

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

Schedule No. 113564

Page 1 of 3

Agency

Aberdeen Police Department

Division/Unit

Accreditation Section

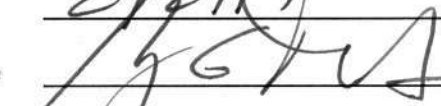
Item No.	Description	Retention
	Itemization Begins on Page 2.	

Schedule Approved by Department, Agency, or Division Representative.

Date

2/13/17

Signature



Typed Name Henry G. Trabert

Title Chief of Police

Schedule Authorized by State Archivist

Date

3-15-17

Signature



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

Schedule No. M389

Page 2 of 3

Agency

Aberdeen Police Department

Division/Unit

Accreditation Section

Item No.	Record Series Description	Retention
01 AC	Accreditation Standards Files	Retain until superseded and no longer bearing operational value, then destroy.
02 AC	Applicant Flow Logs, Electronic Database	Retain for 10 years, then destroy.
03 AC	Applications for Employment - Selection Documents	If applicant is hired, move paper originals to Personnel File in Command - Executive Assistant Office. Retain Applications for persons not hired for 1 year, then scan to Maryland State Archives standards and destroy paper originals. Retain images for 5 years, then destroy. (Ref. CALEA 32.1.6, 32.2.3, 32.2.9)
04 AC	Applications for Employment - Rejected or Eliminated	Retain for 1 year, then destroy.
05 AC	Hot Sheets	Retain for 2 years. After 2 years, screen and destroy sheets with no accreditation value. Retain remaining paper originals for 2 more years or until CALEA (Commission on Accreditation for Law Enforcement Agencies) accreditation requirements are met, whichever is sooner, then destroy.
06 AC	Applicant Information released to other agencies performing background checks	Retain for 1 year, then scan to Maryland State Archives standards (filed by name of applicant) then destroy paper originals. Retain images for 20 years, then destroy.
07 AC	General Orders (signed) Acknowledgements	Retain until every person on the list is no longer employed by the Department. Then destroy.
08 AC	Job Descriptions	Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete paper originals.
09 AC	Policies & Procedures	Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M389
		Page 3 of 3
Agency Aberdeen Police Department		Division/Unit Accreditation Section
Item No.	Record Series Description	Retention
10 AC	Supervisors Daily Activity Sheets	Retain for 2 years. After 2 years, screen and destroy sheets with no accreditation value. Retain remaining paper originals for 2 more years or until CALEA (Commission on Accreditation for Law Enforcement Agencies) accreditation requirements are met, whichever is sooner, then destroy.

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		ELECTRONIC RECORDS INVENTORY	
				PAGE 1 AC OF 10 AC	
1 DEPARTMENT/AGENCY Aberdeen Police Department		2 DIVISION Administrative		3 UNIT Accreditation Section	
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 ELECTRONIC RECORD SERIES TITLE Accreditation Standards Files				5 Earliest Year/Latest Year 2013 to 2017	
6 INPUT - Identify source of information to be entered Scanned or other electronic documents			7 OUTPUT - Identify the use/s of information generated by system Accreditation Assessment Records		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Policies & Procedures, Federal and State laws, plus copies of internal affairs, incident reports, juvenile records, and other police confidential documents that show assessors this Department follows its written procedures and demonstrates consistent practices.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. (PowerDMS Agreement excerpt on Access and Use Attached) Cloud-based system accessed through the internet, password-protected by Accreditation Manager.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Accreditation Manager assembles and inserts proofs of compliance, updates the information, preparing the Department or Accreditation Award after inspection by CALEA (Commission on Accreditation for Law Enforcement Agency) Assessors.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. The database is stored a PowerDMS cloud.					
12 RECOMMENDED RETENTION Retain until superseded and no longer has operational value, then destroy.					
13 TYPED OR PRINTED NAME OF PREPARER Shirley Echols		14 TELEPHONE NUMBER 410-272-2121		15 DATE 2/2/2017	
16 TITLE OF PREPARER Accreditation Manager					
DGS 550-6 (rev. 10/12)					

POWERDMS, INC.
Software as a Service (“SaaS”) Agreement
Terms and Conditions

THIS SOFTWARE AS A SERVICE (“SAAS”) AGREEMENT (this “**Agreement**”) is entered into on this ____ day of (month) 201_ (the “**Effective Date**”), by and between POWERDMS (“**Vendor**”), a Delaware corporation with its principal place of business at 200 East Robinson Street, Suite 425, Orlando, Florida 32801-1925, and _____ (“**Customer**”), a _____ entity with a principal place of business at _____ (address).

