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

Schedule No. M340

Page 1 of 3

Agency

Division/Unit
Records
Section **Aberdeen Police Department** 

Item No.	Description	Retention
	Itemization Begins on Page 2.	
- E		
	ule Approved by Department, Agency, sion Representative.	Schedule Authorized by State Archivist
Date	2/2/17	Date
Signat Typed	Name Henry G. Trabert	Signature
Title _	Chief of Police	

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

Schedule No. M390

Page 2 of 3

Agency

Division/Unit

**Aberdeen Police Department** 

**Records Section** 

Item No.	Record Series Description	Retention
01 R	Cash Funds Records - Reports and Citations	Retain until all CALEA accreditation requirements are met then destroy.
02 C	Incident Reports and Associated Reports and Documents - Juvenile	Scan to Maryland State Archives standards and destroy paper originals. Retain until the juvenile reaches age 21 then destroy. (Ref. CALEA 82.1.2d)
02 R	Criminal Summons	Scan to Maryland State Archives standards and destroy paper originals. Retain images for 3 years after closed, then destroy.
03 R	Dissemination Log (APD form 57) NCIC/METERS	Retain for 3 years, then destroy.
04 R	Expungement Records	Retain for 3 years, then destroy.
05 R	Incident Reports and Associated Reports and Documents - Adult	Retain 5 years then Scan to Maryland State Archives standards and destroy paper originals, with the following exception: If ordered by the Court (expungement), immediately destroy specific record. Retain all forms of images for 30 years, then destroy.
06 R	Incident Reports and Associated Reports and Documents - Juvenile	Scan to Maryland State Archives standards and destroy paper originals. Retain images until the juvenile reaches age 21 then destroy. (Ref. CALEA 82.1.2d)
07 R	Parking Citation Information	Retain for 3 years, then destroy.
08 R	Receipts: DR-15A Order of Suspension/Temporary License to Drive, DR- 15 Advise of Rights to Chemical Test, DR-23 Refusal to Submit to DRE Blood Test	Scan to Maryland State Archives standards and destroy paper originals. Retain all forms of images for 3 years then destroy.
09 R	Recordings - Immediate Playback Audio	Recordings Self Delete 20 minutes after transmission, no exceptions. (Ref. CALEA 81.2.8a)
10 R	Ride Along Waivers (APD Form 32)	Scan to Maryland State Archives standards and destroy paper originals. Retain all images for 3 years then destroy.

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

Schedule No. M390

Page 3 of 3

Agency

Division/Unit

**Aberdeen Police Department** 

**Records Section** 

Item No.	Record Series Description	Retention
11 R	Uniform Crime Reports	Retain for 1 year, then destroy.
12 R	Vehicle Key Log Sheets	Retain for one year. Then screen and destroy pages with no operational or accreditation value. Retain remaining pages for operational or accreditation purposes then destroy.
13 R	Warnings, Traffic	Retain for 60 days, then destroy.
14 R	Warrants	Scan to Maryland State Archives standards and destroy paper originals. Retain images for 3 years after closed, then destroy.

