Agency	Division/Unit
City of Rockville	Police Department

Item 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.

Schedule Approved by Department, Agency, or Division Representative.	Schedule Authorized by State Archivist
Date	Date 6-30-14
Signature 6/6/14	Signature
Typed Name Major Robert Rappoport	
Title Administrative Services Bureau Commander	
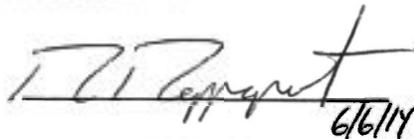
Agency City of Rockville	Division/Unit Police Department

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

Agency City of Rockville	Division/Unit Police 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.

DGS 550-1A

Agency	Division/Unit
City of Rockville	Police Department

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

DGS 550-1A

Agency	Division/Unit
City of Rockville	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.

Agency City of Rockville	Division/Unit Police Department

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.

DGS 550-1A

Agency	Division/Unit
City of Rockville	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.

DGS 550-1A

Agency	Division/Unit
City of Rockville	Police Department

Item No.	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 550-1A

Agency	Division/Unit
City of Rockville	Police Department

Item No.	Description	Retention
50	**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.
51	**HOTEL/MOTEL BUSINESS LICENSES** File contains information on each hotel and motel within the City limits.	Retain for 3 years, then destroy.
52	**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.
53	**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.
54	**HAWKER / PEDDLER LICENSES** File contains personal information and photograph of subjects licensed to hawk/peddle in the City.	Retain for 1 year, then destroy.
55	**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.
56	**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.

DGS 550-1A

Agency City of Rockville	Division/Unit Police Department

Item No.	Description	Retention
57	**MARYLAND ELECTRONIC TELECOMMUNICATIONS ENFORCEMENT RESOURCE SYSTEM (METERS) / NATIONAL CRIME INFORMATION CENTER (NCIC) TELETYPE RECORD LOGS** Log of daily/monthly messages transmitted on these systems from the computers in dispatch.	Retain for 1 year and 30 days, then destroy.
58	**CRIMINAL HISTORY LOG BOOK** Record of every subject that our agency has obtained criminal history information on.	Retain 3 years, then destroy.
59	**WARRANT LOG BOOK** Record of every warrant received by agency is logged and assigned a unique identifying number.	Retain 3 years, then destroy.
60	**POLICE PROPERTY CARDS** File contains a log of property coming into police possession for a variety of reasons, and the final disposition of the property.	Retain for 3 years, then destroy.
61	**VOICE PRINT INTERNATIONAL (VPI)** File contains telephonic/radio voice recordings/transmissions of all incoming and outgoing communications in our Public Safety Communication Center.	Retain for 1 year and 30 days, then destroy.
62	**IN CAR DIGITAL VIDEO** Electronic digital images recorded from cameras mounted in police vehicles. Images are maintained on a secure server.	Retain 1 year plus 1 day, then destroy.
63	**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

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 ___1___ OF ___1___

1. Department/Agency Rockville City Police	2. Division Special Operations Bureau	3. Unit Criminal Investigations 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 Criminal Intelligence Files	5. Earliest Year/Latest Year _2011_____ 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 sensitive investigations on individuals and/or incidents (i.e., threats, hate crimes, school incidents, etc.).

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
XX Letter Size ☐ Microfilm	☐ Alphabetical	___1___ Number
☐ Legal Size ☐ Computer Tape	☐ Numerical	xx File Drawer(s)
☐ Audio Tape ☐ Floppy Disk	☐ Chronological	☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_____
☐ Bound Book ☐ Video Tape	☐ Geographical	
☐ Other (specify)_____	☒ Other (specify) Incident Type	10. Annual Accumulation __2-3___ Number

10. Annual Accumulation
☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
xx Other (specify) 2-3 Case files per year added to file drawer

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly ☐ Annually XX As Needed	12. File Becomes Inactive After ___1___ Number ☐ Month(s) XX Year(s), then screened annually and destroy records no longer needed for current business.

13. Current Location(s) (Bldg., Floor, Room) Operations building, 2nd Floor, Criminal Investigations Unit	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes XX No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) ☐ Yes XX No	16. Audit Requirements XX None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes XX No	18. Recommended Retention Retain for one year, then screen annually and destroy records no longer needed for current business.

