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

Schedule No. M 343

Page 1 of 3

Agency

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Division/Unit

Aberdeen Police Department

Executive Assistant

Item No.	Description	Retention
•	Itemization Begins on Page 2.	
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•		
Sched or Divi	ule Approved by Department, Agency, sion Representative.	Schedule Authorized by State Archivist
Date	6/20/17/	Date
Signat		Signature WRW
Typed	Name <u>Henry G. Trabert</u>	
Title	Chief of Police	

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

Schedule No. M-393

Page 2 of 3

Agency

Division/Unit

Aberdeen Police Department		Executive Assistant
item No.	Record Series Description	Retention
01 EA	Annual Reports	Retain for Term of Chief of Police plus 1 year, then convert or scan to Maryland State Archives standards and destroy paper originals. Transfer images to Maryland State Archives after scanning and retain reference copy locally for 25 years, then destroy
02 EA	Contracts	Retain for 1 year after contract has been terminated or superseded, then destroy.
03 EA	Correspondence 03EA-A Transitory 03EA-B Administrative 03EA-C Executive	A. Transitory - Retain until administrative need ends and then destroy. B. Administrative - Retain until end of Chief of Police's term, then destroy. However, business-related correspondence that is essential to a core function of another series follows the retention period for that series. C. Executive - Permanent. Retain until end of Chief of Police's term, then scan and destroy paper originals. Retain images for 20 years, then transfer to Maryland State Archives.
04 EA	Fiscal Budget	Retain for 1 year, or until all CALEA (Commission on Accreditation for Law Enforcement Agencies) accreditation requirements are met for current assessment period, whichever is later, then destroy.
·05 EA	General Orders	Scan to Maryland State Archives standards, then retain paper and images for 10 years, then destroy paper originals. Retain images for 10 additional years then destroy.
06 EA	Legal Documents	Retain until case is closed, then transfer to Aberdeen City Clerk.
07 EA	Meeting Agendas	These agendas have no historical value. Retain for 3 years, or until all CALEA accreditation requirements are met for current assessment period, whichever is later, then destroy.
08 EA	Personnel Files	Retain until end of employment, then transfer files to City of Aberdeen Human Resources. (CALEA 35.1.5g)

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

Schedule No. M-393

Page 3 of 3

Agency

Division/Unit

Aberdeen Police Department		Executive Assistant
Item No.	Record Series Description	Retention
09 EA	Personnel Orders	Scan to Maryland State Archives standards, then retain paper and images until the end of the Chief of Police's term, then destroy.
10 EA	Procurement Documents	Retain for 1 year, then destroy.
11 EA	Promotional Process Documents	Retain for 3 years after selection of another candidate, or until all CALEA accreditation requirements are met for current assessment period, whichever is later, then destroy.
12 EA	Purchase Orders and Purchase Order Requests	Retain for 1 year, then destroy.
13 EA	Reimbursements	Retain for 2 years, then destroy.
14 EA	Restitution (payments from former detainees)	Retain until paid in full, then destroy.
15 EA	Special Orders (Temporary Orders)	Retain paper originals and Maryland State Archives standards scanned copies until the end of the Chief of Police's term, then destroy.
16 EA	Staff Meeting Presentations	Retain until the end of the Chief of Police's term, then destroy.

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Instructions –Type or Print a separate form for each new or revised record series.	DEPARTMENT OF RECORDS MANA	GENERAL SERVICES AGEMENT DIVISION	AGENCY RECORDS INVENTORY
Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		PAGE 01 EA OF 16 EA
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Command		Executive Assistant
DEFINITION: RECORD SERIES: A group of related rec	orde normally filed and	used as a unit for reference	co as well as retention and disposition oursesses
Record Series Title	ords normany med and	daed as a unit for rejerent	5. Earliest Year/Latest Year
Annual Reports			2008 to 2017
Record Series Description (Briefly descri function of the series.)	be the types of info	ormation/documents/f	orms found in the series. Include the purpose or
Yearly Crime Statistics Documents	, including Pow	erPoint presentati	ons converted to PDF.
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume
	Alphabetica		10 Number
Letter Size Microfilm]]	•	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) file folders
Other (specify) Electronic:	Other (spec	ify)	10. Annual Accumulation.
PowerPoint Presentations; PDF			1 Number
	r	•	File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s)
			Other (specify) PowerPoint
			Presentations
11. File is Used	-	12. File Becomes	Inactive After
Daily Weekly Monthly	Annually	Number 5	Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Se agency or office	ries Duplicated Elsewhere? (If yes, specify
Executive Assistant's Office		Yes -	
60 N Parke St, Aberdeen MD 21001		No No	
15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s)	16. Audit Requirer	nents .
Yes –		None	State Federal Independent
No			
17. Is an Index System used? If yes, exp	olain briefly and	18. Recommended	d Retention
describe requirements			of Chief of Police plus 1 year, then
Yes -			to Maryland State Archives standards
No No	,		er originals. Transfer images to Archives after scanning and retain
		reference copy le	ocally for 25 years, then destroy
19. Name and Title of Preparer	20. Telepho	one Number	21. Date
l lennifer Liberta Evecutive Accistant	L &1(1_77)	/-/ [/ [6/14/2017

