



The Aberdeen Police Department Policies & Procedures Manual Chapter Contents



Chapter 07 Department Documents *Click on Section*

Section 01 Records & Documents Administration 17-034

Section 02 Juvenile Records and Documents 21-009

Section 03 Inventory and Retention 21-001

Section 04 Public Information Act

Section 05 Disposal of Media 17-032

Section 06 Inventory and Retention Schedules 17-036



The Aberdeen Police Department Policies & Procedures Manual



Chapter 07 Department Documents
Section 01 Records & Documents Administration

GO 17-034, 11/16/17
Supersedes GO 14-108

A. Policy

1. The Department will maintain records to meet the management, operational, and information needs of the Department.

B. Record Maintenance Responsibilities (82.3.5)

1. Incident reports, arrest reports, field reports and other official records shall be securely maintained by the Records Section.
2. Personnel records shall be securely maintained by the Sr. Administrative Specialist
3. Training records shall be securely maintained by the Training Coordinator.
4. Criminal investigation cases and Special Operations Unit cases shall be securely maintained by the Criminal Investigations Division.
5. Disciplinary records shall be securely maintained by the Internal Affairs Lieutenant.
6. Other documents and files that include, but are not limited to, those listed in the Department's Retention Schedule, shall be secured appropriately, and maintained by designated Division and Section officers or civilians.

C. Records Section Administration

1. The Records Section maintains the majority of police operations documentation.
2. Records Section Privacy and Security
 - a. Accessibility to the Records Section is controlled by Records Section Staff. (82.1.1.a)
 - b. Records are kept locked, and keys are held by the Administrative Lieutenant, Administrative Supervisor, and the Records Clerk. (82.1.1a)
 - c. Electronic Incident Reports are accessible by password only. (82.1.1a)
 - d. If there is an after-hours emergency, and an employee needs documentation from the Records Section, the after-hours supervisor will call the Administrative Lieutenant or, if unavailable, the Administrative Supervisor (82.1.1b), to come to the station and access the Records Section files for the APD employee. (82.1.1.c)
 - e. Records are released by the Records Section to citizens according to The Public Information Act, Chapter 07.07 of this Manual. (82.1.1c)

D. Electronic Records

1. The Administrative Supervisor has primary responsibility for electronic incident report account management.
2. Administrative Supervisor (Supervisor) or designee shall review all accounts at least every six months to ensure that access and account privileges commensurate with job functions, need-to-know, and employment status on systems that contain Criminal Justice Information.
 - a. The Supervisor may also conduct periodic reviews.
3. All guest accounts (for those who are not official employees of the CJA) with access to the criminal justice network shall contain an expiration date of one year or the work completion date, whichever occurs first.



The Aberdeen Police Department Policies & Procedures Manual



Chapter	07	Department Documents	GO 17-034, 11/16/17
Section	01	Records & Documents Administration	Supersedes GO 14-108

- a. All guest accounts (for private contractor personnel) must be sponsored by the appropriate authorized member of the administrative entity managing the resource.
4. The Supervisor must disable all new accounts that have not been accessed within 30 days of creation.
 - a. Accounts of individuals on extended leave (more than 30 days) should be disabled.
 - b. Exceptions can be made in cases where uninterrupted access to IT resources is required.
 - c. The individual going on extended leave must have a manager-approved request from the designated account administrator or assistant.
5. The Supervisor must be notified if a user's information system usage or need-to-know changes (i.e., the employee is terminated, transferred, etc.).
6. The Supervisor will remove or disable all access accounts for separated or terminated employees immediately following separation from the agency.
7. The Supervisor shall cooperate fully with an authorized security team that is investigating a security incident or performing an audit review.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 07 Department Documents
Section 02 Juvenile Records & Documents
CALEA 82.1.2

GO 21-009, 6/3/2021
Supersedes GO 18-034

A. Policy

1. Juvenile criminal and identification records are specifically identified and separated from adult criminal records to prevent unauthorized access and release.

