

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

Schedule No. M390

Page 1 of 3

Agency

Aberdeen Police Department

Division/Unit

Records  
Section

Item No.	Description	Retention
	Itemization Begins on Page 2.	

Schedule Approved by Department, Agency, or Division Representative.

Date 2/2/17

Signature [Signature]

Typed Name Henry G. Trabert

Title Chief of Police

Schedule Authorized by State Archivist

Date 3-13-17

Signature [Signature]

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

**Schedule No. M390**

Page 2 of 3

**Agency**

**Aberdeen Police Department**

**Division/Unit**

**Records Section**

<b>Item No.</b>	<b>Record Series Description</b>	<b>Retention</b>
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.  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		<b>AGENCY RECORDS INVENTORY</b>  PAGE 01 R OF 14 R	
1. Department/Agency Aberdeen Police Department		2. Division Administrative		3. Unit 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 Cash Funds Records - Reports and Citations				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.)  Audits, ledgers, receipts for cash and checks received from citizens for their requested Police Reports and Citations.					
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 1/8 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 checked="" 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) Records Office			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes - City of Aberdeen <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 type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input checked="" 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 all accreditation requirements are met, then destroy.		
19. Name and Title of Preparer Donna Burdette, Administrative Supervisor		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		<b>AGENCY RECORDS INVENTORY</b>  PAGE <b>02 R</b> OF <b>14 R</b>	
1. Department/Agency Aberdeen Police Department		2. Division Administrative		3. Unit Records	
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 Summons				5. Earliest Year/Latest Year 2012 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.) Police Investigation Case Files					
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 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 checked="" type="checkbox"/> Monthly <input 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) Records 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 checked="" type="checkbox"/> Yes – Incident Report Number - See Series 05 R, 06R <input type="checkbox"/> No			18. Recommended Retention Scan to Maryland State Archives standards and destroy paper originals. Retain images for 3 years after closed, then destroy.		
19. Name and Title of Preparer Donna Burdette, Administrative Supervisor		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		<b>AGENCY RECORDS INVENTORY</b>  PAGE <b>03 R</b> OF <b>14 R</b>	
1. Department/Agency Aberdeen Police Department		2. Division Administrative		3. Unit 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				5. Earliest Year/Latest Year 2009 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.) Log of every suspect's criminal history retrieved from NCIC/METERS and submitted to requesting officers.					
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 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 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 3 <input type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Communications 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 for 3 years, then destroy.		
19. Name and Title of Preparer Donna Burdette, Administrative Supervisor		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		<b>AGENCY RECORDS INVENTORY</b>  PAGE <b>04 R</b> OF <b>14 R</b>	
1. Department/Agency Aberdeen Police Department		2. Division Administrative		3. Unit 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 Expungement Records				5. Earliest Year/Latest Year 2009 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.) Court Orders and brief Case summary to identify which case was ordered destroyed.					
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) each	
		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) each			
11. File is Used <input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Number Expunged <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Records 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 for 3 years, then destroy		
19. Name and Title of Preparer Donna Burdette, Administrative Supervisor		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		<b>AGENCY RECORDS INVENTORY</b>  PAGE <b>05 R</b> OF <b>14 R</b>	
1. Department/Agency <b>Aberdeen Police Department</b>		2. Division <b>Administrative</b>		3. Unit <b>Records Section</b>	
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 <b>Incident Reports and Associated Reports and Documents - Adult</b>				5. Earliest Year/Latest Year <b>1965 to 2012 in paper format          2013 to 2017 in electronic format</b>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>Police Investigation Case Files include original incident and incident reports used to document official police actions regarding reported crimes and other situations requiring documented police involvement. Reports included are Incident Reports, K9 Reports, Vehicle Storage Reports, DWI Reports, Animal Attack reports, Accident Reports, Missing Persons Reports, Domestic violence reports, and any other records or reports associated with the case.</b>					
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) (Harford County Regional) Police Records Management Electronic System: Data is manually entered into the system; paper documents are scanned (to Maryland State Archives standards) into the system.		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 <b>40 Number</b> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Records management System 10. Annual Accumulation <b>0 Number</b> <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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Number Case is solved/closed, unless it is a cold case, which will remain active until solved. <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>Police Administration Room 247          60 N Parke St, Aberdeen, MD 21001</b>			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes - Selected Cases, in paper form, in Criminal Investigations Division Office <input type="checkbox"/> No		
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)) <input checked="" type="checkbox"/> Yes – Md Annotated Code Title 10, Subtitle 6; Title 4, Subtitle 3 <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 <b>Retain paper files (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.</b>		
19. Name and Title of Preparer <b>Donna Burdette, Administrative Supervisor</b>		20. Telephone Number <b>410-272-2121</b>		21. Date <b>2/2/2017</b>	

