

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	M412
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Agency Information

Department / Agency	City of College Park
Division / Unit	Department of Public Services, Contract Police Program
Mission Statement/Link to division/unit website	City Mission The City of College Park provides open and effective governance and excellent services that enhance the quality of life in our community.

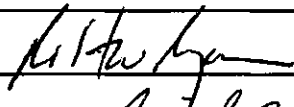
Schedule Information

Supersedes Schedule(s)	
Amends Schedule(s)	

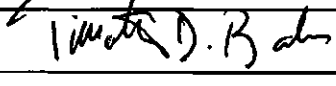
Preparer Information

Name of Preparer	Moira Abernethy
Title of Preparer	Administrative Specialist I
Preparer Email Address	mabernethy@collegetpark.gov
Preparer Telephone Number	240-487-3582
Date	4/12/2019

Agency Approval

Name of Agency Director	Robert Ryan
Agency Director Signature	
Date	12 April 2019

State Archivist Approval

State Archivist Signature	
Date	5-17-19

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

Schedule No. M412
(To be completed by DGS/Records Management Division)

**Records Series Title: City of College Park,
Contract Police Activity Log**

Page 1 of 2

Record Series Content	Log of Contract Police Officer's shift activity: time, activity, property address or neighborhood, and disposition
Record Series Function	Information from the activity logs is used to process payroll, and an Annual police activity report for Mayor and Council. Information is also used to distribute a weekly highlight report provided to staff and community.
Organization/Arrangement	Logs are organized by date, then by Officer's name
Indexing System	None
Restrictions (Law or Regulation Citation)	None
RFormats (bound book, microfilm, pdf, tif, etc.)	Letter size form
Volume (file drawers, gigabytes, etc.)	4 file drawers, plus 14 Banker Boxes.
Annual Accumulation (file drawers, gigabytes, etc.)	1 file drawer plus 60 mbs/year of digital space in laserfiche
Current Location	8400 Baltimore Avenue Suite 340, and off-site storage (9 of the banker boxes)
Audit Requirements	None
Date Span	2004 - present
Completeness /Gaps	complete

Schedule Item Number	1 of 2
Retention	Scan to Maryland State Archives Standards and retain for 1 year from date of activity log, then destroy. Retain scan for 30 years from date of activity log, then destroy. If there is historical or legal reasons to retain longer than 30 years, then the City shall retain another 30 years and reassess.
Justification for Permanent	Non-permanent

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

Schedule No. **M412**
(To be completed by DGS/Records Management Division)

Records Series Title: **City of College Park contract
Police Program Citation Summary Card** Page **2** of 2

Record Series Content	Gives description of activity for the date and total cost of citations issued by each officer
Record Series Function	Information from these summary cards are used to create a annual police report for Mayor and Council. Information is also used by Police for weekly "highlight" report provided to the staff and community.
Organization/ Arrangement	Summary Cards are organized by date, then by Officer's name.
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	5 ½ X 8 ½ Index Card
Volume (file drawers, gigabytes, etc.)	4 File drawers, plus 14 Banker Boxes
Annual Accumulation (file drawers, gigabytes, etc.)	1 File drawer plus 60 mbs/year of digital space in laserfiche
Current Location	8400 Baltimore Avenue, Suite 340, and off-site storage (9 of the Banker Boxes)
Audit Requirements	None
Date Span	2004- Present
Completeness /Gaps	Complete

Schedule Item Number	2 of 2
Retention	Scan to Maryland State Archives Standards and retain for 1 year from date of activity log, then destroy. Retain scan for 30 years from date of Summary Card, then destroy. If there is historical or legal reasons to retain longer than 30 years, then the City shall retain another 30 years and reassess.
Justification for	