Instructions –Type or Print a separate form for each new or revised record series.	RECORDS MANA 7275 Waterloo	GENERAL SERVICES AGEMENT DIVISION Road, P.O. Box 275	AGENCY RECORDS INVENTORY
Forward with Records Retention Schedule (DGS 550-1)	Jessup, Maryland 20794 410-799-1930		PAGE <b>01 R</b> OF <b>14 R</b>
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Administr	ative	Records Section
DEFINITION: RECORD SERIES: A group of related record. Record Series Title	ords normally filed and	used as a unit for reference	te as well as retention and disposition purposes.  5. Earliest Year/Latest Year
	Citatiana		
Cash Funds Records - Reports and		armatian/daaymaanta/f	2014 to 2016
function of the series.)	7070		orms found in the series. Include the purpose or
Citations.			or their requested Police Reports and
7. Record Series Format(s) List all	<ol><li>Record Ser</li></ol>	ies Sequence	9. Volume
	☐ Alababatica		1 Number
Letter Size Microfilm	Alphabetica		File Drawer(s)
Legal Size Computer Tape	Numerical		Microfilm Reel(s)
Audio Tape Floppy Disk	Chronologic	al	Computer Tape(s)
	Geographic	al	
Bound Book Video Tape	=		Other (specify)
Other (specify)	Other (spec	ify)	10. Annual Accumulation
		**	TOTAL CONSTRUCTION OF THE SECTION OF
			1/8 Number
			File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s)
PI .			Other (specify)
M.			
11. File is Used		12. File Becomes I	nactive After
Daily Weekly Monthly	Annually	Number 3	A DESTRUCTION SECTION
13. Current Location(s) (Bldg., Floor, Room	)	14. Is Record Ser	ries Duplicated Elsewhere? (If yes, specify
Records Office		agency or office.)	
te.		Yes - City of Aberdeen	
		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, exp	lain briefly and	18. Recommended	Retention
describe requirements	Adam bridly drid	anneals and the second and the secon	ccreditation requirements are met,
Yes -		then destroy.	cereatiation requirements are met,
⊠ No			
19. Name and Title of Preparer		one Number	21. Date
Donna Burdette, Administrative Supervis	or 410-27	2-2121	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)	RECORDS MANA 7275 Waterloo I Jessup, M	GENERAL SERVICES AGEMENT DIVISION Road, P.O. Box 275 aryland 20794	PAGE 02 R OF 14 R
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Administr	ative	Records
DEFINITION: RECORD SERIES: A group of related rec	ords normally filed and	used as a unit for referen	ce as well as retention and disposition purposes.
Record Series Title			Earliest Year/Latest Year
Criminal Summons			2012 to 2017
function of the series.)	be the types of info	ormation/documents/f	forms found in the series. Include the purpose or
Police Investigation Case Files			
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume
	l —	· ·	1 Number
Letter Size Microfilm	Alphabetica	I,	File Drawer(s)
Legal Size Computer Tape	Numerical		Microfilm Reel(s)
Audio Tape Floppy Disk	Chronologic	al	Computer Tape(s)
Bound Book Video Tape	Geographic	al	Other (specify)
			10. Annual Accumulation
Other (specify)	Other (spec	шу)	To an other than to an other and the second of the analysis of the second of the secon
			1 Number
			File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s)
5			Other (specify)
11. File is Used	L	12. File Becomes	Inactive After
Daily Weekly Monthly	Annually	Number 1	Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room	)	14. Is Record Se	ries Duplicated Elsewhere? (If yes, specify
Records Office		agency or offic	e.)
60 N Parke St, Aberdeen, MD 21001		Yes -	
15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s)	16. Audit Requiren	nents
Yes –		None State Federal Independent	
		40.5	
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention Scan to Maryland State Archives standards and destroy	
Yes – Incident Report Number	i=13		Retain images for 3 years after closed,
See Series 05 R, 06R		then destroy.	<u> </u>
No			
19. Name and Title of Preparer		one Number	21. Date
Donna Burdette, Administrative Supervis	or 410-27	2-2121	2/2/2017