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		<b>AGENCY RECORDS INVENTORY</b>  PAGE <b>06 R</b> OF <b>14 R</b>	
1. Department/Agency <b>Aberdeen Police Department</b>		2. Division <b>Administrative</b>		3. Unit <b>Records Section</b>	
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 <b>Incident Reports and Associated Reports and Documents - Juvenile</b>				5. Earliest Year/Latest Year <b>1965 to 2012 in paper format          2013-2017 in electronic format</b>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)  <b>Files include original incident and incident reports used to document official police actions regarding reported crimes and other situations requiring documented police involvement. Reports included are arrest reports, prisoner arrest records, logs, K9 Reports, DWI Reports, Animal Attack reports, Accident Reports, Missing Persons Reports, Domestic violence reports, and any other records or reports associated with the case.</b>					
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) (Harford County Regional) Police Records Management Electronic System: Data is manually entered into the system; paper documents are scanned (to Maryland State Archives standards) into the system.		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 <b>30 Number</b> <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Records Management System  10. Annual Accumulation <b>1 Number</b> <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 checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Number <b>Juvenile reaches 21 years of age</b> <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>Records Office          60 N Parke St, Aberdeen, MD 21001</b>			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 – Maryland Public Information Act, Annotated Code of Maryland, State Government Article, Title 10, Subtitle 6 <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 <b>Scan to Maryland State Archives standards and destroy paper originals. Retain images until the juvenile reaches age 21 then destroy. (CALEA 82.1.2d)</b>		
19. Name and Title of Preparer <b>Donna Burdette, Administrative Supervisor</b>		20. Telephone Number <b>410-272-2121</b>		21. Date <b>2/2/2017</b>	

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		<b>AGENCY RECORDS INVENTORY</b>  PAGE <b>07 R</b> OF <b>14 R</b>	
1. Department/Agency <b>Aberdeen Police Department</b>		2. Division <b>Administrative</b>		3. Unit <b>Records</b>	
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 <b>Parking Citation Information</b>				5. Earliest Year/Latest Year <b>2012 to 2017</b>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Traffic Citations, Traffic Records</b>					
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) State of Maryland E-TIX system		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 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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) <b>Records Office</b> <b>60 N Parke St, Aberdeen, MD 21001</b>			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 type="checkbox"/> None <input checked="" 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 <b>Retain paper for 3 years, then destroy. E-TIX are maintained by the State of Maryland.</b>		
19. Name and Title of Preparer <b>Donna Burdette, Administrative Supervisor</b>		20. Telephone Number <b>410-272-2121</b>		21. Date <b>2/2/2017</b>	

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		<b>AGENCY RECORDS INVENTORY</b>  PAGE <b>08 R</b> OF <b>14 R</b>	
1. Department/Agency Aberdeen Police Department		2. Division Administrative		3. Unit 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 Receipts for DR-15A Order of Suspension/Temporary License to Drive				5. Earliest Year/Latest Year 2011 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.) State of Maryland form, issued to traffic offenders, usually driving under the influence of alcohol and/or drugs.					
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 1/2 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)	
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 <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Records 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 – Maryland Public Information Act, Annotated Code of Maryland, State Government Article, Title 10, Subtitle 6 <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 and destroy paper originals. Retain all forms of images for 3 years then destroy		
19. Name and Title of Preparer Donna Burdette, Administrative Supervisor		20. Telephone Number 410-272-2121		21. Date 2/2/2017	

<b>INSTRUCTIONS –TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES.</b>  FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)		<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD, P.O. BOX 275 JESSUP, MARYLAND 20794 (410) 799-1930</b>		<b>ELECTRONIC RECORDS INVENTORY</b>  PAGE 09 R OF 14 R	
<b>1 DEPARTMENT/AGENCY</b> Aberdeen Police Department		<b>2 DIVISION</b> Administrative		<b>3 UNIT</b> 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.					
<b>4 ELECTRONIC RECORD SERIES TITLE</b> Recordings - Immediate Playback Audio				<b>5 Earliest Year/Latest Year</b> 2017 to 2017	
<b>6 INPUT - Identify source of information to be entered</b> Telephone and Radio Communications			<b>7 OUTPUT - Identify the use/s of information generated by system</b> Playback for capturing audio information		
<b>8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.</b>  Temporary collection of telephone and radio communications. Police Communications Officers play back a recording when he/she needs to clarify the words in the conversation.  This record is placed in the Aberdeen Police Department Retention and Disposal Schedule to verify the Department's compliance with the Commission on Accreditation for Law Enforcement Agencies (CALEA) standard about the retention period for these recordings.					
<b>9 POLICY ON ACCESS AND USE – Explain or attach copy if established in writing.</b> Police Communications Officers use the recordings					
<b>10 UPDATING CYCLES OR CONDITIONS AND RULES FOR REVISING INFORMATION IN THE SYSTEM</b> No information is changed.					
<b>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.</b> Icon on Police Communications Officers' monitors. Digital recordings are maintained on a server.					
<b>12 RECOMMENDED RETENTION</b> Self Deletes 20 minutes after transmission (CALEA 81.2.8a)					
<b>13 TYPED OR PRINTED NAME OF PREPARER</b> Donna Burdette		<b>14 TELEPHONE NUMBER</b> 410-272-2121		<b>15 DATE</b> 2/2/2017	
<b>16 TITLE OF PREPARER</b> Administrative Supervisor					
DGS 550-6 (rev. 10/12)					

