RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number	M 436
(To be completed by DGS/Records Management Division)	

Agency Information

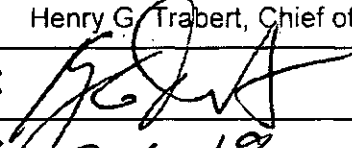| Department / Agency	Aberdeen Police Department 60 N Parke St, Aberdeen MD 21001
Division / Unit	Property and Evidence
Mission Statement/Link to division/unit website	http://www.aberdeenpolice.org

Schedule Information

Supersedes Schedule(s)	New
Amends Schedule(s)	New
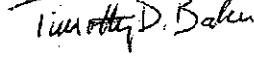
Preparer Information

Name of Preparer	Shirley Echols
Title of Preparer	Accreditation Manager
Preparer Email Address	sechols@aberdeenmd.gov
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Date	11/4/2019

Agency Approval

Name of Agency Director	Henry G. Trabert, Chief of Police
Agency Director Signature	X
Date	X 2-6-19

State Archivist Approval

State Archivist Signature	Timothy D. Baker
Date	2021-03-24

DGS 550-14 (REV. 7/17)

Records Series Title: Identify the name or title given to this record series. Keep in mind that this should be the name by which people refer to the records when they are, for example, requesting access.	**Access Logs**
Record Series Content Provide a description of what the record series typically includes, such as the types of information, documents, or forms. In other words: What are these records? To prevent confusion, spell out any acronyms you use.	Sign-In sheets documenting names, dates and times of all persons who entered and exited the property room.
Record Series Function Explain the purpose and context of these records. Why are these records created? How are they used by your agency or by the public?	Assigns accountability to all persons who entered the Property and Evidence Rooms.
Organization/Arrangement How are the records organized or filed by your agency. For example, are they alphabetical by name, numerical by case number, or in a relational database?	Chronological
Indexing System If an indexing system is necessary to access these records, describe it here. For example, records arranged by case number typically need an index to link an individual's name to a specific case number. Keep in mind that indexes are also record series and must be retained for at least as long as the record series to which they provide access and are often considered to be of permanent value in and of themselves.	none
Restrictions (Law or Regulation Citation) Unless otherwise provided by law, Maryland government records are open to public inspection. If there are any laws or regulations that restrict access to these records, include a specific citation (such as "Restricted for confidentiality under Maryland Annotated Code General Provisions Section § 4-329")	none
Formats (bound book, microfilm, pdf, tif, etc.) What is the physical form of this record? Be sure to include all the formats for the record series. For example, perhaps these records were first created as books, then were only created in microfilm, and now are only in a digital format, such as pdf. Examples: loose paper, bound books, TIF images, microfilm, photographs	Letter-size sheets of paper
Volume (file drawers, gigabytes, etc.) Give an estimate of how much of this type of record is currently in the custody of your agency. You can use whatever measure is useful, such as cubic feet or megabytes. This information is useful for your agency's storage planning. If you have multiple formats for this record type be sure to include the volume of each format.	20 sheets in a file folder
Annual Accumulation (file drawers, gigabytes, etc.) Provide an estimate of how much of this type of record your agency creates or receives each year. This information is also useful for your agency's storage planning.	1 file folder a year
Current Location: *(Check One)* First Floor ☑Second Floor	Aberdeen Police Department **Property and Evidence** 60 N Parke St, Aberdeen MD 21001
Audit Requirements Specify whether there are any audit requirements. When determining how long to retain records, it's necessary to be aware of the presence of any audit requirements.	none
Date Span Specify what dates you have for this type of record in your agency's custody. For example, you may have records from 1990-2016. Do not include the dates of records that have been destroyed or previously transferred to the State Archives. If you have multiple formats for this record type be sure to specify the date span of each format	2013-2019
Completeness /Gaps Please note if there are any gaps in the records. For example, if records were lost in a flood or server crash or if they weren't created during a certain time, note it here.	none
Schedule Item Number Number each record series sequentially, starting with 1. This number will be useful for citing a schedule for transfer or disposal purposes.	01PE
Retention How long the record will be retained before it is destroyed (in the case of non-permanent records) or transferred to the State Archives (for permanent records).	Retain for 3 years, then scan to Maryland State Archives standards and destroy paper originals. Retain images for 5 years, then destroy.
Justification for Permanent Retention While we must ensure that all records with permanent value are transferred to the Archives, we cannot justify the costs of storing records that have no further value. If you believe a record series should be retained forever, provide your reasons in this field.	none