Department/Agency   Administrative   Records Section	Instructions –Type or Print a separate form for each new or revised record series.  Forward with Records Retention Schedule (DGS	RECORDS MANA 7275 Waterloo I Jessup, M	GENERAL SERVICES AGEMENT DIVISION Road, P.O. Box 275 aryland 20794	PAGE 03 R OF 14 R
Administrative Records 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 Dissemination Log (APD form 57) NCIC/METERS  6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) Log of every suspect's criminal history retrieved from NCIC/METERS and submitted to requesting officers.  7. Record Series Format(s) List all Alphabetical Letter Size Microfilm Legal Size Computer Tape Audio Tape Floppy Disk Geographical Other (specify)  Other (specify)  Other (specify)  10. Annual Accumulation 1 Number File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) binder  11. File is Used Daily Weekly Monthly Annually  12. File Becomes Inactive After Number 3 Month(s) Yes - No No  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes - No No  16. Audit Requirements No 17. Is an Index System used? If yes, explain briefly and describe requirements No 19. Name and Title of Preparer  20. Telephone Number PRECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition and used is a unit for reference as well as retention and disposition as well as retention and disposition and used is position.  5. Earliest Year/Latest Year 2009 to 2017  5. Earliest Year/Latest Year 2009 to 2017  5. Earliest Year/Latest Year 209 to 2017  6. Record Series Duspicated He purpose or function of the series. Include the purpose or function of the series. Include the purpose or function and disposition and submitted to requesting officers.  11. File Drawer(s) Microfilm Reel(s) Computer Tape(s) Other (specify) Microfilm Reel(s) Computer Tape(s) Other (specify) binder  11. File Drawer(s) Microfilm Reel(s) Computer Tape(s) Microfilm Reel(s) Computer Tape(s) Microfilm Reel(s) Computer Tape(s) Microfilm Reel(s) Computer Tape(s) Microfilm Reel(s) Compu	550-1)		788-1830	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.  ### Record Series Title  Dissemination Log (APD form 57) NCIC/METERS  ### Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Log of every suspect's criminal history retrieved from NCIC/METERS and submitted to requesting officers.  #### Record Series Format(s) List all    Letter Size	I UNY BECHRONOLOGICALINA COMPANIA COMPA		ativo	17.17 SE 27.15
4. Record Series Title Dissemination Log (APD form 57) NCIC/METERS  6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Log of every suspect's criminal history retrieved from NCIC/METERS and submitted to requesting officers.  7. Record Series Format(s) List all	Aberdeen Fonce Department	Aummsu	ative	Records Section
Dissemination Log (APD form 57) NCIC/METERS  6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Log of every suspect's criminal history retrieved from NCIC/METERS and submitted to requesting officers.  7. Record Series Format(s) List all    Letter Size	DEFINITION: RECORD SERIES: A group of related rec	ords normally filed and	used as a unit for reference	ce as well as retention and disposition purposes.
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  Log of every suspect's criminal history retrieved from NCIC/METERS and submitted to requesting officers.  7. Record Series Format(s)	19-01 ANNUARON ANNUARONARON ANNUARONARON ANNUARONARON ANNUARONARONARON ANNU		*	Earliest Year/Latest Year
function of the series.)  Log of every suspect's criminal history retrieved from NCIC/METERS and submitted to requesting officers.  7. Record Series Format(s) List all    Alphabetical				
7. Record Series Format(s) List all 8. Record Series Sequence 9. Volume 1 Number     Letter Size	<ol><li>Record Series Description (Briefly description of the series.)</li></ol>	be the types of info	ormation/documents/fo	orms found in the series. Include the purpose or
Letter Size	Log of every suspect's criminal his	tory retrieved f	rom NCIC/METER	S and submitted to requesting officers.
Letter Size	7. Record Series Format(s) List all	<ol><li>Record Ser</li></ol>	es Sequence	9. Volume
Legal Size		Alababatian		1 Number
Legal Size	Letter Size Microfilm			File Drawer(s)
Audio Tape	Legal Size Computer Tape	Numerical		The last sector seems to be an account.
Bound Book	Audio Tape Floppy Disk	Chronologic	al	
1 Number   File Drawer(s)   Microfilm Reel(s)   Computer Tape(s)   Other (specify) binder  11. File is Used   Daily	Bound Book Video Tape	Geographic	al	
1 Number   File Drawer(s)   Microfilm Reel(s)   Computer Tape(s)   Other (specify) binder   11. File is Used   Daily	TOTAL SECTION OF THE PROPERTY OF	Other (spec	ify)	10. Annual Accumulation
Microfilm Reel(s)   Computer Tape(s)   Other (specify) binder	cuter (specify)			1 Number
Microfilm Reel(s)   Computer Tape(s)   Other (specify) binder				File Drawer(s)
Computer Tape(s)   Other (specify) binder			6	SALANCE OF THE PROPERTY OF STATE OF THE SALANCE OF
11. File is Used   Daily			-	
11. File is Used  Daily Weekly Monthly Annually  12. File Becomes Inactive After  Number 3 Month(s) Year(s)  13. Current Location(s) (Bldg., Floor, Room) Communications Office  60 N Parke St, Aberdeen, MD 21001  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes - No  17. Is an Index System used? If yes, explain briefly and describe requirements Yes - No  18. Recommended Retention Retain for 3 years, then destroy.  19. Name and Title of Preparer  20. Telephone Number  21. Date				
Daily				
13. Current Location(s) (Bldg., Floor, Room) Communications Office  60 N Parke St, Aberdeen, MD 21001  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s) Yes - No  17. Is an Index System used? If yes, explain briefly and describe requirements Yes - No  18. Record Series Duplicated Elsewhere? (If yes, specify agency or office.)  19. Name and Title of Preparer  20. Telephone Number  21. Date			Managara wastometeeschad paces	nactive After
Communications Office  60 N Parke St, Aberdeen, MD 21001  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  Yes -  No  16. Audit Requirements  No  17. Is an Index System used? If yes, explain briefly and describe requirements  Yes -  No  18. Recommended Retention Retain for 3 years, then destroy.  19. Name and Title of Preparer  20. Telephone Number  21. Date	Daily Weekly Monthly	Annually	Number 3	Month(s) Year(s)
60 N Parke St, Aberdeen, MD 21001  15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  Yes -  No  16. Audit Requirements  No  17. Is an Index System used? If yes, explain briefly and describe requirements  Yes -  No  18. Recommended Retention Retain for 3 years, then destroy.	13. Current Location(s) (Bldg., Floor, Room	)		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  Yes -  No  17. Is an Index System used? If yes, explain briefly and describe requirements  Yes -  No  18. Recommended Retention Retain for 3 years, then destroy.  19. Name and Title of Preparer  20. Telephone Number  21. Date	Communications Office			e.)
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)  Yes -  No  17. Is an Index System used? If yes, explain briefly and describe requirements  Yes -  No  18. Recommended Retention Retain for 3 years, then destroy.  19. Name and Title of Preparer  20. Telephone Number  21. Date	60 N Parke St, Aberdeen, MD 21001			
Yes – None State Federal Independent  No  17. Is an Index System used? If yes, explain briefly and describe requirements  Yes – No  No  19. Name and Title of Preparer  None State Federal Independent  18. Recommended Retention Retain for 3 years, then destroy.	15. Access Postrictions (If Vos. cito Law(s)	Pogulation(s)	KX	conte
No  17. Is an Index System used? If yes, explain briefly and describe requirements  Yes -  No  19. Name and Title of Preparer  20. Telephone Number  21. Date				
17. Is an Index System used? If yes, explain briefly and describe requirements  Yes -  No  19. Name and Title of Preparer  20. Telephone Number  21. Date			None	State Federal Independent
describe requirements  Yes -  No  No  19. Name and Title of Preparer  Retain for 3 years, then destroy.  20. Telephone Number  21. Date		plain briefly and	18. Recommended	Retention
Yes - No  19. Name and Title of Preparer  20. Telephone Number  21. Date	describe requirements		CONTROL OF THE OCCUPANT OF THE PROPERTY OF THE OCCUPANT OF THE	
19. Name and Title of Preparer 20. Telephone Number 21. Date	Yes -		,	,
A SERVICE OF THE SERV				
	<ol> <li>Name and Title of Preparer</li> <li>Donna Burdette, Administrative Supervis</li> </ol>	The second secon	- Control of the Cont	21. Date 2/2/2017