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Instructions –Type or Print a separate form for each new or revised record series.	RECORDS MAN	GENERAL SERVICES AGEMENT DIVISION Road, P.O. 8ox 275	AGENCY RECORDS INVENTORY
Forward with Records Retention Schedule (DGS 550-1)	Jessup, M	aryland 20794 -799-1930	PAGE 02 EA OF 15 EA
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Command	١,	Executive Assistant
DEFINITION: RECORD SERIES: A group of related reco	rds normally filed and	used as a unit for referen	ce as well as retention and disposition purposes.
Record Series Title			5. Earliest Year/Latest Year
Contracts			2010 to 2017
Record Series Description (Briefly descrit function of the series.)	e the types of infe	ormation/documents/f	orms found in the series. Include the purpose or
Contracts, Agreements, Memorand	um of Understa	ındings between tl	ne Aberdeen Police Department and
other law enforcement agencies, schoo	· •		
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume
Letter Size Microfilm	Alphabetica	ı	1/8 Number
Legal Size Computer Tape	Numerical		File Drawer(s)
	Chronologic	o al	Microfilm Reel(s)
Audio Tape Floppy Disk		•	Computer Tape(s)
Bound Book Video Tape	Geographical		Other (specify)
Other (specify)	Other (specify)		10. Annual Accumulation
			1 Number
			File Drawer(s)
	•		Microfilm Reel(s)
·			Computer Tape(s)
		•	Other (specify) File Folder
1			
11. File is Used		12. File Becomes	nactive After
Daily Weekly Monthly	Annually	Number Agreem	
13. Current Location(s) (Bldg., Floor, Room)		 14. Is Record Ser agency or offic 	ries Duplicated Elsewhere? (If yes, specify
Executive Assistant's Office		Yes - Aberdeen City Clerk	
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
⊠ No			
17. Is an Index System used? If yes, explored describe requirements	lain briefly and	18. Recommended	
Yes -			fter contract has been terminated or never is sooner, then destroy.
No			
19. Name and Title of Preparer	20. Telepho	one Number	21. Date
Jennifer Liberto, Executive Assistant	Jennifer Liberto, Executive Assistant 410-272		6/14/2017

Instructions –Type or Print a separate form for each new or revised record series.	RECORDS MANA	GENERAL SERVICES AGEMENT DIVISION Pond B.O. Box 275	AGENCY RECORDS INVENTORY
Forward with Records Retention Schedule (DGS 550-1)	Jessup, Ma	Road, P.O. Box 275 aryland 20794 799-1930	• PAGE 03 EA OF 15 EA
Department/Agency	2. Division	"	3. Unit
Aberdeen Police Department	Command		Executive Assistant
DEFINITION: RECORD SERIES: A group of related rec	ords normally filed and	used as a unit for reference	
4. Record Series Title			5. Earliest Year/Latest Year
A. Correspondence - Transitory			2010 to 2017
B. Correspondence - Administrativ	re		
C. Correspondence - Executive			·
-	٠		
Record Series Description (Briefly description of the series.)	ibe the types of info	ormation/documents/f	orms found in the series. Include the purpose or
or policy information; does not impact B. Administrative - Incoming and outg administering agency functions and pr assigned, work accomplished, transact	departments or t agency function going business-r rograms and doo tions made, or a	external parties cons; and when resoluted correspond cuments implements taken.	ontaining no final contractual, financial lved, there is no further use or purpose. lence created in the course of ntation of Department functions: work
C. Executive - Outgoing non-transitory		-	
	vide unique information relating to the		
functions, policies, procedures or programs of an agency.			
7. Record Series Format(s) List all	8. Record Seri	ies Sequence	9. Volume
		<u>.</u>	1 Number
Letter Size Microfilm	Alphabetica		File Drawer(s)
Legal Size Computer Tape	Numerical		
	Chronologic	·al	Microfilm Reel(s)
Audio Tape Floppy Disk			Computer Tape(s)
Bound Book Video Tape	Geographic	al	Other (specify)
Other (specify) Email	Other (spec	ifv)	10. Annual Accumulation
Onici (specify Eman	🗀	,	1/2 Number
			File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s)
			Other (specify)
			· · · · · · · · · · · · · · · · · · ·
11. File is Used		12. File Becomes	nactive After
Daily Weekly Monthly	Annually	Number 1	Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room	1)	14. Is Record Sea agency or offic	ries Duplicated Elsewhere? (If yes, specify
Executive Assistant's Office		l Č	· ·
60 N Parke St, Aberdeen MD 21001		Yes -	
	·	· X No	