19. Name and Title of Preparer Robert Rappoport, Major	20. Telephone Number 240-314-8971	21. Date June 6, 2014

DGS 550-4 (Rev. 1/93)

Instructions – Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY

1. Department/Agency Rockville City Police	2. Division Field Services Bureau	3. Unit Photo 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 Photo Enforcement Daily Deployment Logs	5. Earliest Year/Latest Year 2011 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.)

File contains logs of daily deployments indicating the activation start and stop dates of each speed monitoring device and its location.

7. Record Series Format(s)   List all

☒ Letter Size   ☐ Microfilm

☐ Legal Size   ☐ Computer Tape

☐ Audio Tape   ☐ Floppy Disk

☐ Bound Book   ☐ Video Tape

☐ Other (specify)_____

8. Record Series Sequence

☐ Alphabetical

☐ Numerical

☒ Chronological

☐ Geographical

☐ Other (specify) _____

9. Volume

___2___
Number

☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)_____

10. Annual Accumulation

___1/2___
Number

☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)_____

11. File is Used

☐ Daily   ☐ Weekly   ☐ Monthly   ☒ Annually

12. File Becomes Inactive After

___2___
Number   ☐ Month(s)   ☒ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)
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))
☐ 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

Retain for 2 years, then destroy.

19. Name and Title of Preparer Robert Rappoport, Major	20. Telephone Number 240-314-8971	21. Date June 6, 2014

DGS 550-4 (Rev. 1/93)

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	PAGE ___1___ OF ___1___

1. Department/Agency	2. Division	3. Unit
Rockville City Police	Special Operations 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	5. Earliest Year/Latest Year
Complus Parking Violations	__2011___ 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.)

(a) File contains daily print out summaries of electronic parking tickets issued.

(b) File includes detailed Complus parking violation data sent to the agency on a monthly basis by the vendor.

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
☒ Letter Size ☐ Microfilm	☐ Alphabetical	___1___ Number
☐ Legal Size ☐ Computer Tape	☐ Numerical	☒ File Drawer(s) ☐ Microfilm Reel(s)
☐ Audio Tape ☒ Floppy Disk	☒ Chronological	☐ Computer Tape(s) ☐ Other (specify)_____
☐ Bound Book ☐ Video Tape	☐ Geographical	
☐ Other (specify)_____	☐ Other (specify) _____	10. Annual Accumulation ___1/4___ Number
		☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_____

11. File is Used	12. File Becomes Inactive After
☒ Daily ☐ Weekly ☐ Monthly ☐ Annually	___3___ Number ☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room) Administrative Building, 1st Floor, Parking Enforcement Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☒ Yes ☐ No Complus Data Innovations
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 (a) Retain for 1 year, then destroy. (b) Retain for 3 years, then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Robert Rappoport, Major	240-314-8971	May 14, 2014

DGS 550-4 (Rev. 1/93)

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	PAGE _1_ OF _1_

1. Department/Agency Rockville City Police	2. Division Special Operations Bureau	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 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	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Microfilm	☐ Alphabetical	____2____ Number ☒ File Drawer(s)
☐ Legal Size ☐ Computer Tape	☐ Numerical	☐ Microfilm Reel(s) ☐ Computer Tape(s)
☐ Audio Tape ☐ Floppy Disk	☒ Chronological	☐ Other (specify)_____
☐ Bound Book ☐ Video Tape	☐ Geographical	10. Annual Accumulation
☒ Other (specify) Ticket Size (8.5" x 5.5")	☐ Other (specify) _____	___1/2___ Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_____

11. File is Used ☐ Daily ☐ Weekly ☒ Monthly ☐ Annually	12. File Becomes Inactive After __1__ Number ☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room) Administrative Building, 1st Floor, Parking Enforcement Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☒ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) ☐ Yes ☒ No	16. Audit Requirements ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☒ No	18. Recommended Retention Retain for 1 year, then destroy.

19. Name and Title of Preparer Robert Rappoport, Major	20. Telephone Number 240-314-8971	21. Date May 14, 2014

DGS 550-4 (Rev. 1/93)

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY

1. Department/Agency	2. Division	3. Unit
Rockville City Police	Field Services Bureau	

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title	5. Earliest Year/Latest Year
Ride Along Applications	__2010____ 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 personal information of subjects that apply to participate in the department's ride along program.

