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MARYLAND STATE ARCHIVES

NOTICE PAGE

STANDARD OPERATING PROCEDURES MANUAL/RECORDS SECTION NUMBER _____
ISSUED TO/UNIT:

THIS MANUAL SHOULD BE KEPT IN A CONVENIENT PLACE FOR READY REFERENCE.
THE DIRECTOR FOR THE POLICE RECORDS SECTION WILL MAKE/HANDLE THE
DISTRIBUTION OF THIS HANDBOOK.

RECOMMENDATIONS/SUGGESTIONS FOR IMPROVEMENTS WILL BE ACCEPTED FROM
HANDBOOK USERS.

DIRECTOR/POLICE RECORDS SECTION

DATE

This Records Retention Schedule is covered by CALEA Standards
(#82.1.12/#82.2.14), County Administrative Procedure (#114),
and by Prince George's County Code (Sections 2-277 thru 281).

SUPERSEDES RECORDS RETENTION SCHEDULE C-663

PRINCE GEORGE'S COUNTY POLICE

RECORDS MANAGEMENT HANDBOOK

RECORDS RETENTION SCHEDULE

C-679 680

| | | |
|--------------|---|------------------------|
| *Approved By | <u>Leo J. Rositer</u> Chief, Bureau of Support Services Prince George's County Police | <u>9-25-91</u> Date |
| *Approved By | <u>H. J. Howard</u> Chief, Administrative Services Office of Central Services | <u>10/8/91</u> Date |
| *Approved By | <u>Edward C. Jones</u> State Archivist Hall of Records Commission | <u>2/13/92</u> Date |
| Prepared By | <u>M. J. Ford</u> Police Records Manager Prince George's County Police | <u>9-24-91</u> Date |

(* The above signatures constitute legal approval of the Records Retention Schedule contained in this handbook.)

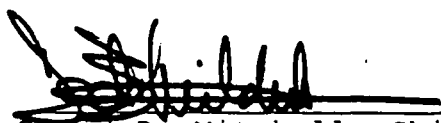
PRINCE GEORGE'S COUNTY POLICE DEPARTMENT

DEPARTMENTWIDE DIRECTIVE

RECORDS MANAGEMENT PROGRAM

"Records Creation, Maintenance, and Disposition"

1. Purpose of Directive: This directive establishes an agencywide records retention schedule for local ordinance, and accreditation compliance:
 - . Prince George's County Code, Sections 2-277 thru 281.
 - . County Administrative Procedures #114.
 - . Standards #82.1.12, and #82.2.14.
2. Personnel concerned: All Departmental employees handling paperwork, and computer records.
3. Distribution: Departmental employees engaged in files management operations.



David B. Mitchell, Chief of Police
Prince George's County Police Department

FOREWORD

A sound records/information management system is recognized by business executives for efficient agency operations.

Prince George's County ordinance requires the establishment, maintenance and implementation of records management programs.

The handbook is designed to give police personnel:

- . Uniform filing practices.
- . Paperwork reduction procedures.
- . Computer file purges.

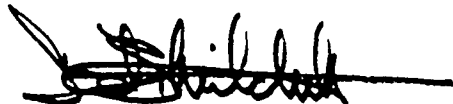
This custom-made Records Management Program will:

- . Save premium office/storage space.
- . Improve filing operations.
- . Reduce filing equipment expenditures.
- . Comply with legal retention mandates.

The handbook is divided into six parts for easy reference:

1. Subject Index
2. Introduction
3. File Maintenance
4. Records Disposition
5. Records Systems
6. Exhibits/Forms

Used frequently for reference, the handbook will help you perform your records management responsibility more efficiently.



David B. Mitchell, Chief of Police
Prince George's County Police Department
Landover, Maryland

PRINCE GEORGE'S COUNTY POLICE DEPARTMENT

RECORDS MANAGEMENT HANDBOOK

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PART 2. INTRODUCTION

201. BENEFITS

The Departmentwide records management program offers the following benefits:

- . Compliance with county records management ordinance.
- . Compliance with law enforcement accreditation standards.
- . Uniform filing practices.
- . Office space/storage savings.
- . Records protection from accidental disposals.
- . Paperwork reduction procedures.
- . Filing equipment cost savings.
- . Records protection through micrographics.
- . Personnel training/instruction.
- . Generic record series/categories.
- . Computer file purges.

202. POLICIES

- . Records created/received by the agency are the property of the County Government.
- . Employees are encouraged to make suggestions for operational improvements.
- . Directives should not be intermingled with administrative correspondence.
- . Directives manuals should be kept updated, and accessible.
- . File plans should be updated as needed.

203. RESPONSIBILITIES

The Police Records Center Director is responsible for the Prince George's County Records Management Project. E.g.:

- . Inventory, appraise, and analyze agencywide records.
- . Develop, and implement records retention schedules.
- . Negotiate records disposition with county, and state agencies.
- . Update the Records Management Handbook.
- . Serve as liaison with county, state, and federal agencies.
- . Certify records disposals.

204. DEFINITIONS

- . Archival Records . Permanent records appraised for preservation, and permanent retention in local or state archives.
- . Case File (s) . A file contains all papers relating to a specific subject, person, place, location, event, agency, etc., from start to close.
- . Cutoff . A designated time beyond which material is not added to a file folder. New folders are created for future use.
- . Datanomics . Machine readable records in erasable media, and other devices in applied office automation technology.
- . Directives . Instructions prescribing policies, authorities, responsibilities, delegations, standards, etc., issued in the form of manuals, memoranda, orders, procedures, bulletins, guides, notices, rules, regulations, and other formalized statements.
- . Disposable Records . Records of temporary value subject to destruction by a Records Retention Schedule.
- . Records . Includes materials created or received by a county agency in connection with public transactions, and in the form of correspondence, magnetic tapes, papers, books, photographs, maps, drawings, charts, printouts, microforms, films, sound recordings, disks, fingerprints, videographs, computer-graphs, or other documentary materials.

- . Records Management . The control of recorded information/ records from creation, maintenance, disposition, to preservation in local, state, or federal archives.
- . Records Retention Schedule . An official timetable that identifies the length of time a record must be kept before final disposition.
- . Record Series . A group of related records usually used/ filed as a unit for reference or disposition purposes.
- . Retention Period (s) . The length of time records are kept before destroyed by a predetermined plan. The retention period may be expressed in days, months, years, or destroy when superseded, etc.

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| POLICE ATHLETIC LEAGUE UNIT..... | 123 |
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206. ABBREVIATIONS

| | |
|------------|---|
| A-Z..... | Alphabetically |
| AWOL..... | Absent Without Leave |
| ATF..... | Alcohol, Tobacco, and Firearms |
| AHB..... | Administrative Hearing Board |
| BSC..... | Bethlehem Steel Corporation |
| CAD..... | Computer Assisted Dispatch |
| CCN..... | Complaint Control Number |
| CDZ..... | Comprehensive Design Zone |
| CJIS..... | Criminal Justice Information System |
| CHRI..... | Criminal History Record Information |
| COM..... | Computer Output Microfilm |
| CFR..... | Code of Federal Regulations |
| DWI..... | Driving While Intoxicated |
| EAN..... | Employee Action Notification |
| EEO..... | Equal Employment Opportunity |
| FBI..... | Federal Bureau of Investigation |
| FOP..... | Fraternal Order of Police |
| FTO..... | Field Training Officer |
| HRC..... | Human Relations Commission |
| IAD..... | Internal Affairs Division |
| JHRI..... | Juvenile History Record Information |
| LEA..... | Law Enforcement Agency |
| LWOP..... | Leave Without Pay |
| MAARS..... | Maryland Automated Accident Reporting System |
| MSP..... | Maryland State Police |
| MILES..... | Maryland Interagency Law Enforcement System |

Expungement Records (510-4).....Md. Code, Article 27,
Sec. 735-741
Md. Code, Article 27,
Sec. 292
Md. Rules of Procedure
Rules EX 1-11

Federal Grant Records (512-13).....OBM Circular A-102

Fiscal Records (507).....PG Co. Charter,
Article 111, Sec. 313

Grievance Records (509-8).....See Disciplinary Records

Handgun Disposal Records (513-15-3)...Md. Code, Article 27,
Sec. 36

Hazardous Substance Records (515-4)...Md. Code, Article 89,
Sec. 32E (b)

Intelligence Records (510-8).....28 CFR 23.20

Internal Affairs Records (509-11).....Md. Code, Article 27,
Sec. 728(b)
County Code, Sec. 14-102(a)

Juvenile Records (510-11).....Md. Courts/Judicial Proceedings
Sec. 3-828

Micrographic Records (515-7).....CJP, Title 10, Sec. 10-103
Md. Rules, Rule 2-424
Cooper v. State (1979)
Gray v. State (1943)
Forrester v. State (1961)
Henson v. State (1972)
Tribble v. State (1984)
Administrative Procedures 115
State Gov't., Sec. 10-642

Motor Vehicle Accident Records (509-11-5)...FOP #89, Article XIV,
Sec. 14.03

Pawn Records (513-12).....County Bill 127-1982

Personal Records (509-16).....State Gov't., Part III,
Sec. 10-624

Personnel Records (509-17).....County Code, Subtitle 16,
Sec. 16-216(b)
State Govt., Part III,
Sec. 10-616(b)

Police Dissemination Records (510-12).....COMAR 12.08.10.K

Police Property Records (513-18).....County Code, Subtitle 18,
Sec. 18-114(d)

Precious Metals Records (513-12).....Md. Code, Article 56,
Sec. 422(e)

Psychological Records (515-9).....State Govt., Part III,
Sec. 10-617

Public Records (510-6).....State Govt., Part III,
Sec. 10-6111 ff.
Md. Code, Article 27,
Sec. 45A.

Records Retention Schedules (501-10).....State Govt., Part IV,
Secs., 10-633,10-639
County Code, Subtitle 2,
Sec. 2-227(a)
COMAR 14.18.02
Administrative Procedures 114
LEA Standard #82.1.12
LEA Standard #82.2.14

Traffic Records (510-15).....Md. Vehicle Law,
Sec. 26-407
District Court
Schedule #989 (1984)
MVA Schedule #1150A (1987)
State Gov't., Part III
Sec. 10-611 ff

PART 3. FILES MAINTENANCE

301. SUBJECT FILING PRINCIPLES

302. GENERAL STATEMENT

Subject filing is a commonly used indexing system. The subject heading is not already determined by the writer or recipient of correspondence. Subject filing requires experienced office workers for correct heading. When the proper heading is selected, the subject file is easy to maintain.

303. CORRESPONDENCE CONTENT

In subject filing, follow the classification process. Arrange paperwork according to what it's about, not who wrote it, or to whom it's addressed. Start with primary subject headings. As the records grow in volume, break down the major headings, into small division (s), and subdivision (s) as needed.

304. GENERAL CLASSIFICATION

With the generic records categories listed in Part 5 of the handbook, the author/writer of correspondence can find the proper file subject. If more than one subject is discussed equally, the material may be assigned two subject captions, or photocopied for cross reference purposes.

305. DETAILED CLASSIFICATION

The detailed classification process requires content analysis for specific subject filing. The ability to locate filed material depends upon the care used in this classification process.

306. FILING SYSTEMS

Files are kept in file folders alphabetically, numerically, chronologically, or alphanumeric combination (s). The filing arrangement depends on the type material filed, and the way that material will be retrieved. For example, files are arranged alphabetically by subject, name, organization, location, activity, event, etc., numerically by consecutive Arabic numbers, coded with symbols, abbreviations, or other acronyms coined by users; and chronologically by day, week, month, year, or other chronological combination (s).

307. FILE CUTOFF GUIDELINES

308. FILE CUTOFFS

Files are cutoff or broken periodically in order to speed filing, retrieval, and destruction of inactive records. To cutoff files, a file series is terminated arbitrarily on a given date or after a specified event or action. A new file series is then established. The inactive files may be transferred to less convenient space.

309. INACTIVE RECORDS STORAGE

Inactive records have low reference activity, usually less than one search per file drawer per month. Store inactive files in the lower drawers of the file cabinets.

310. FILE PLANS

The file station, work station, or operating unit must prepare a files maintenance plan. This plan shows what file the unit creates, maintains, and accumulates. The plan provides an index to all the files of the file station. The file plan must be written clearly, and in enough detail to enable office staff to find files when the files worker is absent. (See Exhibit #1).

311. RETENTION SCHEDULE REVISIONS

The Records Retention Schedule should be revised periodically to meet the changing needs of the Department, and changes in subject matter. Use Exhibit #2, and submit to Police Records Center for review, and state approval.

PART 4. RECORDS DISPOSITIONS

401. DISPOSITION STANDARDS

402. DISPOSAL AUTHORITY

Local/state government records must be scheduled for ultimate disposition. The County Office of Central Services, and the Hall of Records Commission must approve the agency proposed retention periods before the Retention Schedule becomes operative. The source agency must apply the Schedule for efficient records management operations.

403. RETENTION SCHEDULES

The retention of obsolete/needless material is costly. Scheduled records should be destroyed or transferred according to records disposal instructions. If there is a definite need, records can be retained longer. The user must justify, in writing, continued retention through regular channels.