Recitals

WHEREAS, Vendor has developed and provides a service (the “**Service**”) for electronic content and relational database management of a Customer’s proprietary or public documents, data and/or materials (“**Customer Data**”) utilizing Vendor’s PowerDMS™ document management software application (“**PowerDMS**”) and PowerStandards software assessment tool (“**PowerStandards**”) (collectively, PowerDMS™ and PowerStandards are referred to as “**Software**”), either or which can be used independently or together in conjunction with Customer’s Customer Data to provide the Service on a dedicated Vendor-hosted Site (as defined herein) accessible by Customer and Customer’s Users via Internet connection; and

WHEREAS, Customer desires to subscribe for and utilize the Service and the Site and to acquire a non-exclusive license to use part or all of the Software in accordance with the provisions of this Agreement.

NOW, THEREFORE, in consideration of the parties’ mutual promises contained in this Agreement, the parties, intending to be legally bound, agree as follows:

1. **Definitions.** The following definitions (and additional definitions provided below) will apply:
 - a) “**Activation Date**” is defined in Section 19.
 - b) “**Customer Data**” means proprietary and/or public data, information or material provided or submitted by Customer or any User which is maintained on the Site by Vendor and displayed in conjunction with the Software in the course of providing the Service.
 - c) “**Customer Representative**” means the Users designated by Customer as authorized to create User accounts, administer Customer’s use of the Service and otherwise represent Customer for the purpose of this Agreement.
 - d) “**Pricing Schedule**” means the subscription fees, base Software fees, and any professional services fees for the Service referenced in the Quotation Sheet.

e) **“Quotation Sheet”** means service order form number _____ containing a description of the Software and/or Service(s) to be furnished by Vendor to Customer, the Pricing Schedule for same, the Target Activation Date, and the Term of any subscription for such Software and/or Service(s) which is executed by Customer and forms a binding part of this Agreement.

f) **“Site”** means the access-controlled, server-based site created for Customer and Customer’s Users of the Service and located on the Internet at <http://PowerDMS.com>.

g) **“Term”** means the term of Customer’s subscription for the Services as set forth specifically in the Quotation Sheet.

h) **“User”** means one of Customer’s employees, representatives, consultants, contractors or agents and other persons expressly permitted by Customer in connection with Customer’s business affairs that are authorized to use the Service and have been supplied User identifications and passwords by Customer.

2. **Grant of Rights.** During the Term, Vendor grants Customer, and Customer’s Users, the right to access the Site and use the Service via the Internet under and subject to the terms herein. Vendor will host the Service. Vendor reserves the right to make changes and updates to the functionality and/or documentation of the Site and the Service from time to time.

3. **Grant of License.** Vendor hereby grants to Customer a non-exclusive license to use the Software, or any component thereof, during the Term to access the Site and view the Customer Data displayed therein. Customer agrees that it will not (i) modify, translate, or create derivative works of the Software (including comparative works); (ii) reverse engineer, decompile, disassemble, or otherwise attempt to derive any of the Software’s source code; or (iii) distribute the Software in printed, hardcopy form, in compiled or assembled form, or in any other manner or form that effectively recreates or simulates the Software, whether electronically or in printed, hardcopy form. Customer acknowledges and agrees that any breach by it, or by any of its agents, employees, or representatives, of this Section shall cause irreparable injury to Vendor and that, in such an event, and in addition to any other remedies that may be available, in law, in equity, or otherwise, Vendor shall be entitled to seek and obtain injunctive relief against any threatened or continuing breach hereof.

4. **Number of Authorized Users.** The number of authorized Users for any given Site or Service during the Term shall be that number as is set forth specifically in the Quotation.

5. **Pricing Schedule.** Customer agrees to pay those subscription fees, base Software fees, and any professional services fees for the Service(s) as are set forth specifically in the Quotation Sheet at such times and in such amounts as delineated therein, or as Vendor and Customer otherwise agree in writing.

6. **Appropriate Use of the Site and the Service.**

a) While Users may be any persons that Customer authorizes to access the Site and use the Service for its business, including, but not limited to, Customer’s employees and contractors, Customer may not sublicense, resell or supply the Service for use in or for the benefit of any other organization, entity, business, or enterprise without Vendor’s prior written consent.