B. Methods to Distinguish Juvenile Records

1. Paper records are placed in red folders and kept in separate, locked file cabinet in the Records Section. (82.1.2a)
2. Existing fingerprint cards are marked in red. (82.1.2b)
3. Photographs of juvenile offenders shall not be taken. (82.1.2b)
 - a. Previously existing photographs have been destroyed.
4. Electronic juvenile records are blocked to persons not authorized by this policy.

C. Physical Security and Controlling Access (82.1.2c)

1. The Administrative Supervisor controls access to Juvenile Records.
2. Paper juvenile records such as incident reports and associated records are securely maintained in a separate file cabinet in the Records Section.
3. CID detectives securely maintain active juvenile case files assigned to them.
4. Access to paper juvenile records filed in the Records Section is limited to:
 - a. Administrative Commander;
 - b. Administrative Supervisor; and
 - c. Records Clerk.
5. Access to electronic Juvenile Incident Reports is limited to:
 - a. Administrative Commander;
 - b. Administrative Supervisor;
 - c. Records Clerk;
 - d. Sr. Administrative Specialist;
 - e. Accreditation Manager; and
 - f. Persons authorized by a supervisor.

D. Retention

1. Juvenile arrest records (charging documents, docket cards, fingerprints, etc.) will be disposed of when the juvenile reaches 21 years of age. (82.1.2d)
2. Juvenile records will be expunged when ordered by the court. (82.1.2e)

E. Records of Juveniles Charged as Adults – Confidentiality of Records

1. Records of juveniles charged as adults shall be maintained separately from adult records.
2. Its contents may not be divulged, by subpoena or otherwise, except by order of the court upon good cause shown or as otherwise provided [§7–303 of the Education Article](#).



The Aberdeen Police Department Policies & Procedures Manual



Chapter 07 Department Documents
Section 03 Inventory and Retention

GO 21-001, 02/04/2021
Supersedes GO 17-033

A. Policy

1. This Department shall abide by Aberdeen Police Department Inventory and Retention Schedules, approved by the Maryland Records Management Division.
2. Each Schedule shall include:
 - a. All records and documents created and maintained by each Division in the Department;
 - b. A thorough description of each series of records;
 - c. Division, Section, Unit, and/or Position responsible for maintaining the documents; and (82.3.5)
 - d. The number of years (retention period) and retention format each record series should be kept before destruction or transfer to another other Department, the State Records Center, or the Maryland State Archives.

B. Definitions

1. Records Inventory and Retention Schedule - a written statement of actions to be taken with respect to all records created, received, and/or maintained by the Department.
2. Document Series - Similar records, examples include:
 - a. Background Investigations;
 - b. Training Course Lesson Plans;
 - c. Personnel Files; and
 - d. Promotion Documents.

C. Responsibilities

1. The Chief of Police shall appoint a Records Retention Coordinator (Accreditation Manager in 2021) who shall:
 - a. Establish and maintain a Records Retention Program;¹
 - b. Assist with developing Department Division, Section, and Unit Retention Schedules;²
 - c. Obtain and maintain State-required approval of each Schedule;
 - d. Submit all Aberdeen Police Department Records Inventory and Retention Schedules, Kathryn.baringer@maryland.gov, for posting onto the Maryland State Archives public website.³
 - e. Train Commanders, supervisors, and their designated Records Officers.
2. Supervisors or their designees (Records Officer) shall monitor and enforce retention and disposal of records in their areas of responsibilities.

¹ COMAR 14.18.02.04.C. – See Appendix A

² COMAR 14.18.02.04.A. – See Appendix A

³ COMAR 14.18.02.04.D. – See Appendix A



The Aberdeen Police Department Policies & Procedures Manual



Chapter	07	Department Documents	GO 21-001, 02/04/2021
Section	03	Inventory and Retention	Supersedes GO 17-033

- a. Records Officers shall dispose of records according to their respective Inventory and Retention Schedules.

D. Prohibitions

1. Department Personnel shall *not* dispose of any records if they are not listed on a State-approved Inventory and Retention schedule.
2. Supervisors shall initiate appropriate action to recover records removed unlawfully or without authorization⁴.