404. NEW RECORDS

Occasionally, new records are created/received by the Department, which do not fit under the present records disposition schedule (s). Submit new record series to Police Records Center for review, and approval by records management agencies. (See Exhibit #2.)

405. RECORDS DISPOSALS

Apply the Records Retention Schedule contained in the handbook for savings in space, equipment, and for accreditation compliance. Records eligible for disposal can be destroyed on an annual or fiscal basis. A 3-YEAR RETENTION CYCLE EXAMPLE: CURRENT YEAR RECORDS CREATED/RECEIVED PLUS 3 YEARS.

406. DISPOSAL CERTIFICATES

Records authorized for destruction should be destroyed as they become eligible. Prepare a 3-part certificate of records disposal. Send original, and copies to Police Records Center for County, and State compliance requirements. Retain a copy for your operating unit. (See Exhibit #3.)

407. RECORDS TRANSFERS

Record series eligible for destruction should be transferred to Police Records Center for bonded, and certified destruction. Coordinate with the Police Records Center for records transfers.

408. RECORDS CENTER SERVICES

The County Records Center offers cost free storage for inactive records. Follow these records transfer guidelines:

- . Pack records in records center cartons.
- . Keep records in the same order as they are maintained in the office files/drawers.
- . Attach label to carton for future reference. Fill in all spaces in printed labels. (See Exhibit #4.)
- . Number cartons in consecutive order.
- . Use the Records Transmittal/Receipt Form. Also, use this form for transferring records to Police Records Center for bonded destruction. (See Exhibit #5.)
- . Do not pack records with two different retention periods in the same carton.
- . Do not pack two different records series in the same carton.

409. ARCHIVAL RECORDS

The State Archives is the official repository for permanent records. Archival records are collected from local agencies for the benefit of scholars, and posterity. See records with PERMANENT retentions.

410. MICROGRAPHIC SERVICES

The County Office of Central Services offers micrographic services. Operating unit (s) should coordinate microfilm project (s) with the Police Records Center. Microfilming is not a "cure-all" for police records manpower problems. Microfilming is too expensive. Consider off-site storage for "inactive" records. If records are eligible for microfilming, budget for microfilming project(s)

411. PUBLIC RECORDS PENALTIES

Unless public/police records destruction is authorized by a Records Retention Schedule, the agency or person is subject to:

- . \$1,000 fine
- . 3 years prison

See Md. Code, Article 27, Section 45A, State Government, Section 10-639, and Cox v. State (1988).

501 ADMINISTRATIVE RECORDS

Includes correspondence, audit reports, contracts, surveys, studies, minutes, plans, transmittals, and other administrative records.

501-1 Audit Records

Includes internal/external audits, special reviews, surveys, and other management control records.

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| (1) | <u>CHRI Audit Records</u> | 131 | Destroy after 5 years. |
| | File A-Z by title/year date. | | |
| (2) | <u>County Audit Reports</u> | 22,28 92, 131 | Destroy after 5 years. |
| | File A-Z by title/year date. | | |
| (3) | <u>External Audit Reports</u> | 99 | Destroy after 5 years. |
| | File A-Z by title/year date. | | |
| (4) | <u>Federal Audit Reports</u> | 99 | Destroy after 5 years. |
| | File A-Z by title/year date. | | |
| (5) | <u>Fiscal Audit Reports</u> | 22,28 99, 131 | Destroy after 5 years. |
| | Includes county, federal, and independent fiscal audits. File A-Z by title/year date. | | |
| (6) | <u>Independent Audit Reports</u> | 99 | Destroy after 5 years. |
| | File A-Z by title/year date. | | |
| (7) | <u>Management Audit Reports</u> | 22, 131 | Destroy after 5 years. |
| | Includes performance audits by County Audits and Investigations. File A-Z by title/year date. | | |

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| (8) | <u>Personnel Audit Reports</u> Includes position audits by County Personnel Department. Unit 120: Include in the appli- cable employee personnel file. See Item 509-17. | 22,38 47,56 65,74 83,119 131,142 | Destroy after 5 years. |
| (9) | <u>Other Audit Reports</u> File A-Z by report title, and year date. | Appli- able unit(s) | Destroy after 5 years. |
| | | | |
| <u>501-2</u> | <u>Contract Records</u> Includes contracts, licenses, permits, and other contractual agreements for police services, property rentals, mutual aids, compacts, pension plans, insurance policies, and other cooperative arrangements. | | |
| (1) | <u>Compacts</u> Case file A-Z by participating agency, and year date. | 22 | Destroy 1 year after compact expiration. |
| (2) | <u>Contracts</u> Case file A-Z by contractor, and year date. | 21,33 145 | Destroy 1 year after contract expiration. |
| (3) | <u>County Government Agencies</u> Includes bi-county agreements. Case file A-Z by county agency, and year date. | 22, 129 | Destroy 1 year after contract expiration. |
| (4) | <u>Federal LEA Agreements</u> Case file A-Z by agency, and year date. | 22 | Destroy 1 year after contract expiration. |

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| (5) | <u>Labor/Management Contracts</u> | | 40 |
| | Includes agreements with Fraternal Order of Police, Police Civilian Employees Association, and American Federation of State, County, and Municipal Employees. | 22,34 119, 131 | Destroy 1 year after contract expiration. |
| | Case file A-Z by bargaining unit, and year date. | | |
| (6) | <u>Leases</u> | 22 | Destroy 1 year after lease expiration. |
| | Case file A-Z by lessee, and year date. | | |
| (7) | <u>Licenses</u> | 38,47 56,65 74,83 | Destroy 1 year after license expiration. |
| | Case file A-Z by licensee, and year date. | | |
| (8) | <u>Memoranda of Understanding</u> | 22,38 47,56 65, 131 | Destroy 1 year after contract expiration. |
| | Case file A-Z by participating agency, and year date. | | |
| (9) | <u>Micrographic Service Agreements</u> | 119, 131 | Destroy 1 year after contract expiration. |
| | File A-Z by participating agency, and year date. | | |
| (10) | <u>Mutual Aid Agreements</u> | 22,38, 47,56 65,74 83,113 | Destroy 1 year after agreement expiration. |
| | Case file A-Z by participating agency, and year date. | | |
| (11) | <u>Non-Disclosure Agreements</u> | 22, 131 | Destroy 1 year after contract expiration. |
| | Case file A-Z by recipient agency, and year date. | | |
| (12) | <u>Permits</u> | 38,47 56,65 74,83 122 | Destroy 1 year after permit expiration. |
| | Case file A-Z by permittee, and year date. | | |

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| (13) | <u>Police Service Contracts</u> | 22,38 47,56 65,74 83 | Destroy 1 year after contract expiration. |
| (14) | <u>Police Training Agreements</u> Case file A-Z by participating agency, and year date. | 22 | Destroy 1 year after contract expiration. |
| (15) | <u>Private Contracts</u> Includes crane/towing services contracts for damaged motor vehicles. Case file A-Z by agency, and year date. | 22 | Destroy 1 year after contract expiration. |
| (16) | <u>State LEA Agencies</u> Case file A-Z by agency, and year date. | 22 | Destroy 1 year after contract expiration. |
| (17) | <u>User Agreements</u> Includes municipal user agreements. Case file A-Z by participating agency, and year date. | 22, 131 | Destroy 1 year after contract expiration. |
| <u>501-3</u> | <u>Correspondence</u> Includes correspondence for internal, and external communications. | All Units | Unit 22: Destroy after 3 years. Other units: Minimum retention 30 days. Maximum retention 1 year. |

SPECIAL INSTRUCTIONS:

- . Arrange by primary subject, and sub-divide within related file group in descending order as needed.

- . Staple together all letters relating to each subject with the most recent on top.
- . See Paragraph 301-306 for subject filing instructions.
- . DO NOT MINGLE CORRESPONDENCE WITH DIRECTIVES (504).

501-4 Forms Files

Contains agency forms for internal/external information uses.

All
Unit(s)

Retain until superseded/obsolete, then destroy.

501-5 Inspection Records

Includes inspection for agency facilities, vehicles, equipment, records, personnel, investigative procedures, crime reporting practices, incident reports, and staff inspections for quality assurance operations.

22,38
47,56
65,74
83,106
131
Other
Unit(s)

Unit 106:
Destroy after 3 years.
Other units:
Destroy after 1 year.

Unit 106: Case file by assigned number, and subject caption.

501-6 Minutes Records

Includes minutes of meetings created by the Chief of Police, and other commanders.

Keep in 3-ring binder(s), and year date.

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| (1) | <u>Chief of Police</u> | 22,27 28,33 38,47 56,65 74,83 99,105 106,111 113,115 124,142 Other Unit(s) | Unit 106: Retain per- manently. Transfer per- iodically to Md. State Archives. Other units: Destroy after 1 year. |
| (2) | <u>Unit Commanders</u> Includes minutes of meetings by executive, administrative, command, and management staff. | 12,16 27,28 31,47 56,65 74,105 106,112 119,131 150,154 | Destroy after 1 year. |
| <u>501-7</u> | <u>Organization Charts</u> Includes staffing, and organ- ization charts. | 22,119 122,131 Other Unit(s) | Destroy when superseded or obsolete. |
| <u>501-8</u> | <u>Organization Records</u> Includes correspondence, and other records created and/or received by/from associations, agencies, institutions, boards, committees, commissions, societies, clubs, unions, councils, symposia, and other organized bodies. | 22,33 38,47 56,65 74,83 99,108 115,142 154 | |
| (1) | <u>Colleges/Universities</u> Case file A-Z by college or university, and year date. | 22 | Destroy after 3 years. |

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| (2) | <u>County Council</u> | 22 | Destroy after 3 years. |
| | Case file A-Z by committee, and year date. | | |
| (3) | <u>County Government Agencies</u> | 38,47 56,65 74,83 | Destroy after 3 years. |
| | Case file by A-Z agency name, and year date. | | |
| (4) | <u>Federal Courts</u> | 22 | Destroy after 3 years. |
| | Case file A-Z by agency name, and year date. | | |
| (5) | <u>Federal Government Agencies</u> | 38,47 56,65 74,83 113,142 | Destroy after 3 years. |
| | Case file A-Z by agency name, and year date. | | |
| (6) | <u>Federal Legislature</u> | 22 | Destroy after 3 years. |
| | Case file A-Z by committee (sub-), and year date. | | |
| (7) | <u>International Groups</u> | 22 | Destroy after 3 years. |
| | Case file A-Z by name organizat- ion, and year date. | | |
| (8) | <u>Law Enforcement Agencies</u> | 22,113 142 | Destroy after 3 years. |
| | Includes local, state, and federal criminal justice, prosecution, parole, correction, and detention agencies. | | |
| | Case file A-Z by agency name, and year date. | | |
| (9) | <u>Municipal Government Agencies</u> | 22 | Destroy after 3 years. |
| | Case file A-Z by agency name, and year date. | | |
| (10) | <u>Other Countries</u> | 22 | Destroy after 3 years. |
| | Case file A-Z by foreign state, and year date. | | |

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| (11) | <u>Other Committees</u> | 22,31 47,56 65,74 83,131 142 | Destroy after 3 years. |
| | Includes statutory, advisory, inter-agency, liaison, and task force committees. | | |
| (12) | <u>Private Organizations</u> | 19,28 33,38 47,56 65,74 83,142 154 | Destroy after 3 years. |
| | Includes private, civic, unions, neighborhood associations, clubs, councils, and other private organizations. | | |
| | Case file A-Z by name of organization, and year date. | | |
| (13) | <u>Private Security Agencies</u> | 22 | Destroy after 3 years. |
| | Includes private security agencies engaged in crime prevention activities. | | |
| | Case file A-Z by agency name, and year date. | | |
| (14) | <u>State Courts</u> | 22 | Destroy after 3 years. |
| | Case file A-Z by court name, and year date. | | |
| (15) | <u>State Government Agencies</u> | 22 | Destroy after 3 years. |
| | Case file A-Z by agency name, and year date. | | |
| (16) | <u>State Legislature</u> | 22 | Destroy after 3 years. |
| | Case file A-Z by committee (sub-), and year date. | | |
| 501-9 | <u>Planning Records</u> | | |
| | Includes correspondence, admin- istrative, operational, and management action plans. | | |

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| (1) | <u>Administrative Plans</u> File A-Z by plan, and year date. | All Units | Destroy after 5 years. |
| (2) | <u>Annual Management Plans</u> File A-Z by plan, and year date. | 12,14 16,22 28,38 47,56 65,74 83,119 131,142 | Destroy after 5 years. |
| (3) | <u>Division Plans</u> File A-Z by plan, and year date. | | Destroy when superseded or obsolete. |
| (4) | <u>Operations Plans</u> File A-Z by plan, and year date. | 122 | Destroy when superseded or obsolete. |
| (5) | <u>Other Plans</u> File A-Z by plan, and year date | 122 | Destroy when superseded or obsolete. |
| <u>501-10</u> | <u>Records Management Files</u> Includes disposal certificates, schedules, and record transfers. | | |
| (1) | <u>Records Center Lists</u> Includes transfers, and lists. File by year date. | 131 | Destroy after 3 years. |
| (2) | <u>Records Disposal Certificates</u> File by year date. | All Units | Destroy after 3 years. Unit 131: Destroy after 3 years. Other units: Destroy after 30 days. |

