer Tapes(s) Chronological Conter (specify) Chronological Chrer (specify) Chronological Chrer (specify) Chrer (specify) Ticket Size (8.5" x 5.5") 11. File is Used 12. File Becomes Inactive After Month(s) Year(s) 13. Current Location(s) (Bidg., Floor, Room) 14. Is Record Series Squence Vise Propey Agency or office.) 14. Sumber Month(s) Year(s) 15. Access Restrictions (If Yes, cic Law(s) & Regulation(s) Regulation(s)		d records norma	ally filed a	nd used as a	unit for refe	erence as well as retention and disposition	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) File contains parking tickets that were issued in error, incorrectly, or voided administratively. 7. Record Series Format(s) List all Letter Size Microfilm Alphabetical Alphabetical Microfilm Real(s) Computer Tape Numerical Microfilm Real(s) Computer Tape(s) Computer Ta	Record Series Title				5. Earlies	st Year/Latest Year	
Series.) File contains parking tickets that were issued in error, incorrectly, or voided administratively. 7. Record Series Format(s) List all Letter Size Microfilm Microfilm Reel(s) Computer Tape(s) Other (specify) Microfilm Reel(s) Computer Tape(s) Other (specify) Microfilm Reel(s) Microfilm	Parking Citation Voids			- ···	2009	to <u>Current</u>	
File contains parking tickets that were issued in error, incorrectly, or voided administratively. 7. Record Series Format(s) List all Letter Size Microfilm	6. Record Series Description (Briefly describe the ty	ypes of informati	tion/docun	nents/forms fo	ound in the	series. Include the purpose or function of the	
7. Record Series Format(s) List all Letter Size Microfilm Alphabetical Microfilm Microfilm	series.)						
Letter Size	File contains parking tickets that were issued in erro	or, incorrectly, or	or voided a	dministrativel	ly.	·	
Letter Size							
Letter Size Microfilm Alphabetical Microfilm Reel(s) Computer Tape Microfilm Reel(s) Computer Tape(s) Chronological Chronolo	7. Record Series Format(s) List all	8. R	Record Series	Sequence		Number	
Legal Size Computer Tape Numerical Numerical Microfilm Reel(s) Computer Tape(s) Chronological	Letter Size Microfilm		Alphabetical			·	
Audio Tape Floppy Disk Chronological Computer Tape(s) Other (specify) Ot					_		
Chronological Cither (specify) Cither (specif	Li Legal Size Li Computer l'ape	"	Numerical			• •	
Other (specify) Ticket Size (8.5" x 5.5") Other (specify) Other (specify) It	☐ Audio Tape ☐ Floppy Disk	Chronological		al			
Other (specify) Ticket Size (8.5" x 5.5") Other (specify) Other (specify) Sile Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) 11. File is Used 12. File Becomes Inactive After 1 Month(s)	☐ Bound Book ☐ Video Tape	eo Tape		1	10. Annual	Accumulation	
Microfilm Reel(s) Computer Tape(s) Other (specify)	X Other (specify) Ticket Size (8.5" x 5.5") ☐ Other (specify)			50	Number		
Computer Tape(s) Other (specify)	Office (specify) Ticket 526 (6.5 × 5.5)		Other (apecin	"—	File Dra	wer(s)	
Cther (specify)						• •	
11. File is Used Daily Weekly Monthly Annualty Number Month(s) Year(s)				I ===			
Daily Weekly Monthly Annually Number Month(s) Year(s) 13. Current Location(s) (Bldg., Floor, Room) 14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) Yes No 15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) 16. Audit Requirements None State Federal Independent Independent					. ,,		
Daily Weekly Monthly Annually Number Month(s) Year(s)	11. File is Used				es Inactive Af	ter	
Administrative Building, 1st Floor, Parking Enforcement Office Yes No	☐ Daily ☐ Weekly 🛣 Monthly ☐ Annually		Į.			ionth(s) X Year(s)	
Administrative Building, 1st Floor, Parking Enforcement Office Yes No	G bany G Weekly G Working G Windany		l l			•	
Administrative Building, 1st Floor, Parking Enforcement Office Yes No							
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes Pi No None State Federal Independent				4f			
☐ Yes	Administrative Building, 1st Floor, Parking Enforcement Office			☐ Yes 💢 No			
None State Federal Independent	15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
	☐ Yes ÞŠ No			M New Clother Control Control			
47 In a lady Contract Office and a lady in				None State Federal Independent			
1. 17. Is an index bystem used? If yes, explain poetly and describe requirements.	17. Is an Index System used? If yes, explain briefly and describe requirements			40. 5			
☐ Yes 🗖 No				18. Recommended Retention			
Retain for 1 year, then destroy.	· •			Retain for 1 year, then destroy.			