E. Accessibility

1. The Aberdeen Police Department Records Inventory and Retention Schedule, with documents listed in alphabetical order is in Chapter 07.06 of this *Policies & Procedures* Manual.
2. The Aberdeen Police Department Retention Schedules are posted to the Maryland State Archives website: [Municipal Retention Schedules](#)
 - a. Scroll down to the list, click on “Description” to sort the list in alphabetical.
 - 1) Aberdeen usually appears first in the alphabetical list.
 - b. Click on “link”.
 - c. Click on “view as multipage PDF”.
3. Copies of individual State-approved Records Inventory and Retention Schedules shall be available on the P: drive for additional accessibility.

F. Recordkeeping – Records Destruction or Disposal

1. Designated Records Officers shall document records destruction on Form 188 - Certificate of Documents Disposal and shall sign and date the form.
2. Records Officers shall keep one copy and forward the original, signed form to the Records Retention Schedule Coordinator.
3. The Coordinator shall receive the Documents Disposal Form;
 - a. Initial and date the form;
 - b. Keep 1 copy;
 - c. Scan and email a copy to Maryland State Archives; and
 - d. Submit the original to the City Clerk.

G. Revisions

1. Division Commanders or Records Officers shall submit to the Records Retention Coordinator any revisions/changes to their schedules when:
 - a. New records are added;

⁴ COMAR 14.18.02.04.E. – See Appendix A



The Aberdeen Police Department Policies & Procedures Manual



Chapter	07	Department Documents	GO 21-001, 02/04/2021
Section	03	Inventory and Retention	Supersedes GO 17-033

- b. Old records are discontinued, and they no longer exist; or
- c. Any other changes that occurred in the Divisions' records inventory maintenance and storage.

H. Documented Review

1. Division Commanders or their Records Officers shall perform a documented review of their Inventory and Retention Schedules at least every two years, according to Maryland State Law⁵. The review shall include:
 - a. Date of the Review;
 - b. Person who performed the review;
 - c. Position(s) responsible for maintaining and/or disposing Department records; and
 - d. A list of revisions or changes, if any; or
 - e. A statement that there were no changes in the Division's records retention or disposals.
2. Records Officers shall submit the written review to the Records Retention Coordinator.
3. The Records Retention Administrator shall:
 - a. Revise the Schedule if recommended in the Review;
 - b. Submit the revised Schedule to Maryland State Archives for approval;
 - c. Complete the process to its conclusion; and
 - d. Notify the Records Officer when the schedule is state-approved.

⁵ COMAR 14.18.02.04.B. – See Appendix A



The Aberdeen Police Department Policies & Procedures Manual



Chapter 07 Department Documents
Section 03 Inventory and Retention

GO 21-001, 02/04/2021
Supersedes GO 17-033

APPENDIX A COMAR 14.18.02.00 (excerpt)

Title 14 INDEPENDENT AGENCIES

Subtitle 18 STATE ARCHIVES

Chapter 02 Records Retention and Disposition Schedules

Authority: State Government Article, §§91007—

COMAR 14.18.02.04

.04 Agency Responsibilities.

Agencies shall:

- A. Develop schedules;
- B. Review and update their schedules at least once every 2 years;
- C. Establish and maintain a records management program;
- D. Provide copies of publications to Archives as soon after release to the public as is practicable;
- E. Initiate appropriate action to recover records removed unlawfully or without authorization; and
- F. Transfer to Archives permanent record material not needed for the current operation of the agency in accordance with procedures outlined in this regulation.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 07 Records Management
Section 04 Public Information Act

Original Policy

A. Policy

1. The release of public records is governed by the Maryland Public Information Act, *Annotated Code of Maryland, State Government Article, Title 10, Subtitle 6*

B. Introduction

1. Requests for access to public records that go beyond the scope of routine information and which may involve sensitive or controversial issues will be reported immediately to the Chief of Police.
2. Requests include both oral and written requests from citizens, the media and other governmental units.
3. The Chief of Police and/or City Legal Counsel will be made aware of public information requests in an effort to determine the Department's obligations under the Public Information Act.
4. The Chief of Police will then advise the Records Clerk under what circumstances access to the public record will be allowed.
5. The Records Clerk will be responsible for coordinating the time and place of access with the requesting party, or of advising the requesting party of a denial of access to the records.
6. Department personnel will address a public information request such as described below upon direction of the Chief of Police.