new or revised record series. RECORDS MAN. 7275 Waterloo Forward with Records Retention Schedule (DGS Jessup, M		GENERAL SERVICES AGEMENT DIVISION Road, P.O. Box 275 aryland 20794 -799-1930	PAGE 03 EA OF 15 EA
1. Department/Agency	2. Division	<u> </u>	3. Unit
Aberdeen Police Department	Command	l	Executive Assistant
. 15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s)	16. Audit Requirer	nents
☐ Yes – ☑ No		None	State Federal Independent
17. Is an Index System used? If yes, exp	lain briefly and	18. Recommended Retention	
describe requirements Yes -		A. Transitory - Retain until administrative need ends and then destroy.	
⊠ No		B. Administrative - Retain until end of Chief of Police's term, then destroy. However, business-related correspondence that is essential to a core function of another series follows the retention period for that series.	
		C. Executive - Permanent. Retain until end of Chief of Police's term, then scan and destroy paper originals. Retain images for 20 years, then transfer to Maryland State Archives.	
19. Name and Title of Preparer	20. Telepho	one Number	21. Date
Jennifer Liberto, Executive Assistant	410-27	2-2121	6/21/2017

Instructions –Type or Print a separate form for each new or revised record series.		F GENERAL SERVICES	AGENCY RECORDS INVENTORY
Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Jessup, N	Road, P.O. Box 275 Naryland 20794 0-799-1830	PAGE 04 EA OF 15 EA
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Command		Executive Assistant
DEFINITION: RECORD SERIES: A group of related red 4. Record Series Title	Cords normally filed an	d used as a unit for referen	Locas well as retention and disposition purposes. 1 5. Earliest Year/Latest Year
Fiscal Budget			2015 to 2017
Record Series Description (Briefly description of the series.)	ribe the types of inf	formation/documents/	forms found in the series. Include the purpo
Lists of line items for the Departm		pproved by City Co	uncil; Paid Invoices and supporting
documents, filed by line item number. 7. Record Series Format(s) List all		ries Sequence	9. Volume
7. Record Collect Citially List Cit		ies ocquerico	1/8 Number
Letter Size Microfilm	Alphabetica	al	
Legal Size Computer Tape	Numerical		File Drawer(s)
	Chronologic	aal	Microfilm Reel(s)
Audio Tape Floppy Disk			Computer Tape(s)
Bound Book Video Tape	Geographic	cal	Other (specify)
Other (specify)	Other (spec	cify)	10. Annual Accumulation
			1/8 Number
		•	File Drawer(s)
	•		Microfilm Reel(s)
			Computer Tape(s)
			Other (specify)
11. File is Used	<u> </u>	12. File Becomes	Inactive After
Daily Weekly Monthly	Annually	Number 1	Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Roon		14 Is Record Se	eries Duplicated Elsewhere? (If yes, sp
Executive Assistant's Office	'7	agency or offic	ie.)
60 N Parke St, Aberdeen MD 21001		Yes - City of Aberdeen Finance Department	
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
⊠ No		- -	
17. Is an Index System used? If yes, ex describe requirements	plain briefly and	18. Recommende	d Retention
		Retain for 1 year, or úntil all CALEA accreditation	
Yes -		II -	e met for current assessment period
No No		Ш	er, then destroy.
19. Name and Title of Preparer	,	one Number	21. Date
Jennifer Liberto, Executive Assistant	I 410-27	' 2-2121	6/14/2017