19. Name and Title of Preparer 20. Telephone Number 21. Date	-	1					
Robert Rappoport, Major 240-314-8971 May 14, 2014	кореп карророп, мајог	240	u-314-897	`1 	May 14,	2014	
DGS 550-4 (Rev. 1/93)							

Instructions –Type or Print a separate form for	DEPARTMENT C	F GENERAL SE	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECORDS MA	NAGEMENT DIV	ISION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo	Road, P.O. Box	275		
,	Jessup,	Maryland 20794		PAGE1 OF1	
	1	10-799-1930			
Department/Agency	2. Division			3. Unit	
Rockville City Police Field Services Bureau					
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally fil	ed and used as a	unit for ref	l erence as well as retention and disposition	
4. Record Series Title			5. Earlie	st Year/Latest Year	
Ride Along Applications			201	0 to Current	
6. Record Series Description (Briefly describe the t	ypes of information/d	ocuments/forms f	ound in the	series. Include the purpose or function of the	
series.)					
File contains personal information of subjects that a	apply to participate in	the department's	ride along	program.	
7. Record Series Format(s) List all	8. Record	Series Sequence	9. Volume		
_ :a			_1		
Letter Size	☐ Alphat	etical	Number		
☐ Legal Size ☐ Computer Tape	☐ Numer	ical	File Dr	awer(s)	
	AV a		☐ Microfil	• *	
☐ Audio Tape ☐ Floppy Disk	Chrone	ilogical	Other (ter Tape(s) specify)	
☐ Bound Book ☐ Video Tape	☐ Geogra	phical	`		
Other (specify)	☐ Other			Accumulation	
			1 Number		
			File Dr	• •	
·				in ree(s)	
		Other (specify) 2" 3-Ring Binder		
11. File is Used		12. File Becor	man Imagéius A	901	
		33	nes macave A	ALC:	
☐ Daily 🙀 Weekly 🔲 Monthly 🔲 Anı	nually	Number		Month(s) A Year(s)	
		1			
13. Current Location(s) (Bidg., Floor, Room)	II _	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Administrative Building, 1st Floor, Field Services Bureau Deputy C	☐ Yes X No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)	16. Audit Rec	uirements			
☐ Yes 🗖 No					
·	None State TFederal Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recommended Retention		
Yes 💆 No		Retain for	Retain for 3 years, then destroy.		
			-	-	
19. Name and Title of Preparer	20. Tele	phone Number	21. Date		
Robert Rappoport, Major	240-314		May 14,		
)	2.5 51		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,		
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Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECO	ORDS MANAG	SEMENT DIVI	SION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE1 OF1	
	Jessup, Maryland 20794 410-799-1930					
Department/Agency	2. Divisio	on			3. Unit	
	}					
Rockville City Police	li	the Chief				
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records r	normally filed a	ind used as a	unit for ref	erence as well as retention and disposition	
Record Series Title				5. Earlie	st Year/Latest Year	
Grant Development Records	-			200	03 to Current	
6. Record Series Description (Briefly describe the t	ypes of info	ormation/docur	ments/forms fo	ound in the	series. Include the purpose or function of the	
series.)						
File contains Successful grant applications and pro	posals, and	d any documer	ntation that mo	odifies the	terms of the grant. Includes financial, performance,	
and compliance reports submitted to grantor or sub	-grantor ag	encies.				
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
☑ Letter Size ☐ Microfilm		☐ Alphabetica	ı	Number	•	
Legal Size Computer Tape	Numerical			File Drawer(s)		
☐ Audio Tape ☐ Floppy Disk		☐ Chronologic	al:	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
				Other (specify)		
☐ Bound Book ☐ Video Tape		☐ Geographic	al	10. Annual Accumulation		
Other (specify)		Other (spec	ify)	_1/4		
				Number		
				File Dr	awer(s)	
				☐ Microfi		
					nter Tape(s)	
				Other (specify)	
11. File is Used			12. File Becom	es Inactive A	fler	
☐ Daily ☐ Weekly ☐ Monthly 🕱 An	nually		<u>5</u> Number		Month(s) X Year(s)	
- 1					•	
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)			
Administrative Building, 2nd Floor, Office of the Chief			Yes	□ No (Grantor / Sub-grantor agency	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requirements			
☐ Yes 🕱 No						
			∐ None	State 2	【Federal ☐ Independent	
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended R	etention	
☐ Yes Xes Xes Xes Xes			Retain for 5	years from	n the close of the grant, then destroy.	
		ya				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	9	
Robert Rappoport, Major		240-314-89	71	May 14,	2014	
DGS 550-4 (Rev 1/93)	.					