new or revised record series. RECORDS MANA		GENERAL SERVICES AGEMENT DIVISION Road, P.O. Box 275	AGENCY RECORDS INVENTORY
Forward with Records Retention Schedule (DGS Jessup, Mar		aryland 20794 799-1930	PAGE <b>04 R</b> OF <b>14 R</b>
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Administr	ative	Records Section
DEFINITION: RECORD SERIES: A group of related rec	ords normally filed and	used as a unit for reference	ce as well as retention and disposition purposes.
Record Series Title			5. Earliest Year/Latest Year
Expungement Records			2009 to 2017
<ol> <li>Record Series Description (Briefly descrifunction of the series.)</li> </ol>	be the types of into	ormation/documents/f	orms found in the series. Include the purpose or
Court Orders and brief Case summ	ary to identify y	which case was ord	dered destroyed
			med entredesiment in
7. Record Series Format(s) List all	Record Seri	es Sequence	9. Volume
	Alphabetica	ľ	1 Number
Letter Size Microfilm		N	File Drawer(s)
Legal Size Computer Tape	Numerical		Microfilm Reel(s)
Audio Tape Floppy Disk	Chronologic	al	Computer Tape(s)
Bound Book Video Tape	Geographic	al	Other (specify) each
Other (specify)	Other (spec	ify)	_
			10. Annual Accumulation
			1 Number
			File Drawer(s)
			Microfilm Reel(s)
			Will and the second sec
			Computer Tape(s)
520			Other (specify) each
11. File is Used		12. File Becomes	Inactive After
Daily Weekly Monthly	Annually	Number Expunge	
13. Current Location(s) (Bldg., Floor, Room	)		ries Duplicated Elsewhere? (If yes, specify
Records Office		agency or offic	e.)
60 N Parke St, Aberdeen, MD 21001	**	Yes -	
		∑ No	01101210
15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s)	16. Audit Requirements	
Yes -		None	State Federal Independent
No	late beinfly and	10 Danamaraha	I Deberties
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention	
Yes -		Retain for 3 year	s, then destroy
No			
19. Name and Title of Preparer	20. Telepho	one Number	21. Date
Donna Burdette, Administrative Supervise	Note that the control of the control	PROCESS OF THE PROCES	2/2/2017

Instructions –Type or Print a separate form for each	DEDADTMENT OF	OFNEDAL CEDVICES	AGENCY RECORDS INVENTORY
new or revised record series.	RECORDS MAN	GENERAL SERVICES AGEMENT DIVISION	7.0
Forward with Records Retention Schedule (DGS 550-1)	Jessup, M	Road, P.O. Box 275 aryland 20794 -799-1930	PAGE <b>05 R</b> OF <b>14 R</b>
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Administr	ative	Records Section
DEFINITION: RECORD SERIES: A group of related rec	ords normally filed and	used as a unit for reference	
Record Series Title			Earliest Year/Latest Year
Incident Reports and Associated R	eports and Doc	uments - Adult	1965 to 2012 in paper format
0 0 10 10 11 10 11			2013 to 2017 in electronic format
function of the series.)	2.00		orms found in the series. Include the purpose or
			s used to document official police actions
			volvement. Reports included are Incident
Reports, K9 Reports, Vehicle Storage Reports, Domestic violence reports, and a			
7. Record Series Format(s) List all	8. Record Ser	53)	9. Volume
		4	40 Number
Letter Size Microfilm	Alphabetica	l .	
Legal Size Computer Tape	Numerical		File Drawer(s)
	Chronologic	ool.	Microfilm Reel(s)
Audio Tape Floppy Disk			Computer Tape(s)
Bound Book Video Tape	Geographic	al	Other (specify) Records management
Other (specify) (Harford County	Other (spec	cify)	System  10. Annual Accumulation
Regional) Police Records Management		Ti .	1 Committee Control Control (Control Control C
Electronic System: Data is manually			0 Number
entered into the system; paper			File Drawer(s)
documents are scanned (to Maryland State Archives standards) into the			Microfilm Reel(s)
system.			Computer Tape(s)
•			Other (specify)
11. File is Used		12. File Becomes I	
Daily Weekly Monthly	Annually	Number Case is so	lved/closed, unless it is a cold case, which will
13. Current Location(s) (Bldg., Floor, Room		remain active until s	ries Duplicated Elsewhere? (If yes, specify
Police Administration Room 247	'	agency or offic	e.)
		Yes - Selected Cases, in paper form, in Criminal	
60 N Parke St, Aberdeen, MD 21001		Investigations Division Office	
		No	2000043 W. Marier (M. 1920-193)
15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s)	16. Audit Requiren	nents
Yes – Md Annotated Code Title 10, Sub	title 6: Title 4.	None	State Federal Independent
Subtitle 3			
No			
17. Is an Index System used? If yes, ex	plain briefly and	18. Recommended	Retention
describe requirements			s (5 years then Scan to Maryland State
Yes –			ds and destroy paper originals, with
≥ No			ception: If ordered by the Court
			immediately destroy specific record.
19. Name and Title of Preparer	20 Tolonh	Retain all forms	of images for 30 years, then destroy.  21. Date
Donna Burdette, Administrative Supervis			27. Date 2/2/2017