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| (3) | <u>Records Retention Schedules</u> File by year date. | All Units | Retain until superseded or revised, then destroy. |
| <u>501-11</u> | <u>Reports Transmittals</u> Includes police reports trans- mittals for records collections. | | |
| (1) | <u>Copy #1 (White)</u> File by year date. | 131 | Destroy after 1 year. |
| (2) | <u>Copy #2 (Yellow)</u> Merge with copy #3 (501-11-3). Unit 131: Return to source units. | 38,47 56,65 74,83 142,153 131 | Destroy after 1 year. |
| (3) | <u>Copy #3 (Pink)</u> Keep in 3-ring binder by CCN, and year date. | 38,47 56,65 74,83 131 | Destroy after 6 months. |
| <u>501-12</u> | <u>Student Intern Records</u> Includes correspondence with academic institutions for students enrolled in law enforcement programs. Case file A-Z by college or university, and year date. | 38,47 56,65 74,83 122,142 | Destroy after 1 year. |
| <u>501-13</u> | <u>Study/Survey Records</u> Includes administrative studies, and surveys for management operations. | 22,38 47,56 65,74 83,119 131 | Destroy after 3 years. |
| <u>501-14</u> | <u>Other Administrative Records</u> Includes other administrative records not listed in the above file categories. Conform to unit filing practice. | Appli- cable Unit(s) | Minimum retent- ion 30 days. Maximum retent- ion 3 years. |

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| <u>502-4</u> | <u>Commanders Information Reports</u> Includes special reports for bomb, civil disturbances, civil rights, cross burning, and injured persons incidents. Conform to unit filing practice. | 12,14 16,27 28,33 38,47 56,65 74,83 105,106 108,112 115,122 131,142 154 | Destroy after 30 days. |
| <u>502-5</u> | <u>Communication Bulletins</u> Conform to unit filing practice. | 13,16 22,23 27,28 38,47 56,65 74,83 105,106 107,113 115,124 131,142 154 Other Unit(s) | Unit 27: Destroy after 3 years. Other units: Destroy after 30 days. |
| <u>502-6</u> | <u>Crime Solvers Records</u> Includes periodic crime news releases for television scripts, and announcements. File by week, month, and year date. | 32 | Destroy after 3 years. |
| <u>502-7</u> | <u>Incident Reports</u> Includes copies of incident reports for District Station information. File by CCN, victim, sector, beat, crime category, day, month, and year date as needed. | 38,47 56,65 74,83 Other Unit(s) | Destroy after 30 days. |
| (1) | <u>Accident Reports</u> | | |
| (2) | <u>Arrest Reports (Adults)</u> | | |
| (3) | <u>Crimes Against Persons</u> | | |

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| (4) | <u>Crimes Against Property</u> | | |
| (5) | <u>Juvenile Citations</u> | | |
| (6) | <u>Youth Field Reports</u> | | |
| (7) | <u>Other Reports</u> | | |
| <u>502-8</u> | <u>Internal Electronic Messages</u> | 38,47 56,65 74,83 Other Unit(s) | Destroy after 30 days. |
| | Conform to unit filing practice. | | |
| <u>502-9</u> | <u>Line-Up Rosters</u> | 27,33 38,47 56,65 74,83 115 Other- Unit(s) | Destroy when superseded or obsolete. |
| | Includes suspect rosters for witness, and victim ident- ifications. | | |
| | File by year date. | | |
| <u>502-10</u> | <u>MILES/NCIC/NLETS Records</u> | | |
| | Includes telecommunications messages for stolen/recovered vehicles, license plates, boats, guns, securities, property, wanted persons, missing persons, and other inter/intra state law enforcement operations. Referred generically as TELETYPEs. | | |
| (1) | <u>Administrative Messages</u> | 131 152 | Destroy after 1 year. |
| | Includes internal/external for information purposes. | | |
| | Unit 131: Keep in Records Center Box by year date. | | |
| | Unit 152: Conform to present filing practice. | | |
| (2) | <u>Boats</u> | 131 152 | Destroy after 5 years. |
| | Unit 131: File in envelopes by CCN, and store in Records Center Box by year date. | | |
| | Unit 152: Keep by NCIC file#, day, and year date. Transfer to Police Records Center (131). | | |

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| (3) | <u>Guns</u> Unit 131: Merge with Incident Records (510-6). Unit 152: Keep by NCIC file number, day, and year date. Transfer to Police Records Center (131). | 131 152 | Destroy after 25 years. |
| (4) | <u>License Plates</u> Unit 131: Keep in Records Center Box by year date. Unit 152: Keep by NCIC file number, day, and year date. Transfer to Police Records Center (131). | 131 152 | Destroy 1 year after license expiration. |
| (5) | <u>Missing Persons</u> Unit 131: Keep in Records Center Box by year date. Unit 152: File A-Z by missing person. Separate adults from juveniles. | 131 152 | Destroy after 5 years. |
| (6) | <u>Property</u> Unit 131: Keep in Records Center Box by year date. Unit 152: Keep by NCIC file#, day, and year date. Transfer to Police Records Center (131). | 131 152 | Destroy after 5 years. |
| (7) | <u>Securities</u> Unit 131: Keep in Records Center Box by year date. Unit 152: Keep by NCIC file#, day, and year date. Transfer to Police Records Center (131). | 131 152 | Destroy after 5 years. |

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| (8) | <u>Vehicles</u> | 131 152 | Destroy after 5 years. |
| | Unit 131: Keep in Records Center Box by year date. | | |
| | Unit 152: Keep by NCIC file#, day, and year date. Transfer to Police Records Center (131). | | |
| (9) | <u>Wanted Persons</u> | 131 152 | Destroy after person located. |
| | Includes adults and juveniles wanted for felony, and mis- demeanor warrants. | | |
| | Unit 131: Keep in Records Center Box by year date. | | |
| | Unit 152: Keep by NCIC file#, day, and year date. Transfer to Police Records Center (131). | | |
| (10) | <u>Other Records</u> | 36,131 152 | Units 36/152: Destroy after 1 year. Unit 131: Destroy after 2 years. |
| | Includes other non-marked teletype records. | | |
| | Keep in Records Center Box by year date. | | |
| <u>502-11</u> | <u>Missing Persons Logs</u> | 38,47 56,65 74,83 | Destroy after 1 year. |
| | Includes records for missing persons, and runaways. | | |
| | File by year date. | | |
| <u>502-12</u> | <u>Newsletter Records</u> | 124 | Destroy after 1 year. |
| | Includes in-house publications for internal, and external information disseminations. | | |
| | Conform to unit filing practice. | | |
| (1) | <u>Featured Articles</u> | | |
| (2) | <u>Original Copies (Galley Proofs)</u> | | |

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| (3) | <u>Newsletter Files</u> | | |
| (4) | <u>Working Files</u> | | |
| <u>502-13</u> | <u>News/Press Releases</u> | 12,14 16,32 38,47 55,56 65,74 75,83 111,124 142 Other Units(s) | Minimum retention 30 days. Maximum retention 1 year. |
| | Includes media releases for major crimes, and incidents handled by field operations. | | |
| | Conform to unit filing practice. | | |
| <u>502-14</u> | <u>Newspaper Clippings</u> | 124 | Destroy after 1 year. |
| | Includes newspaper clippings for internal information. | | |
| <u>502-15</u> | <u>Other Messages</u> | 152 Other Unit(s) | Unit 152: Destroy after 1 year. Other units: Destroy after 30 days. |
| | Keep by NCIC file#, day, and year date. | | |
| (1) | <u>Received Messages</u> | | |
| (2) | <u>Replied Messages</u> | | |
| (3) | <u>Sent Messages</u> | | |
| <u>502-16</u> | <u>Prisoner Log Records</u> | 33,38 47,56 65,74 83,115 131,142 Other Unit(s) | Unit 131: Destroy after 1 year. Other units: Destroy after 3 years. |
| | Includes daily adult, alcohol, juvenile arrest, and property logs/records. | | |
| | Keep by day, month, year date, and separated. | | |
| (1) | <u>Alcohol Logs</u> | | |
| (2) | <u>Adult Logs</u> | | |
| (3) | <u>Juvenile Logs</u> | | |

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| (4) | <u>Property Logs (Adult)</u> | | |
| (5) | <u>Property Logs (Juveniles)</u> | | |
| <u>502-17</u> | <u>Radio Records</u> Includes records for radio, and pager superseded unit assignments. Conform to unit filing practice. | 27 | Destroy when updated or superseded. |
| <u>502-18</u> | <u>Rosters/Directories</u> Includes personnel rosters, compliments, listings, and registers for departmental personnel use. Keep in 3-ring binders apart from subject files. Store in bookcase(s) for user access. | All Unit(s) | Destroy when superseded or obsolete. |
| <u>502-19</u> | <u>Telephone Records</u> Includes telephone messages/ records for internal/external communications. File by month, and year date. | All Unit(s) | Destroy after 30 days. |
| <u>502-20</u> | <u>Teletype Write-Up Records</u> Includes handwritten messages for internal, and external recipients. | 152 | Destroy after 1 year. |
| <u>502-21</u> | <u>Training Bulletins</u> Includes in-house training bulletins issued by Police Academy. File by month, and year date. | 10,27 28,31 119,122 154 Other Unit(s) | Unit 10: Destroy after 2 years. Other units: Destroy after 1 year. |

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| <u>502-22</u> | <u>Vehicle Impound Records</u> | 27,38 47,56 65,74 83,152 | Destroy after 1 year. |
| | Includes duplicate vehicle impound reports for internal information. | | |
| | File by day, month, and year date. | | |
| <u>502-23</u> | <u>Vehicle Repossessions</u> | 27 152 | Destroy after 1 year. |
| | Includes repossessed private vehicles for non-payment. | | |
| | Keep in fastener(s) by year date. | | |
| <u>502-24</u> | <u>Other Communication Records</u> | Appli- cable Unit(s) | Minimum retent- ion 30 days. Maximum retent- ion 1 year. |
| | Includes other records not listed in above file categories. | | |
| | Conform to unit filing practice. | | |

503 DATANOMICS RECORDS

Includes machine/computer readable records, and other non-paper media records.

503-1 Automated Identification System

Includes computerized fingerprints for missing children, criminal offenders, and applicants.

. Separate adult, and juvenile prints by special file codes.

. See User's Manual for system access.

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| (1) | <u>Adult Prints</u> | 129 | Delete when offender becomes 75 years old. Retain in inactive file until defendant reaches age 75, then destroy. |
| (2) | <u>Affiliated LEA Prints</u> | 129 | Delete when offender becomes 25 years old. |
| (3) | <u>Deceased Prints</u> Includes dead prints for adults, juveniles, and victims. | 129 | Delete after 1 year. |
| (4) | <u>Civilian Prints</u> | 129 | Delete 1 year after employee separation. |
| (5) | <u>Fortune Teller Prints</u> | 129 | Purge periodically with new printing. |

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| (6) | <u>Hacker/Taxi Driver Prints</u> | 129 | Purge periodically with new printing. |
| (7) | <u>Juvenile Prints</u> | 129 | Delete when offender becomes 21 years old. |
| (8) | <u>Masseuse Prints</u> | 129 | Purge periodically with new printing. |
| (9) | <u>Missing Children Prints</u> | 129 | Delete after 7 years from date reported. |
| (10) | <u>Non-Affiliated LEA Prints</u> | 129 | Delete when offender becomes 75 years old. |
| (11) | <u>Police Prints</u> | 129 | Delete 1 year after employee separation. |
| (12) | <u>Studio Model Prints</u> | 129 | Purge periodically with new printing. |
| 503-2 | <u>Computer Assisted Dispatch System</u> | | |
| | Includes on-line information for police/citizen calls for service. | | |
| (1) | <u>Complaint History File</u> | 37 | Delete after 30 days. Recycle purged disk/tape. |
| (2) | <u>Directory File</u> | 37 | Delete when file updated. |
| (3) | <u>Geo-File</u> | 37 | Delete when file updated. |
| (4) | <u>Personnel File</u> | 37 | Delete when file updated. |

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| (5) | <u>Premise History File</u> | 37 | Delete when file updated. |
| (6) | <u>Skills File</u> | 37 | Delete when file updated. |
| <u>503-3</u> | <u>Electronic Mail System</u> | 12,14 16,21 38,47 56,65 74,83 112,122 131,142 155 | Delete message after displayed. |
| <u>503-4</u> | <u>Name Index System</u> Includes computerized information system for agency personnel. Note: Merged with Police Management System. See Item 503-5. For system access, see <u>Name Index Manual</u> . | 12,14 16,22 38,47 56,65 74,83 122,131 142,148 152,155 | |
| (1) | <u>Accident File</u> | 131 | Delete after 3 years. |
| (2) | <u>Adult File</u> | 131 | Retain until offender becomes 75 years old, then destroy. Deceased files, purge after 1 year. |
| (3) | <u>Incident File</u> | 131 | Retain for 25 years, then destroy. |