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Instructions -Type or Print a separate form for	/pe or Print a separate form for DEPARTMENT OF 0				AGENCY RECORDS INVENTORY	
each new or revised record series. Forward	RECC	ORDS MANA	SEMENT DIVI	SION		
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo Ro	load, P.O. Box 275		PAGE1 OF1	
		Jessup, Mar	ryland 20794		FAGE	
		410-79	9-1930			
Department/Agency	2. Divisio	n			3. Unit	
Rockville City Police	Field Ser	vices Bureau				
DEFINITION: RECORD SERIES: A group of relate	d records n	ormally filed a	and used as a	unit for refe	erence as well as retention and disposition	
purposes.						
Record Series Title				5. Earlie:	st Year/Latest Year	
Field Training Manuals				_1988	to Current	
6. Record Series Description (Briefly describe the t	voes of info	rmation/docu	ments/forms fo	ound in the	series. Include the purpose or function of the	
series.)	ypod or and			Jana	School maide and purpose an infrarence of the	
,		C				
File contains training records of probationary officer	r during the	tield training	onase.			
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume		
Y		-/		10		
Letter Size		Alphabetica	1	Number		
Legal Size Computer Tape		■ Numerical		Ž K∓ile Dra	awer(s)	
		•		☐ Microfil	· ·	
☐ Audio Tape ☐ Floppy Disk		Chronologic	cal	☐ Compu	ter Tape(s)	
				Other (specify)	
☐ Bound Book ☐ Video Tape		Geographic	al			
Other (specify) 3-Ring Binders		Other (spec	10. Annual Accumulation			
Other (specify) 3-raing billiders		Other (spec	fy) 1/2 Number			
				Number		
				File Dra	wer(s)	
•				☐ Microfil	· · · · · · · · · · · · · · · · · · ·	
		•		_	ter Tape(s)	
				Other (specify)	
11. File is Used	1		12. File Becom	les Inactive At	tter .	
11.7 He is 5352			12. File Becomes Inactive After See #18 below			
☐ Daily ☐ Weekly ☐ Monthly ☑ An ı	nually		Number	N	fonth(s) Year(s)	
•					•	
13. Current Location(s) (Bldg., Floor, Room)			14 Is Record 5	Series Dunlica	ited Elsewhere? (If yes, specify agency or office.)	
Administrative Building, basement, archives			☐ Yes	No.	(ii you, speak) againsy at amou.	
			_			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements		
☐ Yes 🗖 No						
			None	State [Federal Independent	
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended D	etention	
Yes X No						
			Retain for 3	years afte	er separation from agency, then destroy.	
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	•	
Robert Rappoport, Major		240-314-89	71	May 14,	2014	
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Instructions –Type or Print a separate form for each new or revised record series. Forward					AGENCY RECORDS INVENTORY		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box Jessup, Maryland 20794 410-799-1930			275	PAGE1 OF1		
Department/Agency	2. Division	n			3. Unit		
Rockville City Police DEFINITION: RECORD SERIES: A group of related		ative Service		unit for ref	erence as well as retention and disposition		
purposes.				5 5- 11-	-1 V (1 -1 -1 V		
4. Record Series Title				5. Earliest Year/Latest Year			
Civilian Livescan Fingerprints				201			
Record Series Description (Briefly describe the ty series.) File contains electronic images of fingerprints and p							
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume _ <u>N/A</u>			
Letter Size Microfilm		Alphabetica	ı	Number			
☐ Legal Size ☐ Computer Tape	☐ Numerical				☐ File Drawer(s) ☐ Microfilm Reel(s)		
☐ Audio Tape ☐ Floppy Disk		Chronologic	cal	Computer Tape(s) Other (specify)			
☐ Bound Book ☐ Video Tape		Geographic	al				
Other (specify) Computer Hard Drive		Other (spec	ify)	10. Annual AccumulationN/A Number			
				☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)			
11. File is Used			12. File Becom	l nes Inactive A	fter		
.			Sec #18 below				
. ∭2 Daily ☐ Weekly ☐ Monthly ☐ Ann	nually		Number				
13. Current Location(s) (Bldg., Floor, Room) Administrative Building, 1 st floor, Fingerprint Room			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) X Yes No Fingerprints transmitted to Maryland State Police				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes X No			16. Audit Requirements Mone ☐ State ☐ Federal ☐ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements □ Yes 風 No				Record.	detention Maintain as a perpetual file by updating when and destroying obsolete material.		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	3		
Robert Rappoport, Major		240-314-89	71	May 14, 2014			

							
Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	SENERAL SEF	RAL SERVICES AGENCY RECORDS INVENTORY			
each new or revised record series. Forward	RECO	ORDS MANAC	SEMENT DIVI	ISION			
with Records Retention Schedule (DGS 550-1)	DGS 550-1) 7275 Waterloo Road, F				·		
,	. =		ryland 20794	PAGE1 OF1			
1		·	99-1930				
Department/Agency	2. Divisio				3. Unit		
	_		•				
Rockville City Police	Office of	f the Chief		Neighborhood Services			
DEFINITION: RECORD SERIES: A group of related	d records r	normally filed a	and used as a	unit for ref			
purposes.		····		,			
Record Series Title					st Year/Latest Year		
Off Leash Dog Testing				201	0 to Current		
6. Record Series Description (Briefly describe the ty	ypes of info	ormation/docu	ments/forms fo	ound in the	series. Include the purpose or function of the		
series.)							