Records Series Title: Identify the name or title given to this record series. Keep in mind that this should be the name by which people refer to the records when they are, for example, requesting access.	**Inspection Reports**
Record Series Content Provide a description of what the record series typically includes, such as the types of information, documents, or forms. In other words: What are these records? To prevent confusion, spell out any acronyms you use.	Documentation of Property & Evidence Room inspections for procedures, organization, maintenance, and inventory.
Record Series Function Explain the purpose and context of these records. Why are these records created? How are they used by your agency or by the public?	Assigns Department accountability for all property and evidence in the Department's possession. Discovers any inefficiency and recommends improvements.
Organization/Arrangement How are the records organized or filed by your agency. For example, are they alphabetical by name, numerical by case number, or in a relational database?	Chronological
Indexing System If an indexing system is necessary to access these records, describe it here. For example, records arranged by case number typically need an index to link an individual's name to a specific case number. Keep in mind that indexes are also record series and must be retained for at least as long as the record series to which they provide access and are often considered to be of permanent value in and of themselves.	None
Restrictions (Law or Regulation Citation) Unless otherwise provided by law, Maryland government records are open to public inspection. If there are any laws or regulations that restrict access to these records, include a specific citation (such as "Restricted for confidentiality under Maryland Annotated Code General Provisions Section § 4-329")	None
Formats (bound book, microfilm, pdf, tif, etc.) What is the physical form of this record? Be sure to include all the formats for the record series. For example, perhaps these records were first created as books, then were only created in microfilm, and now are only in a digital format, such as pdf. Examples: loose paper, bound books, TIF images, microfilm, photographs	Letter size papers
Volume (file drawers, gigabytes, etc.) Give an estimate of how much of this type of record is currently in the custody of your agency. You can use whatever measure is useful, such as cubic feet or megabytes. This information is useful for your agency's storage planning. If you have multiple formats for this record type be sure to include the volume of each format.	75 sheets
Annual Accumulation (file drawers, gigabytes, etc.) Provide an estimate of how much of this type of record your agency creates or receives each year. This information is also useful for your agency's storage planning.	20 sheets of paper per year
Current Location: (Check One) First Floor ☑ Second Floor	Aberdeen Police Department **Property and Evidence** 60 N Parke St, Aberdeen MD 21001
Audit Requirements Specify whether there are any audit requirements. When determining how long to retain records, it's necessary to be aware of the presence of any audit requirements.	None
Date Span Specify what dates you have for this type of record in your agency's custody. For example, you may have records from 1990-2016. Do not include the dates of records that have been destroyed or previously transferred to the State Archives. If you have multiple formats for this record type be sure to specify the date span of each format	2013 -2019
Completeness /Gaps Please note if there are any gaps in the records. For example, if records were lost in a flood or server crash or if they weren't created during a certain time, note it here.	none
Schedule Item Number Number each record series sequentially, starting with 1. This number will be useful for citing a schedule for transfer or disposal purposes.	02PE
Retention How long the record will be retained before it is destroyed (in the case of non-permanent records) or transferred to the State Archives (for permanent records).	Retain for 4 years, or when all corrections are completed, whichever is later, then destroy.
Justification for Permanent Retention While we must ensure that all records with permanent value are transferred to the Archives, we cannot justify the costs of storing records that have no further value. If you believe a record series should be retained forever, provide your reasons in this field.	none