			ACCHOV DECORDS INVENTORY
Instructions –Type or Print a separate form for each new or revised record series.	RECORDS MAN	GENERAL SERVICES AGEMENT DIVISION Road, P.O. Box 275	AGENCY RECORDS INVENTORY
Forward with Records Retention Schedule (DGS . 550-1)	Jessup, M	aryland 20794 -789-1930	PAGE 05 EA OF 16 EA
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Command	l	Executive Assistant
DEFINITION: RECORD SERIES: A group of related reco	rds normally filed and	used as a unit for reference	ce as well as retention and disposition purposes.
4. Record Series Title	<u>-</u> .		5. Earliest Year/Latest Year
General Orders			2009 to 2017
Record Series Description (Briefly description of the series.)	e the types of info	ormation/documents/f	orms found in the series. Include the purpose or
Notice to employees from the Chief	of Police anno	uncing revisions a	nd amendments to existing policies, or
introducing new policies in the APD Po	licies and Proc	edures Manual.	•
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume
			2 Number
Letter Size Microfilm	Alphabetica	l	File Drawer(s)
Legal Size Computer Tape	Numerical		Microfilm Reel(s)
Audio Tape Floppy Disk	Chronologic	cal	Computer Tape(s)
Bound Book Video Tape	Geographic	al	Other (specify) Binder
	Other (spec		10. Annual Accumulation
Other (specify) See #14 on this	Other (spec		
sheet; Record Series is maintained on	•		1/2 Number
Executive Assistant's H: drive (MS Word) and on Department SharePoint			File Drawer(s)
server (PDF)			Microfilm Reel(s)
			Computer Tape(s)
		·	Other (specify) Binder
			S outer (opening) S made
11. File is Used		12. File Becomes I	nactive After
	Assusting	Number 4	F
	Annually		Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room) Executive Assistant's Office		14. Is Record Ser agency or offic	ries Duplicated Elsewhere? (If yes, specify e.)
60 N Parke St, Aberdeen MD 21001	٠	Yes - Executive Assistant's H: drive, MS Word;	
		Department SharePoint server, PDF	
	I	☐ 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, exp	ain briefly and	18. Recommended	Retention
describe requirements		Scan to Maryland	d State Archives standards, then retain
Yes – Word Search document c	ontents		s for 10 years, then destroy paper
No		•	images for 10 additional years then
40 Name and Tills - 50 and	1 00 7 11 11	destroy.	04 5-4-
19. Name and Title of Preparer	1	one Number	21. Date
Jennifer Liberto, Executive Assistant	410-27	2-2121	8/11/2017

			
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, M 410	aryland 20794 -799-1830	PAGE 06 EA OF 16 EA
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Command	Į.	Executive Assistant
DEFINITION: RECORD SERIES: A group of related record	rde normally filed and	t used as a unit for reference	es securities and disposition purposes
4. Record Series Title	JIQS HORMANY INSO 2110	USEC AS A UTIL IOT TELETETIC	5. Earliest Year/Latest Year
Legal Documents			2013 to 2016
Record Series Description (Briefly description of the series.)	be the types of info	ormation/documents/fo	orms found in the series, Include the purpose or
Case documents of lawsuits agains	t the Police Der	partment	
7. Record Series Format(s) List all	8. Record Seri	ies Sequence	9. Volume
	Alababeties		1/4 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	cify) Incident	10. Annual Accumulation
	Report Number	·	1 Number
.	•		File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s)
			Other (specify) file folder
			<u> </u>
11. File is Used		12. File Becomes I	nactive After
Daily Weekly Monthly	Annually	Number Case is C	Closed Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room) Executive Assistant's Office		14. Is Record Ser agency or office	ries Duplicated Elsewhere? (If yes, specify e.)
60 N Parke St, Aberdeen MD 21001		Yes - Aberdeen City Clerk	
		☐ No	
15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s)	16. Audit Requirem	nents
Yes –		None State Federal Independent	
⊠No		<u> </u>	
 Is an Index System used? If yes, exp describe requirements 	lain briefly and	18. Recommended Retention	
Yes		ll .	is closed, then transfer to Aberdeen
No – There are fewer than 5 cases	see on file. An	City Clerk.	•
index is not necessary until there are		·	
cases.	more than 20		·
19. Name and Title of Preparer	20. Telepho	one Number	21. Date
Jennifer Liberto, Executive Assistant	410-277	2-2121	8/11/2017

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Instructions –Type or Print a separate form for each new or revised record series.	RECORDS MAN 7275 Waterloo	GENERAL SERVICES AGEMENT DIVISION Road, P.O. Box 275	AGENCY RECORDS INVENTORY PAGE 07 EA OF 15 EA
Forward with Records Retention Schedule (DGS 550-1)		aryland 20794 -799-1930	PAGE U/ EA OF 15 EA
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Command	l	Executive Assistant
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
Meeting Agendas	•		2010 to 2017
	ibe the types of info	ormation/documents/f	orms found in the series. Include the purpose or
Checklists of Agenda Items for vari	ious meetings.		
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume
K-71			1 Number
Letter Size Microfilm	Alphabetica	ll .	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) file folder
Other (specify)	Other (specify)		10. Annual Accumulation
_			1 Number
			File Drawer(s)
•		- 1	Microfilm Reel(s)
			Computer Tape(s)
			Other (specify) file folder
•	<u> </u>		
11. File is Used		12. File Becomes	· 🗖
Daily Weekly Monthly	Annually		Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room)	14. Is Record Se agency or offic	ries Duplicated Elsewhere? (If yes, specify e.)
Executive Assistant's Office		Yes -	•
60 N Parke St, Aberdeen MD 21001		No No	
15. Access Restrictions (If Yes, cite Law(s) & Regulation(s)		16. Audit Requirements	
Yes – No		None State Federal Independent	
17. Is an Index System used? If yes, explain briefly and		18. Recommended Retention	
describe requirements Yes -		These agendas have not historical value. Retain for 3	
∑ No		years, or until all CALEA accreditation requirements are met for current assessment period, whichever is later,	
		then destroy.	
19. Name and Title of Preparer	I	one Number	21. Date
Jennifer Liberto, Executive Assistant	410-27	2-2121	6/14/2017