File contains dog and owner information for all dogs	that are p	ermitted to us	e the King Far	m Dog Par	k .		
_							
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
	ļ		70 C-4#	1/4			
🕱 Letter Size 🔲 Microfilm	1	☐ Alphabetica	al	Number			
	1						
Legal Size Computer Tape	ļ	Numerical		1 -			
☐ A⊔dio Tape ☐ Floppy Disk	1	Chronologic	cal	Computer Tape(s)			
	1			1 = '	Other (specify)		
☐ Bound Book ☐ Video Tape	1	Geographic	:ai				
	1			1	10. Annual Accumulation		
Other (specify)	ļ	Utner (spec	i —		ess than 1/4 Number		
	1			MERIDE			
in the second se	ľ	1		☐ File Drawer(s)			
	1	1		☐ Microfilm Reel(s)			
	1	1		1	nter Tape(s)		
	ļ			Utner (:	specify)		
11. File is Used		<u></u>	12. File Becom	nes Inactive A	fter		
			_2		1		
☐ Daily ☐ Weekly 🗖 Monthly ☐ Ann	nually	1	Number		Month(s) X Year(s)		
		!					
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record 9	Series Duplica	ated Eisewhere? (If yes, specify agency or office.)		
Administrative Building, 1st floor, Neighborhood Services Office		1	☐ Yes	⊠ No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes 🔼 No		ļ	16. Audit Requ	uirements			
		ļ	None	☐ State ☐	Federal Independent		
.		ļ		_	, <u> </u>		
			<u> </u>				
17. Is an Index System used? If yes, explain briefly and describe Tyes No	requirements	1	18. Recom	imended R	etention		
Lites (A) NO		!	Retain for 2	2 years, the	en destroy.		
19. Name and Title of Preparer	7	20. Telepho	one Number	21. Date	2		
Robert Rappoport, Major		240-314-89		May 14,			
robott appopoly major	1			1410,	2014		
	,	1		·			

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InstructionsType or Print a separate form for	DEPART	IMENT OF G	SENERAL SEF	RVICES	AGENCY RECORDS INVENTORY	
each new or revised record series. Forward RECORDS MANAGEM			SEMENT DIVI	T DIVISION		
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Bo					
Will Necords Retention Schedule (DGS 550-1)				213	PAGE1 OF1	
	Jessup, Maryland 20794 410-799-1930					
1 Department/Agency	2. Division		9-1930		3. Unit	
Department/Agency	Z. DIVISIO	11			S. Offit	
5	Office of t	the Chief				
Rockville City Police DEFINITION: RECORD SERIES: A group of relater			and upod oc o	unit for rof	Neighborhood Services	
purposes.	a records no	ormany med a	and used as a	unit lor ren	erence as well as retention and disposition	
4. Record Series Title				5. Earlie	st Year/Latest Year	
King Farm (Dog Park) User Agreements				200	3 to Current	
6. Record Series Description (Briefly describe the ty	vpes of infor	mation/docu	ments/forms for	ound in the	series. Include the purpose or function of the	
series.)	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
File contains dog and owner information for all dogs	that are no	rmitted to us	o the Kina Ear	m Dog Par		
The contains dog and owner information for all dogs	s utat are pe	innitied to da	culcining i all	ili bog i ai	n.	
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume		
Ž Letter Size ☐ Microfilm	İ	Alphabetica	ıl	Number	•	
, ,						
☐ Legal Size ☐ Computer Tape	Numerical			File Dra	ı	
☐ Audio Tape ☐ Floppy Disk		☐ Chronologic	sal .	☐ Microfilm Reel(s) ☐ Computer Tape(s)		
- Additionable - Noppy black		Cilionologic	, <u>a</u> ı	Other (
☐ Bound Book ☐ Video Tape	ŀ	Geographic	al	·		
		_		10. Annual Accumulation		
Other (specify) 3-Ring Binder	1	l !		<u>_1</u>	-	
	1		Number			
				☐ File Dra	ewer(s)	
			-		film Reel(s)	
				Compu	, , , ,	
				AC Other (specify) 3-Ring Binder	
11. File is Used	_	-	12. File Becom	les Inactive A	fter	
			See #18 below			
☐ Daily 🛱 Weekly ☐ Monthly ☐ Ann	nually		Number	Month(s) Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record S		nted Elsewhere? (If yes, specify agency or office.)	