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| (4) | <u>Juvenile File</u> | 131 | Retain until offender becomes 21 years old, then destroy. |
| 503-5 | <u>Police Management System</u> | 09,12 14,16 27,36 38,47 56,65 74,83 92,96 126,129 131,133 145,152 | Retain for 25 years, then destroy. Apply above disposition standard to all computer files listed below. |
| | Includes computerized dispatch, incident, accident, alcohol, property, adult, juvenile, and fingerprint information stored in main frame disks, and tapes. | | |
| | For system access, see <u>Police User's Manual.</u> | | |
| (1) | <u>Adult Arrest Reports</u> | | |
| (2) | <u>CAD Records</u> | | |
| | Includes information exchanges between dispatchers, and officers with/without incident reports. | | |
| (3) | <u>Computer Aided Dispatch Reports</u> | | |
| (4) | <u>Crime Analysis Reports</u> | | |
| (5) | <u>Incident Reports</u> | | |
| | Includes crimes against persons, property, and society, including non-criminal events. | | |
| (6) | <u>Juvenile Arrest Reports</u> | 131 | Retain until offender becomes 21 years old, then delete. |
| (7) | <u>Person Reports</u> | | |
| (8) | <u>Property Reports</u> | | |

| | | | |
|--------------|--|--|---|
| (9) | <u>Suspect Reports</u> | | |
| (10) | <u>UCR Reports</u> | | |
| (11) | <u>Vehicle Reports</u> | | |
| (12) | <u>Other Reports</u> | 131 | Delete when offender becomes 18 years old, then destroy. |
| | Including juvenile loitering/curfew violations. | | |
| <u>503-6</u> | <u>Personal Computer System</u> | 9,19 27,92 99,119 122,131 Other Unit(s) | Purge file when no longer needed. Re-use disk or tape. Live documentation remains with unit for reassignment. |
| | Includes on-line information processed by stand-alone/dedicated personal computers paid for by county or personal funds. | | |
| <u>503-7</u> | <u>Property Recovery System</u> | 9,12 14,16 22,27 36,38 47,56 65,74 83,126 129,131 132,142 154 | Purge file after 1 year. |
| | Includes computerized precious metals, and pawn property bought/sold by dealers. See Item 513-13. | | |
| | Note: For system access, see <u>Property Recovery Manual.</u> | | |

503-8

Word Processing System

Includes office automation records processes by shared/main frame word processing equipment.

8,9
12,14
16,21
27,38
47,56
65,74
83,95
99,107
108,113
119,122
154

Purge file when no longer needed. Re-use disk or tape.

503-9

Other Records

Includes digitized records/other electronic images stored in optical devices/non-paper based systems not listed in above file categories.

Appli-
cable
Unit(s)

Purge file when no longer needed. Re-use disk or tape.

Conform to unit filing practice.

504 DIRECTIVES RECORDS

Includes internal/external policy memoranda, general orders, rules, regulations, procedures, and other instructional materials to direct present, and future police operations.

SPECIAL INSTRUCTIONS:

- . Keep in 3-ring binder(s).
- . Store in bookcase(s).
- . File A-Z by type, and number.
- . Index by subject, and number.
- . Keep apart from other records.
- . Distribute to affected units.
- . Establish acknowledgment procedures.
- . Follow updating procedures.
- . Purge obsolete issuances.
- . Adhere to disposition standards.

504-1 County Government Directives

Includes directives issued by the County Executive, and/or Chief Administrative Officer.

Destroy when superseded or obsolete.

Apply above disposition standard to all directives listed below.

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|-----|----------------------------------|--|
| (1) | <u>Administrative Directives</u> | 22 |
| (2) | <u>Administrative Orders</u> | 5, 38 47, 56 65, 74 83, 107 115, 131 |

| | | | |
|--------------|---|--|--------------------------------------|
| (3) | <u>Administrative Procedures</u> | 7,22 38,47 56,65 74,83 99,107 124,131 132,142 154 | |
| (4) | <u>Executive Orders</u> | 22,38 47,56 65,74 83,107 112,131 147,154 | |
| (5) | <u>Memoranda</u> | 22,122 | |
| (6) | <u>Operations Memoranda</u> | 22,38 47,56 65,74 83 | |
| (7) | <u>Special Orders</u> | 22,122 | |
| (8) | <u>Uniform Operations Memoranda</u> | 38,47 56,65 74,83 | |
| <u>504-2</u> | <u>External Directives</u> | 122,131 | Destroy when superseded or obsolete. |
| <u>504-3</u> | <u>Governor's Executive Orders</u> | 22,131 | Destroy when superseded or obsolete. |
| | Includes executive orders issued by the Governor of Maryland. | | |
| | Keep in 3-ring binder(s). | | |

504-4 Internal Directives

Includes directives issued by
the Chief of Police.

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|-----|-------------------------------|--|--|
| (1) | <u>Current Directives</u> | All Unit(s) | Destroy when superseded or obsolete. |
| (2) | <u>Directives (Proposals)</u> | 12,14 16,22 27,28 38,47 56,65 74,83 99,105 106,115, 122,127 131,154 Other Unit(s) | Minimum retent- ion 30 days. Maximum retent- ion 1 year. |
| (3) | <u>Directives (Rescinded)</u> | 122 | Microfilm hardcopy. Destroy hard- copy after film inspect- ion. Retain film cartridges permanently. Transfer cart- ridges period- ically to MD. State Archives. |
| (4) | <u>General Orders</u> | 22,27 28,38 47,56 65,74 83,105 112,122 124,131 132,142 Other Unit(s) | Destroy when superseded or obsolte. |

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|--------------|--|----------------------------|--------------------------------------|
| <u>504-7</u> | <u>U.S. Executive Orders</u> Conform to unit filing practice. | 22,131 | Destroy when superseded or obsolete. |
| <u>504-8</u> | <u>Other Directives Records</u> Includes other records not listed in above file categories. Conform to unit filing practice. | Appli- cable Unit(s) | Destroy when superseded or obsolete. |

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| <u>505-7</u> | <u>Contingency Plans</u> | 22,142 | Destroy when superseded or obsolete. |
| | Includes contingency plans for emergency occurrences in correctional or other institutions. | | |
| | File A-Z by plan, and year date. | | |
| <u>505-8</u> | <u>Desegregation Plans</u> | 22,142 | Destroy when superseded or obsolete. |
| | File A-Z by plan, and year date. | | |
| <u>505-9</u> | <u>Emergency Evacuation Plans</u> | 33,38 47,56 65,74 83,105 115,131 142 | Destroy when superseded or obsolete. |
| | File A-Z by plan, and year date. | | |
| <u>505-10</u> | <u>Emergency Notification Records</u> | 27,142 | Destroy when superseded or obsolete. |
| | Includes notification records for businesses affected by emergency conditions. | | |
| | File by year date. | | |
| <u>505-11</u> | <u>Emergency Radio Network Plans</u> | 131 | Destroy when superseded or obsolete. |
| | File A-Z by plan, and year date. | | |
| <u>505-12</u> | <u>Hazardous Substance Plans</u> | 22,131 | Destroy when superseded or obsolete. |
| | File A-Z by plan, and year date. | | |
| <u>505-13</u> | <u>Hostage Operations Plans</u> | 22,142 | Destroy when superseded or obsolete. |
| | File A-Z by plan, and year date. | | |
| <u>505-14</u> | <u>Labor Strike Plans</u> | 22,125 142 | Destroy when superseded or obsolete. |
| | File A-Z by plan, and year date. | | |
| <u>505-15</u> | <u>Mobilization Plans</u> | 12,14 16,22 38,47 56,65 74,83 131,142 | Destroy when superseded or obsolete. |
| | Includes countywide plans for county buildings, and facilities. | | |
| | File A-Z by plan, and year date. | | |

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|---------------|--|---|--|
| <u>505-16</u> | <u>Mutual Aid Plans</u> | 12,14 16,22 27,38 47,56 65,74 83,142 | Destroy when superseded or obsolete. |
| | Includes natural/man -made events/other occurrences plans. | | |
| | File A-Z by plan, and year date. | | |
| <u>505-17</u> | <u>Natural Disaster Plans</u> | 12,14 16,22 27,142 | Destroy when superseded or obsolete. |
| | Includes floods, hurricanes, earthquakes, explosions, and tornadoes. | | |
| | File A-Z by plan, and year date. | | |
| <u>505-18</u> | <u>Nuclear Warfare Plans</u> | 12,14 16,22 142 | Destroy when superseded or obsolete. |
| | Includes emergency assistance for atomic, hydrogen, and nuclear attacks. | | |
| | File A-Z by plan, and year date. | | |
| <u>505-19</u> | <u>Physical Security Plans</u> | 27,38 47,56 65,74 83,131 | Destroy when superseded or obsolete. |
| | Includes security plans for police facilities, and buildings. | | |
| | File A-Z by plan, and year date. | | |
| <u>505-20</u> | <u>Public Safety Master Plans</u> | 22,150 | Destroy when superseded or obsolete. |
| | File A-Z by plan, and year date. | | |
| <u>505-21</u> | <u>Public Service Security Records</u> | 47 | Destroy after 1 year. |
| | Includes daily public service security authorization records. | | |
| | File by plan, and year date. | | |
| <u>505-22</u> | <u>Snow Emergency Plans</u> | 38,47 56,65 74,83 142 | Destory when superseded or obsolete. |
| | File A-Z by plan, and year date. | | |
| <u>505-23</u> | <u>Special Events Coverage Plans</u> | 22,142 | Destroy when superseded or obsolete. |
| | File A-Z by event plan, and year date. | | |

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|---------------|---|--------------------------------|--------------------------------------|
| <u>505-24</u> | <u>Tactical Dispatch Plans</u> Includes dispatching plans for crimes in progress, and other tactical operations. File A-Z by plan, and year date. | 27 | Destroy when superseded or obsolete. |
| <u>505-25</u> | <u>Terrorist Control Plan</u> File A-Z by plan, and year date. | 142 | Destroy when superseded or obsolete. |
| <u>505-26</u> | <u>Traffic Control Plans</u> Includes contingency plans for traffic management. File A-Z by plan, and year date. | 31,47 56,65 74,83 142 | Destroy when superseded or obsolete. |
| <u>505-27</u> | <u>VIP Security Plans</u> Includes protection services for executive personnel. File A-Z by plan, and year date. | 22,56 142 | Destroy when superseded or obsolete. |
| <u>505-28</u> | <u>Water Emergency Operations Plans</u> File A-Z by plan, and year date. | 22,142 | Destroy when superseded or obsolete. |
| <u>505-29</u> | <u>Other Emergency Records</u> Includes other emergency related records not listed in above file categories. Conform to unit filing practice. | Appli- cable Unit(s) | Destory when superseded or obsolete. |

506 FINGERPRINT RECORDS

Includes fingerprints, and palm prints for criminal, and non-criminal identification.

506-1 Affiliated LEA Prints

Includes adult, juvenile, and latent prints collected from affiliated police departments.

File by agency assigned number, and identification number.

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|-----|------------------------|-----|--|
| (1) | <u>Adult Prints</u> | 129 | Retain until offender becomes 75 years old, then return to originating agency for destruction. |
| (2) | <u>Juvenile Prints</u> | 129 | Retain until offender becomes 21 years old, then return to originating agency for destruction. |
| (3) | <u>Latent Prints</u> | 129 | Return to originating agency after analysis for destruction. |

506-2 Criminal Prints

Includes fingerprints for adult, and juvenile offender identifications.

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|-----|---------------------|-----|---|
| (1) | <u>Adult Prints</u> | 129 | Retain 1 MASTER fingerprint card until offender becomes 75 years old, then destroy. |
|-----|---------------------|-----|---|
- File by identification number.
Keep apart from juvenile prints.

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|--------------|--|---|---|
| (2) | <u>FBI Prints</u> Includes adult prints rejected by FBI. | 33,38 47,56 65,74 83,115 129,131 142 | Destroy after 30 days. |
| (3) | <u>Juvenile Prints</u> File by identification number. Keep apart from adult offenders. | 129 | Retain until offender be- comes 21 years old, then destroy. |
| <u>506-3</u> | <u>Deceased Prints</u> Includes 10-prints for deceased adults, juveniles, and victims. | | |
| (1) | <u>Adult Prints</u> Keep by identification number. Keep apart from juvenile offenders. Notify Police Records Center, FBI, and MD. CJIS-CR. | 129 | Destroy after 10 years. |
| (2) | <u>Juvenile Prints</u> Keep by identification number. Keep apart from adult offenders. Notify Police Records Center. | 129 | Destroy after 10 years. |
| (3) | <u>Victims</u> Keep apart from other prints. File by CCN, and year date. | 129 | Destroy after 10 years. |
| <u>506-4</u> | <u>Non-Affiliated LEA Prints</u> Includes adult, and juvenile prints collected from non- alliliated local, state, and federal law enforcement agencies. | | |

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|--------------|--|-----|--|
| (1) | <u>Adult Prints</u> | 129 | Retain 1 MASTER fingerprint card until offender becomes 75 years old. Return duplicate prints to originating agency for destruction. |
| | Keep by file number, and agency identification number. | | |
| | Keep apart from juvenile prints. | | |
| (2) | <u>Juvenile Prints</u> | 129 | Retain until offender becomes 18 years old. Return to originating agency for destruction. |
| | Keep by file number and agency identification number. | | |
| | Keep apart from adult prints. | | |
| <u>506-5</u> | <u>Non-Criminal Prints</u> | | |
| | Includes fingerprints for employment, and licensing. | | |
| (1) | <u>Civilian Employees</u> | 129 | Destroy 1 year after employee separation. |
| | Includes fingerprints for agency employees engaged in police support operations. | | |
| | File A-Z by employee name. | | |
| (2) | <u>Fortune Tellers</u> | 129 | Destroy 1 year after last printing. |
| | Includes fingerprints for licensed persons engaged in fortune telling activities. | | |
| | File by year date. | | |
| (3) | <u>Hackers/Taxi Drivers</u> | 129 | Destroy 1 year after last printing. |
| | Includes fingerprints for licensed persons engaged in passenger carrying vehicles. | | |
| | File by year date. | | |

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|-----|--|-----|---|
| (4) | <u>Inked Prints</u> Includes fingerprints for identified deceased offenders/victims. File by CCN. | 129 | Destroy after 10 years from date printed. |
| (5) | <u>Masseurs/Masseuses</u> Includes fingerprints for licensed massage establishment personnel. File by year date. | 129 | Destroy 1 year after last date printed. |
| (6) | <u>Missing Children</u> Includes fingerprints for missing children. See Item 503-1. File by assigned number. | 129 | Destroy after 7 years from date reported. |
| (7) | <u>Police</u> Includes fingerprints for agency police personnel engaged in law enforcement operations. File A-Z by name. | 129 | Destroy 1 year after employee separation. |
| (8) | <u>Studio Models</u> Includes fingerprints for licensed commercial model studio personnel. File by year date. | 129 | Destroy 1 year after last date printed. |

506-6

Other Print Records

Includes other fingerprint related records not listed in above file categories.