C. Definitions

1. Applicant - Any person requesting disclosure of public records.
2. Person-In-Interest - One who is the subject of a report, e.g., a victim or accused, or any representative designated by the person- in-interest (except one who may be under legal disability), parent or duly-appointed legal representative.
3. Custodians - Chief of Police, Lieutenants, Records Clerk or their designees who can, by the very nature of their daily exposure to the types of records requested, make an appropriate determination as to which records, if any, may be released.
4. Public Record –
 - a. The original or any copy of any documentary material that is made or received by any unit of state government in connection with the transaction of public business.
 - b. A public record may be in any form, including:
 - 1) a card;
 - 2) a computerized record;
 - 3) correspondence;
 - 4) a drawing;
 - 5) a file or microfilm;
 - 6) a form;
 - 7) a map;
 - 8) a photograph or photostat;



The Aberdeen Police Department Policies & Procedures Manual



Chapter 07 Records Management
Section 04 Public Information Act

Original Policy

- 9) a recording; or,
- 10) a tape.
- 5. Administrative Records - Correspondence and reports which relate to the internal management and general administration of the Department, e.g., special orders, memoranda, status reports, etc.
- 6. Investigative Records - Correspondence and reports of criminal and non-criminal investigations, laboratory records, and records of impounded properties, and all pre-employment investigation records.
- 7. Intelligence Records - Correspondence and reports which relate to the internal management and general administration of the Criminal Investigations Division.
- 8. Work Days - Monday through Friday.

D. Records Not Subject to Disclosure

- 1. Disclosure of certain classes of records is limited by statute. They are:
 - a. Private detective investigations.
 - b. Juvenile records.
 - c. Personnel files, except that such files should be available to the person- in-interest or appropriate administrative personnel.
 - 1) Certain portions of pre-employment information contained in any employee's personnel file may be kept confidential.
 - d. Physical and mental health records, exclusive of autopsy reports.
 - e. All correspondence relating to matters in litigation by the Department.
 - f. Criminal records as defined in Article 27, Sec. 742-755
 - g. Home address or telephone number of any employee of the Department or any City employee, except with the permission of the employee.
 - 1) However, if the Chief of Police determines that disclosure of the address or number is necessary to protect the public interest, disclosure will be allowed.
 - h. On motor vehicle accident reports, where a juvenile is charged with a violation of the *Transportation Article* or *Criminal Law Article, Homicide by Motor Vehicle*, which upon conviction may involve incarceration as all or part of the penalty, all reference to charges shall be purged prior to the release of the report.
- 2. Administrative records, including invoices, bid proposals, and budgetary information are generally available for public inspection.
 - a. Some administrative records otherwise available for public inspection should not be made available.
 - b. If there is any doubt as to whether information should be released, the assistance of the City Legal Counsel will be sought.
- 3. Incident Reports of an investigatory nature will be reviewed by the Criminal Investigations Supervisor prior to public release.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 07 Records Management
Section 04 Public Information Act

Original Policy

E. Procedures

1. Requests for the reproduction or inspection of public records shall be made in writing.
2. Custodians shall consider all applications consistent with directives in this section.
 - a. If the custodian is unable to determine the propriety of releasing the records which are requested, they shall seek legal counsel advice.
3. If the records requested are available and the request approved, the record will be forwarded to the applicant, after payment of the required fee(s).
4. If the records requested are not in the custody of the Department, the custodian shall notify the applicant, in writing, within ten working days of such request.
 - a. If the records are in active use, or are in storage and not immediately available, the applicant shall be notified by the custodian, within ten working days of such request.
 - b. Notification shall indicate when the record may be available.