Administrative Building, 1st floor, Neighborhood Services Office			Yes	™ No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uiremente		
Yes M No			10. Addit Requ	mements		
			Ω None	State	Federal Independent	
		;				
17. Is an Index System used? If yes, explain briefly and describe	requirements		10.5			
Yes DaNo	- equirements		18. Recom			
-			As long as	dog is licer	nsed, plus 1year, then destroy.	
19. Name and Title of Preparer	Γ	20. Telepho	ne Number	21. Date		
Robert Rappoport, Major		240-314-89	71	June 5,	2014	
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	<u> </u>			<u> </u>		

Instructions –Type or Print a separate form for each new or revised record series. Forward RECORDS MANAG with Records Retention Schedule (DGS 550-1) 7275 Waterloo Ros			BEMENT DIVI	EMENT DIVISION ad, P.O. Box 275			
	Jes	essup, Mary 410-799	ryland 20794				
Department/Agency	2. Division	410-799	-1930		3. Unit		
Rockville City Police DEFINITION: RECORD SERIES: A group of related records normally filed a			Code Enforcement				
purposes.							
4. Record Series Title			5. Earliest Year/Latest Year				
Apartment Licenses				199	4 to Current		
6. Record Series Description (Briefly describe the ty	pes of informa	ation/docum	nents/forms fo	ound in the	series. Include the purpose or function of the		
series.)							
File contains information on all apartment complexe	s in the City, to	o include pi	roperty manaç	gement coi	mpany, rental inspections, etc.		
7. Record Series Format(s) List all	8.1	. Record Series	s Sequence	9. Volume			
A Letter Size ☐ Microfilm] Alphabetical		<u>1</u> Number			
Legal Size Computer Tape		Numerical		*	File Drawer(s) - Lateral		
☐ Audio Tape ☐ Floppy Disk	, zá	Chronologica	al		☐ Microfilm Reel(s) ☐ Computer Tape(s)		
	//	•		Other (s			
☐ Bound Book ☐ Video Tape		Geographica	a)				
Other (specify)		Other (speci	ify) 10. Annual Accumulation				
				File Dra	m Reel(s) ter Tape(s)		
11. File is Used	<u> </u>		12. File Becom	es Inactive At	fter		
☐ Daily ☐ Weekly ☐ Monthly 💆 Ann	nually		_ <u>5</u> Number	□ •	Month(s) X Year(s)		
Current Location(s) (Bldg., Floor, Room) Operations Building, 2nd Floor, Code Enforcement			14. Is Record S	Series Duplica	ted Elsewhere? (If yes, specify agency or office.)		
Operations during, 2nd ricon, code Emissions.			Ļ	VEX.			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ✓ No			16. Audit Requirements				
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom Retain for 5				
19. Name and Title of Preparer	20	O Telepho	ne Number	21. Date			
Robert Rappoport, Major		240-314-897		May 2, 2			

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 SEI RECORDS MANAGEMENT DIV 7275 Waterloo Road, P.O. Box Jessup, Maryland 20794			SION	PAGE1 OF1		
Department/Agency	2. Divisio	on			3. Unit		
Rockville City Police DEFINITION: RECORD SERIES: A group of relate purposes.	Administrative Services Bureau ted records normally filed and used as			unit for ref	Code Enforcement erence as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
Hotel/Motel Business Licenses				199	4 to Current		
Record Series Description (Briefly describe the tyseries.) File contains information on each hotel and motel was a seried of the contains information on each hotel and motel was a seried or contains.		ments/forms fo	ound in the	series. Include the purpose or function of the			
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume			
Letter Size Microfilm		☐ Alphabetica	ıl	1 Number			
Legal Size Computer Tape		☐ Numerical			File Drawer(s) Lateral		
☐ Audio Tape ☐ Floppy Disk		Chronologic	al		☐ Microfilm Reel(s) ☐ Computer Tape(s)		
☐ Bound Book ☐ Video Tape		▼ Geographic ■ Geographi		☐ Other (specify)		
Other (specify)		Other (spec		<u>1/4</u> Number	Accumulation		
				File Drawer(s) Lateral Microfilm Reel(s) Computer Tape(s) Other (specify)			
11. File is Used		,	12. File Becomes Inactive After				
☐ Daily ☐ Weekly ☐ Monthly 🙇Ani	nually		3 Number	<u> </u>	Month(s) Year(s)		
Current Location(s) (Bldg., Floor, Room) Operations Building, 2nd Floor, Code Enforcement			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes 💆 No			16. Audit Requirements DNone □ State □ Federal □ Independent				
17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes No			18. Recommended Retention Retain for 3 years, then destroy.				