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Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS	RECORDS MAN 7275 Waterloo	GENERAL SERVICES AGEMENT DIVISION Road, P.O. Box 275 aryland 20794	PAGE 08 EA OF 15 EA
550-1)	410	-789-1930	
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Command		Executive Assistant
DESINITION DECOME PERSON			
DEFINITION: RECORD SERIES: A group of related record. 4. Record Series Title	ords normally filed and	1 used as a unit for referen	ce as well as retention and disposition purposes. 5. Earliest Year/Latest Year
Personnel Files			1980 to 2017
Record Series Description (Briefly descri	oe the types of info	ormation/documents/f	orms found in the series. Include the purpose or
function of the series.)	. •		·
	•	• •	, training reports, personnel orders,
commendations, performance evaluati			
psychological, and fitness examination	•	• •	
7. Record Series Format(s) List all	8. Record Ser	ses Sequence	9. Völume
Letter Size Microfilm	Alphabetica	1	10 Number
			File Drawer(s)
Legal Size Computer Tape	Numerical		Microfilm Reel(s)
Audio Tape Floppy Disk	Chronologic	cal	Computer Tape(s)
Bound Book Video Tape	Geographic	al j	Other (specify)
	Other (spec	·ifu)	10. Annual Accumulation
Other (specify)	Other (spec	,iiy,	2 Number
			·
. •	·		File Drawer(s)
	` ,		Microfilm Reel(s)
	,		Computer Tape(s)
			Other (specify) Binders/file folders
			.
11. File is Used		12. File Becomes I	nactive After
Daily Weekly Monthly	Annually	Number Employi	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Se agency or offic	ries Duplicated Elsewhere? (If yes, specify
Executive Assistant's Office	•	Yes -	,
60 N Parke St, Aberdeen MD 21001			·
15. Access Restrictions (If Yes, cite Law(s)	R. Pegulation/s)	No 16. Audit Requiren	nante
	x regulation(s)		
Yes -		None	State Federal Independent
No .			
 Is an Index System used? If yes, exp describe requirements 	lain briefly and	18. Recommended	
			of employment, then transfer files to
Yes -		City of Aberdeen	Human Resources. (CALEA 35.1.5g)
No	20 Tolorb	no Number	21 Data
19. Name and Title of Preparer Jennifer Liberto, Executive Assistant	20. Telepho	one Number	21. Date
jenniter Liberto, Executive Assistant	410-2/	C-7171 .	6/14/2017

