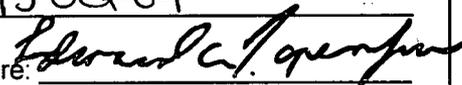


# Frostburg State University

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b>		<b>Schedule No:</b> 2534
<b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		<b>Page</b> 1 of 11
<b>RECORDS RETENTION AND DISPOSAL SCHEDULE</b>		<b>Division/Unit:</b> Frostburg State University Police
Item No.	Description	Retention
<b><u>Fiscal Services</u></b>		
1	<b><u>Purchasing Records for State Accounts</u></b> Internal account records, including copies of requisitions, invoices, purchasing card transaction logs, and packing slips.	Retain for 3 years and until audit requirements are met, then destroy. Office of Record for purchasing card transaction logs, and small procurement orders is the University Police. Office of Record for purchase orders is Procurement Office.
2	<b><u>Purchasing Records Involving Federal Funds</u></b> Internal account records, including copies of requisitions, invoices, purchasing card transaction logs, and packing slips.	Retain for 6 years, 3 months and until audit requirements are met, then destroy. Office of Record for purchasing card transactions logs and small procurement orders is the University Police. Office of Record for purchase orders is Procurement.
<b>Authorized by Department Head or Designated Representative</b> Signature: <u></u> Title: <u>Chief of Police</u> Date: <u>4-29-2005</u>		<b>Schedule Authorized by State Archivist</b>  Date: <u>15 Oct 09</u> Signature: <u></u>
<b>Authorized by Vice President of Government Relations</b> Date: _____ Signature: <u></u> Type, Name: <u>Stephen Spahr</u> Title: <u>Chief of Staff</u>		

# Frostburg State University

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b>  <b>RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)</b>	<b>Schedule No: 2534</b>  <b>Page 2 of 11</b>
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Item No.	Description	Retention
	<b><u>Records</u></b>	
<b>3</b>	<b><u>Arrest Records, Adult</u></b> Reports of criminal arrests in people over the age of 18 years. (Includes Citation in Lieu of Arrest)	Retain until arrestee turn 75 years old or 12 years after the arrest, whichever is later, then destroy.
<b>4</b>	<b><u>Arrest Records, Sealed</u></b> Records ordered sealed by the court. If sealed the records may not be opened for any purpose except by order of the court upon good cause shown.	Retain for 8 years, then destroy.
<b>5</b>	<b><u>Arrest Records, Juvenile</u></b> Police records concerning a child. These records are kept separate from adult records.	Retain for 12 years beyond the date of last entry item, then destroy.
<b>6</b>	<b><u>Field Reports</u></b> Suspicious person reports, reports on trespassing, etc. These are non-criminal reports.	Retain for one year, then destroy
<b>7</b>	<b><u>Lockout Liability Waivers</u></b> Signed documents releasing the University Police from liability when unlocking a vehicle	Retain for one year, then destroy
<b>8</b>	<b><u>Property Reports</u></b> Paperwork for found, confiscated property.	Retain for 3 years, then destroy
<b>9</b>	<b><u>Reports, Accidents (Vehicle)</u></b> reports of accidents occurring with University Police jurisdiction.	Retain for 10 years, then destroy

# Frostburg State University

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Item No.	Description	Retention
	<u>Records</u>	
<b>10</b>	<b><u>Reports, Criminal (Paper)</u></b> Records of documents and photographs pertaining to criminal incidents	Retain 75 years, then destroy
<b>11</b>	<b><u>Reports, DWI</u></b> Records of DWI Incidents, paperwork, tests, etc.	Retain for 10 years, then destroy
<b>12</b>	<b><u>Reports, Incident</u></b> Records of documents and photographs pertaining to reported incidents	Retain 10 years, then destroy
<b>13</b>	<b><u>Submitted Uniform Crime Reports</u></b> Reports of incident and crime statistics submitted to the Federal Bureau of Investigation on a monthly basis	Retain for 5 years, then destroy
<b>14</b>	<b><u>Traffic Citations</u></b> File of issued traffic citations to violators	Retain for 3 years or when disposed of in court, whichever is later, then destroy