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	2		
Robert Rappoport, Major		240-314-89	71	May 2, 2	2014		

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Instructions -Type or Print a separate form for			ENERAL SEF		AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECORDS MANAGEMENT DIV						
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PAGE1 OF1		
	Jessup, Maryland 20794 410-799-1930						
Department/Agency	2. Division	i			3. Unit		
Rockville City Police	Administra	tive Service	s Bureau		Code Enforcement		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records no	rmally filed a	and used as a	unit for refe			
4. Record Series Title				5. Earlies	st Year/Latest Year		
Rental Housing Licenses & Inspections				_1994	to Current		
6. Record Series Description (Briefly describe the t	ypes of inform	mation/docui	ments/forms fo	ound in the	series. Include the purpose or function of the		
series.)							
File contains information on home owner and tenan	its. Also cont	tains Housin	g Inspector's	inspection	notes.		
7. Record Series Format(s) List all		8. Record Serie	s Sequence	9. Volume	<u> </u>		
Letter Size		☐ Alphabetica	1	<u>12</u> Number			
Legal Size Computer Tape		Numerical			wer(s) Lateral		
☐ Audio Tape ☐ Floppy Disk		☐ Chronologic	:al		☐ Microfilm Reel(s) ☐ Computer Tape(s)		
	'			Other (specify)			
☐ Bound Book ☐ Video Tape		☐ Geographic	al	10. Annual	10. Annual Accumulation		
Other (specify)		Other (spec	ify)				
				Number			
				, -	wer(s) Lateral		
			☐ Microfil		• •		
			1 = '		specify)		
11. File is Used			12. File Becom	on Ingelius Af	***		
11. File is Used			3	es mactive Ai	lei		
Daily ☐ Weekly ☐ Monthly ☐ Ann	nually		Number	□ M	onth(s) 📈 Year(s)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
Operations Building, 2nd Floor, Code Enforcement			☐ Yes 💆 No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	irements			
☐ Yes 【XNo			/DÀ None I	□ State □	Federal Independent		
			M-Z rouge		. эээнэ. 🔲 тоороноот		
17. Is an Index System used? If yes, explain briefly and describe requirements			18. Recom	mended Re	etention		
☐ Yes 💆 No			Retain for 3	years, afte	er the home ceases to be rental property, then		
	·						
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date			
Robert Rappoport, Major		240-314-89	71	May 14,	2014		
DGS 550-4 (Rev. 1/93)							

Instructions -Type or Print a separate form for DEPARTMENT OF GI			ENERAL SEF	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECO	ORDS MANAC	SEMENT DIVI	SION			
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo Ro	ad, P.O. Box	275	DACE 4 OF 4		
Jessup, Mar			yland 20794	PAGE 1 OF 1			
		410-79	9-1930				
Department/Agency	2. Divisio	n			3. Unit		
Rockville City Police	Administ	rative Service	Bureau Code Enforcement				
DEFINITION: RECORD SERIES: A group of related	l records n	ormally filed a	and used as a	unit for ref	erence as well as retention and disposition		
purposes. 4. Record Series Title			5. Earliest Year/Latest Year				
Landlord / Tenant Case Files			5. Earliest Year/Latest Year 2009 to Current				
Record Series Description (Briefly describe the ty	pes of into	rmation/docui	ments/forms to	ound in the	series. Include the purpose or function of the		
series.)							
File contains complaints filed by either a landlord or	a tenant.	File may conta	ain case notes	i, mediation	n agreements, Landlord/Tenant Commission		
hearing notes, decisions and orders.							
7. Record Series Format(s) List atl		8. Record Serie	es Sequence	9. Volume			
\ Letter Size		Alphabetica	.1	2 Number			
MICIONINI				Number			
☐ Legal Size ☐ Computer Tape		■ Numerical		File Dra			
4 = ===		~		Microfil	* *		
Audio Tape		Chronologic	cal	☐ Compu	ter Tape(s)		
☐ Bound Book ☐ Video Tape		☐ Geographic	al	L Caner ((specify)		
				10. Annual Accumulation			
Other (specify)		Other (spec	- <u></u>				
				Number			
			File Dr		awer(s)		
				☐ Microfil	m Reel(s)		
				☐ Compu	rter Tape(s)		
				Other (specify)		
11. File is Used	l		12. File Becom	l nes Inactive A	fter		
			3				
☐ Daily 💢 Weekly 🔲 Monthly 🔲 Ann	ually		Number		Month(s) (A_Year(s)		
		ı					
13. Current Location(s) (Bldg., Floor, Room)		-	14. Is Record S	Series Duplica	ated Elsewhere? (If yes, specify agency or office.)		