F. Grounds to Deny Access

1. Requests to access Department records may be handled differently depending on whether applicants are persons-in-interest or others.
2. Persons-in-interest may be denied access to those law enforcement records that are investigative in character.
3. If a reason for denial exists, a determination must be made as to how much of the document need be denied. The reasons for denying access are that inspection would:
 - a. Interfere with valid and proper law enforcement proceedings.
 - b. Deprive a person of a right to a fair trial or an impartial adjudication.
 - c. Constitute an unwarranted invasion of personal privacy.
 - d. Disclose the identity of a confidential source.
 - e. Disclose an investigative technique or procedure.
 - f. Prejudice an investigation.
 - g. Endanger the life or physical safety of any person.
4. The Department may deny access to investigatory records if disclosure is contrary to public interest.
 - a. In order to restrict the disclosure of non-investigative law enforcement records, however, the Department would need to obtain a determination from the circuit court of the county where the records are located.
5. If the reviewer denies the request, the reason, citing the law or regulation, will be documented on an APD Form 37, which must then be forwarded to the City Legal Counsel.
6. The City Legal Counsel will review the denial reason to ensure that it complies with statutory requirements and that the notice of denial going to the applicant contains the proper information.
7. After completion of the review, the request will be forwarded to the Chief of Police for disposition.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 07 Records Management
Section 04 Public Information Act

Original Policy

G. Flow and Filing of Applications

1. When final disposition has been reached (e.g., fee for approved request has been received and the copies have been sent or there is no litigation on a denied request), the request will be filed in the Records Room.

H. Procedures for Review of a Criminal History Record

1. All requests for copies of Criminal History Records will be referred to the Maryland State Police, CJIS-Central Repository (CJIS-CR), at MSP Headquarters, between the hours of 9 a.m. and 3 p.m., Monday through Friday, except State holidays.
2. A fee of \$18, payable to the CJIS-Central Repository, will be charged an individual for each request to review his record, unless the individual files a verified certificate of indigence.
3. An offender held in custody at a law enforcement agency, detention center, or correctional institution as the result of a court action may file a request and subsequently be permitted to review his criminal history record at the location of his confinement.
4. Any attorney may review his client's criminal history record if he satisfactorily establishes his identity and presents a written authorization from his client.
5. Maryland State Police CJIS-CR will verify the identity of the applicant.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 07 Department Documents
Section 05 Disposal of Media

GO 17-032, 11/16/2017

A. Policy

1. When no longer usable, items used to process, store and/or transmit FBI CJI and classified and sensitive data shall be properly disposed of according to these procedures.

B. Definition

1. Media – Items used to process, store, and/or transmit FBI, CJI, classified and sensitive data.
2. Physical media – paper and other forms of printed documentation
3. Electronic media – flash drives, printer and copier hard-drives, other hard-drives, and Information Technology (IT) systems.
 - a. Including tape cartridges, CDs, printer ribbons, etc.

C. Procedures

1. Physical media shall be disposed of by one of the following methods:
 - a. Shredding using Department issued shredders;
 - b. Placed in locked shredding bins for the private contractor to come on-site and shred, witnessed by Department personnel throughout the entire process; or
 - c. Incineration witnessed by Department personnel onsite or at a contractor incineration site, if conducted by non-authorized personnel;
2. Electronic media shall be disposed of by one of the following methods:
 - a. Overwriting (at least 3 times) - Using a program to write (1s, 0s, or a combination of both) onto the location of the media where the file to be sanitized is located;
 - b. Degaussing – using strong magnets or electric degausses to magnetically erase data from magnetic media; or
 - c. Destruction –physically dismantling by methods of crushing, disassembling, etc., ensuring that the platters have been physically destroyed so that no data can be pulled.
3. IT systems that have been used to process, store, or transmit FBI CJI and/or sensitive and classified information shall not be released from the Department's control until the equipment has been sanitized and all stored information has been cleared using one of the above methods.

D. Enforcement

1. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.



The Aberdeen Police Department Policies & Procedures Manual



Chapter 07 Department Documents
Section 06 Inventory and Retention Schedules

GO 17-036, 12/15/2017
Supersedes GO 17-035

A. Policy

1. The Department maintains Records Retention and Disposal Schedules approved by Maryland Department of Records Management, State Archives.

B. Procedure

1. Department personnel responsible for maintaining the records on this list shall perform that actions described in the Retention and Disposal column.