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 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE <b>10 R</b> OF <b>14 R</b>	
Forward with Records Retention Schedule (DGS 550-1)					
1. Department/Agency <b>Aberdeen Police Department</b>		2. Division <b>Administrative</b>		3. Unit <b>Records Section</b>	
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 <b>Ride Along Waivers</b>				5. Earliest Year/Latest Year <b>2013 to 2016</b>	
6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.) <b>Liability Document</b>					
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 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 5 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) Each	
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) <b>Records Office</b> <b>60 N Parke St, Aberdeen, MD 21001</b>			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 <b>Retain for 3 years, then destroy.</b>		
19. Name and Title of Preparer <b>Donna Burdette, Administrative Supervisor</b>		20. Telephone Number <b>410-272-2121</b>		21. Date <b>2/2/2017</b>	

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 11 R OF 14 R	
1 DEPARTMENT/AGENCY Aberdeen Police Department		2 DIVISION Administrative		3 UNIT 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 ELECTRONIC RECORD SERIES TITLE Uniform Crime Reports				5 Earliest Year/Latest Year 2016 to 2017	
6 INPUT - Identify source of information to be entered Department Incident Reports			7 OUTPUT - Identify the use/s of information generated by system Crime Statistics		
8 ELECTRONIC RECORD SERIES DESCRIPTION - Briefly describe the information/documents/forms contained in a series. Include purpose and function of the system.  Statistical reports containing Department data on criminal homicides, rapes, robbery, aggravated assault, burglary, larceny, motor vehicle theft, arson.  Four annual publications, Crime in the United States, National Incident-Based Reporting 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. <a href="https://ucr.fbi.gov/">https://ucr.fbi.gov/</a>					
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 Donna Burdette		14 TELEPHONE NUMBER 410-272-2121		15 DATE 2/2/2017	
16 TITLE OF PREPARER 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)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		<b>AGENCY RECORDS INVENTORY</b>  PAGE 12 R OF 14 R	
1. Department/Agency Aberdeen Police Department		2. Division Administrative		3. Unit 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 Vehicle Key Log Sheets				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.) Sign-In and Sign-Out log for vehicle keys					
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 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 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) Communications 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 for one year. Screen and destroy pages with no operational or accreditation value. Retain remaining pages for accreditation purposes then destroy.		
19. Name and Title of Preparer Donna Burdette, Administrative Supervisor		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		<b>AGENCY RECORDS INVENTORY</b>  PAGE <b>13 R</b> OF <b>14 R</b>	
1. Department/Agency Aberdeen Police Department		2. Division Administrative		3. Unit 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 Warnings, Traffic				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.) Warning forms issued to Traffic Offenders.					
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) State of Maryland E-TIX system		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 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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Number <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Records Office, Department Server 60 N Parke St, Aberdeen, MD 21001			14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes - Maryland State Police E-TIX system <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 Retain for 60 days, then destroy.		
19. Name and Title of Preparer Donna Burdette, Administrative Supervisor		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		<b>AGENCY RECORDS INVENTORY</b>  PAGE <b>14 R</b> OF <b>14 R</b>	
1. Department/Agency Aberdeen Police Department		2. Division Administrative		3. Unit 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 Warrants				5. Earliest Year/Latest Year 2012 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.) Unserved, unexecuted Arrest Warrants and Search Warrants, issued by courts.					
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 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 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 checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Number Arrest <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Communications 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 - Original Agency or Court <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 Scan to Maryland State Archives standards and destroy paper originals. Retain images for 3 years after closed, then destroy.		
19. Name and Title of Preparer Donna Burdette, Administrative Supervisor		20. Telephone Number 410-272-2121		21. Date 2/2/2017	