Operations Building, 2nd Floor, Code Enforcement			☐ Yes	No			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		-	16. Audit Req	uicemente			
Yes A No			To. Audit Neg	unements			
			None	State	Federal Independent		
			'				
17. Is an Index System used? If yes, explain briefly and describe	requiremente		40. 5				
Yes KNo	edunements		18. Recom				
			Retain for 3	years, the	en destroy.		
19. Name and Title of Preparer		20. Telepho	ne Number	21. Date	•		
Robert Rappoport, Major		240-314-89	71	May 2, 2	2014		

Instructions –Type or Print a separate form for	DEPAR	TMENT OF G	SENERAL SEF	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECC	ORDS MANA	GEMENT DIVI	SION			
with Records Retention Schedule (DGS 550-1)	727	5 Waterloo Ro	oad, P.O. Box	275			
Will reside the state of the state of	Jessup, Maryland 20794				PAGE1 OF1		
	410-799-1930						
4.6	O Divisio		99-1930	<u></u>	2 11-14		
Department/Agency	2. Divisio	on			3. Unit		
	Administr	rative Service	e Ruroau				
Rockville City Police				Code Enforcement			
DEFINITION: RECORD SERIES: A group of relate purposes.	ed records n	normally filed a	and used as a	unit for ref	erence as well as retention and disposition		
4. Record Series Title			· · · · · · · · · · · · · · · · · · ·	5. Earliest Year/Latest Year			
					5 to Current		
Tow Company Applications				L			
Record Series Description (Briefly describe the series)	types of info	rmation/docu	ments/forms for	ound in the	series. Include the purpose or function of the		
series.)							
File contains tow company business information to	include: O	wner and emp	ployee informa	ition; vehic	le information, insurance certificates, etc.		
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume			
``		_		1/2			
Letter Size Microfilm		Alphabetica	ai	Number			
				u			
Legal Size Computer Tape		☐ Numerical		M File Drawer(s) ☐ Microfilm Reel(s)			
☐ Audio Tape ☐ Floppy Disk		☐ Chronologie	cal	☐ Microfilm Reel(s) ☐ Computer Tape(s)			
			 -	Other (
☐ Bound Book ☐ Video Tape		Geographic	al				
_		_		10. Annual	Accumulation		
Other (specify)		Other (spec	cify)	\			
		:		Number ·			
				File Dra	awer(s)		
	1			☐ Microfil	• •		
			L =		eter Tape(s)		
	İ	•		Other (specify)		
			1	<u> </u>			
11. File is Used			12. File Becomes Inactive After				
☐ Daily ☐ Weekly ☐ Monthly 🙀 An	nually (Semi)		1 Number	П	nonth(s) Year(s)		
		:		.	7		
			ļ				
12 Current Legation(a) / Dide Floor De			14 1- 2	Paring D. "	tod Clauberg / Wing co-16		
Current Location(s) (Bldg., Floor, Room) Operations Building, 2nd Floor, Code Enforcement			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
,				₩ , 100			
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Req	uirements			
☐ Yes 🙇 No							
•			None None	State	Federal Independent		
17. Is an Index System used? If yes, explain briefly and describe	e requirements		18. Recom	monded D	otention		
Yes XNo							
12 ····· 14 ····			Retain for 1	year after	removed from the rotation list, then destroy.		
19. Name and Title of Preparer		20. Telepho	one Number	21. Date	3		
Robert Rappoport, Major		240-314-89	71				
		i					
DGS 550-4 (Rev. 1/93)				<u></u>			

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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 GENERA RECORDS MANAGEMEN 7275 Waterloo Road, P.O Jessup, Maryland 20			SION	PAGE1 OF1		
Department/Agency	2. Division	410-799-1	1930		3. Unit		
, o							
Rockville City Police	Administrative Se				Communications		
DEFINITION: RECORD SERIES: A group of relate purposes.	d records normally t	iled an	d used as a	unit for ref	erence as well as retention and disposition		
4. Record Series Title			·	5. Earlie	st Year/Latest Year		
Voice Print International (VPI)	_			201	4 to Current		
6. Record Series Description (Briefly describe the ty	pes of information/	docum	ents/forms fo	ound in the	series. Include the purpose or function of the		
series.)		!			-tii		
The contains telephone/radio voice recordings/trans	onissions of all Inco	ning a	на опідотд	COMMUNIC	ations in our Public Safety Communications Center.		