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
☒ Letter Size ☐ Microfilm	☐ Alphabetical	___1____ Number
☐ Legal Size ☐ Computer Tape	☐ Numerical	☒ File Drawer(s) ☐ Microfilm Reel(s)
☐ Audio Tape ☐ Floppy Disk	☒ Chronological	☐ Computer Tape(s) ☐ Other (specify)_____
☐ Bound Book ☐ Video Tape	☐ Geographical	**10. Annual Accumulation**
☐ Other (specify)_____	☐ Other (specify) _____	_1_____ Number
		☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) 2" 3-Ring Binder

11. File is Used	12. File Becomes Inactive After
☐ Daily ☒ Weekly ☐ Monthly ☐ Annually	___3____ Number ☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
Administrative Building, 1st Floor, Field Services Bureau Deputy Commander's Office	☐ Yes ☒ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s))	16. Audit Requirements
☐ Yes ☒ No	☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements	18. Recommended Retention
☐ Yes ☒ No	Retain for 3 years, then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Robert Rappoport, Major	240-314-8971	May 14, 2014

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES

RECORDS MANAGEMENT DIVISION

7275 Waterloo Road, P.O. Box 275

Jessup, Maryland 20794

410-799-1930

AGENCY RECORDS INVENTORY

PAGE ___1___ OF ___1___

1. Department/Agency	2. Division	3. Unit
Rockville City Police	Office of the Chief	

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title	5. Earliest Year/Latest Year
Grant Development Records	__2003__ 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 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.

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
☒ Letter Size ☐ Microfilm	☐ Alphabetical	__2__ Number
☐ Legal Size ☐ Computer Tape	☒ Numerical	☒ File Drawer(s) ☐ Microfilm Reel(s)
☐ Audio Tape ☐ Floppy Disk	☐ Chronological	☐ Computer Tape(s) ☐ Other (specify)_____
☐ Bound Book ☐ Video Tape	☐ Geographical	
☐ Other (specify)_____	☐ Other (specify) _____	**10. Annual Accumulation** __1/4__ Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_____

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☐ Monthly ☒ Annually	__5__ Number ☐ Month(s) ☒ Year(s)

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)) ☐ 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 Retain for 5 years from the close of the grant, then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Robert Rappoport, Major	240-314-8971	May 14, 2014

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE ___1___ OF ___1___

1. Department/Agency	2. Division	3. Unit
Rockville City Police	Field Services Bureau	

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title	5. Earliest Year/Latest Year
Field Training Manuals	_1988_____ 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 training records of probationary officer during the field training phase.

7. Record Series Format(s)   List all

- ☒ Letter Size
- ☐ Microfilm
- ☐ Legal Size
- ☐ Computer Tape
- ☐ Audio Tape
- ☐ Floppy Disk
- ☐ Bound Book
- ☐ Video Tape
- ☒ Other (specify) 3-Ring Binders

8. Record Series Sequence

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

9. Volume

_10_____
Number

- ☒ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)_____

10. Annual Accumulation

_1/2____
Number

- ☒ File Drawer(s)
- ☐ Microfilm Reel(s)
- ☐ Computer Tape(s)
- ☐ Other (specify)_____

11. File is Used

- ☐ Daily
- ☐ Weekly
- ☐ Monthly
- ☒ Annually

12. File Becomes Inactive After

See #18 below
Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)

Administrative Building, basement, archives

14. Is Record Series Duplicated Elsewhere?   (If yes, specify agency or office.)

☐ Yes   ☒ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)

☐ Yes   ☒ No

16. Audit Requirements

☒ None   ☐ 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 after separation from agency, then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Robert Rappoport, Major	240-314-8971	May 14, 2014

DGS 550-4 (Rev 1/93)

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	**AGENCY RECORDS INVENTORY**

1. Department/Agency Rockville City Police	2. Division Administrative Services Bureau	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 Civilian Livescan Fingerprints	5. Earliest Year/Latest Year __2014____ 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 electronic images of fingerprints and personal data of civilian pre-employment purposes and state and federal licensing.

7. Record Series Format(s)   List all

☐ Letter Size   ☐ Microfilm

☐ Legal Size   ☐ Computer Tape

☐ Audio Tape   ☐ Floppy Disk

☐ Bound Book   ☐ Video Tape

☒ Other (specify) Computer Hard Drive

8. Record Series Sequence

☒ Alphabetical

☐ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify) _____

9. Volume
__N/A____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)_____

10. Annual Accumulation
__N/A____
Number

☐ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)_____

11. File is Used

☒ Daily   ☐ Weekly   ☐ Monthly   ☐ Annually

12. File Becomes Inactive After
See #18 below
Number   ☐ Month(s)   ☐ Year(s)

13. Current Location(s)   (Bldg., Floor, Room)
Administrative Building, 1st floor, Fingerprint Room

14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)
☒ Yes   ☐ No Fingerprints transmitted to Maryland State Police

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
Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.