C. Retention and Disposal List

- a. This List is in alphabetical order by name of Record Series.
2. Current State-approved Department schedules include:
 - a. Accreditation Schedule M-389;
 - b. Criminal Investigations Division Schedule M-394;
 - c. Deputy Chief Schedule M-395;
 - d. Sr. Administrative Specialist Schedule M-393; and
 - e. Records Schedule M-390.

MD State Schedule Number 11/21/2017	Record Number	Record Series Description (Alphabetical Order)	Inventory and Retention	Div/Unit/Section/ Location
M-389	01 AC	Accreditation Standards Files	Retain until superseded and no longer bearing operational value, then destroy.	Accreditation Section
M-393	01 EA	Annual Reports	Retain for Term of Chief of Police plus 1 year, then scan to Maryland State Archives standards and destroy paper originals. Transfer images to Maryland State Archives after scanning and retain reference copy locally for 25 years, then destroy	Sr. Administrative Specialist
M-389	02 AC	Applicant Flow Logs, Electronic Database	Retain for 10 years, then destroy.	Accreditation Section
M-389	06 AC	Applicant Information released to other agencies performing background checks	Retain for 1 year, then scan to Maryland State Archives standards (filed by name of applicant) then destroy paper originals. Retain images for 20 years, then destroy.	Accreditation Section
M-389	03 AC	Applications for Employment - Selection Documents	If applicant is hired, move paper originals to Personnel File in Command – Sr. Administrative Specialist Office. Retain Applications for persons not hired for 1 year, then scan to Maryland State Archives standards and destroy paper originals. Retain images for 5 years, then destroy. (Ref. CALEA 41.4.6)	Accreditation Section
M-389	04 AC	Applications for Employment - Rejected or Eliminated	Retain for 1 year, then destroy.	Accreditation Section



The Aberdeen Police Department Policies & Procedures Manual



Chapter 07 Department Documents
Section 06 Inventory and Retention Schedules

GO 17-036, 12/15/2017
Supersedes GO 17-035

MD State Schedule Number 11/21/2017	Record Number	Record Series Description (Alphabetical Order)	Inventory and Retention	Div/Unit/ Section/ Location
M-394	01 CID	Case Files, Criminal Investigations Division	Retain for 15 years after case is solved, 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.	CID
M-394	02 CID	Case Files, Internal Affairs	Retain paper originals for 20 years after employee leaves employment or until statute expires, whichever is later, then destroy. (CALEA 26.1.8)	CID - Internal Affairs
M-394	04 CID	Case Files, Special Operations Unit	Retain for 20 years after case is solved, 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.	CID - Special Operations Unit
M-395	01 DC	Cash Funds Records - Petty Cash	Scan to Maryland State Archives standards and submit paper originals to the City of Aberdeen Finance Department. Retain images for four years or until all accreditation requirements are met, whichever is sooner, then destroy.	Deputy Chief
M-390	01 R	Cash Funds Records - Reports and Citations	Retain until all CALEA accreditation requirements are met then destroy.	Records Section
M-389	01 AC2	Certificates of Records Disposal	Retain for 4 years or until CALEA (Commission on Accreditation for Law Enforcement Agencies) accreditation requirements are met, whichever is sooner, then destroy.	Accreditation Section
M-394	05 CID	Confidential Cash Funds Records	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.	CID - Special Operations Unit
M-394	06 CID	Confidential Informant Files	Retain 3 years after CI 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.	CID - Special Operations Unit
M-393	02 EA	Contracts	Retain for 1 year after contract has been terminated or superseded, whichever is sooner, then destroy.	Sr. Administrative Specialist
M-394	07 CID	Controlled Dangerous Substances (CDS) Case Files	Retain for 7 years, then scan to Maryland State Archives standards and destroy paper originals. Retain images for 20 years, then destroy.	CID - Special Operations Unit