# Frostburg State University

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b>  <b>RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)</b>	<b>Schedule No: 2534</b>  <b>Page 4 of 11</b>
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Item No.	Description	Retention
<b>15</b>	<b><u>Training Files (Current Employees)</u></b> Files pertaining to currently employed police officers containing annual in-service (training) examinations, performance examinations, training orders, MPCTC (Maryland Police and Correctional Training Commission) and agency certifications, and annual firearms qualifications.	Retain examinations 10 years after examination, then destroy. Retain n orders, certifications, and firearms qualifications for 10 years after separation, then destroy.
<b>16</b>	<b><u>Training Files (Former Employees)</u></b> Files pertaining to formerly employed police officers containing: annual in-service (training) examinations, training orders, MPCTC (Maryland Police and Correctional Training Commission) and agency certifications and annual firearms qualifications.	Retain for 10 years after separation, then destroy.

# Frostburg State University

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b>  <b>RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)</b>	<b>Schedule No: 2534</b>  <b>Page 5 of 11</b>
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Item No.	Description	Retention
<b><u>Logistics</u></b>		
<b>17</b>	<b><u>DR-15 and DR-15A Issuance Ledger</u></b> Record of the assignment of DR-15 and DR-15A books to individuals.	Retain for 3 years and until audit requirements are met, then destroy.
<b>18</b>	<b><u>Property Receipts (Non-Evidence)</u></b> Documentation of possession and disposition of non-evidentiary property obtained by the University Police at Frostburg State University	Retain for 3 years, then destroy.
<b>19</b>	<b><u>Request for Laboratory Analysis Forms</u></b> (MSP Form #67) Documentation of requests to the Maryland State Police for laboratory analysis of evidence collected by the University Police at Frostburg State University	Retain for 3 years or until case is disposed of in court or charges are dropped, whichever is later, then destroy.
<b>20</b>	<b><u>State Summons Book Issuance Log</u></b> Record of the assignment of State Summon books to individuals.	Retain for 3 years, then destroy.

# Frostburg State University

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<b>RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)</b>	<b>Page 6 of 11</b>

Item No.	Description	Retention
<b><u>Chief's Office</u></b>		
<b>21</b>	<b><u>Accreditation Files</u></b> File folders containing Commission on Accreditation for Law Enforcement Agencies standards, standards status reports & proof of compliance for purposes of international accreditation	University Police at Frostburg State to retain for 3 years after subsequent reaccreditation, then send to Frostburg State University Archives at the University Police for permanent retention.
<b>22</b>	<b><u>Arrest Ledger</u></b> Record of University Police arrest in chronological order.	Retain for 75 years, then destroy.
<b>23</b>	<b><u>Court Liaison Files</u></b> Files containing copies of court summons, correspondence to courts, etc.	Retain for 1 year from receipt, then destroy.
<b>24</b>	<b><u>Directive /Special Orders</u></b> Files containing resource and reference materials utilized in writing and modifying directives, draft versions of directives, and final versions of directives.	Retain until superseded, updated, cancelled, or obsolete, then destroy.
<b>25</b>	<b><u>General Correspondence</u></b> Includes general correspondence for all units of the University Police at Frostburg State University	Screen annually and destroy that material for which no further reference is required. Material deemed to have historical or permanent administrative value to be sent to the University Archives at University Police at Frostburg State for permanent retention.

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<b>RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)</b>		<b>Page 7 of 11</b>
Item No.	Description	Retention
<b><u>Chief's Office</u></b>		
26	<b><u>Legal Files</u></b> Includes copy of paperwork associated with civil litigation, civil suits, etc,	Retain for 10 years after case is closed, then destroy.
27	<b><u>Judicial Referrals</u></b> Copy of referrals made by officers to the Office of Judicial Programs	Retain until disposition is received, then destroy
28	<b><u>Incident Log</u></b> Electronic record of University Police at Frostburg State reportable events in chronological order.	Print quarterly and sent to University Archives at Frostburg State University for permanent retention.
29	<b><u>Public Information Log</u></b> Copy of media releases	Retain for 1 year plus the current semester then forward to the University Archival at Frostburg State University for permanent retention.
<b>DSG 550-1A (Rev. 10/92)</b>		

