

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. <u>M394</u>
Agency City of Aberdeen		Page 1 of 3
Division/Unit Criminal Investigations Division		
Item No.	Description	Location
		Retention
	Itemization Begins on Page 2.	
Schedule Approved by Department, Agency, or Division Representative. Date <u>2/19/17</u> Signature <u>[Signature]</u> Typed Name <u>Henry G. Trabert</u> Title <u>Chief of Police</u>		Schedule Authorized by State Archivist Date <u>11.1.17</u> Signature <u>[Signature]</u>

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. M394	
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Agency City of Aberdeen		Division/Unit Criminal Investigations Division	
Item No.	Description	Location	Retention
01 CID	Case Files, Criminal Investigations Division	CID	Retain for 15 years after case is closed, then scan to Maryland State Archives standards and destroy paper originals. Retain images and recordings for 40 years, then destroy, except for Homicide cases-Retain images for 100 years, then destroy.
02 CID	Case Files, Internal Affairs	CID Internal Affairs	Retain paper originals for 20 years after employee leaves employment or until statute expires, whichever is later, then destroy. (Ref. CALEA 26.1.8)
03 CID	IAU Case Ledger	CID - Internal Affairs	-Print out paper copy at the end of each calendar year and place in front of the IAU case files for that year. Retain paper copy until all files for that calendar year are destroyed, then destroy paper copy. -Retain digital record until all case files for a calendar year are destroyed, then destroy digital record for that calendar year. (Ref. CALEA 26.1.8) NOTE to CID: Write on the disposal certificate whether the paper or digital log was destroyed and that all files for that calendar year were already destroyed.
04 CID	Case Files, Special Operations Unit	CID - Special Operations Unit	Retain for 20 years after case is closed, then scan to Maryland State Archives standards and destroy paper originals. Retain images and recordings for 50 years, then destroy, except for Homicide cases-Retain images for 100 years, then destroy.
05 CID	Confidential Cash Funds Records	CID - Special Operations Unit	Retain paper originals, or scan to Maryland State Archives standards and destroy paper originals. Retain images or paper originals for 4 years or until all CALEA accreditation requirements are met, whichever is sooner, then destroy.

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

Schedule No. M394

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Agency	Division/Unit
City of Aberdeen	Criminal Investigations Division

Item No.	Description	Location	Retention
06 CID	Confidential Informant Files	CID - Special Operations Unit	Retain 3 years after Confidential Informant is no longer active, then scan to Maryland State Archives standards and destroy paper originals. Retain images for 40 years, then destroy, except for Homicide cases-Retain images for 70 years, then destroy.
07 CID	Controlled Dangerous Substances (CDS) Case Files	CID - Special Operations Unit	Retain for 7 years, then scan to Maryland State Archives standards and destroy paper originals. Retain images for 20 years, then destroy.
08 CID	CPS (Child Protective Services) Referrals	CID	Retain for 12 months, then destroy.
09 CID	Criminal Intelligence Records	CID	Retain for one year, then screen annually and destroy records containing obsolete or incorrect information.
10 CID	Photographs - Adult	CID	Retain images for 20 years, 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 410-788-1830		AGENCY RECORDS INVENTORY PAGE 01 CID OF 10 CID	
1. Department/Agency Aberdeen Police Department		2. Division Criminal Investigations		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Case Files, Criminal Investigations Division				5. Earliest Year/Latest Year 2010 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.) Case Files: homicide, rape, sexual assault, and other confidential investigations, related evidence, any digital media, Incident Reports, investigative documents, other reports and forms, METERS/NCIC reports, correspondence, photos, audio or visual recordings, and any other documentation of criminal investigations. PDF's are maintained in Harford County's records management system.					
7. Record Series Format(s) List all <input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) PDF format in addition to paper records		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)	
11. File is Used <input checked="" type="checkbox"/> Daily <input checked="" type="checkbox"/> Weekly <input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Annually		12. File Becomes Inactive After Number Case is Closed <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)			
13. Current Location(s) (Bldg., Floor, Room) CID 60 N. Parke St, Maryland MD 21001		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.) <input checked="" type="checkbox"/> Yes - PDF's are maintained in Harford County Police Records Management 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 20 years after case is closed, then scan to Maryland State Archives standards and destroy paper originals. Retain images and recordings for 50 years, then destroy, except for Homicide cases-Retain images for 100 years, then destroy.			
19. Name and Title of Preparer Lt. David Swain		20. Telephone Number 410-272-2121		21. Date 6/21/2017	

