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

Schedule No. M394

Page 1 of 3

Agency			Division/Unit			
	City of Aberdeer	1 .	Criminal Inves	stigations Division		
item No.	Description	Location		Retention		
	Itemization Begins on Pag	ge 2.				
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Schedul or Divisi	e Approved by Departmer on Representative.	nt, Agency, Sch	edule Authorized b	by State Archivist		
Date	2/19/17	Dat	e	1.17	_	

# 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
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 copyRetain 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

Page 3 of 3

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.

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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)	Jessup, Ma	Road, P.O. Box 275 aryland 20794 789-1830	PAGE 01 CID OF 10 CID
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Criminal I	nvestigations	
DEFINITION: RECORD SERIES: A group of related rec	ords normally filed and	used as a unit for reference	so as well as retartion and disposition numbers
4. Record Series Title	ords flormally lied and	used as a diat for reference	5. Earliest Year/Latest Year
Case Files, Criminal Investigations	Division		2010 to 2017
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 Files: homicide, rape, sexual a	ssult, and other	r confidential inves	stigations, related evidence, any digital
media, Incident Reports, investigative	documents, oth	er reports and for	ms, METERS/NCIC reports,
correspondence, photos, audio or visu	al recordings, a	nd any other docui	mentation of criminal investigations.
PDF's are maintained in Harford Coun	ty's records ma	nagement system.	-
7. Record Series Format(s) List all	8. Record Seri	es Sequence	9. Volume
			2 Number
Letter Size Microfilm	Alphabetica	l	File Drawer(s)
Legal Size Computer Tape	Numerical		<b>≓</b> ``
	Chronologic	·al	Microfilm Reel(s)
Audio Tape	][		Computer Tape(s)
Bound Book Video Tape	Geographic	al	Other (specify)
Other (specify) PDF format in	Other (spec	sify)	10. Annual Accumulation
addition to paper records			2 Number
·			File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s)
			Other (specify)
11. File is Used		12. File Becomes	
Daily Weekly Monthly	Annually	Number Case is 0	
13. Current Location(s) (Bldg., Floor, Room	)	14. Is Record Se agency or offic	ries Duplicated Elsewhere? (If yes, specify
CID		-	·
60 N. Parke St, Maryland MD 21001		Yes - PDF's are maintained in Harford County Police Records Management System	
,		No `	ianagement system
15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s)	16. Audit Requiren	nents
l — ` ` `			
Yes -		None _	State Federal Independent
No 17. Is an Index System used? If yes, ex	nlain briefly and	18. Recommended	Petention
describe requirements	Jan Diony and		ars after case is closed, then scan to
Yes -			Archives standards and destroy paper
I ⊠ No		_	images and recordings for 50 years,
			cept for Homicide cases-Retain images
		for 100 years, the	•
19. Name and Title of Preparer	20. Telepho	one Number	21. Date
. Lt. David Swain	410-27	2-2121	6/21/2017

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<u> </u>				
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 aryland 20794 -799-1930	PAGE 02 CID OF 10 CID	
1. Department/Agency	2. Division		3. Unit	
Aberdeen Police Department	Criminal I	nvestigations	Internal Affairs	
DEFINITION: RECORD SERIES: A group of related rec	ords normally filed and	used as a unit for reference	ce as well as retention and disposition purposes.	
4. Record Series Title			5. Earliest Year/Latest Year	
Case Files, Internal Affairs			1998 to 2017	
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	
Internal investigative reports, LEC Suspensions, Loss of Leave, etc.	BR (Law Enford	cement Officers' Bi	ll of Rights) Disciplinary Records:	
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume	
			2 Number	
Letter Size Microfilm	Alphabetica	l <b>i</b>	File Drawer(s)	
Legal Size Computer Tape	Numerical	:	Microfilm Reel(s)	
Audio Tape Floppy Disk	Chronologic	cal ·		
	Geographic		Computer Tape(s)	
Bound Book Video Tape			Other (specify)	
Other (specify)	Other (spec	cify)	10. Annual Accumulation	
		:	1 Number	
		-	File Drawer(s)	
			Microfilm Reel(s)	
			Computer Tape(s)	
			Other (specify)	
11, File is Used	L <u>.</u>	12. File Becomes		
	<b></b>			
Daily Weekly Monthly	Annually	Number Case Clo		
13. Current Location(s) (Bldg., Floor, Room CID Lieutenant		agency or offic	ries Duplicated Elsewhere? (If yes, specify e.)	
60 N Parke St, Aberdeen MD 21001		Yes		
		∑ No		
15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s)	16. Audit Requirements		
Yes –		None State Federal Independent		
X No		. ,	<u> </u>	
17. Is an Index System used? If yes, ex describe requirements	plain briefly and	18. Recommended		
l — `		Retain paper originals for 20 years after employee		
l Yes -		ll = = -		
Yes -		leaves employm	ent or until statute expires, whichever	
Yes - No 19. Name and Title of Preparer	20 Talanh	leaves employm		