# Frostburg State University

<b>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION</b>  <b>RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)</b>	<b>Schedule No:</b> 2534  <b>Page</b> <b>8 of 11</b>
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<b>Item No.</b>	<b>Description</b>	<b>Retention</b>
<b><u>Chief's Office</u></b>		
30	<b><u>Trespass/PNG Logs</u></b> Copy of materials used in Trespass/Denial of Access or Persona Non Grata hearing containing police report information.	Retain until expiration of appeal process is reached, then destroy.
31	<b><u>Contract and Grant Files</u></b> Records that document contracts and grants received by the University Police at Frostburg State from any source, including applications, proposals, agreements, research reports, publicity notices, acknowledgements, and transfer of funds records, controlling rules and regulations, copies of periodic reports, correspondence, and memoranda.	Retain state contract and grant file for 3 years after the close of the contract/grant then destroy.
32	<b><u>Departmental Publications</u></b> Newsletters, technical reports, brochures, annual reports, and other material published by the University Police at Frostburg State University.	Forward a copy of publication to the University Archives at Frostburg State University at the time of publication for permanent retention. Screen remaining material annually and destroy material for which no further reference is required.

# Frostburg State University

**DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION**

**RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)**

**Schedule No:** 2534

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Item No.	Description	Retention
	<u>Communications</u>	
33	<b><u>Digital Recording Compact Disks</u></b> recordings of telephone calls and radio transmissions.	Retain for 1 years, then erase
34	<b><u>NCIC (National Crime Information Computer) Clear Files</u></b> Items entered into NCIC as stolen that have been cleared due to recovery.	Retain until end of the calendar year, then destroy
35	<b><u>NCIC (National Crime Information Computer) Locate Files</u></b> Stolen articles that were listed in NCIC and recovered by the University Police at Frostburg State	Retain for 1 year after NCIC purge and until all audit requirements are met, then destroy.
36	<b><u>NCIC (National Crime Information Computer) Teletype Entries</u></b> Entries made into NCIC for stolen autos, boats, license plates, and vehicles.	Retain for 1 year after NCIC purge and until all audit requirements are met, then destroy.
37	<b><u>NCIC (National Crime Information Computer) Teletype Entries for Missing Persons and Guns</u></b> Entries made into NCIC for missing persons and guns	Retain 1 year after NCIC purge and until all audit requirements are met, then destroy.
38	<b><u>Video Tapes and/or Digital Recordings</u></b> VHS tape and/or digital recordings from monitors placed inside and outside of University buildings.	Retain for 1 year, then erase.

# Frostburg State University

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Item No.	Description	Retention
	<u>Communications</u>	
39	<b><u>Parking Permit Applications</u></b> Student, faculty, and staff parking permits stored at the University Police	Retain one year then destroy
40	<b><u>State Vehicle Check-In/Out Sheets</u></b> State Vehicle Check-In/Out Sheets	Retain 6 months then destroy.
41	<b><u>Key &amp; Lock Openings Logs</u></b> Key & lock opening log books containing key release data	Retain 1 years after log book has been filled then destroy
42	<b><u>Temporary Parking Permit Log</u></b> Log book containing temporary parking permits issued to visitors, faculty/staff, and students.	Retain 1 year after log book has been filled then destroy

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<b>RECORDS RETENTION AND DISPOSAL SCHEDULE (CONTINUATION SHEET)</b>	<b>Page 11 of 11</b>

Item No.	Description	Retention
	<u>Investigations</u> <u>Patrol</u>	
43	<b><u>Building Security Reports</u></b> Written survey of the condition of buildings within the jurisdiction of the University Police at Frostburg State	Retain for one year then destroy
44	<b><u>Shift Condition Sheet</u></b> Record of on-duty personnel and equipment and vehicles checked out	Retain one year then destroy
45	<b><u>Ride-Along Requests</u></b> Forms filled out by ride-along participates.	Retain for 1 year then destroy
	<p><b>Access to records covered by the Freedom of Information Act will be determined by the University Police and/or the Office of Legal Affairs</b></p> <p><b>If the University Archives at Frostburg State are not available, material having permanent retention will be transferred to the Maryland State Archives in Annapolis.</b></p> <p><b>Until audit requirements are met, all other documents not listed are to be held for three years then destroyed.</b></p>	