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 410-789-1930		AGENCY RECORDS INVENTORY PAGE 02 CID OF 10 CID	
1. Department/Agency Aberdeen Police Department		2. Division Criminal Investigations		3. Unit Internal Affairs	
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 Case Files, Internal Affairs				5. Earliest Year/Latest Year 1998 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.) Internal investigative reports, LEOBR (Law Enforcement Officers' Bill of Rights) Disciplinary Records: Suspensions, Loss of Leave, etc.					
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 checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Number Case Closed <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) CID Lieutenant 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 paper originals for 20 years after employee leaves employment or until statute expires, whichever is later, then destroy. (CALEA 26.1.8)		
19. Name and Title of Preparer Lt David Swain		20. Telephone Number 410-272-2121		21. Date 6/21/2017	

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 410-789-1930		AGENCY RECORDS INVENTORY PAGE 03 CID OF 10 CID	
1. Department/Agency Aberdeen Police Department		2. Division Criminal Investigations		3. Unit Internal Affairs	
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 IAU (Internal Affairs Unit) Case Ledger				5. Earliest Year/Latest Year 2013 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.) Internal Affairs Unit (IAU) log of complaints against employees. IAU Case Ledger was created in 2013.					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) Computer file, word processing format		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 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) Computer files 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) Computer file	
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 Case is Closed <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Criminal Investigations Division 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 -Print out paper copy at the end of each calendar year and place in front of the IAU case files for that year. Retain paper copy until all files for that calendar year are destroyed, then destroy paper copy. -Retain digital record until all case files for a calendar year are destroyed, then destroy digital record for that calendar year. (CALEA 26.1.8) NOTE to CID: Write on the disposal certificate whether the paper or digital log was destroyed and that all files for that calendar year were already destroyed.		
19. Name and Title of Preparer Shirley Echols, Accreditation Manager		20. Telephone Number 410-272-2121		21. Date 6/21/2017	

Instructions -Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE 04 CID OF 10 CID	
1. Department/Agency Aberdeen Police Department		2. Division Criminal Investigations		3. Unit Special Operations Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Case Files, Special Operations Unit				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.) Case Files: homicide, rape, sexual assault, and other confidential investigations, related evidence, any digital media, Incident Reports, investigative documents, other reports and forms, METERS/NCIC reports, correspondence, photos, audio or visual recordings, and any other documentation of criminal investigations.					
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 type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Number Closed/Solved <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Special Operations Unit 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 20 years after case is closed, then scan to Maryland State Archives standards and destroy paper originals. Retain images and recordings for 50 years, then destroy, except for Homicide cases-Retain images for 100 years, then destroy.		
19. Name and Title of Preparer Lt David Swain		20. Telephone Number 410-272-2121		21. Date 7/18/2017	

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 410-789-1930		AGENCY RECORDS INVENTORY PAGE 05 CID OF 10 CID	
1. Department/Agency Aberdeen Police Department		2. Division Criminal Investigations		3. Unit Special Operations Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Cash Funds Records - CDS				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.) Audits, ledgers, receipts, requests for payments or reimbursements, deposit receipts, check stubs.					
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 1/4 Number <input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)	
11. File is Used <input type="checkbox"/> Daily <input checked="" 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) CID SOU 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 - City Payment Ledger <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 paper originals; or scan to Maryland State Archives standards and destroy paper originals. Retain images or paper originals until all CALEA accreditation requirements are met (up to 4 years), then destroy.		
19. Name and Title of Preparer Lt David Swain		20. Telephone Number 410-272-2121		21. Date 7/18/217	