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Instructions -Type or Print a separate form for each	DEPARTMENT OF	GENERAL SERVICES	AGENCY RECORDS INVENTORY
new or revised record series.	RECORDS MANA	AGEMENT DIVISION Road, P.O. Box 275	
Forward with Records Retention Schedule (DGS 550-1)	Jessup, Ma	aryland 20794 789-1930	PAGE 03 CID OF 10 CID
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Criminal I	nvestigations	Internal Affairs
DEFINITION: RECORD SERIES: A group of related rec	ords normally filed and	used as a unit for reference	
4. Record Series Title	3		5. Earliest Year/Latest Year
IAU (Internal Affairs Unit) Case Le			2013 to 2017
6. Record Series Description (Briefly descri function of the series.)	be the types of into	ormation/documents/fo	orms found in the series. Include the purpose or
Internal Affairs Unit (IAU) log of co			Case Ledger was created in 2013.
7. Record Series Format(s) List all	8. Record Seri	ies Sequence	9. Volume
	Alphabetica	,	5 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) Computer files
	Other (spec		10. Annual Accumulation
Other (specify) Computer file, word processing format	Other (spee	··· y )	1 Number
processing format			
			File Drawer(s)
,			Microfilm Reel(s)
			Computer Tape(s)
·			Other (specify) Computer file
11. File is Used	·	12. File Becomes I	nactive After
Daily Weekly Monthly	Annually	Number Case is (	
13. Current Location(s) (Bldg., Floor, Room	)	14. Is Record Se agency or offic	ries Duplicated Elsewhere? (If yes, specify e.)
Criminal Investigations Division		Yes -	•
60 N Parke St, Aberdeen MD 21001		⊠ No	
15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s)	16. Audit Requiren	nents
☐ Yes -		None	State Federal Independent
No			
17. Is an Index System used? If yes, ex	olain briefly and	18. Recommended	Retention
describe requirements			copy at the end of each calendar year
Yes -		and place in front of the IAU case files for that year.	
No No		Retain paper copy until all files for that calendar year	
		are destroyed, then destroy paper copy.	
		· · · · · · · · · · · · · · · · · · ·	ecord until all case files for a calendar ed, then destroy digital record for that
		1 -	· •
	;	calendar year. (CALEA 26.1.8) NOTE to CID: Write on the disposal certificate whether	
			tal log was destroyed and that all files
·	<u> </u>	for that calendar	year were already destroyed.
19. Name and Title of Preparer	1	one Number	21. Date
Shirley Echols, Accreditation Manager	editation Manager 410-27		6/21/2017

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)	Jesśup, M 410	aryland 20794 -799-1930	PAGE 04 CID OF 10 CID
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Crimin <b>al</b> I	nvestigations	Special Operations Unit
DEFINITION: RECORD SERIES: A group of related record	ds normally filed and	used as a unit for referen	
4. Record Series Title			5. Earliest Year/Latest Year
Case Files, Special Operations Unit			2011 to 2017
function of the series.)			orms found in the series. Include the purpose or
Case Files: homicide, rape, sexual as	sult, and othe	r confidential inve	stigations, related evidence, any digital
media, Incident Reports, investigative d			
correspondence, photos, audio or visua	l recordings, a	nd any other docui	mentation of criminal investigations.
7. Record Series Format(s) List all	<ol><li>Record Ser</li></ol>	es Sequence	9. Volume
			2 Number
Letter Size Microfilm	Alphabetica  Numerical	' . ;	File Drawer(s)
Legal Size Computer Tape			Microfilm Reel(s)
Audio Tape Floppy Disk	Chronologic	al	Computer Tape(s)
Bound Book Video Tape	Geographic	ai	Other (specify)
Other (specify)	Other (spec	ify)	10. Annual Accumulation
	<del></del> ,		1 Number
			File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s)
.			Other (specify)
11. File is Used	l	12. File Becomes I	
Daily Weekly Monthly	Annually	Number Closed/S	
13. Current Location(s) (Bldg., Floor, Room) Special Operations Unit		14. Is Record Sei agency or offic	ries Duplicated Elsewhere? (If yes, specify e.)
· ·		Yes -	
60 N Parke St, Aberdeen MD 21001		⊠ No	
15. Access Restrictions (If Yes, cite Law(s) &	Regulation(s)	16. Audit Requirements	
Yes –		None State Federal Independent	
No   17. Is an Index System used? If yes, explain	ain briefly and	18 Decommended	1 Petention
describe requirements	all briefly and	18. Recommended Retention  Retain for 20 years after case is closed, then scan to	
Yes -	ļ		Archives standards and destroy paper
No ·		_	images and recordings for 50 years,
		_	cept for Homicide cases-Retain images
		for 100 years, the	· · · · · · · · · · · · · · · · · · ·
19. Name and Title of Preparer	20. Telepho	one Number	21. Date
Lt David Swain	410-272	2-2121	7/18/2017