Records Series Title: Identify the name or title given to this record series. Keep in mind that this should be the name by which people refer to the records when they are, for example, requesting access.	**Property & Evidence Records**
Record Series Content Provide a description of what the record series typically includes, such as the types of information, documents, or forms. In other words: What are these records? To prevent confusion, spell out any acronyms you use.	Property Forms and Evidence Forms, Proof of Ownership Documents, Laboratory Exam Requests, Laboratory Exam Results; Correspondence; Court documents.
Record Series Function Explain the purpose and context of these records. Why are these records created? How are they used by your agency or by the public?	Case investigation documents. Used in court.
Organization/Arrangement How are the records organized or filed by your agency. For example, are they alphabetical by name, numerical by case number, or in a relational database?	Filed by Incident Report number
Indexing System If an indexing system is necessary to access these records, describe it here. For example, records arranged by case number typically need an index to link an individual's name to a specific case number. Keep in mind that indexes are also record series and must be retained for at least as long as the record series to which they provide access and are often considered to be of permanent value in and of themselves.	Property and Evidence Logs (item 05PE)
Restrictions (Law or Regulation Citation) Unless otherwise provided by law, Maryland government records are open to public inspection. If there are any laws or regulations that restrict access to these records, include a specific citation (such as "Restricted for confidentiality under Maryland Annotated Code General Provisions Section § 4-329").	MD Annotated Code Title 10, Subtitle 6; Title 4, Subtitle 3
Formats (bound book, microfilm, pdf, tif, etc.) What is the physical form of this record? Be sure to include all the formats for the record series. For example, perhaps these records were first created as books, then were only created in microfilm, and now are only in a digital format, such as pdf. Examples: loose paper, bound books, TIF images, microfilm, photographs	Letter size paper files
Volume (file drawers, gigabytes, etc.) Give an estimate of how much of this type of record is currently in the custody of your agency. You can use whatever measure is useful, such as cubic feet or megabytes. This information is useful for your agency's storage planning. If you have multiple formats for this record type be sure to include the volume of each format.	8 file drawers
Annual Accumulation (file drawers, gigabytes, etc.) Provide an estimate of how much of this type of record your agency creates or receives each year. This information is also useful for your agency's storage planning.	1/8 file drawer per year
Current Location: (Check One) First Floor ☑ Second Floor	Aberdeen Police Department **Property and Evidence** 60 N Parke St, Aberdeen MD 21001
Audit Requirements Specify whether there are any audit requirements. When determining how long to retain records, it's necessary to be aware of the presence of any audit requirements.	none
Date Span Specify what dates you have for this type of record in your agency's custody. For example, you may have records from 1990-2016. Do not include the dates of records that have been destroyed or previously transferred to the State Archives. If you have multiple formats for this record type be sure to specify the date span of each format.	1986 to 2019
Completeness /Gaps Please note if there are any gaps in the records. For example, if records were lost in a flood or server crash or if they weren't created during a certain time, note it here.	none
Schedule Item Number Number each record series sequentially, starting with 1. This number will be useful for citing a schedule for transfer or disposal purposes.	**03PE**
Retention How long the record will be retained before it is destroyed (in the case of non-permanent records) or transferred to the State Archives (for permanent records).	Upon Receipt of expungement order, destroy. Retain for 20 years after case is solved, then scan to Maryland State Archives standards and destroy paper originals. Retain images for 50 years, then destroy, except for Homicide Cases-Retain images for 100 years, then destroy.
Justification for Permanent Retention While we must ensure that all records with permanent value are transferred to the Archives, we cannot justify the costs of storing records that have no further value. If you believe a record series should be retained forever, provide your reasons in this field.	none

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. M426 Page 4 of 6
	(To be completed by DGS/Records Management Division)