19. Name and Title of Preparer Robert Rappoport, Major	20. Telephone Number 240-314-8971	21. Date May 14, 2014

DGS 550-4 (Rev. 1/93)

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	PAGE ___1___ OF ____1____

1. Department/Agency Rockville City Police	2. Division Office of the Chief	3. Unit Neighborhood Services

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 Off Leash Dog Testing	5. Earliest Year/Latest Year __2010____ 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 dog and owner information for all dogs that are permitted to use the King Farm Dog Park.

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
☒ Letter Size ☐ Microfilm	☐ Alphabetical	___1/4___ Number
☐ Legal Size ☐ Computer Tape	☐ Numerical	☒ File Drawer(s) ☐ Microfilm Reel(s)
☐ Audio Tape ☐ Floppy Disk	☒ Chronological	☐ Computer Tape(s) ☐ Other (specify)_____
☐ Bound Book ☐ Video Tape	☐ Geographical	
☐ Other (specify)_____	☐ Other (specify) _____	**10. Annual Accumulation** Less than 1/4 Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_____

11. File is Used ☐ Daily ☐ Weekly ☒ Monthly ☐ Annually	12. File Becomes Inactive After __2____ Number ☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room) Administrative Building, 1st floor, Neighborhood Services Office	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☒ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) ☐ Yes ☒ No	16. Audit Requirements ☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements ☐ Yes ☒ No	18. Recommended Retention Retain for 2 years, then destroy.

19. Name and Title of Preparer Robert Rappoport, Major	20. Telephone Number 240-314-8971	21. Date May 14, 2014

DGS 550-4 (Rev. 1/93)

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

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

1. Department/Agency	2. Division	3. Unit
Rockville City Police	Office of the Chief	Neighborhood Services

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title	5. Earliest Year/Latest Year
King Farm (Dog Park) User Agreements	__2003____ 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 dog and owner information for all dogs that are permitted to use the King Farm Dog Park.

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
☒ Letter Size ☐ Microfilm	☐ Alphabetical	__1/2_____ Number
☐ Legal Size ☐ Computer Tape	☒ Numerical	☒ File Drawer(s) ☐ Microfilm Reel(s)
☐ Audio Tape ☐ Floppy Disk	☐ Chronological	☐ Computer Tape(s) ☐ Other (specify)_____
☐ Bound Book ☐ Video Tape	☐ Geographical	
☒ Other (specify) 3-Ring Binder	☐ Other (specify) _____	10. Annual Accumulation __1_____ Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☒ Other (specify) 3-Ring Binder

11. File is Used	12. File Becomes Inactive After
☐ Daily ☒ Weekly ☐ Monthly ☐ Annually	See #18 below Number ☐ Month(s) ☐ Year(s)

13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Series Duplicated 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 Requirements
☐ Yes ☒ No	☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements	18. Recommended Retention
☐ Yes ☒ No	As long as dog is licensed, plus 1year, then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Robert Rappoport, Major	240-314-8971	June 5, 2014

DGS 550-4 (Rev. 1/93)

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

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

PAGE ___1___ OF ___1___

1. Department/Agency	2. Division	3. Unit
Rockville City Police	Administrative Services Bureau	Code Enforcement

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title	5. Earliest Year/Latest Year
Apartment Licenses	__1994____ 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 information on all apartment complexes in the City, to include property management company, rental inspections, etc.

7. Record Series Format(s)   List all

☒ Letter Size   ☐ Microfilm

☐ Legal Size   ☐ Computer Tape

☐ Audio Tape   ☐ Floppy Disk

☐ Bound Book   ☐ Video Tape

☐ Other (specify)_____

8. Record Series Sequence

☐ Alphabetical

☐ Numerical

☒ Chronological

☐ Geographical

☐ Other (specify) _____

9. Volume

__1_____
Number

☒ File Drawer(s) - Lateral
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)_____

10. Annual Accumulation

__1/4____
Number

☒ File Drawer(s)
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)_____

11. File is Used

☐ Daily   ☐ Weekly   ☐ Monthly   ☒ Annually

12. File Becomes Inactive After

__5____
Number   ☐ Month(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 Requirements
☐ Yes ☒ No	☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements	18. Recommended Retention
☐ Yes ☒ No	Retain for 5 years, then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Robert Rappoport, Major	240-314-8971	May 2, 2014

DGS 550-4 (Rev. 1/93)

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	AGENCY RECORDS INVENTORY PAGE ___1___ OF ___1___

1. Department/Agency Rockville City Police	2. Division Administrative Services Bureau	3. Unit Code Enforcement

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 Hotel/Motel Business Licenses	5. Earliest Year/Latest Year __1994____ 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 information on each hotel and motel within the City limits.