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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. Box 275	AGENCY RECORDS INVENTORY	
Forward with Records Retention Schedule (DGS 550-1)	. Jessup, M	aryland 20794 -799-1930	PAGE 05 CID OF 10 CID	
Department/Agency	2. Division		3. Unit	
Aberdeen Police Department	Criminal I	nvestigations	Special Operations Unit	
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			5. Earliest Year/Latest Year	
Cash Funds Records - CDS			2011 to 2017	
Record Series Description (Briefly descri function of the series.)	be the types of inf	ormation/documents/f	orms found in the series. Include the purpose or	
Audits, ledgers, receipts, requests				
7. Record Series Format(s) List all	<ol><li>Record Ser</li></ol>	ies Sequence	9. Volume	
	C Alphabation	.t	1 Number	
Letter Size Microfilm	Alphabetica  Numerical	II	File Drawer(s)	
Legal Size Computer Tape	<u>.</u>		Microfilm Reel(s)	
Audio Tape Floppy Disk	Chronologic		Computer Tape(s)	
Bound Book Video Tape	Geographic	·al ·	Other (specify)	
Other (specify)	Other (spec	cify)	10. Annual Accumulation	
		•	1/4 Number	
	•		File Drawer(s)	
,		. 1	Microfilm Reel(s)	
			Computer Tape(s)	
	,		Other (specify)	
		;		
11. File is Used		12. File Becomes I	l nactive After	
Daily Weekly Monthly	Annually		Month(s) Year(s)	
	_ ′		``	
13. Current Location(s) (Bldg., Floor, Room) CID SOU office	)	14. Is Record Sei agency or offic	ries Duplicated Elsewhere? (If yes, specify e.)	
	•	Yes - City	y Payment Ledger	
60 N Parke St, Aberdeen MD 21001		□No		
15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s)	16. Audit Requiren	nents	
Yes – No		None	State Federal Independent	
17. Is an Index System used? If yes, exp describe requirements	plain briefly and	18. Recommended	Retention	
l — ·			ginals; or scan to Maryland State	
Yes -		Archives standards and destroy paper originals. Retain		
			originals until all CALEA accreditation	
40. Name and Title of Property	20 7-6-5		e met (up to 4 years), then destroy.	
19. Name and Title of Preparer	· ·	one Number	21. Date	
Lt David Swain	· 410-27	<b>4-</b> 2121	7/18/217	

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 Jessup, M		Road, P.O. Box 275 laryland 20794 -799-1930	PAGE 06 CID OF 10 CID	
1. Department/Agency	2. Division		3. Unit	
Aberdeen Police Department	Criminal I	nvestigations	Special Operations Unit	
DEFINITION: RECORD SERIES: A group of related reco	ords normally filed and	dused as a unit for referen	ce as well as retention and disposition purposes.	
Record Series Title			5. Earliest Year/Latest Year	
Confidential Informant Files			2011 to 2017	
function of the series.)		•	orms found in the series. Include the purpose or	
History Sheets, Contact Reports, Re	ecords of Paym	ents for Informatio	on	
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume	
<u> </u>	· .		1 Number	
Letter Size Microfilm	Alphabetica	ıl	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)	
	Other (spec		10. Annual Accumulation	
Other (specify)	Other (aper	, iiy)	1/4 Number	
			<u>'</u>	
			File Drawer(s)	
. "		, •	Microfilm Reel(s)	
			Computer Tape(s)	
			Other (specify)	
11. File is Used		12. File Becomes I	nactive After	
Daily Weekly Monthly	Annually	Number Informant is not longer active Month(s)		
		Year(s)		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office.)		
Special Operations Unit		Yes -		
60 N Parke St, Aberdeen MD 21001		⊠ No		
15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s)	16. Audit Requiren	nents	
Yes –		None	State Federal Independent	
No .				
17. Is an Index System used? If yes, exp	lain briefly and	18. Recommended Retention		
describe requirements	•	Retain 3 years after Confidential Informant is no longer		
Yes -		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	20 Telephi	one Number	n destroy. 21. Date	
Lt David Swain 410-273			7/18/2017	