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		ELECTRONIC RECORDS INVENTORY	
				PAGE 02 AC OF 10 AC	
1 DEPARTMENT/AGENCY Aberdeen Police Department		2 DIVISION Administrative		3 UNIT Accreditation Section	
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 ELECTRONIC RECORD SERIES TITLE Applicant Flow Logs				5 Earliest Year/Latest Year 2015 to 2017	
6 INPUT - Identify source of information to be entered Applications for Employment			7 OUTPUT - Identify the use/s of information generated by system Data is used for Annual Analysis of Recruitment Plan Activites, Data Tables for CALEA (Commission on Accreditation for Law Enforcement Agencies) Accreditation Assessment.		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system. Record of application for employment includes name, race, sex, position applied for, referral source, date received, address, email, phone. The database tracks dates and subjects of correspondence to and from applicant; whether the applicant went through the selection process; and whether the applicant was hired or eliminated.					
9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing. Policy Chapter 04 Administration 01 Recruitment is attached.					
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM Applicant activities, as they happen, are recorded in the database. Maintained by Calendar Year.					
11 SPECIFY THE LOCATION AND MEDIA OF THE MAIN ELECTRONIC DATA FILE. Explain the progression established to ensure the record's retention and usability throughout the record's authorized life cycle. Accreditation Manager's H: drive					
12 RECOMMENDED RETENTION Retain for 10 years then destroy					
13 TYPED OR PRINTED NAME OF PREPARER Shirley Echols		14 TELEPHONE NUMBER 410-272-2121		15 DATE 2/2/2017	
16 TITLE OF PREPARER Accreditation Manager					
DGS 550-6 (rev. 10/12)					



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 01 Recruitment

A. Policy (31.2.3)

1. Equal Employment Opportunity (EEO)
 - a. It is the policy of the Aberdeen Police Department that all its positions are available to persons without regard to race, creed, sex, age, color, national origin, marital status, sexual orientation, or physical or mental disability, unless such a position has been demonstrated to require a specific group of people or exclude a specific group of people because of a *bona fide* occupational requirement.
2. Affirmative Action (AA)
 - a. The Aberdeen Police Department will maintain a Recruitment Plan with objectives to recruit qualified applicants, including qualified minority applicants; and (31.2.1a)
 - b. Seek to achieve an ethnic, racial, and gender workforce composition in the sworn law enforcement ranks in approximate proportion to the makeup of the available workforce in the service community. (31.2.1b)
3. Americans with Disabilities Act (ADA)
 - a. Aberdeen Police Department will not discriminate against a qualified individual with a disability in regard to the job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.

B. Recruitment Plan Administration (31.2.1c)

1. The Administrative Lieutenant is responsible for the administration of this Recruitment Plan.
2. The Administrative Lieutenant may appoint a Recruiter who is knowledgeable in personnel matters, especially equal employment opportunity.

C. Recruitment Procedures

1. Job Announcement Procedure
 - a. When a position becomes open in the Department, the Administrative Lieutenant or designee will produce a written job announcement.
 - b. Job announcement's will include a description of the (31.3.1a)
 - (1) Duties and responsibilities
 - (2) Required skills and physical abilities
 - (3) Educational level and
 - (4) Other minimum qualifications or requirements
 - c. Job announcements will advertise application filing deadlines. (31.3.1d)
 - d. Job announcements will advertise the Department as an equal Opportunity Employer on all employment applications and job announcements. (31.3.1c)
 - e. The Administrative Lieutenant or designee will officially announce the position through electronic, print, or other media. (31.3.1b)



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 01 Recruitment

- a. The Recruiter, assigned by the Administrative Lieutenant, will maintain a record of official job announcements and where they were announced (posted);
2. Job Applications
 - a. The Job Application packet (referred to as the Application for Employment) shall contain
 - (1) Application for Employment
 - (2) Release of Information form
 - (3) Invitation to Self-Identify form
 - b. The Application for Employment will be placed
 - (1) On the APD Website and
 - (2) In the APD Lobby.
3. Receiving and Processing Applications for Employment
 - a. The Recruiter, designated by the Administrative Lieutenant, shall receive and process all completed Applications for Employment.
 - b. Procedure
 - (1) Notify the applicant through email, phone call, or other method, that the application was received; and document the notification.
 - (2) Remove the Invitation to Self-Identify form and keep it separate from the applications.
 - (3) Place a cover sheet on the Application indicating
 - (a) The Job Number and/or Job Title,
 - (b) Name of Applicant, and
 - (c) Date Application was received.
 - (4) Enter into an Applicant database, the applicant's name and other information on the Application for Employment.
 - (5) Submit the application to the Administrative Lieutenant.
 - (6) Enter into the Applicant EEO Log the data on the Invitation to Self-Identify form.
 - (7) File the Invitation to Self-Identify form in a folder separate from completed applications for employment.