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Instructions –Type or Print a separate form for each new or revised record series.	RECORDS MANA	GENERAL SERVICES AGEMENT DIVISION	AGENCY RECORDS INVENTORY	
Forward with Records Retention Schedule (DGS 550-1)	7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		PAGE 09 EA OF 16 EA	
1. Department/Agency	2. Division	<u> </u>	3. Unit	
Aberdeen Police Department	Command	•	Executive Assistant	
non acon ronce populatione	COmmuna		DACCULIVE FISSISTAIRE .	
DEFINITION: RECORD SERIES: A group of related record	s normally filed and	used as a unit for reference	e as well as retention and disposition purposes.	
4. Record Series Title			5. Earliest Year/Latest Year	
Personnel Orders			2004 to 2017	
 Record Series Description (Briefly describe function of the series.) 	the types of info	ormation/documents/fo	orms found in the series. Include the purpose or	
Notice to personnel that anounces A	ppointment o	f new personnel; R	leassignment of employees; Promotion	
or demotion of personnel; Suspension of		-	<u> </u>	
suspension or dismissal; Termination by	-	•	* -	
personnel	· ·	•		
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume	
	_		1 Number	
Letter Size Microfilm ·	Alphabetica			
Legal Size Computer Tape	Numerical	•	File Drawer(s) Microfilm Reel(s)	
Audio Tape Floppy Disk	Chronological		Computer Tape(s)	
Bound Book . Video Tape	Geographical		Other (specify) file folder	
Other (specify) See #14 on this	Other (spec	ify)	10. Annual Accumulation	
sheet; Record Series is maintained on			1 Number	
Executive Assistant's H: drive (MS				
Word) and on Department SharePoint			File Drawer(s)	
server (PDF)			Microfilm Reel(s)	
			Computer Tape(s)	
		1	Other (specify) file folder	
44 5% - 144-4		40 53-55		
11. File is Used	_	12. File Becomes I		
Daily Weekly Monthly	Annually	Number 3	Month(s) Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
Executive Assistant's Office		Yes - (1)Executive Assistant's H: drive, MS		
60 N Parke St, Aberdeen MD 21001			-	
·	Word; (2) De		tment SharePoint server, PDF;	
		ı ` <i>'</i> —	onnels' personnel files (paper)	
AE Acces Derbinding HEV1-1 12	Doculetie=/=\	No No		
15. Access Restrictions (If Yes, cite Law(s) &	regulation(s)	16. Audit Requiren	nenis	
Yes –	İ	None	State Federal Independent	
⊠ No				
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention		
Yes -			I State Archives standards, then retain	
	ų · · · ·		s until the end of the Chief of Police's	
No No	term, then destricted to the state of the st			
19. Name and Title of Preparer	1		21. Date	
Jennifer Liberto, Executive Assistant	410-272-2121		8/11/2017	

Instructions –Type or Print a separate form for each new or revised record series.	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY
Forward with Records Retention Schedule (DGS 550-1)	Jessup, M	Road, P.O. Box 275 Maryland 20794 0-799-1930	PAGE 10 EA OF 15 EA
1. Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Command	1 .	Executive Assistant
DEFINITION: RECORD SERIES: A group of related reco	ords normally filed and	d used as a unit for referen	ce as well as retention and disposition purposes.
4. Record Series Title		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	5. Earliest Year/Latest Year
Procurement Documents			2016 to 2017
function of the series.)	••	•	forms found in the series. Include the purpose or
Requests for purchases and backgr	ound documen	itation 💉	
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume
<u> </u>		·	1 Number
Letter Size Microfilm	Alphabetica	al I	<u></u>
Legal Size Computer Tape	Numerical	,	File Drawer(s)
	Chronologic	ral	Microfilm Reel(s)
			Computer Tape(s)
Bound Book Video Tape	Geographical		Other (specify) Binder
Other (specify)	Other (spec	cify)	10. Annual Accumulation
			1 Number
ļ ·			File Drawer(s)
.			Microfilm Reel(s)
.			Computer Tape(s)
.	•		Other (specify) Binder
		•	Other (specify) billider
<u> </u>			
11. File is Used		12. File Becomes I	
Daily Weekly Monthly Annually			Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Ser agency or office	ries Duplicated Elsewhere? (If yes, specify ite.)
Executive Assistant's Office		Yes -	,
60 N Parke St, Aberdeen MD 21001		No No	
15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s)	16. Audit Requirements	
Yes -		None State Federal Independent	
No .	Inia briaffy and	49 Basammandar	Delantica
 Is an Index System used? If yes, exp describe requirements 	aln briefly and	18. Recommended Retention Retain for 1 year, then destroy.	
Yes -		Retain for 1 year	then destroy.
No .		1	
19. Name and Title of Preparer	20. Teleph	one Number	21. Date
Jennifer Liberto, Executive Assistant	410-272	1	6/14/2017

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		PAGE 11 EA OF 15 EA
Forward with Records Retention Schedule (DGS 550-1)	Jessup, Maryland 20794 410-799-1930		PAGE II EA OF 15 EA
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Command		Executive Assistant
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
Promotional Process Documents			2010 to 2017
Record Series Description (Briefly description of the series.)	be the types of inf	ormation/documents/f	orms found in the series. Include the purpose or
Records of candidates who partici	pated in the pro	cess but did not re	•
7. Record Series Format(s) List all	Record Ser	ies Sequence	9. Volume
Nigores	Alphabetica	ı	1/2 Number
Letter Size Microfilm	Numerical		File Drawer(s)
Legal Size Computer Tape	Chronologic	, and	Microfilm Reel(s)
Audio Tape Floppy Disk			Computer Tape(s)
Bound Book Video Tape	Geographical		Other (specify)
Other (specify)	Other (specify)		10. Annual Accumulation
		•	1/2 Number
	· .		File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s)
·	-	•	Other (specify)
,			
11. File is Used		12. File Becomes	nactive 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
Executive Assistant's Office		agency or offic	e.)
60 N Parke St, Aberdeen MD 21001		Yes No	
15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s)	16. Audit Requiren	nents
Yes –		None State Federal Independent	
No No			
17. Is an Index System used? If yes, explain briefly and		18. Recommended Retention	
describe requirements		Retain for 3 years after selection of another candidate,	
Yes -		or until all CALEA accreditation requirements are met	
	· • • • • • • • • • • • • • • • • • • •		sment period, whichever is later, then
40 Name and Title of Dune	destroy.		04 5-4-
19. Name and Title of Preparer	20. Telephone Number		21. Date
Jennifer Liberto, Executive Assistant	410-27	Z-Z1Z1	6/14/2017