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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. Box 275	AGENCY RECORDS INVENTORY	
Forward with Records Retention Schedule (DGS 550-1)	Jessup, M	aryland 20794 -789-1930	PAGE 07 CID OF 10 CID	
Department/Agency	2. Division	•	3. Unit	
Aberdeen Police Department	Criminal I	nvestigations	Special Operation Unit	
DEFINITION: RECORD SERIES: A group of related record	ords normally filed and	l used as a unit for referen		
4. Record Series Title			5. Earliest Year/Latest Year	
Controlled Dangerous Substances (	•		2014 to 2017	
function of the series.)		•	orms found in the series. Include the purpose or	
Case Files: Controlled Dangerous S				
media, Incident Reports, investigative		•	· • • • • • • • • • • • • • • • • • • •	
correspondence, photos, audio or visua	-	_		
7. Record Series Format(s) List all	8. Record Ser	ies Sequence	9. Volume	
Letter Size Microfilm	Alphabetica	ıl	2 Number	
	Numerical		File Drawer(s)	
Legal Size Computer Tape			Microfilm Reel(s)	
Audio Tape Floppy Disk	Chronologic	cal	Computer Tape(s)	
Bound Book   Video Tape	Geographic	al	Other (specify) digital files	
Other (specify) digital files on DVDs	Other (spec	sify)	10. Annual Accumulation	
			1 Number	
			File Drawer(s)	
			Microfilm Reel(s)	
			Computer Tape(s)	
			Other (specify)	
11. File is Used		12. File Becomes I	nactive After	
Daily Weekly Monthly	Annually	Number Case is C		
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Ser   agency or offic	ries Duplicated Elsewhere? (If yes, specify	
Special Operations Unit		Yes -	-,	
60 N Parke St, Aberdeen MD 21001	:	No No		
15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s)	16. Audit Requirem	nents	
Yes –		None	State Federal Independent	
∑ No				
<ol> <li>Is an Index System used? If yes, exp describe requirements</li> </ol>	lain briefly and	18. Recommended		
Yes -		Retain for 7 years, then scan to Maryland State Archives		
·		standards and destroy paper originals. Retain images		
No 19. Name and Title of Preparer	20 Tologh	for 20 years, the one Number		
Lt David Swain	20. Telepho 410-272		21. Date 7/18/2017	
DE DAVIU SYVAIII	41U-2/	C-C141	//10/4V1/	

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 0-799-1930	PAGE 08 CID OF 10 CID
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Criminal I	nvestigations	
•	Division		
DEFINITION: RECORD SERIES: A group of related rec	ords normally filed and	d used as a unit for referen	ce as well as retention and disposition purposes.
Record Series Title			5. Earliest Year/Latest Year
· CPS (Child Protective Services) Ref	errals	·	2014 to 2017
<ol><li>Record Series Description (Briefly description of the series.)</li></ol>	be the types of inf	ormation/documents/f	forms found in the series. Include the purpose or
Faxed page - Notice from Harford ( Protective Services (CPS) is investigati		nent of Social Serv	ices, Referred Child Abuse cases Child
7. Record Series Format(s) List all	8. Record Ser	ion Coguenes	9. Volume
7. Record Series Format(s) List all	o. Record Ser	ies Sequence	
Letter Size Microfilm	Alphabetica	al	4 Number
			File Drawer(s)
Legal Size Computer Tape	Numerical		Microfilm Reel(s)
Audio Tape Floppy Disk	Chronologie	cal	Computer Tape(s)
Bound Book Video Tape	Geographic	al	Other (specify) Binders
Other (specify)	Other (spec	cify)	10. Annual Accumulation
			1 Number
	•		File Drawer(s)
٠,			Microfilm Reel(s)
·			Computer Tape(s)
•			Other (specify) Binder
11. File is Used		12. File Becomes I	nactive After
Daily Weekly Monthly	Annually	. <del></del>	Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Se agency or offic	ries Duplicated Elsewhere? (If yes, specify
CID Lieutenant's Office			
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	, ,,
No		Noue [	State Federal Independent
17. Is an Index System used? If yes, exp	lain briefly and	18. Recommended	1 Retention
describe requirements		Retain for 12 mo	onths the destroy.
Yes			.
∑ No			
19. Name and Title of Preparer	20. Telephon	e Number	21. Date
Shirley Echols, Accreditation Manager	410-272-2121		6/21/2017