D. Disposition of Applications

1. Applications and resumes for Police Officer, Police Communications Officer, and Crossing Guard will be accepted year-round, even when there are no job openings.
2. Applications received when there are no job openings, will be kept on active file for one year and will be considered for the next job opening that occurs during that year.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 04 Administration
Section 01 Recruitment

3. Applications received from persons who meet none of the minimum requirements will be retained and destroyed according to the Department Retention Schedule.
4. Applications from candidates who participated in the Selection Process but were not selected will be retained and destroyed according to the Department Retention Schedule.
5. Applications from candidates who have been rejected for cause (i.e., background investigation) will be retained and destroyed according to the Department Retention Schedule.

E. Annual Analysis

1. Administrative Lieutenant or designee shall
 - a. Conduct an annual analysis of the Recruitment Plan, and
 - b. Submit the annual analysis to the Chief of Police through the chain of command.
2. The Annual Analysis of the Recruitment Plan shall include
 - a. Progress toward stated objectives; and (31.2.2a)
 - b. Revisions to the plan, if needed. (31.2.2b)

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 03 AC OF 10 AC	
1. Department/Agency Aberdeen Police Department		2. Division Administrative		3. Unit Accreditation Section	
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 Applications for Employment - Selection Documents				5. Earliest Year/Latest Year 2013 to 2016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Applicant for Employment plus records of interviews; tests; written examinations; background investigations; summaries of polygraph, psychological, physical examinations; summaries of drug tests; and communications such as letters and emails.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify)		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) Job Title by ranked position		9. Volume 2 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
		10. Annual Accumulation 1/4 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)			
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After Number 1 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Accreditation Section 60 N Parke St, Aberdeen MD 21001			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes - <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes – Md Annotated Code Title 4, Subsection 3; Policies & Procedures Manual Chapter 04.02 <input type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes – <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 1 year, then scan to Maryland State Archives standards and destroy paper originals. Retain images for 5 years, then destroy with one exception: If applicant is hired, move paper originals to Personnel File in Command – Executive Assistant Office. (Ref. CALEA 32.1.6, 32.2.3, 32.2.9)		
19. Name and Title of Preparer Shirley Echols, Accreditation Manager		20. Telephone Number 410-272-2121		21. Date 3/3/2017	

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 04 AC OF 10 AC	
1. Department/Agency Aberdeen Police Department		2. Division Administrative		3. Unit Accreditation Section	
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 Applications for Employment - Eliminated				5. Earliest Year/Latest Year 2015 to 2016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Applications from qualified persons who were eliminated during the Selection Process before a background investigation was conducted; and applications from unqualified persons who were eliminated immediately.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify)		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input checked="" type="checkbox"/> Other (specify) Job Title		9. Volume 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation 1/4 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After Number 1 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Accreditation Section 60 N Parke St, Aberdeen MD 21001			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes - <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes – Md Annotated Code Title 4, Subtitle 3; Policies & Procedures Manual Chapter 04.01 <input type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes - <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 1 year, then destroy.		
19. Name and Title of Preparer Shirley Echols, Accreditation Manager		20. Telephone Number 410-272-2121		21. Date 2/2/2017	

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 05 AC OF 10 AC	
1. Department/Agency Aberdeen Police Department		2. Division Administrative		3. Unit Accreditation Section	
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 Applicant Information released to other Agencies				5. Earliest Year/Latest Year 2016 to 2017	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Information about Applicants released to requesting agencies who are conducting background investigations. File includes the outside agency's request, a signed release from the applicant, and the written information sent to the requesting agency.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify)		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)		9. Volume 1 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file folder	
				10. Annual Accumulation 1 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file folder	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After Number 5 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Accreditation Office 60 N Parke St, Aberdeen MD 21001			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes - <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes – Policies & Procedures Manual Chs 04.01 & 04.02 <input type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes - <input checked="" type="checkbox"/> No			18. Recommended Retention Scan to Maryland State Archives standards then destroy paper originals. Retain images for 10 years, then destroy.		
19. Name and Title of Preparer Shirley Echols, Accreditation Manager		20. Telephone Number 410-272-2121		21. Date 2/2/2017	