Instructions –Type or Print a separate form for each new or revised record series.	RECORDS MAN	GENERAL SERVICES AGEMENT DIVISION Road, P.O. Box 275	AGENCY RECORDS INVENTORY
Forward with Records Retention Schedule (DGS 550-1)	Jessup, M	laryland 20794 -788-1830	PAGE 12 EA OF 15 EA
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Command	1,	Executive Assistant
DEFINITION: RECORD SERIES: A group of related recor	ds normally filed an	d used as a unit for referen	L ce as well as retention and disposition purposes.
Record Series Title			5. Earliest Year/Latest Year
Purchase Orders and Requests		•	2015 to 2017
Record Series Description (Briefly describe function of the series.)	e the types of inf	ormation/documents/f	forms found in the series. Include the purpose or
Approved memos requesting to pur	chase supplie	s, uniforms, weapo	ons, equipment.
7. Record Series Format(s) List all	Record Ser	ies Sequence	9. Volume
			1/2 Number
Letter Size Microfilm	Alphabetical Numerical		File Drawer(s)
Legal Size Computer Tape			Microfilm Reel(s)
Audio Tape	Chronologio		Computer Tape(s)
Bound Book Video Tape	Geographical		Other (specify)
Other (specify)	Other (spec	cify)	10. Annual Accumulation
			1/2 Number
			File Drawer(s)
·			Microfilm Reel(s)
· .			Computer Tape(s)
· '			Other (specify)
		•	Carlor (Specify)
44 5 11 11 11 11 11 11 11 11 11 11 11 11 1			
11. File is Used		12. File Becomes I	
Daily Weekly Monthly	Annually		Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Ser agency or offic	ries Duplicated Elsewhere? (If yes, specify
Executive Assistant's Office		~ ′	·. ·
60 N Parke St, Aberdeen MD 21001	•	Yes -	•
15. Access Restrictions (If Yes, cite Law(s) &	Regulation(s)	16. Audit Requirements	
Yes –		None State Federal Independent	
No	in briefly and	40 Danamanda	1 Detection
 Is an Index System used? If yes, explain briefly and describe requirements 		18. Recommended Retention Retain for 1 year, then destroy.	
Yes -		Ketain for 1 year	, then destroy.
No			
19. Name and Title of Preparer	20. Teleph	ne Number	21. Date
Jennifer Liberto, Executive Assistant	410-272-2121		6/14/2017

Instructions –Type or Print a separate form for each new or revised record series.	RECORDS MAN	GENERAL SERVICES AGEMENT DIVISION	AGENCY RECORDS INVENTORY	
Forward with Records Retention Schedule (DGS 550-1)	Jessup, M	Road, P.O. Box 275 laryland 20794 -799-1930	PAGE 13 EA OF 15 EA	
Department/Agency	2. Division		3. Unit	
Aberdeen Police Department	Command		Executive Assistant	
DEFINITION: RECORD SERIES: A group of related rec	ords normally filed and	dused as a unit for referen	ce as well as retention and disposition purposes.	
Record Series Title			Earliest Year/Latest Year	
Reimbursements	•		2010 to 2017	
Record Series Description (Briefly describe the types of information/do function of the series.)			orms found in the series. Include the purpose or	
Invoices to businesses and agencie			of payments received.	
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume	
	Alabahara		1 Number	
Letter Size Microfilm	Alphabetica	n .	File Drawer(s)	
Legal Size Computer Tape	Numerical			
	Chronologic	ral	Microfilm Reel(s)	
Audio Tape Floppy Disk	Chronological Geographical		Computer Tape(s)	
Bound Book Video Tape			Other (specify) file folder	
Other (specify)	Other (specify)		10. Annual Accumulation	
			1 Number	
			File Drawer(s)	
	.			
			Microfilm Reel(s)	
			Computer Tape(s)	
			Other (specify) file folder	
C				
11. File is Used		12. File Becomes	nactive After	
Daily Weekly Monthly Annually		Number 1	Month(s) Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		ries Duplicated Elsewhere? (If yes, specify	
Executive Assistant's Office		agency or office.)		
60 N Parke St, Aberdeen MD 21001		Yes - City	y of Aberdeen Finance Department	
		No		
15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s)	16. Audit Requirements		
Yes -		None State Federal Independent		
No No		40.5		
17. Is an Index System used? If yes, explain briefly and describe requirements		18. Recommended Retention		
		Retain for 2 years, then destroy.		
Yes -		•		
No No				
19. Name and Title of Preparer		one Number	21. Date	
Jennifer Liberto, Executive Assistant	410-27	2-2121	6/14/2017	