Instructions –Type or Print a separate form for each new or revised record series.	RECORDS MANA	GENERAL SERVICES AGEMENT DIVISION Road, P.O. Box 275	AGENCY RECORDS INVENTORY
Forward with Records Retention Schedule (DGS 550-1)	Jessup, Ma	aryland 20794 799-1930	PAGE <b>06 R</b> OF <b>14 R</b>
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Administr	ative	Records Section
DEFINITION: RECORD SERIES: A group of related reco	rds normally filed and	used as a unit for reference	
Record Series Title			Earliest Year/Latest Year
Incident Reports and Associated Re	eports and Doci	ıments -	1965 to 2012 in paper format
Juvenile			2013-2017 in electronic format
<ol><li>Record Series Description (Briefly description of the series.)</li></ol>	e the types of info	ormation/documents/fo	orms found in the series. Include the purpose or
			al police actions regarding reported crimes
and other situations requiring documented			
records, logs, K9 Reports, DWI Reports, An			s, Missing Persons Reports, Domestic
violence reports, and any other records or			0 1/1
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume
N	Alphabetica	r	30 Number
Letter Size Microfilm	=	,	File Drawer(s)
Legal Size Computer Tape	Numerical		Microfilm Reel(s)
Audio Tape Floppy Disk	Chronologic	al	Computer Tape(s)
	Geographic	al	
Bound Book Video Tape	=		Other (specify) Records Management
Other (specify) (Harford County	Other (spec	ify)	System 10. Annual Accumulation
Regional) Police Records Management			10 AND 10
Electronic System: Data is manually			1 Number
entered into the system; paper		91	File Drawer(s)
documents are scanned (to Maryland State Archives standards) into the			Microfilm Reel(s)
system.			Computer Tape(s)
			Other (specify)
-1			Outer (Speedily)
		10 5" 5	
11. File is Used		12. File Becomes I	St. St.
Daily Weekly Monthly	Annually	Number Juvenile Year(s)	reaches 21 years of age Month(s)
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Ser	ries Duplicated Elsewhere? (If yes, specify
Records Office		agency or offic	e.)
60 N Parke St, Aberdeen, MD 21001		Yes -	
	2 D (-)	No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	
Yes — Maryland Public Information Act, Annotated Code		None      ■	State Federal Independent
of Maryland, State Government Article, Title 10, Sul	otitle 6		
<ol> <li>Is an Index System used? If yes, exp describe requirements</li> </ol>	lain briefly and	18. Recommended	Retention  I State Archives standards and destroy
Yes -		0.5	Retain images until the juvenile
No		[	nen destroy. (CALEA 82.1.2d)
19. Name and Title of Preparer	20. Telepho	~	21. Date
Donna Burdette, Administrative Superviso	Projectives - Victorio Co. 4 Children	CONTRACTOR CONTRACTOR CONTRACTOR	2/2/2017

new or revised record series. RECORDS 7275 Wat		GENERAL SERVICES AGEMENT DIVISION Road, P.O. Box 275 aryland 20794 -799-1930	PAGE 07 R OF 14 R
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Administr	ative	Records
DEFINITION: RECORD SERIES: A group of related record.  4. Record Series Title	ords normally filed and	used as a unit for referen	ce as well as retention and disposition purposes.  5. Earliest Year/Latest Year
Parking Citation Information			2012 to 2017
Record Series Description (Briefly descri	be the types of infe	ormation/documents/f	orms found in the series. Include the purpose or
function of the series.)			
Traffic Citations, Traffic Records			
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume
	Alphabetica	î.	1 Number
Letter Size Microfilm		L	File Drawer(s)
Legal Size Computer Tape	Numerical	99	Microfilm Reel(s)
Audio Tape Floppy Disk	Chronologic	cal	Computer Tape(s)
Bound Book Video Tape	Geographic	al	Other (specify)
Other (specify) State of Maryland E-	Other (spec	sify)	
TIX system		W 1	10. Annual Accumulation
145			1 Number
			File Drawer(s)
		17	Microfilm Reel(s)
			Computer Tape(s)
			Other (specify)
11. File is Used		12. File Becomes	nactive After
Daily Weekly Monthly	Annually	Number	Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room		14. Is Record Se agency or offic	ries Duplicated Elsewhere? (If yes, specify
Records Office			e. <i>)</i>
60 N Parke St, Aberdeen, MD 21001		Yes -	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	
Yes –		None X	State Federal Independent
17. Is an Index System used? If yes, exp	lain briefly and	18. Recommended	Retention
describe requirements			3 years, then destroy. E-TIX are
Yes -			ne State of Maryland.
No			
19. Name and Title of Preparer	D4 - 17 - 10 - 10 - 10 - 10 - 10 - 10 - 10	one Number	21. Date
Donna Burdette, Administrative Supervise	or 410-27	2-2121	2/2/2017