Records Series Title: Identify the name or title given to this record series. Keep in mind that this should be the name by which people refer to the records when they are, for example, requesting access.	**Property & Evidence Records, CDS**
Record Series Content Provide a description of what the record series typically includes, such as the types of information, documents, or forms. In other words: What are these records? To prevent confusion, spell out any acronyms you use.	Controlled Dangerous Substances (CDS)-Property Forms and Evidence Forms, Proof of Ownership Documents, Laboratory Exam Requests, Laboratory Exam Results; Correspondence; Court documents.
Record Series Function Explain the purpose and context of these records. Why are these records created? How are they used by your agency or by the public?	Case investigation documents. Used in court.
Organization/Arrangement How are the records organized or filed by your agency. For example, are they alphabetical by name, numerical by case number, or in a relational database?	Filed by Incident Report number
Indexing System If an indexing system is necessary to access these records, describe it here. For example, records arranged by case number typically need an index to link an individual's name to a specific case number. Keep in mind that indexes are also record series and must be retained for at least as long as the record series to which they provide access and are often considered to be of permanent value in and of themselves.	Property and Evidence Logs (item 05PE)
Restrictions (Law or Regulation Citation) Unless otherwise provided by law, Maryland government records are open to public inspection. If there are any laws or regulations that restrict access to these records, include a specific citation (such as "Restricted for confidentiality under Maryland Annotated Code General Provisions Section § 4-329")	MD Annotated Code Title 10, Subtitle 6; Title 4, Subtitle 3
Formats (bound book, microfilm, pdf, tif, etc.) What is the physical form of this record? Be sure to include all the formats for the record series. For example, perhaps these records were first created as books, then were only created in microfilm, and now are only in a digital format, such as pdf. Examples: loose paper, bound books, TIF images, microfilm, photographs	Letter size paper files
Volume (file drawers, gigabytes, etc.) Give an estimate of how much of this type of record is currently in the custody of your agency. You can use whatever measure is useful, such as cubic feet or megabytes. This information is useful for your agency's storage planning. If you have multiple formats for this record type be sure to include the volume of each format.	10 file drawers
Annual Accumulation (file drawers, gigabytes, etc.) Provide an estimate of how much of this type of record your agency creates or receives each year. This information is also useful for your agency's storage planning.	1/3 file drawer per year
Current Location: (Check One) First Floor ☑ Second Floor	Aberdeen Police Department **Property and Evidence** 60 N Parke St, Aberdeen MD 21001
Audit Requirements Specify whether there are any audit requirements. When determining how long to retain records, it's necessary to be aware of the presence of any audit requirements.	none
Date Span Specify what dates you have for this type of record in your agency's custody. For example, you may have records from 1990-2016. Do not include the dates of records that have been destroyed or previously transferred to the State Archives. If you have multiple formats for this record type be sure to specify the date span of each format	1986 to 2019
Completeness /Gaps Please note if there are any gaps in the records. For example, if records were lost in a flood or server crash or if they weren't created during a certain time, note it here.	none
Schedule Item Number Number each record series sequentially, starting with 1. This number will be useful for citing a schedule for transfer or disposal purposes.	04PE
Retention How long the record will be retained before it is destroyed (in the case of non-permanent records) or transferred to the State Archives (for permanent records).	Upon Receipt of expungement order, destroy. Retain for 20 years after case is solved, then scan to Maryland State Archives standards and destroy paper originals. Retain images for 50 years, then destroy, except for Homicide Cases-Retain images for 100 years, then destroy.
Justification for Permanent Retention While we must ensure that all records with permanent value are transferred to the Archives, we cannot justify the costs of storing records that have no further value. If you believe a record series should be retained forever, provide your reasons in this field.	none

Records Series Title: Identify the name or title given to this record series. Keep in mind that this should be the name by which people refer to the records when they are, for example, requesting access.	**Property and Evidence Logs**
Record Series Content Provide a description of what the record series typically includes, such as the types of information, documents, or forms. In other words: What are these records? To prevent confusion, spell out any acronyms you use.	Spreadsheets that contain: Description of evidence/property; Status of property/evidence; date of disposition; method of disposition; location of evidence/property; Case number.
Record Series Function Explain the purpose and context of these records. Why are these records created? How are they used by your agency or by the public?	Maintains the status of all evidence and property secured in by the Department
Organization/Arrangement How are the records organized or filed by your agency. For example, are they alphabetical by name, numerical by case number, or in a relational database?	Property Number
Indexing System If an indexing system is necessary to access these records, describe it here. For example, records arranged by case number typically need an index to link an individual's name to a specific case number. Keep in mind that indexes are also record series and must be retained for at least as long as the record series to which they provide access and are often considered to be of permanent value in and of themselves.	None
Restrictions (Law or Regulation Citation) Unless otherwise provided by law, Maryland government records are open to public inspection. If there are any laws or regulations that restrict access to these records, include a specific citation (such as "Restricted for confidentiality under Maryland Annotated Code General Provisions Section § 4-329")	None
Formats (bound book, microfilm, pdf, tif, etc.) What is the physical form of this record? Be sure to include all the formats for the record series. For example, perhaps these records were first created as books, then were only created in microfilm, and now are only in a digital format, such as pdf. Examples: loose paper, bound books, TIF images, microfilm, photographs	Electronic Spreadsheet
Volume (file drawers, gigabytes, etc.) Give an estimate of how much of this type of record is currently in the custody of your agency. You can use whatever measure is useful, such as cubic feet or megabytes. This information is useful for your agency's storage planning. If you have multiple formats for this record type be sure to include the volume of each format.	400 kb
Annual Accumulation (file drawers, gigabytes, etc.) Provide an estimate of how much of this type of record your agency creates or receives each year. This information is also useful for your agency's storage planning.	25 kb
Current Location: *(Check One)* First Floor ☑ Second Floor	Aberdeen Police Department **Property and Evidence** 60 N Parke St, Aberdeen MD 21001
Audit Requirements Specify whether there are any audit requirements. When determining how long to retain records, it's necessary to be aware of the presence of any audit requirements.	None
Date Span Specify what dates you have for this type of record in your agency's custody. For example, you may have records from 1990-2016. Do not include the dates of records that have been destroyed or previously transferred to the State Archives. If you have multiple formats for this record type be sure to specify the date span of each format.	2012-2019
Completeness /Gaps Please note if there are any gaps in the records. For example, if records were lost in a flood or server crash or if they weren't created during a certain time, note it here.	None
Schedule Item Number Number each record series sequentially, starting with 1. This number will be useful for citing a schedule for transfer or disposal purposes.	05PE
Retention How long the record will be retained before it is destroyed (in the case of non-permanent records) or transferred to the State Archives (for permanent records).	Retain for 50 years, then destroy, except for Homicide cases—Retain images for 100 years, then destroy.
Justification for Permanent Retention While we must ensure that all records with permanent value are transferred to the Archives, we cannot justify the costs of storing records that have no further value. If you believe a record series should be retained forever, provide your reasons in this field.	none