Conform to unit filing practice.

Appli-
cable
Unit(s)

Minimum retent-
ion 30 days.
Maximum retent-
ion 1 year.

507 FISCAL RECORDS

Includes records for agency budget preparation, revenue collection, disbursement, payroll, procurement, and other fiscal operations.

507-1 Bad Check Transmittals 99 Destroy after 1 year.

Includes records for non-collectible checks.

File by fiscal year.

507-2 Bank Deposits 99,125 Destroy after 131 1 year.

Merge with revenue collection records. See 507-17.

507-3 Bills/Invoices 38,47 Unit 99:
56,65 Destroy after
74,83 3 years.
99,131 Other units:
Destroy after 1 year.

Includes receipts/bills/invoices for expenditures/payments.

507-4 Budget Records 99, Unit 99:
Other Destroy after
Unit(s) 3 years.
Other units:
Destroy after 1 year.

Includes estimates/requests/other records for operating budget preparation.

507-5 Capital Budget Records 38,47 Unit 99:
56,65 Destroy after
74,83 3 years.
99,105 Other units:
115,142 Destroy after 1 year.

Includes estimates/projections/other related records for capital improvement expenditures.

File by fiscal year.

507-6 Collection/Transmittal Records 27,38 Unit 99:
47,56 Destroy after 3
65,74 years.
83,99 Other units:
126,131 Destroy after
142 1 year.

Includes turn-in moneys for courts, tapes, and antennas. See Item 507-17.

File by fiscal year.

| | | | |
|---------------|--|-------------------------|---|
| <u>507-7</u> | <u>Expense Reimbursements</u> Includes employee expense reimbursement records. | 99 | Destroy after 2 years. |
| <u>507-8</u> | <u>Journal Entry Records</u> Includes expense records for abandoned vehicles, and narcotics funds. Keep by fiscal year. | 99, 113 | Unit 99: Destroy after 3 years. Unit 113: Destroy after 1 year. |
| <u>507-9</u> | <u>Payment Records</u> Includes payments for goods/ service purchased from vendors. File A-Z by vendor, month, and fiscal year. | 99 | Destroy after 2 years. |
| <u>507-10</u> | <u>Pay Schedule Records</u> Includes salary information for union, crossing guard, sworn, and general scale personnel. Keep in 3-ring binder(s), and by year date. | 99, 119 | Destroy when superseded or obsolete. |
| <u>507-11</u> | <u>Payroll Records</u> Includes daily personnel reports, time sheets, and other records for payroll. Unit 99: File A-Z by station, unit, squad, etc., and by payroll period, and fiscal year. Other units: File by payroll period, and fiscal year. | 99, Other Unit(s) | Unit 99: Destroy after 3 years. Other units: Destroy after 1 year. Apply above disposition standards to all payroll records listed below. |

| | | | |
|---------------|---|------------------------|--|
| (1) | <u>Athletic Events Compensation</u> Conform to unit filing practice. | 99 Other Unit(s) | |
| (2) | <u>Bi-Weekly Strength Records</u> Conform to unit filing practice. | 99 Other Unit(s) | |
| (3) | <u>Compensatory Pay</u> Conform to unit filing practice. | 99 Other Unit(s) | |
| (4) | <u>Court Compensation</u> Conform to unit filing practice. | 99 Other Unit(s) | |
| (5) | <u>Holiday Compensation</u> Conform to unit filing practice. | 99 Other Unit(s) | |
| (6) | <u>Overtime Compensation</u> Conform to unit filing practice. | 99 Other Unit(s) | |
| (7) | <u>Time Sheets/Daily</u> Merge with applicable payroll records. See Item 507-11. | 99 Other Unit(s) | |
| <u>507-12</u> | <u>Petty Cash Records</u> Includes payment requests, receipts, and cash reconciliation vouchers for petty cash operations. Keep by fiscal year. | 99 Other Unit(s) | Retain 1 year, and until audited by County Auditor, then destroy. Other units: Destroy after 1 year. |

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|---------------|--|---|---|
| <u>507-13</u> | <u>Purchase Records</u> Includes purchase orders for supplies, equipment, and other services. File by fiscal year. | 22,99 131,145 Other Unit(s) | Unit 99: Destroy after 2 years. Other units: Destroy after 1 year. |
| (1) | <u>Field Purchase Orders</u> Includes field purchase orders, invoices, and other related records for materials/supplies. Case file A-Z by vendor, and fiscal year. | 22,99 131,145 Other Unit(s) | Unit 99: Destroy after 2 years. Other units: Destroy after 1 year. |
| (2) | <u>Purchase Orders</u> Includes purchase orders, invoices, and other related records for goods/service over \$300.00. Attach/staple to applicable purchase order. | 22,99 131,145 Other Unit(s) | Unit 99: Destroy after 2 years. Other units: Destroy after 1 year. |
| <u>507-14</u> | <u>Receipts</u> Includes receipts for clothing, equipment, police report sales, and other revenues/expenditures. | | |
| (1) | <u>Clothing Allowances</u> Conform to unit filing practice. | 145 | Destroy after 2 years. |
| (2) | <u>Equipment Allowances</u> Conform to unit filing practice. | 145 | Destroy after 2 years. |
| (3) | <u>Report Sales</u> Unit 99: Merge with revenue collection records. See Item 507-17. Unit 131: File by fiscal year. | 26,38 47,56 65,74 83,99 131,142 Other Unit(s) | Unit 99: Destroy after 2 years. Other units: Destroy after 1 year. |

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|---------------|--|-----------------------------------|---|
| (4) | <u>Vehicle Impounds</u> Includes receipts for vehicle impound storage/towing fees. | 155 | Destroy after 3 years. |
| <u>507-15</u> | <u>Receiving Reports</u> Attach/staple to applicable purchase order. See Item 507-13. | 99 Other Unit(s) | Unit 99: Destroy after 2 years. Other units: Destroy after 1 year. |
| <u>507-16</u> | <u>Requisition Records</u> Includes requisitions for consumable office supplies, equipment, and other services. | | |
| (1) | <u>Equipment/Supplies</u> File by fiscal year. | 99 Other Unit(s) | Unit 99: Destroy after 2 years. Other units: Destroy after 1 year. |
| (2) | <u>Printing/Binding</u> File by month, and fiscal year as needed. | 99,124 154 Other Unit(s) | Unit 99: Destroy after 2 years. Other units: Destroy after 1 year. |
| (3) | <u>Stores Requests</u> Includes quarterly requisitions for consumable office supplies/equipment expenditures. Unit 99: File A-Z by district station, and fiscal year. Other units: File by fiscal year. | 38,47 56,65 74,83 99 | Unit 99: Destroy after 2 years. Other units: Destroy after 1 year. |

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| <u>507-17</u> | <u>Revenue Collection Records</u> Includes receipts, transmittals, and bank deposits for police records sales, and property auction sales. See 507-6. Unit 99: Keep by unit, month, and fiscal year. Other units: File by fiscal year. | 38,47 56,65 74,83 99,126 131,142 | Unit 99: Destroy after 2 years. Other units: Destroy after 1 year. |
| <u>507-18</u> | <u>Special Fund Records</u> Includes expenditure records for intelligence operations. File by fiscal year. | 135 Other Unit(s) | All Units: Retain for 2 years, and until audited by County Auditor, then destroy. |
| <u>507-19</u> | <u>Travel Vouchers</u> Includes employee travel expense records. File by fiscal year. | .99. Other Unit(s) | Unit 99: Destroy after 2 years. Other units: Destroy after 1 year. |
| <u>507-20</u> | <u>Other Fiscal Records</u> Includes other fiscal related records not listed in above file categories. Conform to unit filing practice. | Other Unit(s) | Minimum retention 1 year. Maximum retention 2 years. |

508 LEGISLATIVE/LEGAL RECORDS

Includes local, state, federal laws, legal opinions, and other related records.

508-1 Civil Suits

Includes civil suits filed in circuit, and federal courts for police misconduct cases.

Case file A-Z by defendant, and year date.

| | | | |
|-----|----------------------------|---------------|---|
| (1) | <u>Circuit Court Cases</u> | 22,111 131 | Destroy 3 years after final court decision. |
|-----|----------------------------|---------------|---|

| | | | |
|-----|----------------------------|---------------|---|
| (2) | <u>Federal Court Cases</u> | 22,111 131 | Destroy 3 years after final court decision. |
|-----|----------------------------|---------------|---|

508-2 Laws

Includes county ordinance, state, and federal laws.

Destroy when updated or obsolete. Apply above disposition standard to all laws listed below.

| | | | |
|-----|--------------------------|--|--|
| (1) | <u>County Ordinances</u> | 5,22 47,56 65,74 83,119 131,142 155 | |
|-----|--------------------------|--|--|

File A-Z by subject, bill, number, and year date.

| | | | |
|-----|---------------------|--|--|
| (2) | <u>Federal Laws</u> | 7,22 38,47 56,65 74,83 115,131 133,142 154 | |
|-----|---------------------|--|--|

File A-Z by subject, number, and year date.

| | | | |
|--------------|---|--|---|
| (3) | <u>State Laws</u> | 5,38 47,56 65,74 83,131 155 | |
| | File A-Z by subject, number, and year date. | | |
| (4) | <u>Other State Laws</u> | 22,131 | |
| | File A-Z by subject, originating state, and year date. | Other Unit(s) | |
| <u>508-3</u> | <u>Legal Opinions</u> | 22,28 33,38 47,56 65,74 83,115 131,133 142,154 | Destroy when superseded or obsolete. Apply above disposition standard to all legal opinions listed below. |
| | Includes legal opinions/ advisories issued by police legal advisors, state, and federal courts. | | |
| | File A-Z by subject, and year date. | | |
| (1) | <u>County Law Office</u> | | |
| (2) | <u>Police Legal Advisors</u> | | |
| (3) | <u>State Attorney General</u> | | |
| (4) | <u>U.S. Attorney General</u> | | |
| <u>508-4</u> | <u>Maryland House Bills</u> | 22,28 131 | Destroy after 1 year. |
| | File A-Z by title, number, and year date. | Other Unit(s) | |
| <u>508-5</u> | <u>Maryland Senate Bills</u> | 22,28 131 | Destroy after 1 year. |
| | File A-Z by title, number, and year date. | Other unit(s) | |
| <u>508-6</u> | <u>Resolutions</u> | 22 | Destroy when obsolete. |
| | Includes resolutions adopted by the County Council, Maryland General Assembly, and U.S. Congress. | Other Unit(s) | Apply above disposition standard to all resolutions listed below. |

| | | | |
|--------------|---|----------------------------|-----------------------------------|
| (1) | <u>County Government</u> | 22 | |
| | File A-Z by subject, and year date. | | |
| (2) | <u>Federal Government</u> | 22 | |
| | File A-Z by subject, and year date. | | |
| (3) | <u>State Government</u> | 22 | |
| | File by subject, and year date. | | |
| <u>508-7</u> | <u>U.S. House Bills</u> | 22 | Destroy when updated or obsolete. |
| | File A-Z by title, number, and year date. | | |
| <u>508-8</u> | <u>U.S. Senate Bills</u> | 4,22 131 | Destroy when updated or obsolete. |
| | File A-Z by title, number, and year date. | | |
| <u>508-9</u> | <u>Other Legal Records</u> | Appli- cable Unit(s) | Destroy when updated or obsolete. |
| | Includes other legislation related records not listed in above file categories. | | |
| | Conform to unit filing practice. | | |

509 PERSONNEL RECORDS

Includes employee career development, selection, recruitment, promotion, examination, training, grievance, health/safety, discipline, leave, evaluation, and other related personnel records.