Instructions –Type or Print a separate form for each new or revised record series.	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275		AGENCY RECORDS INVENTORY
Forward with Records Retention Schedule (DGS 550-1)	Jessup, M	aryland 20794 -799-1930	PAGE 08 R OF 14 R
Department/Agency	<ol><li>Division</li></ol>		3. Unit
Aberdeen Police Department	Administr	ative	Records Section
DEFINITION: RECORD SERIES: A group of related reco	rds normally filed and	used as a unit for reference	as well as retention and disposition purposes.
4. Record Series Title		personal and a later to the	Earliest Year/Latest Year
Receipts for DR-15A Order of Suspe Drive	ension/Tempora	ary License to	2011 to 2017
<ol><li>Record Series Description (Briefly describ function of the series.)</li></ol>	e the types of info	rmation/documents/for	ms found in the series. Include the purpose or
State of Maryland form, issued to tr drugs.	affic offenders,	usually driving und	der the influence of alchol and/or
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume
			1 Number
Letter Size Microfilm	Alphabetica	ı	File Drawer(s)
Legal Size Computer Tape	Numerical		Microfilm Reel(s)
Audio Tape Floppy Disk	Chronologic	al	Computer Tape(s)
Bound Book Video Tape	Geographic	al	Other (specify)
Other (specify)	Other (spec	ify)	10. Annual Accumulation
			1/2 Number
			File Drawer(s)
			Microfilm Reel(s)
5			Computer Tape(s)
			Other (specify)
44 5%			
11. File is Used		12. File Becomes I	
Daily Weekly Monthly	Annually	Number	Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room) Records Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)	
60 N Parke St, Aberdeen, MD 21001		Yes -	r) a
oo Waake St, Aberdeen, MD 21001		⊠ No	
15. Access Restrictions (If Yes, cite Law(s) &	Regulation(s)	16. Audit Requirem	nents
Yes – Maryland Public Information Act,	Annotated Code of	None	State Federal Independent
Maryland, State Government Article, Title 10, Subtit	AN ARTH RESIDENCE AS -CITY COORSE SCHOOL SCHOOL		
No			
17. Is an Index System used? If yes, explain briefly and		18. Recommended	Retention
describe requirements			l State Archives standards and
Yes –			iginals. Retain all forms of images for
∑ No	- L	3 years then dest	•
19. Name and Title of Preparer	20. Telephone		21. Date
Donna Burdette, Administrative Supervisor	410-272-2	121	2/2/2017

INSTRUCTIONS -TYPE NEW OR REVISED REC	OR PRINT A SEPARATE FORM FOR EACH ORD SERIES.	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275	ELECTRONIC RECORDS INVENTORY		
FORWARD WITH RECO	RDS RETENTION SCHEDULE (DGS 550-1)	JESSUP, MARYLAND 20794 (410) 799-1930	PAGE 09 R OF 14 R		
1 DEPARTMENT	AGENCY	2 DIVISION	3 UNIT		
Aberdeen Poli	ce Department	Administrative	Records Section		
DEFINITION: RECORD S	SERIES: A group of related records normally filed a	nd used as a unit for reference as well as reten			
	RECORD SERIES TITLE		5 Earliest Year/Latest Year		
Recordings - I	mmediate Playback Audio		10-2-4M		
6 INPUT - Identif	y source of information to be entered	7 OUTPUT - Identify the use/s of info	2017 to 2017		
removed saw	10) 44 (Annual - Maria Carlos Car	The same of the sa			
	d Radio Communications	Playback for capturing audi			
	RECORD SERIES DESCRIPTION - Brief and function of the system.	ly describe the information/documents	forms contained in a series.		
Temporary co	llection of telephone and radio comen he/she needs to clarify the word		tions Officers play back a		
Department's	placed in the Aberdeen Police Depa compliance with the Commission o at the retention period for these rec	n Accreditation for Law Enforcer			
9 POLICY ON AC	CESS AND USE – Explain or attach cop	by if established in writing.			
Police Commu	Police Communications Officers use the recordings				
10 UPDATING CYC	UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM				
No informatio	n is changed.				
	20 (V. 2000 - 20				
Icon on Police	Communications Officers' monitor	s. Digital recordings are maintair	ned on a server.		
12 RECOMMENDE	D RETENTION				
Self Deletes 20	Self Deletes 20 minutes after transmission (CALEA 81.2.8a)				
13 TYPED OR PRI	NTED NAME OF PREPARER	14 TELEPHONE NUMBER	15 DATE		
Donna Burdet	te	410-272-2121	2/2/2017		
16 TITLE OF PREF	PARER		A. 190 M.		
Administrativ	e Supervisor				
DGS 550-6 (rev. 10/	12)				