The Aberdeen Police Department Policies & Procedures Manual



Chapter 07 Department Documents
Section 06 Inventory and Retention Schedules

GO 17-036, 12/15/2017
Supersedes GO 17-035

MD State Schedule Number 11/21/2017	Record Number	Record Series Description (Alphabetical Order)	Inventory and Retention	Div/Unit/Section/ Location
M-393	03 EA	Correspondence 03EA-A Transitory 03EA-B Administrative 03EA-C Executive	A. Transitory - Retain until administrative need ends and then destroy. B. Administrative - Retain until end of Chief of Police's term, then destroy. However, business-related correspondence that is essential to a core function of another series follows the retention period for that series. C. Executive - Permanent. Retain until end of Chief of Police's term, then scan and destroy paper originals. Retain images for 20 years, then transfer to Maryland State Archives.	Sr. Administrative Specialist
M-394	08 CID	CPS (Child Protective Services) Referrals	Retain for 12 months, then destroy.	CID
M-394	09 CID	Criminal Intelligence Records	Screen annually and destroy records that contain out-of-date or incorrect information.	CID
M-390	02 R	Criminal Summons	Scan to Maryland State Archives standards and destroy paper originals. Retain images for 3 years after closed, then destroy.	Records Section
M-395	02 DC	Department Credit Card	Scan to Maryland State Archives standards and submit paper originals to the City of Aberdeen Finance Department. Retain images for 2 years, then destroy	Deputy Chief
M-390	03 R	Dissemination Log (APD form 57) NCIC/METERS	Retain for 3 years, then destroy.	Records Section
M-395	03 DC	Equitable Sharing Agreement and Certification	Scan to Maryland State Archives standards and destroy paper originals. Submit images to City of Aberdeen Finance Department and US Department of Justice. Retain local copy of images for 5 years, then destroy.	Deputy Chief
M-390	04 R	Expungement Records	Retain for 3 years, then destroy.	Records Section
M-393	04 EA	Fiscal Budget	Retain for 1 year, or until all CALEA (Commission on Accreditation for Law Enforcement Agencies) accreditation requirements are met for current assessment period, whichever is later, then destroy.	Sr. Administrative Specialist
M-393	05 EA	General Orders	Scan to Maryland State Archives standards, then retain paper and images for 10 years, then destroy paper originals. Retain images for 10 additional years then destroy.	Sr. Administrative Specialist
M-389	07 AC	General Orders (signed) Acknowledgements	Retain until every person on the list is no longer employed by the Department. Then destroy.	Accreditation Section
M-395	04 DC	Grants Records	Retain for duration of grant plus 5 years, or as required by grant, whichever is later, then destroy.	Deputy Chief



The Aberdeen Police Department Policies & Procedures Manual



Chapter 07 Department Documents
Section 06 Inventory and Retention Schedules

GO 17-036, 12/15/2017
Supersedes GO 17-035

MD State Schedule Number 11/21/2017	Record Number	Record Series Description (Alphabetical Order)	Inventory and Retention	Div/Unit/ Section/ Location
M-389	05 AC	Hot Sheets	Retain for 2 years. After 2 years, screen and destroy sheets with no accreditation value. Retain remaining paper originals for 2 more years or until CALEA (Commission on Accreditation for Law Enforcement Agencies) accreditation requirements are met, whichever is sooner, then destroy.	Accreditation Section
M-394	03 CID	IAU Case Ledger	-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.	CID - Internal Affairs
M-390	05 R	Incident Reports and Associated Reports and Documents - Adult	Retain 5 years then Scan to Maryland State Archives standards and destroy paper originals, with the following exception: If ordered by the Court (expungement), immediately destroy specific record. Retain all forms of images for 30 years, then destroy.	Records Section
M-390	06 R	Incident Reports and Associated Reports and Documents - Juvenile	Scan to Maryland State Archives standards and destroy paper originals. Retain images until the juvenile reaches age 21 then destroy. (Ref. CALEA 82.1.2d)	Records Section
M-389	02 AC2	Invitation to Self-Identify, Job Applicants	Retain for 2 years, then destroy.	Accreditation Section
M-389	03 AC2	Invitation to Self-Identify, Police Dept Employees	Retain until employee leaves the Department, then destroy	Accreditation Section
M-389	08 AC	Job Descriptions	Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete paper originals.	Accreditation Section
M-393	06 EA	Legal Documents	Retain until case is closed, then transfer to Aberdeen City Clerk.	Sr. Administrative Specialist
M-393	07 EA	Meeting Agendas	These agendas have no historical value. Retain for 3 years, or until all CALEA accreditation requirements are met for current assessment period, whichever is later, then destroy.	Sr. Administrative Specialist
M-390	07 R	Parking Citation Information	Retain for 3 years, then destroy.	Records Section