509-1 Case Disposition Records 107

Includes conduct/performance investigations with case dispositions.

See Item 509-11 for disposition.

Include in the applicable Internal Affairs File. See Item 509-11.

509-2 Eligibility Certificates 119

Includes certificates/lists for civilian positions/employees eligible for hiring.

Keep in 3-ring binder(s), and year date.

(1) Eligible Certificates 119

Conform to unit filing practice.

Destroy after 1 year.

(2) Ineligible Certificates 119

Conform to unit filing practice.

Destroy after 1 year.

509-3 Employee Action Notifications 119

Includes EAN's, and employee history cards/ledgers for employee personnel actions.

Merge with applicable employee personnel file (509-17).

Transfer to County Personnel 10 days after employee separation for 75 years retention.

| | | | |
|--------------|---|-----|---|
| (1) | <u>Civilian EAN's</u> | 119 | |
| (2) | <u>Crossing Guard EAN's</u> | 119 | |
| (3) | <u>Police EAN's</u> | 119 | |
| <u>509-4</u> | <u>Employment Applications</u> | 119 | Tested/failed/ rejected appli- cations: Destroy after 1 year. |
| | Includes employment applic- ations/resumes, other related records for police employment. | | |
| | <u>SPECIAL INSTRUCTIONS:</u> | | Apply above disposition standard to all positions listed below. |
| | . Separate passed, failed, rej- ected, or non-scheduled applicants. | | |
| | . Keep applications by employment category. | | |
| | . Include applications selected for employment in the applicable official Personnel File. See Item 509-17. | | |
| (1) | <u>Civilian Positions</u> | 119 | |
| | File A-Z by applicant name, and test date. | | |
| (2) | <u>Crossing Guard Positions</u> | 119 | |
| | File A-Z by applicant name, and test date. | | |
| (3) | <u>Police Positions</u> | 119 | |
| | File A-Z by applicant name, and test date. | | |
| (4) | <u>Other Positions:</u> | 119 | |
| | Includes police applicants from other states. | | |
| | File A-Z by applicant name, state, and year date. | | |

| | | | |
|--------------|---|--------------|---|
| <u>509-5</u> | <u>Employment Investigation Records</u> | 4,119 132 | Destroy after 10 years from date hired/non- hired. |
| | Includes pre-employment/ background investigations for civilian, and police personnel, including personal history statements. | | |
| | <u>SPECIAL INSTRUCTIONS:</u> | | Apply above disposition standard to all records listed below. |
| | . Keep in secure area. | | |
| | . Keep apart from personnel files. | | |
| | . Keep in locked file cabinet. | | |
| | . Limit access to authorized personnel. | | |
| | . Separate hired, and non-hired applicants. | | |
| (1) | <u>Civilian Applicants</u> | 4,119 132 | |
| | Case file A-Z by applicant name, and year date. | | |
| (2) | <u>Crossing Guard Applicants</u> | | |
| | Case file A-Z by applicant name, and year date. | | |
| (3) | <u>Police Applicants</u> | 4,119 132 | |
| | File A-Z by applicant name, and year date. | | |

| | | | |
|-------|--|-----|---|
| 509-6 | <u>Examination Records</u> | 119 | Destroy after 3 years. |
| | Includes examination records for civilian crossing guard, recruitments and promotions. | | Apply above disposition standard to all tests list- ed below. |
| | <u>SPECIAL INSTRUCTIONS:</u> | | |
| | . Keep apart from personnel files. | | |
| | . Keep in secure area. | | |
| | . Store in locked file cabinets. | | |
| | . Limit access to authorized personnel. | | |
| | . Separate passed, failed applicants, and year date. | | |
| | . Separate civilian from police promotions. | | |
| | . Place in manila envelopes. | | |
| | . Destroy by shredding. | | |
| (1) | <u>Civilian Test Records</u> | 119 | |
| | Case file A-Z by applicant name, and year date. | | |
| (2) | <u>Crossing Guard Test Records</u> | 119 | |
| | Case file A-Z by applicant, position, and test date. | | |
| (3) | <u>In-Service Test Records</u> | 10 | |
| | Case file A-Z by applicant name, and year date. | | |
| (4) | <u>Oral Examinations</u> | 119 | |
| | File A-Z by rank/position, and year date. | | |

| | | | |
|--------------|---|-------------------------------|---|
| (5) | <u>Police Test Records</u> | 119 | |
| | File A-Z by applicant, session number, and year date. | | |
| (6) | <u>Promotion Test Records</u> | 119 | |
| | File A-Z by rank/position, and year date. | | |
| (7) | <u>Other Examinations</u> | 119 | |
| | File A-Z by type of test, and year date. | | |
| <u>509-7</u> | <u>Field Training Records</u> | 10,38 47,56 65,74 83 | Destroy 3 years after employee separation. |
| | Includes field training records for field operation officers. | | |
| | <u>SPECIAL INSTRUCTIONS:</u> | | |
| | . Case file A-Z by officer name, and ID#. | | |
| | . Keep in locked file cabinets. | | |
| | . Limit access to FTO Coordinator, officer, and other authorized personnel. | | |
| <u>509-8</u> | <u>Grievance Records</u> | 22,107 111,119 121 | Destroy 1 year after final step completed. |
| | Includes discrimination complaints/disciplinary actions filed with County, State, and/or EEO/governments for civil rights, sex, race, color, and nationality violatons. | | Apply above disposition standard to all grievance cases/types listed below. |
| (1) | <u>AHB Grievances</u> | | |
| | See Internal Affairs Records. Item 509-11. | | |

- | | | | |
|-----|---|-------------------|---------------------------|
| (2) | <u>EEO Grievances</u> | 107,111 119 | |
| | Case file A-Z by complaint, and year date. | | |
| (3) | <u>FOP Grievances</u> | 107,111 119 | |
| | Case file A-Z by complaint, and year date. | | |
| (4) | <u>Grievance Summaries</u> | 22 | Destroy after 3 years. |
| | Limit access to authorized personnel. Conform to filing practice. | | |
| (5) | <u>Human Relations Grievances</u> | 22,107 111,119 | |
| | Case File A-Z by complainant, and year date. | | |
| (6) | <u>PCEA Arbitrations</u> | 107,111 119 | |
| | Includes civilian grievance cases settled by outside arbitrations. | | |
| (7) | <u>PCEA Grievances</u> | 107,111 119 | |
| | Includes grievance cases handled by Civilian Grievance Hearing Board. | | |
| | Case file A-Z by complainant, and year date. | | |
| (8) | <u>Promotion Grievances</u> | 22,107 111,119 | |
| | Case file A-Z by complainant, and year date. | | |
| (9) | <u>Performance Grievances</u> | All Unit(s) | |
| | File A-Z by complainant, and year date. | | |

509-9

Health/Safety Records

Includes medical referrals/
doctors' certificates/workmen's
compensation reports for county
disability examinations, comm-
unicable diseases, and employee
temporary disability records.

Appli-
cable
Unit(s)

Minimum retent-
ion 30 days.
Maximum retent-
3 years.
Apply above
disposition
standards to
all records
listed below.

SPECIAL INSTRUCTIONS:

- . Keep in secure area.
- . Store in locked file cabinets.
- . Restrict access to Psycholog-
ical Services personnel.
- . Keep apart from administrative
records.
- . Require employee signature for
file access.
- . File by assigned number(s).

(1)

Doctors' Certificates

File A-Z by employee name, and
year date.

All
Unit(s)

(2)

Medical Referrals

Case file A-Z by employee name,
and year date.

119
Other
Unit(s)

(3)

Workmen's Compensation Records

File A-Z by employee name, and
year date.

131
Other
Unit(s)

509-10

Hiring Records

Includes request for vacant
police, civilian, temporary,
and crossing guard positions.

All
Unit(s)

Destroy after 1
year.

Apply above
disposition
standard to all
records listed
below.

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- (1) Civilian Positions All Unit(s)
File A-Z by position title, and year date.
- (2) Crossing Guard Positions All Unit(s)
File A-Z by position title, and year date.
- (3) Police Positions All Unit(s)
File A-Z by position title, and year date.
- (4) Temporary Positions All Unit(s)
Includes 700-hour positions.
File A-Z by type of employment category, and year date.

509-11

Internal Affairs Records 22,107
111
Other
Unit(s)

Includes internal investigations for agency employee misfeasance, malfeasance, non-feasance, complaints, and disciplinary infractions contained in hard-copy/non-hardcopy formats.

LEOBR cases, handle as follows:

SPECIAL INSTRUCTIONS:

- . Store in secure area.
- . Keep in file cabinets with locks.
- . Keep files by categories.
- . Restrict file access to authorized personnel.
- . Keep apart from personnel records or centralized records.
- . Arrange accidents by civilian, and sworn cases.

1. Exonerated cases:
Destroy 3 years after disposition date.
2. Sustained cases:
Destroy 5 years after employee separation.
3. Administratively closed cases:
Destroy after 3 years.

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- . Keep polygraph records apart from personnel records or centralized records system.
 - . Require written requests from officers/civilians for expungements.
 - . Do not include adverse materials in officers files.
 - . Apply LEOBR to police demotions, dismissals, transfers, pay losses, re-assignments, ethics violations, punitive measures, and disciplinary actions.
 - . Case file by assigned numbers.
- 4. Apply 3-year retention standard to administratively closed police disciplinary cases.
 - 5. Apply above disposition standards to all disciplinary cases listed below.
 - 6. Do not apply above disposition standards to "Motor Vehicle Cases," and "Civilian Cases."
 - 7. Apply 3-year retention standard to police unsustained, unfounded, acquitted, and not guilty police disciplinary cases.

(1) AHB Cases

Includes cassette tapes, and accident investigation records.

Conform to unit filing practice.

7/91

- | | | | |
|-----|---|------------------------------------|--|
| (2) | <u>Civilian Cases</u> Case file by "CP" assigned number, and year date. | 107,111 119 Other Unit(s) | Destroy 3 years after disposition date. |
| (3) | <u>Field Cases</u> Case file by "F" assigned number, and year date. | 107,111 119 Other Unit(s) | |
| (4) | <u>Internal Cases</u> Case file by "PS" assigned number, and year date. | 107,111 119 Other Unit(s) | |

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- (5) Motor Vehicle Accident Cases 22,107 Destroy 2 years
119 after final
Case file A-Z by employee name, Other disposition
and year date. Unit(s) date.

- (6) Tapes/Cassettes 22,107 Other units:
119 Destroy upon
Includes non-hard copy records IAD case
contained in tapes, and other disposition.
non-paper media. Unit(s)

- Label by applicable number,
and year date.

- (7) Supervisory Cases 22,107
119
Case file by "PR" assigned
number, and year date. Unit(s)

- 509-12 Job Opportunity Records 119 Destroy after
1 year.

- Includes job, and transfer
opportunities for vacant
positions. Apply above
disposition
standard to
all records
listed below.

- (1) Job Opportunity Bulletin
Keep in 3-ring binder(s), and
year date.

- (2) Transfer Opportunity Bulletins
Keep in 3-ring binder(s), and
year date.

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(3) Transfer Requests

Keep in 3-ring binder(s), and year date.

509-13 Leave Records

Includes various leave records for payroll preparation. Originals kept by the County Finance Office/Payroll Division.

All Unit(s)

Destroy after 1 year.

Apply above disposition standard to all records listed below.

SPECIAL INSTRUCTIONS:

- . Keep by type of leave as needed.
- . File by fiscal year.
- . Conform to unit filing practice.

(1) Administrative Leave

All Unit(s)

(2) Annual Leave

All Unit(s)

(3) AWOL Leave

All Unit(s)

(4) Disability Leave

All Unit(s)

(5) Discretionary Leave

All Unit(s)

(6) Holiday Leave

All Unit(s)

(7) Injury Leave

All Unit(s)

(8) LWOP/Furlough

All Unit(s)

(9) Maternity Leave

All Unit(s)

| | | | |
|---------------|--|----------------|---|
| (10) | <u>Military Leave</u> | All Unit(s) | |
| (11) | <u>Paternal Leave</u> | All Unit(s) | |
| (12) | <u>Personal Day</u> | All Unit(s) | |
| (13) | <u>Sick Leave</u> | All Unit(s) | |
| <u>509-14</u> | <u>Lesson Plan Records</u> Includes lesson plans for police officers certified by Maryland Police Training Commission. Keep by subject category. | 10 | Retain until updated, then destroy. Apply above disposition standard to all lesson plans listed below. |
| (1) | <u>Current Lesson Plans</u> | 10 | |
| (2) | <u>Updated Lesson Plans</u> | 10 | |
| <u>509-15</u> | <u>Permanent Evaluations</u> Includes performance evaluations for probationary officers, and other police personnel. | All Unit(s) | Transfer to County Personnel Office 10 days after employee separation for 75 years retention. Apply above disposition standards to all records listed below. |
| (1) | <u>Permanent Employees</u> Include in the applicable Personnel File. See Item 509-17. | | |
| (2) | <u>Probationary Officers</u> | | |

509-16

Personal Records

Includes non-disciplinary, non-derogatory, and informational records for operations units. See GOM (3/764).