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Instructions –Type or Print a separate form for each new or revised record series.	RECORDS MAN	GENERAL SERVICES IAGEMENT DIVISION Poor 275	AGENCY RECORDS INVENTORY
Forward with Records Retention Schedule (DGS 550-1)	Jessup, M	Road, P.O. Box 275 faryland 20794 0-799-1930	PAGE 09 CID OF 10 CID
Department/Agency	2. Division		3. Unit
Aberdeen Police Department	Criminal I	investigations	
DEFINITION: RECORD SERIES: A group of related rec	ords normally filed and	d used as a unit for referen	
	•		•
Criminal Intelligence Records	4 44 - 4 - 2 - 2 - 2 - 2		2010 to 2017
function of the series.)			forms found in the series. Include the purpose or
Notices, documentation associated outside sources.	l with criminal i	intelligence receive	ed from outside agencies and other
7. Record Series Format(s) List all	8. Record Seri	ies Sequence	9. Volume
	 		1 Number
Letter Size Microfilm	Alphabetica	al	File Drawer(s)
Legal Size , Computer Tape	Numerical		Microfilm Reel(s)
Audio Tape Floppy Disk	Chronologic	cal	<del>                                   </del>
			Computer Tape(s)
Bound Book Video Tape	Geographic		Other (specify) Digital
Other (specify) Computer Folder	Other (spec	cify)	10. Annual Accumulation
<u> </u>		·	1 Number
			File Drawer(s)
			Microfilm Reel(s)
			Computer Tape(s)
			Other (specify) Computer file
11. File is Used		12. File Becomes I	<b>5</b>
Daily Weekly Monthly	Annually		Month(s) Year(s)
13. Current Location(s) (Bldg., Floor, Room CID	)	14. Is Record Sei	ries Duplicated Elsewhere? (If yes, specify e.)
60 N Parke St, Aberdeen MD 21001		Yes -	
	·	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	plain briefly and	18. Recommended Retention	
			ear, then screen annually and destroy
Yes -		records containi	ng obsolete or incorrect information.
No No		L	
19. Name and Title of Preparer	· ·	one Number	21. Date
Lt David Swain	410-272	Z-Z1Z1 !	7/10/2017

Instructions –Type or Print a separate form for each new or revised record series.		GENERAL SERVICES	AGENCY RECORDS INVENTORY	
new or revised record series.		AGEMENT DIVISION Road, P.O. Box 275		
Forward with Records Retention Schedule (DGS	Jessup, Maryland 20794		PAGE 10 CID OF 10 CID	
550-1)	410-799-1930		A 11-11	
Department/Agency	2. Division		3. Unit	
Aberdeen Police Department	Criminal Investigations		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			5. Earliest Year/Latest Year	
Photographs - Adult			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	8. Record Series Sequence		9. Volume	
'			1 Number	
Letter Size Microfilm	Alphabetical			
	Numerical		File Drawer(s)	
Legal Size Computer Tape			Microfilm Reel(s)	
Audio Tape Floppy Disk	Chronological		Computer Tape(s)	
Bound Book Video Tape	Geographic	:al	Other (specify) Computer Folder	
Other (specify) Digital Computer	Other (spec	;ify)	10. Annual Accumulation	
Folder			1 Number	
			File Drawer(s)	
			Microfilm Reel(s)	
	1		Computer Tape(s)	
	·		Other (specify) Computer File	
11. File is Used		12. File Becomes	nactive After	
Daily Weekly Monthly	Annually		Number Case is Closed Month(s) Year(s)	
13. Current Location(s) (Bldg., Floor, Room)		14. Is Record Series Duplicated Elsewhere? (If yes, specify		
CID .		agency or office.)		
60 N Parke St, Aberdeen MD 21001		Yes -		
out that by the factor MD 21001		- ⊠ No		
15. Access Restrictions (If Yes, cite Law(s)	& Regulation(s)	16. Audit Requirem	nents	
Yes –	ľ	None 🗀	State Federal Independent	
No	,		State	
17. Is an Index System used? If yes, explain briefly and		18. Recommended Retention		
describe requirements		Retain for 20 years, then scan to Maryland State		
Yes -		Archives standards and destroy paper originals. Retain		
		images for 20 years, then destroy.		
No				
19. Name and Title of Preparer	. 20. Telephone Number		21. Date	
Lt David Swain	410-272-2121		6/22/2017 .	