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 07 AC OF 10 AC	
1. Department/Agency Aberdeen Police Department		2. Division Administrative		3. Unit Accreditation Section	
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 General Orders Signed Acknowledgements				5. Earliest Year/Latest Year 2014 to 2016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Policy Change Announcements with employees' signatures acknowledging they received the changes					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify)		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)		9. Volume 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____ 10. Annual Accumulation 1/8 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After Number 1 <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Accreditation Office 60 N Parke St, Aberdeen MD 21001			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes - <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes - <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes - <input checked="" type="checkbox"/> No			18. Recommended Retention Retain until every person on the list is no longer employed by the Department. Then destroy.		
19. Name and Title of Preparer Shirley Echols, Accreditation Manager		20. Telephone Number 410-272-2121		21. Date 2/2/2017	

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 05 PAGE 07 AC OF 10 AC	
1. Department/Agency Aberdeen Police Department		2. Division Patrol		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 Hot Sheets				5. Earliest Year/Latest Year 2014 to 2016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Daily assignments and announcements to Patrol Shift Officers; Record of Training, if any, conducted during the Shift Briefing (Roll Call)					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify)		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)		9. Volume 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify) _____	
		10. Annual Accumulation 1 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) file folder containing 36 sheets			
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Number 3 <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Accreditation Section 60 N Parke Street, Aberdeen MD 21001			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes - <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes - <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes - <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 2 years. Then Screen and destroy sheets with no accreditation value after 2 years. Retain remaining paper originals for 2 more years or until CALEA (Commission on Accreditation for Law Enforcement Agencies) accreditation requirements are met, whichever is sooner, then destroy.		
19. Name and Title of Preparer Shirley Echols, Accreditation Manager		20. Telephone Number 410-272-2121		21. Date	

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 08 AC OF 10 AC	
1. Department/Agency Aberdeen Police Department		2. Division Administrative		3. Unit Accreditation Section	
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 Job Descriptions				5. Earliest Year/Latest Year 2013 to 2016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Original Job Descriptions, approved and signed by HR, City Manager, and Chief of Police					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) PDF copies		8. Record Series Sequence <input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)		9. Volume 1 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) binder	
		10. Annual Accumulation 0 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)			
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After Number Superseded <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Accreditation Office 60 N Parke St, Aberdeen MD 21001			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes - PDF copies on SharePoint and common computer drives X: and P: <input type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes - <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes - <input checked="" type="checkbox"/> No			18. Recommended Retention Continuous Record. Maintain as a perpetual file by updating when amended or revised; and replacing PDF copies and destroying obsolete paper originals.		
19. Name and Title of Preparer Shirley Echols, Accreditation Manager		20. Telephone Number 410-272-2121		21. Date 2/2/2017	

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 09 AC OF 10 AC	
1. Department/Agency Aberdeen Police Department		2. Division Administrative		3. Unit Accreditation Section	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Department Policies & Procedures Manual				5. Earliest Year/Latest Year Current 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.) Department Policies & Procedures for legal and consistent Department Operations					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) MS Word docs (electronic only) and PDF copies		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input checked="" type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)		9. Volume 43 Chapters in Computer Files Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Computer file	
		10. Annual Accumulation 0 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)			
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Number Superseded <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Accreditation Office H: Drive 60 N Parke St, Aberdeen MD 21001			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes - PDF Copies: Department Website, Department SharePoint, X: Drive; P: Drive <input type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes - <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes - <input checked="" type="checkbox"/> No			18. Recommended Retention Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.		
19. Name and Title of Preparer Shirley Echols, Accreditation Manager		20. Telephone Number 410-272-2121		21. Date 2/2/2017	

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 10 AC OF 10 AC	
1. Department/Agency Aberdeen Police Department		2. Division Administrative		3. Unit Accreditation Section	
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 Supervisors' Daily Activity Sheets				5. Earliest Year/Latest Year 2014 to 2016	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Checksheet and Notes of Daily Inspections and Shift Activities					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify)		8. Record Series Sequence <input type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input checked="" type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify)		9. Volume 1 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
		10. Annual Accumulation 1 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Binder			
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Number 1 <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Accreditation Section 60 N Parke St, Aberdeen MD 21001			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input type="checkbox"/> Yes - <input checked="" type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input type="checkbox"/> Yes - <input checked="" type="checkbox"/> No			16. Audit Requirements <input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent		
17. Is an Index System used? If yes, explain briefly and describe requirements <input type="checkbox"/> Yes - <input checked="" type="checkbox"/> No			18. Recommended Retention Retain for 2 years. After 2 years, screen and destroy sheets with no accreditation value. Retain remaining paper originals for 2 more years or until CALEA (Commission on Accreditation for Law Enforcement Agencies) accreditation requirements are met, whichever is sooner, then destroy.		
19. Name and Title of Preparer Shirley Echols, Accreditation Manager		20. Telephone Number 410-272-2121		21. Date	