Records Series Title: Identify the name or title given to this record series. Keep in mind that this should be the name by which people refer to the records when they are, for example, requesting access.	**Vehicle Impound Records**
Record Series Content Provide a description of what the record series typically includes, such as the types of information, documents, or forms. In other words: What are these records? To prevent confusion, spell out any acronyms you use.	Original impound forms, inventory of vehicle contents, owner identification, certified letters to owner, release forms final disposition forms to maintain continuity and answer any vehicle process questions from vehicle owners.
Record Series Function Explain the purpose and context of these records. Why are these records created? How are they used by your agency or by the public?	Documents all Department actions regarding disposition of impounded vehicles.
Organization/Arrangement How are the records organized or filed by your agency. For example, are they alphabetical by name, numerical by case number, or in a relational database?	Impound Number
Indexing System If an indexing system is necessary to access these records, describe it here. For example, records arranged by case number typically need an index to link an individual's name to a specific case number. Keep in mind that indexes are also record series and must be retained for at least as long as the record series to which they provide access and are often considered to be of permanent value in and of themselves.	Impound Records are filed by Incident Report Number. Impound Number is linked to Incident Report Number in the Records Management System (Inpursuit RMS) which is contracted by a vendor through Harford County. (Incidents are indexed in RMS by Incident Number.)
Restrictions (Law or Regulation Citation) Unless otherwise provided by law, Maryland government records are open to public inspection. If there are any laws or regulations that restrict access to these records, include a specific citation (such as "Restricted for confidentiality under Maryland Annotated Code General Provisions Section § 4-329").	None
Formats (bound book, microfilm, pdf, tif, etc.) What is the physical form of this record? Be sure to include all the formats for the record series. For example, perhaps these records were first created as books, then were only created in microfilm, and now are only in a digital format, such as pdf. Examples: loose paper, bound books, TIF images, microfilm, photographs.	Loose Letter-Size sheets of paper
Volume (file drawers, gigabytes, etc.) Give an estimate of how much of this type of record is currently in the custody of your agency. You can use whatever measure is useful, such as cubic feet or megabytes. This information is useful for your agency's storage planning. If you have multiple formats for this record type be sure to include the volume of each format.	6 file drawers
Annual Accumulation (file drawers, gigabytes, etc.) Provide an estimate of how much of this type of record your agency creates or receives each year. This information is also useful for your agency's storage planning.	3 to 10 sheets of paper = 1 record 50-60 records = 1 year 1 year = ½ file drawer
Current Location: *(Check One)* First Floor ☑ Second Floor	Aberdeen Police Department **Property and Evidence** 60 N Parke St, Aberdeen MD 21001
Audit Requirements Specify whether there are any audit requirements. When determining how long to retain records, it's necessary to be aware of the presence of any audit requirements.	None
Date Span Specify what dates you have for this type of record in your agency's custody. For example, you may have records from 1990-2016. Do not include the dates of records that have been destroyed or previously transferred to the State Archives. If you have multiple formats for this record type be sure to specify the date span of each format.	2013-2019
Completeness /Gaps Please note if there are any gaps in the records. For example, if records were lost in a flood or server crash or if they weren't created during a certain time, note it here.	None
Schedule Item Number Number each record series sequentially, starting with 1. This number will be useful for citing a schedule for transfer or disposal purposes.	06PE
Retention How long the record will be retained before it is destroyed (in the case of non-permanent records) or transferred to the State Archives (for permanent records).	Retain for 1 year after final disposition then destroy.
Justification for Permanent Retention While we must ensure that all records with permanent value are transferred to the Archives, we cannot justify the costs of storing records that have no further value. If you believe a record series should be retained forever, provide your reasons in this field.	None