Instructions –Type or Print a separate form for each new or revised record series.  Forward with Records Retention Schedule (DGS	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794		PAGE 10 R OF 14 R
550-1)  1. Department/Agency	410-799-1930 2 Division		3. Unit
Aberdeen Police Department	2. Division Administrative		Records Section
DEFINITION: RECORD SERIES: A group of related record.  4. Record Series Title	ords normally filed and	used as a unit for reference	ce as well as retention and disposition purposes.  5. Earliest Year/Latest Year
Ride Along Waivers			2013 to 2016
6. Record Series Description (Briefly descrit	be the types of info	ormation/documents/f	orms found in the series. Include the purpose or
function of the series.)			
Liability Document		0	у ч
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume
Letter Size Microfilm	Alphabetica	r	1 Number
		,	File Drawer(s)
Legal Size Computer Tape	Numerical	Party	Microfilm Reel(s)
Audio Tape Floppy Disk	Chronologic	al	Computer Tape(s)
Bound Book Video Tape	Geographic	al	Other (specify)
Other (specify)	Other (specify)		192
			10. Annual Accumulation
-			5 Number
			File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s)
			Other (specify) Each
11. File is Used		12. File Becomes I	nactive After
Daily Weekly Monthly	Annually		Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room) Records Office		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)	
		Yes -	
60 N Parke St, Aberdeen, MD 21001		⊠ No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	
Yes -		None	State Federal Independent
17. Is an Index System used? If yes, explain briefly and		18. Recommended Retention	
describe requirements		Retain for 3 year	s, then destroy.
Yes -			50
No 19. Name and Title of Preparer	20 Telepho	ne Number	21. Date
19. Name and Title of Preparer 20. Telephone Number Donna Burdette, Administrative Supervisor 410-272-2121		NEW TORING COLORS OF THE PARTY SECTION	2/2/2017

INSTRUCTIONS -TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES.	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	ELECTRONIC RECORDS INVENTORY		
FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)	7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930	PAGE 11 R OF 14 R		
1 DEPARTMENT/AGENCY	2 DIVISION	3 UNIT		
Aberdeen Police Department	Administrative	Records Section		
DEFINITION: RECORD SERIES: A group of related records normally filed a	l nd used as a unit for reference as well as reten			
4 ELECTRONIC RECORD SERIES TITLE		5 Earliest Year/Latest Year		
Uniform Crime Reports		1000000		
6 INPUT - Identify source of information to be entered	7 OUTPUT - Identify the use/s of info	2016 to 2017		
Department Incident Reports	Crime Statistics	ormation generated by system		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Brief		Iforms contained in a series		
Include purpose and function of the system.	ry describe the information/documents	onomis contained in a series.		
Statistical reports containing Department data on	criminal homicides, rapes, robb	ery, aggravated assault,		
burglary, larceny, motor vehicle theft, arson.	*	, ,		
Four annual publications, Crime in the United Sta	tes, National Incident-Based Rep	orting System, Law		
Enforcement Officers Killed and Assaulted, and Hate Crime Statistics are produced from data received from				
over 18,000 city, university/college, county, state, tribal, and federal law enforcement agencies voluntarily				
participating in the program. https://ucr.fbi.gov/				
9 POLICY ON ACCESS AND USE - Explain or attach copy if established in writing.				
Federal Electronic Report, Crime Statistics				
10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM				
None				
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.				
Federal Database				
12 RECOMMENDED RETENTION				
Retain for 1 year, then destroy				
13 TYPED OR PRINTED NAME OF PREPARER	14 TELEPHONE NUMBER	15 DATE		
Donna Burdette	410-272-2121	2/2/2017		
16 TITLE OF PREPARER	property for the second decide.	The second of th		
Administrative Supervisor				
DGS 550-6 (rev. 10/12)				