Appli-
cable
Unit(s)

Transfer to receiving agency/unit by confidential means: Employee transfer, promotion, or demotion.

SPECIAL INSTRUCTIONS:

- . Keep in secure area.
- . Keep in locked file cabinets.
- . Limit access sanctioned by Administrative Procedures #262.
- . Purge periodically for obsolete/duplicate materials.

- . DO NOT INCLUDE ADVERSE INFORMATION IN PERSONAL FILES.

Transfer to County Personnel Office 10 days after employee separation for destruction.

Apply above disposition standard to all records listed below.

(1) Civilian Files

Case file A-Z by employee name, and identification number.

(2) Crossing Guard Files

Case file A-Z by employee name, and identification number.

(3) Police Files

Case file A-Z by employee name, and identification number.

509-17

Personnel Files

All
Unit(s)

Transfer to
County
Personnel
Office 10 days
after employee
separation for
75 years
retention.

Includes applications, resumes, employment examinations/score sheets, job descriptions, pre-employment physical reports, benefit forms, disciplinary actions, performance ratings, employee position audits, employee action forms, injury reports, job-related commendation letters, training certificates, services awards, and other job related records. See GOM (3/764).

Destroy derogatory records after 3 years by employee written request.

SPECIAL INSTRUCTIONS:

Destroy disciplinary records up to 3 days suspension after 18 months by employee written request.

- . Keep in secure area.
- . Keep in locked file cabinets.
- . Limit access sanctioned by Personnel Law Section 16-215, and by Administrative Procedures #262. See GOM (3/764.15).
- . Purge periodically for obsolete/duplicate materials.
- . Microfilm employee separation files.
- . Follow purge guidelines sanctioned by Administrative Procedures #262.
- . Remove derogatory information/adverse actions from Personnel files. See Personnel Law Section 16-102 (a) (1).
- . Forward file by confidential means to receiving agency after employee transfer, promotion, or demotion.

Apply above disposition standards to all records listed below.

(1) Civilian Files

Case file A-Z by employee name,
and identification number.

(2) Crossing Guard Files

Case file A-Z by employee name,
and identification number.

(3) Police Files

Case file A-Z by employee name,
and identification number.

509-18

Personnel Pension Plans

19

Destroy when
superseded or
obsolete.

Includes plans for police
pension and retirement.

File A-Z by plan, and year date.

509-19

Polygraph Records

Includes polygraph examinations,
results, questionnaires, other
records for employment and/or
prosecution.

SPECIAL INSTRUCTIONS:

- . Keep apart from employee
personnel files.
- . Keep in locked file cabinets.
- . Limit access to authorized
personnel.
- . Separate passed or failed
applicants/candidates.

(1) Criminal Investigations

Include in the applicable
criminal investigation case.
See Item 510-3.

4,5
38,47
65,74
83,102
107,109
142

Destroy after
3 years.

| | | | |
|---------------|--|-------------------------|---|
| (2) | <u>Employment Investigations</u> File A-Z by applicant name, assigned number, and year date. | 4 Other Unit(s) | Destroy after 3 years. |
| <u>509-20</u> | <u>Position Action Records</u> Includes Form 868 for position action requests. Keep in 3-ring binder(s), and year date. | 119 Other Unit(s) | Unit 119: Destroy after 2 years. Other units: Destroy after 1 year. |
| <u>509-21</u> | <u>Position Description Records</u> Includes positions/job descriptions for employee performance management. Unit 119: Include copy in the applicable Personnel File. See Item 509-17. Other units: File A-Z by employee name, identification number, and classification as needed. | All Unit(s) | Destroy when superseded, obsolete, or abolished. |
| <u>509-22</u> | <u>Position Identification Records</u> Includes master job descriptions/ specifications control records. File A-Z by position title. | 119 | Destroy when superseded, abolished, or updated. |
| <u>509-23</u> | <u>Student Personnel Records</u> Includes officer training/ development records required for Maryland Police Training Academy. Case file A-Z by student name. | 10 Other Unit(s) | Purge file for obsolete material(s). Destroy 3 years after employee separation. |

| | | | |
|---------------|-----------------------------------|------------------------|--|
| <u>509-24</u> | <u>Training/Education Records</u> | 10 Other Unit(s) | Purge file for obsolete mater- ial(s). Destroy 3 years after employee separation. |
|---------------|-----------------------------------|------------------------|--|

Includes training/education records for courses taken/completed by civilian/police personnel.

Apply above disposition standards to all records listed below.

SPECIAL INSTRUCTIONS:

- . Separate civilian from police training/education files.
- . Case file A-Z by employe name, and identification number.
- . Keep apart from personnel files.

| | | | |
|-----|-------------------------------|----|---------------------------|
| (1) | <u>Basic Academic Records</u> | 10 | Destroy after 5 years. |
|-----|-------------------------------|----|---------------------------|

Includes basic academic records mandated by Maryland Police Training Commission.

File A-Z by course title, student, and session number.

| | | | |
|-----|----------------------------------|----|--|
| (2) | <u>Firearms Training Records</u> | 10 | |
|-----|----------------------------------|----|--|

Includes firearms training records mandated by Maryland Police Training Commission for annual qualifications.

Record course/training in the applicable employee Training/Education File. See Item 509-24.

| | | | |
|-----|---|----|--|
| (3) | <u>Hazardous Materials Training Records</u> | 10 | |
|-----|---|----|--|

Conform to unit filing practice

| | | | |
|---------------|---|--------------------------------|---|
| (4) | <u>In-Service Training Records</u> | 10 | |
| | Includes police training/development records mandated by Maryland Police Training Commission. | | |
| | Record course/training in the applicable employee Training/Education File. See Item 509-24. | | |
| (5) | <u>Module Training Records</u> | 10 | |
| | Includes training modules/courses mandated by Maryland Police Training Commission. | | |
| | Case file by module number, caption, and year date. | | |
| (6) | <u>Out-Service Training Records</u> | 10 | |
| | Includes funded/mandated police training/development courses. | | |
| | Case file A-Z by sponsoring institution, type of training, and year date. | | |
| <u>509-25</u> | <u>Work Schedules</u> | 38,47 56,65 74,83 142 | Minimum retention 30 days. Maximum retention 1 year. |
| | Includes employee work/court/assignment/schedule records. | | |
| <u>509-26</u> | <u>Other Personnel Records</u> | Applicable Unit(s) | Minimum retention 30 days. Maximum retention 1 year. |
| | Includes other personnel records not listed in the above file categories. | | |
| | Conform to unit filing practice. | | |

510

POLICE RECORDS

Includes liquor citation, criminal investigation, expungement, firearm, incident, intelligence, narcotics, security, traffic, and other police related records for law enforcement operations.

510-1

Condition Reports

38,47

Destroy after
1 year.

56,65

Includes condition reports for littering, debris, and storm drain violations.

74,83

131,142

Other

Unit(s)

File by year date.

Unit 131: Keep with Administrative file by year/date.

510-2

Criminal History Records (CHRI)

74,83

Retain until
offender be-
comes 75 years
old. Microfilm
hardcopy.
Destroy hard-
copy after film
inspection.
Destroy film
cartridges
after 75 years.
Destroy
deceased file
after 1 year.

131

Includes arrest reports/citations/supplements for adult offenders.

Unit 131: Case file by identification number.

Other Units: Conform to unit filing practice.

Unit 131: Attach/staple criminal citations to applicable CHRI records.

510-3 Criminal Investigation Records

Includes duplicate incident/
special reports, MILES/NCIC
CHRI printouts, court summons,
investigator notes, statement
of charges, continuation reports,
arrest reports, latent print
examinations/results, finger-
prints, property records,
interview notes, habeas corpus
writs, commanders information
reports, injury diagrams,
warrants, crime scene reports/
sketches, investigation sum-
maries, evidence reports,
investigation reports, medical
records, investigator activity
summaries, lab requests/results,
investigative checklists/major
case checklists, line-up records,
photographs, supplemental invest-
igation reports, final
investigation reports, witness/
victim statements, advise of
rights/waiver forms, suspect/
defendant statements/confessions,
correspondence, and other case
related records.

Source units: Send original
investigative reports to Police
Records Center for merger with
Incident Records (510-6).

Use disposition
standards
listed below:

1. Closed
felony
cases:
Destroy 5
years after
court dispo-
sition.
2. Open
felony
cases:
Destroy
after
25 years.
3. Misdemeanor
cases:
Destroy 3
years after
court dispo-
sition.
4. Unassigned
misdemeanor
cases:
Destroy
after 3
years.
5. Open homi-
cide cases:
Destroy
after 75
years.

6. Killed Officers:
Destroy after 75 years.
7. Vice/Narcotics cases:
Destroy after 25 years.

Apply above disposition standards to all criminal investigation cases listed below.

Do not apply above disposition standards to cases listed below:

SPECIAL INSTRUCTIONS:

- . Keep in secure place.
- . Keep cases in file folders.
- . Restrict access to authorized personnel.
- . Keep vice/organized crime investigations apart from the central records system.
- . Label file folder with F, and M cases.
- . Use case management designations: open, suspended, closed, etc.
- . Use case status control system: investigator assigned, date assigned, etc.

1. Bad Checks
2. Deaths
3. Hit/Run
4. Juvenile offenses
5. Missing persons
6. Runaways
7. Suicides
8. Traffic fatalities
9. Vehicle thefts
10. Minor sex offenses
11. Property recoveries
12. Vandalism

(1) Abduction Cases

137

Includes abduction of individuals under 12 years, and by relatives.

Case file A-Z by victim, CCN, sector, and beat as needed.

7/91

(2) Alcoholic Beverages Cases 113
144

Includes illegal use and/or sale
of alcoholic beverages.

Case file A-Z by accused, and
CCN.

| | | | |
|-----|--|--|--|
| (3) | <u>Arson Cases</u> | 110 144 | |
| | Includes cross-burning/other religious symbols cases. | | |
| (4) | <u>Arson Fatality Cases</u> | 38,47 56,65 74,83 103 | |
| | Includes arson related fatality cases. | | |
| | Case file A-Z by victim, and CCN. | | |
| (5) | <u>Assault Cases</u> | 38,47 56,65 74,83 103 | |
| | Includes assault w/intent to rob, murder, rape, and sexual offense cases. | | |
| | Case file A-Z by victim, CCN, sector, and beat as needed. | | |
| (6) | <u>Bad Check Cases</u> | 21 | Closed cases: Destroy after 1 year. Open cases: Destroy after 10 years. |
| | Includes bad checks over/under \$300 with original check cases. | | |
| (7) | <u>Bribery Cases</u> | 113 144 | |
| | Includes corruption cases. | | |
| | Case file A-Z by accused, and CCN. | | |
| (8) | <u>Burglary Cases</u> | 38,47 56,65 74,83 | |
| | Includes common law burglary w/intent to commit felony/steal/daytime/explosives cases. | | |
| | Case file A-Z by victim, and CCN. | | |
| (9) | <u>Child Abuse Cases</u> | 38,47 56,65 74,83 92,103 137,142 | |
| | Case file A-Z by victim, and CCN. | | |

| | | | |
|------|--|--------------------------------|---|
| (10) | <u>Commerical Robbery Cases</u> | 135 | |
| | Case file A-Z by victim, and CCN. | | |
| (11) | <u>Courier Robbery Cases</u> | 135 | |
| | Case file A-Z by victim, and CCN. | | |
| (12) | <u>Credit Card Offense Cases</u> | 21 | |
| | Includes credit card offenses w/intent to defraud cases. | | |
| | Case file A-Z by victim, and CCN. | | |
| (13) | <u>Death Cases (Felonies)</u> | 38,47 56,65 74,83 103 | |
| | Includes first/second degree murder, arson cases. See Item 510-3 (24). | | |
| (14) | <u>Death Cases (Child Abuse)</u> | 103 | |
| | Includes death cases associated with child abuse cases. | | |
| | Case file A-Z by victim, and CCN. | | |
| (15) | <u>Death Cases (Suspicious)</u> | 103 | |
| | Includes suspicious death cases. | | |
| | Case file A-Z by victim, and CCN. | | |
| (16) | <u>Death Cases</u> | 31,47 56,65 74,83 103 | Unit 103: Destroy 3 years after case closed. Other units: Destroy after 1 year. |
| | Includes unattended, and accidental death cases. | | |
| | Case file A-Z by victim, and CCN. | | |
| (17) | <u>Embezzlement Cases</u> | 21 131 Other Unit(s) | |
| | Case file A-Z by victim, and CCN. | | |

- (18) Extortion Cases 38,47
56,65
Case file A-Z by victim, and CCN. 74,83
131,135
- (19) Forgery/Uttering Cases 21

Includes private/public document/
uttering false documents, money,
goods/other felony/misdemeanor
cases.
- (20) Fraud Cases 21,38
47,56
Includes home improvement cases. 65,74
83,142
Case file A-Z by victim, and CCN.
- (21) Gambling Cases 113
145

Includes games devices, bets,
lotteries, paraphernalia, and
other gaming/gambling offenses.

Case file A-Z by victim, and CCN.
- (22) Hate Cases 38,47
56,65
Includes ethnic, racial, relig- 74,86
ious, and sexual orientation 107,125
cases. 142

Case file A-Z by accused, and
CCN.
- (23) Hit/Run Cases 103 Unit 153:
153 Destroy after
3 years.