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
☒ Letter Size ☐ Microfilm	☐ Alphabetical	___1____ Number
☐ Legal Size ☐ Computer Tape	☐ Numerical	☒ File Drawer(s) Lateral ☐ Microfilm Reel(s)
☐ Audio Tape ☐ Floppy Disk	☒ Chronological	☐ Computer Tape(s) ☐ Other (specify)_____
☐ Bound Book ☐ Video Tape	☐ Geographical	
☐ Other (specify)_____	☐ Other (specify) _____	10. Annual Accumulation ___1/4___ Number ☒ File Drawer(s) Lateral ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_____

11. File is Used ☐ Daily ☐ Weekly ☐ Monthly ☒ Annually	12. File Becomes Inactive After _3_____ Number ☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room) Operations Building, 2nd Floor, Code Enforcement	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☒ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) ☐ Yes ☒ No	16. Audit Requirements ☒ None ☐ 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 Robert Rappoport, Major	20. Telephone Number 240-314-8971	21. Date May 2, 2014

DGS 550-4 (Rev. 1/93)

1. Department/Agency Rockville City Police	2. Division Administrative Services Bureau	3. Unit Code Enforcement

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 Rental Housing Licenses & Inspections	5. Earliest Year/Latest Year _1994____ 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 information on home owner and tenants. Also contains Housing Inspector's inspection notes.

7. Record Series Format(s)   List all

☒ Letter Size   ☐ Microfilm

☐ Legal Size   ☐ Computer Tape

☐ Audio Tape   ☐ Floppy Disk

☐ Bound Book   ☐ Video Tape

☐ Other (specify)_____

8. Record Series Sequence

☐ Alphabetical

☒ Numerical

☐ Chronological

☐ Geographical

☐ Other (specify) _____

9. Volume

__12____

Number

☒ File Drawer(s) Lateral
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)_____

10. Annual Accumulation

__1/2____

Number

☒ File Drawer(s) Lateral
☐ Microfilm Reel(s)
☐ Computer Tape(s)
☐ Other (specify)_____

11. File is Used

☒ Daily   ☐ Weekly   ☐ Monthly   ☐ Annually

12. File Becomes Inactive After

__3____

Number   ☐ Month(s)   ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room) Operations Building, 2nd Floor, Code Enforcement	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☒ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) ☐ Yes ☒ No	16. Audit Requirements ☒ None ☐ 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, after the home ceases to be rental property, then destroy.

19. Name and Title of Preparer Robert Rappoport, Major	20. Telephone Number 240-314-8971	21. Date May 14, 2014

DGS 550-4 (Rev. 1/93)

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930	PAGE ___1___ OF ___1___

1. Department/Agency Rockville City Police	2. Division Administrative Services Bureau	3. Unit Code Enforcement

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 Landlord / Tenant Case Files	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 complaints filed by either a landlord or a tenant. File may contain case notes, mediation agreements, Landlord/Tenant Commission hearing notes, decisions and orders.

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
☒ Letter Size ☐ Microfilm ☐ Legal Size ☐ Computer Tape ☒ Audio Tape ☐ Floppy Disk ☐ Bound Book ☐ Video Tape ☐ Other (specify)_____	☐ Alphabetical ☐ Numerical ☒ Chronological ☐ Geographical ☐ Other (specify) _____	___2____ Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_____
		10. Annual Accumulation _1/2____ Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_____

11. File is Used ☐ Daily ☒ Weekly ☐ Monthly ☐ Annually	12. File Becomes Inactive After _3_ Number ☐ Month(s) ☒ Year(s)

13. Current Location(s) (Bldg., Floor, Room) Operations Building, 2nd Floor, Code Enforcement	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☐ Yes ☒ No

15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) ☐ Yes ☒ No	16. Audit Requirements ☒ None ☐ 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 Robert Rappoport, Major	20. Telephone Number 240-314-8971	21. Date May 2, 2014

DGS 550-4 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 Waterloo Road, P.O. Box 275
Jessup, Maryland 20794
410-799-1930

AGENCY RECORDS INVENTORY

PAGE ____1____ OF ____1____

1. Department/Agency	2. Division	3. Unit
Rockville City Police	Administrative Services Bureau	Code Enforcement

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title	5. Earliest Year/Latest Year
Tow Company Applications	__2005__ 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 tow company business information to include: Owner and employee information; vehicle information, insurance certificates, etc.