Instructions –Type or Print a separate form for each new or revised record series.  Forward with Records Retention Schedule (DGS 550-1)	RECORDS MAN 7275 Waterloo Jessup, M	GENERAL SERVICES AGEMENT DIVISION Road, P.O. Box 275 aryland 20794 -799-1930	PAGE 12 R OF 14 R
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Administr	ative	Records Section
DEFINITION: RECORD SERIES: A group of related rec	ords normally filed and	used as a unit for referen	ce as well as retention and disposition purposes.  5. Earliest Year/Latest Year
Vehicle Key Log Sheets			2016 to 2017
	ibe the types of info	ormation/documents/f	orms found in the series. Include the purpose or
Sign-In and Sign-Out log for vehicl	e keys		
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume
	l —		1 Number
Letter Size Microfilm	Alphabetica	II.	File Drawer(s)
Legal Size Computer Tape	Numerical		Microfilm Reel(s)
Audio Tape Floppy Disk	Chronologic	cal	Computer Tape(s)
Bound Book Video Tape	Geographical		Other (specify) binder
Other (specify)	Other (specify)		10. Annual Accumulation
Other (specify)			1 Number
			File Drawer(s)
	9		Microfilm Reel(s)
			Computer Tape(s)
a #			Other (specify) binder
			Other (specify) brider
11. File is Used		12. File Becomes	Inactive After
	Annually	Number 1	Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room)		agency or offic	ries Duplicated Elsewhere? (If yes, specify e.)
Communications Office		Yes -	
60 N Parke St, Aberdeen, MD 21001		N₀	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	
Yes -		None	State Federal Independent
⊠ No			
17. Is an Index System used? If yes, explain briefly and		18. Recommended Retention	
describe requirements		Retain for one year. Screen and destroy pages with no	
Yes -		operational or accreditation value. Retain remaining pages for accreditation purposes then destroy.	
No  19. Name and Title of Preparer  20. Telepho		pages for accredi	21. Date
Donna Burdette, Administrative Supervis	Automore Description		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		PAGE 13 R OF 14 R
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Administr	ative	Records Section
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for refe 4. Record Series Title			ce as well as retention and disposition purposes.  5. Earliest Year/Latest Year
AND COLD CONTRACTOR OF THE PROPERTY OF THE PRO			2016 to 2017
Warnings, Traffic  6. Record Series Description (Briefly describe the types of information/documents)			
function of the series.)	ibo tilo typod of fill	or made in a court circon	office reality and the series. Include the purpose of
Warning forms issued to Traffic O	fenders.		
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume
		<b>1</b>	1 Number
Letter Size Microfilm	Alphabetical		File Drawer(s)
Legal Size Computer Tape	Numerical		Microfilm Reel(s)
Audio Tape Floppy Disk	Chronological		Computer Tape(s)
Bound Book Video Tape	Geographical		Other (specify)
Other (specify) State of Maryland E-	Other (specify)		10. Annual Accumulation
TIX system	500		1 Number
			File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s)
			Other (specify)
11. File is Used		12. File Becomes I	
Daily Weekly Monthly	Annually	Number	Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room)		<ol> <li>14. Is Record Ser agency or offic</li> </ol>	ries Duplicated Elsewhere? (If yes, specify
Records Office, Department Server			
60 N Parke St, Aberdeen, MD 21001		Yes - Maryland State Police E-TIX system	
15. Access Rectrictions (If Year site Legyle) & Regulation(s)		No 16. Audit Requirements	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		Security 100-per 100-p	
Yes -		None State Federal Independent	
No No		10 Decemmendes	Detention
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention Retain for 60 days, then destroy.	
Yes -		Retain for ou day	, s, then destroy.
⊠ No		750	
19. Name and Title of Preparer	20. Telepho	one Number	21. Date
Donna Burdette, Administrative Supervis	or 410-27	2-2121	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		PAGE 14 R OF 14 R
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Administr		Records Section
DEFINITION: RECORD SERIES: A group of related rec 4. Record Series Title	ords normally filed and	used as a unit for referen	ce as well as retention and disposition purposes.  5. Earliest Year/Latest Year
Warrants			2012 to 2017
6. Record Series Description (Briefly descr	ibe the types of info	ormation/documents/f	orms found in the series. Include the purpose or
function of the series.)	W. 20	010 1 1	
Unserved, unexecuted Arrest War	rants and Searc	n Warrants, issued	by courts.
7. Record Series Format(s) List all	<ol><li>Record Ser</li></ol>	es Sequence	9. Volume
	Alphahatiaa		2 Number
Letter Size Microfilm	Alphabetica		File Drawer(s)
Legal Size Computer Tape	Numerical		Microfilm Reel(s)
Audio Tape Floppy Disk	Chronologic	al	Computer Tape(s)
Bound Book Video Tape	Geographic	al	Other (specify)
Other (specify)	Other (spec	ify)	×
		234k	10. Annual Accumulation
*			1 Number
	¥		File Drawer(s)
8			Microfilm Reel(s)
		¥.	Computer Tape(s)
			Other (specify)
_			
11. File is Used		12. File Becomes	Inactive After
Daily Weekly Monthly	Annually	Number Arrest	Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room)		<ol> <li>Is Record Se agency or offic</li> </ol>	ries Duplicated Elsewhere? (If yes, specify
Communications Office			55
60 N Parke St, Aberdeen, MD 21001		Yes - Original Agency or Court No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	
Yes –		None State Federal Independent	
∑ No			
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention	
Yes -		Scan to Maryland State Archives standards and destroy paper originals. Retain images for 3 years after closed,	
No No		then destroy.	Retain illiages for 3 years after closed,
19. Name and Title of Preparer	20. Telepho	one Number	21. Date
Donna Burdette, Administrative Supervis			2/2/2017