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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 -789-1830	PAGE 14 EA OF 15 EA
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Command		Executive Assistant
•	•		
DEFINITION: RECORD SERIES: A group of related reco	rds normally filed and	l used as a unit for referen	ce as well as retention and disposition purposes.
4. Record Series Title			5. Earliest Year/Latest Year
Restitution Records			2011 to 2011
function of the series.)	••		orms found in the series. Include the purpose or
Records of payments received from	former detain	ees	
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume
	—		1 Number
Letter Size Microfilm	Alphabetica	l	File Drawer(s)
Legal Size Computer Tape	Numerical		
Audio Tape Floppy Disk	Chronologic	al	Microfilm Reel(s)
			Computer Tape(s)
Bound Book Video Tape	Geographic		Other (specify) file folder
Other (specify)	Other (spec	ify)	10. Annual Accumulation
			0 Number .
· '			File Drawer(s)
•			Microfilm Reel(s)
			Computer Tape(s)
			Other (specify)
	<u> </u>		
11. File is Used		12. File Becomes I	
Daily Weekly Monthly	Annually	Number Paid in F	Full Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Ser agency or offic	ries Duplicated Elsewhere? (If yes, specify
Executive Assistant's Office		Yes -	~·,
60 N Parke St, Aberdeen MD 21001 .	·		
15. Access Restrictions (If Yes, cite Law(s) &	Population(s)	No 16. Audit Requiren	
	(Negulation(s)		
∐ Yes -		None	State Federal Independent
No 17. Is an Index System used? If yes, expl	gin briefly and	19 Pacammandae	1 Potention
describe requirements	ani viichy and į	18. Recommended Retention	
Yes -		Retain until paid in full, then destroy.	
No			
19. Name and Title of Preparer	20. Telephone Number		21. Date 、
Jennifer Liberto, Executive Assistant	410-272-2121		6/14/2017

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Instructions –Type or Print a separate form for each new or revised record series.	DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION		AGENCY RECORDS INVENTORY .	
Forward with Records Retention Schedule (DGS 550-1)	Jessup, M	Road, P.O. Box 275 aryland 20794 -799-1930	PAGE 15 EA OF 15 EA	
Department/Agency	2. Division		3. Unit	
Aberdeen Police Department	Command		Executive Assistant	
DEFINITION: RECORD SERIES: A group of related rec	DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for referen			
Record Series Title			. 5. Earliest Year/Latest Year	
Special Orders (Temporary Orders	•		2006 to 2017	
Record Series Description (Briefly descri function of the series.)	be the types of infe	ormation/documents/f	orms found in the series. Include the purpose or	
Notice to Employees about a policy	, procedure, or	activity. The orde	r has a termination date.	
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume	
			1 Number	
Letter Size Microfilm	Alphabetica	ıl	File Drawer(s)	
Legal Size Computer Tape	Numerical Numerical		i 📙	
	Chronologic	ral	Microfilm Reel(s)	
Audio Tape Floppy Disk			Computer Tape(s)	
Bound Book Video Tape	Geographic		Other (specify) file folder	
Other (specify)	Other (specify)		10. Annual Accumulation	
~	·		1 Number	
		•	File Drawer(s)	
,			Microfilm Reel(s)	
			Computer Tape(s)	
·			Other (specify) file folder	
·	•		Other (specify) the folder	
<u> </u>				
11. File is Used		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 agency or offic	ries Duplicated Elsewhere? (If yes, specify lee)	
Executive Assistant's Office		Yes - Executive Assistant's H: drive, MS Word		
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		
No				
17. Is an Index System used? If yes, exp describe requirements	lain briefly and	18. Recommended Retention Retain until the end of the Chief of Police's term, then		
Yes – Word Search Exec Asst's	H: drive.	destroy.	end of the Chief of Police's term, then	
No ·		2000.03.		
19. Name and Title of Preparer	20. Telepho	one Number	21. Date	
Jennifer Liberto, Executive Assistant	410-27	2-2121	6/14/2017	