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 410-786-1830		AGENCY RECORDS INVENTORY PAGE 06 CID OF 10 CID	
1. Department/Agency Aberdeen Police Department		2. Division Criminal Investigations		3. Unit Special Operations Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Confidential Informant Files				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.) History Sheets, Contact Reports, Records of Payments for Information					
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)	
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 Informant is not longer active <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Special Operations Unit 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 3 years after Confidential Informant is no longer active, then scan to Maryland State Archives standards and destroy paper originals. Retain images for 40 years, then destroy, except for Homicide cases-Retain images for 70 years, then destroy.		
19. Name and Title of Preparer Lt David Swain		20. Telephone Number 410-272-2121		21. Date 7/18/2017	

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 410-789-1930		AGENCY RECORDS INVENTORY PAGE 07 CID OF 10 CID	
1. Department/Agency Aberdeen Police Department		2. Division Criminal Investigations		3. Unit Special Operation Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Controlled Dangerous Substances (CDS) Case Files				5. Earliest Year/Latest Year 2014 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.) Case Files: Controlled Dangerous Substances confidential investigations, related evidence, any digital media, Incident Reports, investigative documents, other reports and forms, METERS/NCIC reports, correspondence, photos, audio or visual recordings, and any other documentation of criminal investigations.					
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 checked="" type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) digital files on DVDs		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 checked="" type="checkbox"/> Other (specify) digital files 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 checked="" type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Annually			12. File Becomes Inactive After Number Case is Closed <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) Special Operations Unit 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 7 years, then scan to Maryland State Archives standards and destroy paper originals. Retain images for 20 years, then destroy.		
19. Name and Title of Preparer Lt David Swain		20. Telephone Number 410-272-2121		21. Date 7/18/2017	

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 410-789-1930		AGENCY RECORDS INVENTORY PAGE 08 CID OF 10 CID	
1. Department/Agency Aberdeen Police Department		2. Division Criminal Investigations Division		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title CPS (Child Protective Services) Referrals				5. Earliest Year/Latest Year 2014 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.) Faxed page - Notice from Harford County Department of Social Services, Referred Child Abuse cases Child Protective Services (CPS) is investigating.					
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 4 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) Binders	
				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 type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly <input checked="" type="checkbox"/> Annually			12. File Becomes Inactive After Number 4 <input checked="" type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) CID Lieutenant's 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 12 months the destroy.		
19. Name and Title of Preparer Shirley Echols, Accreditation Manager		20. Telephone Number 410-272-2121		21. Date 6/21/2017	

Instructions –Type or Print a separate form for each new or revised record series. Forward with Records Retention Schedule (DGS 550-1)		DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 Waterloo Road, P.O. Box 275 Jessup, Maryland 20794 410-799-1930		AGENCY RECORDS INVENTORY PAGE 09 CID OF 10 CID	
1. Department/Agency Aberdeen Police Department		2. Division Criminal Investigations		3. Unit	
DEFINITION: RECORD SERIES: A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.					
4. Record Series Title Criminal Intelligence Records				5. Earliest Year/Latest Year 2010 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.) Notices, documentation associated with criminal intelligence received from outside agencies and other outside sources.					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) Computer Folder		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) Digital 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) Computer file	
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 type="checkbox"/> Month(s) <input checked="" type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) CID 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, then screen annually and destroy records containing obsolete or incorrect information.		
19. Name and Title of Preparer Lt David Swain		20. Telephone Number 410-272-2121		21. Date 7/10/2017	

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 410-769-1930		AGENCY RECORDS INVENTORY PAGE 10 CID OF 10 CID	
1. Department/Agency Aberdeen Police Department		2. Division Criminal Investigations		3. Unit CID	
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 Photographs - Adult				5. Earliest Year/Latest Year 2010 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.) Digital photos of Adult subjects of investigations.					
7. Record Series Format(s) List all <input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Audio Tape <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Bound Book <input type="checkbox"/> Video Tape <input checked="" type="checkbox"/> Other (specify) Digital Computer Folder		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) Computer Folder	
		10. Annual Accumulation 1 Number <input type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input checked="" type="checkbox"/> Other (specify) Computer File			
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 Case is Closed <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)		
13. Current Location(s) (Bldg., Floor, Room) CID 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 20 years, then scan to Maryland State Archives standards and destroy paper originals. Retain images for 20 years, then destroy.		
19. Name and Title of Preparer Lt David Swain		20. Telephone Number 410-272-2121		21. Date 6/22/2017	