The Aberdeen Police Department Policies & Procedures Manual



Chapter 07 Department Documents
Section 06 Inventory and Retention Schedules

GO 17-036, 12/15/2017
Supersedes GO 17-035

MD State Schedule Number 11/21/2017	Record Number	Record Series Description (Alphabetical Order)	Inventory and Retention	Div/Unit/Section/Location
M-393	08 EA	Personnel Files	Retain until end of employment, then transfer files to City of Aberdeen Human Resources. (CALEA 35.1.5g)	Sr. Administrative Specialist
M-393	09 EA	Personnel Orders	Scan to Maryland State Archives standards, then retain paper and images until the end of the Chief of Police's term, then destroy.	Sr. Administrative Specialist
M-394	10 CID	Photographs - Adult	Retain images for 40 years, then destroy.	CID
M-389	09 AC	Policies & Procedures	Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.	Accreditation Section
M-393	10 EA	Procurement Documents	Retain for 1 year, then destroy.	Sr. Administrative Specialist
M-393	11 EA	Promotional Process Documents	Retain for 3 years after selection of another candidate, or until all CALEA (Commission on Accreditation for Law Enforcement Agencies) accreditation requirements are met for current assessment period, whichever is later, then destroy.	Sr. Administrative Specialist
M-393	12 EA	Purchase Orders and Purchase Order Requests	Retain for 1 year, then destroy.	Sr. Administrative Specialist
M-390	08 R	Receipts: DR-15A Order of Suspension/Temporary License to Drive, DR-15 Advise of Rights to Chemical Test, DR-23 Refusal to Submit to DRE Blood Test	Scan to Maryland State Archives standards and destroy paper originals. Retain all forms of images for 3 years then destroy.	Records Section
M-390	09 R	Recordings - Immediate Playback Audio	Recordings Self Delete 20 minutes after transmission, no exceptions. (Ref. CALEA 81.2.8a)	Records Section
M-393	13 EA	Reimbursements	Retain for 2 years, then destroy.	Sr. Administrative Specialist
M-393	14 EA	Restitution (payments from former detainees)	Retain until paid in full, then destroy.	Sr. Administrative Specialist
M-390	10 R	Ride Along Waivers (APD Form 32)	Scan to Maryland State Archives standards and destroy paper originals. Retain all images for 3 years then destroy.	Records Section
M-393	15 EA	Special Orders (Temporary Orders)	Scan to Maryland State Archives standards, then retain paper and images until the end of the Chief of Police's term, then destroy."	Sr. Administrative Specialist
M-393	16 EA	Staff Meeting Presentations	Retain until the end of the Chief of Police's term, then destroy.	Sr. Administrative Specialist



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MD State Schedule Number 11/21/2017	Record Number	Record Series Description (Alphabetical Order)	Inventory and Retention	Div/Unit/ Section/ Location
M-389	10 AC	Supervisors Daily Activity Sheets	Retain for 2 years. After 2 years, screen and destroy sheets with no accreditation value. Retain remaining paper originals for 2 more years or until CALEA (Commission on Accreditation for Law Enforcement Agencies) accreditation requirements are met, whichever is sooner, then destroy.	Accreditation Section
M-390	11 R	Uniform Crime Reports	Retain for 1 year, then destroy.	Records Section
M-390	12 R	Vehicle Key Log Sheets	Retain for one year. Then screen and destroy pages with no operational or accreditation value. Retain remaining pages for operational or accreditation purposes then destroy.	Communications Section
M-390	13 R	Warnings, Traffic	Retain for 60 days, then destroy.	Records Section
M-390	14 R	Warrants	Scan to Maryland State Archives standards and destroy paper originals. Retain images for 3 years after closed, then destroy.	Communications Office