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
☒ Letter Size ☐ Microfilm	☒ Alphabetical	__1/2____ Number
☐ Legal Size ☐ Computer Tape	☐ Numerical	☒ File Drawer(s) ☐ Microfilm Reel(s)
☐ Audio Tape ☐ Floppy Disk	☐ Chronological	☐ Computer Tape(s) ☐ Other (specify)_____
☐ Bound Book ☐ Video Tape	☐ Geographical	
☐ Other (specify)_____	☐ Other (specify) _____	**10. Annual Accumulation** __1/2____ Number ☒ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_____

11. File is Used	12. File Becomes Inactive After
☐ Daily ☐ Weekly ☐ Monthly ☒ Annually (Semi)	__1____ Number ☐ Month(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 Requirements
☐ Yes ☒ No	☒ None ☐ State ☐ Federal ☐ Independent

17. Is an Index System used? If yes, explain briefly and describe requirements	18. Recommended Retention
☐ Yes ☒ No	Retain for 1 year after removed from the rotation list, then destroy.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Robert Rappoport, Major	240-314-8971	May 14, 2014

DGS 550-4 (Rev. 1/93)

1. Department/Agency	2. Division	3. Unit
Rockville City Police	Administrative Services Bureau	Communications

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title	5. Earliest Year/Latest Year
Voice Print International (VPI)	__2014____ 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 telephone/radio voice recordings/transmissions of all incoming and outgoing communications in our Public Safety Communications Center.

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume
☐ Letter Size ☐ Microfilm	☐ Alphabetical	__N/A____ Number
☐ Legal Size ☐ Computer Tape	☐ Numerical	☐ File Drawer(s) ☐ Microfilm Reel(s)
☐ Audio Tape ☐ Floppy Disk	☒ Chronological	☐ Computer Tape(s) ☐ Other (specify)_____
☐ Bound Book ☐ Video Tape	☐ Geographical	
☒ Other (specify) Computer Hard Drive	☐ Other (specify) _____	10. Annual Accumulation __N/A____ Number ☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_____

11. File is Used ☒ Daily ☐ Weekly ☐ Monthly ☐ Annually	12. File Becomes Inactive After _1_ Number ☒ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) Operations Building, 1st 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)) ☐ 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 Retain on VPI hard drive for 30-days, then transfer to DVD-Ram disc to be retained for 1 year. After 1 year, rewrite and re-use disc.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Robert Rappoport, Major	240-314-8971	May 14, 2014

DGS 550-4 (Rev. 1/93)

1. Department/Agency	2. Division	3. Unit
Rockville City Police	Field Services Bureau	Patrol

DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.

4. Record Series Title	5. Earliest Year/Latest Year
License Plate Reader (LPR) Data	___2014___ 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 includes license plate data captured by mobile LPR equipment.

7. Record Series Format(s) List all	8. Record Series Sequence	9. Volume __N/A____
☐ Letter Size ☐ Microfilm	☐ Alphabetical	Number
☐ Legal Size ☐ Computer Tape	☐ Numerical	☐ File Drawer(s) ☐ Microfilm Reel(s)
☐ Audio Tape ☐ Floppy Disk	☒ Chronological	☐ Computer Tape(s) ☐ Other (specify)_____
☐ Bound Book ☐ Video Tape	☐ Geographical	
☒ Other (specify) Mobile Data Terminal Hard Drive	☐ Other (specify) _____	10. Annual Accumulation __N/A____ Number
		☐ File Drawer(s) ☐ Microfilm Reel(s) ☐ Computer Tape(s) ☐ Other (specify)_____

11. File is Used ☒ Daily ☐ Weekly ☐ Monthly ☐ Annually	12. File Becomes Inactive After __1____ Number ☒ Month(s) ☐ Year(s)
13. Current Location(s) (Bldg., Floor, Room) N/A. Maintained on in-car computer.	14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) ☒ Yes ☐ No Maryland State Police
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 Data forwarded to Maryland State Police immediately; Retained on in-car computer for 30 days, then automatically deleted.

19. Name and Title of Preparer	20. Telephone Number	21. Date
Robert Rappoport, Major	240-314-8971	May 14, 2014