7. Record Series Format(s) List all	8. Recon	Series	Sequence	9. Volume			
☐ Letter Size ☐ Microfilm	Alpha	hotical		<u>N/A</u> Number			
_	El Alpha	i voudi		14011061			
☐ Legal Size ☐ Computer Tape	Nume	erical		-	ile Drawer(s) Microfilm Reel(s)		
☐ Audio Tape ☐ Floppy Disk	Chro	nological	ı		Computer Tape(s)		
☐ Bound Book ☐ Video Tape	Geog	raphical		Other (specify)			
				10. Annual	Accumulation		
Other (specify) Computer Hard Drive	Other	(specify					
	Į.						
				☐ File Dra	* *		
					Computer Tape(s)		
			Other (s		specify)		
11. File is Used	•		12. File Becom	es Inactive A	fter		
Daily ☐ Weekly ☐ Monthly ☐ Ann	oually		_1 Number X Month(s) ☐ Year(s)				
•				, ,			
13. Current Location(s) (Bldg., Floor, Room) Operations Building, 1 st Floor, Communications Center			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes No				
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		\dashv	16. Audit Requirements				
☐ Yes 💆 No			A None	□ State □	Federal Independent		
			to Mone		1 / SSSI2.		
17. Is an Index System used? If yes, explain briefly and describe	requirements	\dashv	18. Recom	mended D	etention		
☐ Yes 🗽 No					ve for 30-days, then transfer to DVD-Ram disc to		
					After 1 year, rewrite and re-use disc.		
19. Name and Title of Preparer	20. Tel	ephone	e Number	21. Date			
Robert Rappoport, Major	240-31	-		May 14,			
DGS 550-4 (Rev. 1/93)				<u></u>			

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Instructions -Type or Print a separate form for	DEPAR	TMENT OF G	SENERAL SEF	RVICES	AGENCY RECORDS INVENTORY		
each new or revised record series. Forward	RECO	ORDS MANA	GEMENT DIVI	SION			
with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box			275	PACE 1 OF 1		
	Jessup, Maryland 20794				PAGE1 OF1		
		410-79	9-1930				
Department/Agency	2. Divisio	on			3. Unit		
Rockville City Police		vices Bureau			Patrol		
DEFINITION: RECORD SERIES: A group of related purposes.	d records r	ormally filed a	and used as a	unit for ref	erence as well as retention and disposition		
4. Record Series Title				5. Earlie	st Year/Latest Year		
License Plate Reader (LPR) Data					14 to Current		
6. Record Series Description (Briefly describe the ty	mes of info	rmation/docu	mente/forms fr				
series.)	rpea or line	i mattori, docu	menta/ionna it		series. Include the purpose of function of the		
,	DD amina						
File includes license plate data captured by mobile t	Lrik equipi	nen.					
70.10.5				T 2			
7. Record Series Format(s) List all		8. Record Serie	es Sequence	9. Volume N/A			
Letter Size Microfilm		Alphabetica	ał	Number			
Legal Size Computer Tape		Numerical		File Dra	awer(s)		
				☐ Microfi	Microfilm Reel(s)		
☐ Audio Tape ☐ Floppy Disk		Chronologic	cal	Computer Tape(s)			
☐ Bound Book ☐ Video Tape	Geographical			Other (specify)			
	Geographical			10. Annual Accumulation			
Other (specify) Mobile Data Terminal Hard Drive	į.	Other (spec					
				Number			
				☐ File Dra	awen(s)		
	i maranj	PA PTATE	☐ Microfil				
		complete and a superior against	n terifor	1 = '	ter Tape(s)		
			4.4	Other (specify)			
11. File is Used			12. File Becomes Inactive After				
Daily ☐ Weekly ☐ Monthly ☐ Ann	ually		—1—— Number Month(s) ☐ Year(s)				
1	. - y			Α,	(-)		
13. Current Location(s) (Bldg., Floor, Room)			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)				
N/A. Maintained on in-car computer.			₹ Yes		aryland State Police		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)			16. Audit Requ	uirements			
☐ Yes 💆 No	-				•		
			None None	State	Federal Independent		
		·	,				
17. Is an Index System used? If yes, explain briefly and describe	requirements		18. Recom	mended R	etention		
☐ Yes 💆 No							
,					ryland State Police immediately; Retained on in-car		
40 Name and Title 40	1	00 - : :	ļ	<u> </u>	then automatically deleted.		
19. Name and Title of Preparer		20. Telepho		21. Date			
Robert Rappoport, Major		240-314-89	71	May 14,	2014		