Includes hit/run motor vehicle/
fatality cases.

Case file A-Z by victim, and CCN.
- (24) Homicide Cases 103

Includes first/second degree hom-
icides, and other felony cases.

Case file A-Z by victim, and CCN.

- (25) Incest Cases
Case file A-Z by victim, and CCN.
- (26) Injury Cases 38,47
56,65
Case File A-Z by victim, and CCN. 74,83
142
- (27) Juvenile Offense Cases 38,47 Destroy 3
56,65 years after
Case file A-Z by victim, and CCN. 74,83 juvenile case
142 disposition.
- Keep apart from adult cases.
- (28) Kidnap Cases 38,47
56,65
Includes ransom cases, and 74,83
individuals under 16 years. 131
Case file A-Z by victim, and CCN.
- (29) Minor Sex Offense Cases 38,47 Destroy after
56,65 3 years.
74,83
Includes fourth degree sex
offenses, and other misdemeanor
cases.
- (30) Missing Person Cases 38,47 Destroy after
56,65 person found/
74,83 located.
Case file A-Z by victim, and CCN.
- (31) Narcotics Cases 31,38
47,56
Includes cultivation, manufact- 65,74
ure, transportation, distribut- 83,113
ion, delivery of controlled 142
dangerous substances cases. 144
- (32) Obscene Material Cases 113
144
Includes child pornography cases,
and other felony cases.
Case file A-Z by accused, victim,
and CCN.

- (33) Obscene Telephone Cases 38,47
56,65
Case file A-Z by victim, and CCN. 74,83
- (34) Pandering Cases 113

Includes receiving/procuring/
placing/detaining/trans-
porting for profit and pros-
titution cases.

Case file A-Z by accused, and
CCN.
- (35) Property Recovery Cases 125 Destroy after
3 years.
Case file A-Z by victim, and CCN.
- (36) Prostitution Cases 113

Includes engagement/promotion
of sexual assignation activities
for profit cases, disorderly
house, and lewdness cases.

Case file A-Z by accused, and
CCN.
- (37) Rape Cases 137

Includes first/second degree
rape cases.

Case file A-Z by victim, and CCN.
- (38) Repeat Offender Cases 137

Case file A-Z by suspect, crime,
and target number as needed.
- (39) Residential Robbery Cases 135
137

Includes residential/messenger
cases.

Case file A-Z by victim, and CCN.

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| (40) | <u>Runaway Cases</u> | 92 | Destroy 3 years after person located/ found. |
| | Case file A-Z by victim, and CCN. | | |
| (41) | <u>Robbery Cases</u> | 38,47 56,65 74,83 | |
| | Includes cab driver, route salesman, and street robbery cases. | | |
| (42) | <u>Sex/Sexual Cases</u> | 38,47 56,65 74,83 92,137 142 | |
| | Includes first, and fourth degree sex offense cases. | | |
| (43) | <u>Shooting Cases</u> | 103 | |
| | Includes personal injury records for police officers, public/other non-county police officials. | | |
| (44) | <u>Spousal Abuse Cases</u> | 38,47 56,65 74,83 92,142 | |
| | Case File A-Z by accused, and CCN. | | |
| (45) | <u>Suicide Cases</u> | 103 | Destroy 3 years after case closure. |
| | Case file A-Z by victim, and CCN. | | |
| (46) | <u>Theft Cases</u> | 21,38 47,56 65,83 135, 142 | |
| | Includes theft cases over/under \$300, plus deception cases, and stolen checks. | | |
| | Case file A-Z by victim, and CCN. | | |
| (47) | <u>Theft/Deception Cases</u> | 21 | |
| | Case file A-Z by victim, and CCN. | | |
| (48) | <u>Traffic Fatality Cases</u> | 103 | Closed case: Retain for 5 years, then destroy. |
| | Case file A-Z by victim, and CCN. | | |

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| (49) | <u>Unassigned Cases</u> | 38,47 | |
| | | 56,65 | |
| | Case file A-Z by incident type, victim, and CCN. | 74,83 | |
| (50) | <u>Vandalism Cases</u> | 38,47 | Destroy after |
| | | 56,65 | 3 years. |
| | Includes damage/destruction/defacement to public/private property offense cases. | 74,83 | |
| (51) | <u>Vehicle Theft Cases</u> | 7,38 | Destroy after |
| | | 47,56 | 5 years. |
| | Includes stolen, recovered, attempted, unauthorized use, abandoned, impounded, tampering, and larceny from motor vehicle theft cases. | 65,74 | |
| | | 183, | |
| | | 142 | |
| (52) | <u>Vulnerable Adult Cases</u> | 21,38 | |
| | | 47,56 | |
| | Case file A-Z by victim, and CCN. | 65,74 | |
| | | 83,92 | |
| | | 142, | |
| | | 144 | |
| (53) | <u>Weapons Cases</u> | 33,38 | |
| | | 47,56 | |
| | Case file A-Z by accused, and CCN. | 65,74 | |
| | | 83,113 | |
| | | 142 | |
| (54) | <u>Other Offense Cases</u> | 7,21 | |
| | | 38,47 | |
| | Includes other felony/misdemeanor cases investigated by specialty, and patrol units. | 56,65 | |
| | | 74,83 | |
| | | 103,133 | |
| | | 144 | |
| | Case file by type of crime, victim, and CCN. | | |

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| <u>510-4</u> | <u>Expungement Records</u> | 131 | Destroy after 3 years. |
| | Includes adult/juvenile offender records expunged by court order/waiver hearings. | | Apply above disposition standard to all expungement cases listed below. |
| | . Keep in inaccessible place. | | |
| | . Store in locked file cabinets. | | |
| | . File A-Z, and year date. | | |
| (1) | <u>Section 27-736 Expungements</u> | | |
| (2) | <u>Section 27-737 Expungements</u> | | |
| (3) | <u>Juvenile Expungements</u> | | |
| (4) | <u>Other Records</u> | | Destroy after 1 year. |
| <u>510-5</u> | <u>Firearms Records (MSP)</u> | 38,47 56,65 74,83 131 142 Other Unit(s) | Destroy after 1 year. |
| | Includes stop/frisk reports for weapons violations. | | |
| | Unit 131: Keep with Administrative File by year date. | | |
| <u>510-6</u> | <u>Incident Records</u> | 131 | Destroy after 25 years. |
| | Includes original crimes against persons, vehicles, property, society, and other police incident related reports. | | Apply above disposition standard to all police incidents listed below. |
| | File by CCN, and/or attach/staple to applicable incident report. | | |
| (1) | <u>Adult Civil Citations</u> | | |
| (2) | <u>Alcohol Influence Reports</u> | | |
| (3) | <u>Animal Bite Reports</u> | | |
| (4) | <u>Computerized Incident Reports</u> | | |

- (5) Continuation Reports
- (6) Crime Scene Reports
- (7) Custody Log/Analysis Reports
- (8) Damage Notification Reports
- (9) Detective Supplement Reports
- (10) District Processing Reports
- (11) Evidence Reports
- (12) Field Observation Reports
- (13) Fire Investigation Reports
- (14) Firearms Discharge Reports
- (15) Forfeiture Summary Reports
- (16) Incident Reports
- (17) Investigation Reports
- (18) Investigator Reports
- (19) Latent Print Exam Reports
- (20) Line-up Reports
- (21) Missing Person Photographs
- (22) Special Reports
- (23) Statement Reports
- (24) Vaccination Reports
- (25) Validation Reports
- (26) Vehicle Inspection Reports
- (27) Vehicle Release Reports
- (28) Vehicle Releases/Showcause
Notices
- (29) Weapons Teletypes
- (30) Other Records

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| <u>510-7</u> | <u>Informant Records</u> | 7,21 38,47 65,74 102,115 135 | Destroy when no longer needed. Destroy by burning or shredding. |
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Includes adult/juvenile informant related records for criminal investigations.

SPECIAL INSTRUCTIONS:

- . Code informants with assigned numbers.
- . Keep files in locked/secured area.
- . Case file by assigned numbers.
- . Keep juveniles apart from adult informants.
- . Supervise destruction operations by Unit Commander.

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| <u>510-8</u> | <u>Intelligence Records</u> | 22,113 142 | Destroy "inactive" files after 5 years. |
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Includes records relating to organized criminal activities, subversive activities, vice activities, terrorism, and civil disorders.

SPECIAL INSTRUCTIONS:

- . Store in secure area.
- . Keep in file cabinets with iron bar locking devices.
- . Identify "active," and "inactive" files.
- . Case file by assigned numbers.
- . Share information with local, state, and federal intelligence agencies on need-to-know basis.

-117-1-

- . Keep apart from the Central Records System.
- . Purge outdated/unreliable information to prevent recollection/distribution.
- . Destroy files by burning or shredding.
- . Supervise destruction operations by Unit Commander.

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| <u>510-9</u> | <u>Juvenile Citations</u> | 38,47 56,65 74,83 131,142 | Unit 131: See Item 510-11 for disposition. Other units: Destroy after 1 year. |
| | Includes offenses committed by juveniles. | | |
| | Unit 131: Merge with Item 510-11. | | |
| <u>510-10</u> | <u>Juvenile Civil Citations</u> | 38,47 56,65 74,83 131,142 | Unit 131: See Item 510-11 for disposition. Other units: Destroy after 1 year. |
| | Includes alcoholic beverages offenses committed by juvenile offenders. | | |
| | Unit 131: Merge with Juvenile Arrest Records. See Item 510-11. | | |
| <u>510-11</u> | <u>Juvenile Arrest Records</u> | 38,47 56,65 74,83 115,131 142,157 | Unit 131: Destroy when offender be- comes 21 years old. Or destroy 10 years from date arrested. |
| | Includes crimes against persons, property, and society committed by juvenile offenders. See Items 503-4, and 503-5. | | |
| | <u>SPECIAL INSTRUCTIONS:</u> | | |
| | . Unit 131: Keep apart from adult records. | | |
| | . Limit access to need-to-know basis. | | |
| | . Unit 131: Case file by identification number, or CCN. | | |
| | . Other units: Keep apart from adult records. Case file by A-Z subject, and CCN. | | |
| <u>510-12</u> | <u>Police Dissemination Records</u> | | |
| | Includes adult, juvenile, photo, and print information dissemin- ation records for criminal justice operations. | | |

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| (1) | <u>Adult Records</u> | 131 | Destroy after 3 years. |
| | Includes CHRI information dissemination logs mandated by State/Federal Privacy Regulations. | | |
| | File by year date. | | |
| (2) | <u>Juvenile Records</u> | 131 | Destroy after 1 year. |
| | Includes juvenile arrest/incident report, photo, and print disseminations. | | |
| | File by year date. | | |
| (3) | <u>Public Records</u> | 131 | Destroy after 1 year. |
| | Includes written incident disseminations authorized by Administrative Procedure #133. | | |
| | File by year date. | | |
| (4) | <u>Other Records</u> | 131 | Destroy after 60 days. |
| | Includes written police records disseminations not listed in above file categories plus non-record disseminations. | | |
| | File by year date. | | |
| <u>510-13</u> | <u>Ride-Along Records</u> | 38,47 56,65 74,83 121,131 142 | Unit 131: Destroy after 2 years. Other units: Destroy after 30 days. |
| | Includes applications, waivers, and authorizations for passengers in police vehicles. | | |
| | File A-Z by applicant name, and year date. | | |
| <u>510-14</u> | <u>Security Survey Records</u> | 31,38 47,56 65,74 83,131 Other Unit(s) | Unit 131: Destroy after 5 years. Other units: Destroy after 1 year. |
| | Includes commercial/residential security surveys for crime reduction operations. | | |
| | File A-Z by business or resident name, and year date. | | |

510-15

Traffic Records

Includes motor vehicle accidents, citations, warnings, license suspensions, and other traffic related records.

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| (1) | <u>Accident Negatives</u> Keep in special envelopes by CCN (515-8). | 121 131 | Destroy after 5 years. |
| (2) | <u>Accident Photographs</u> File by CCN, and year date. | 38,47 56,65 74,83 121,142 | Destroy after 1 year. |
| (3) | <u>Accident Reports MAARS</u> File by CCN, and year date. | 19,38 47,56 65,74 83,121 131,142 | Unit 131: Destroy after 3 years. Other units: Destroy after 30 days. |
| (4) | <u>D/L Suspension Orders (DR-15-A</u> Includes driver license suspension/certification orders for DWI violations/other related records. Case file A-Z by driver, and year date, or CCN. | 38,47 56,65 74,83 131,142 | Unit 131: Destroy after 3 years. Other units: Destroy after 1 year. |
| (5) | <u>Citation Copy #2 (Yellow)</u> File by ticket number, and year date, | 131 | Destroy after 1 year. |
| (6) | <u>Citation Copy #3 (Pink)</u> File by ticket number, year date, and/or driver. | 38,47 56,65 74,83 142 Other Unit(s) | Destroy after court date. |

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| (7) | <u>Citation Tally Records</u> | 131 | Destroy after 1 year. |
| | Includes citation books/ receipts issued to police personnel. | | |
| | File with applicable citations in numerical order, and year date. | | |
| (8) | <u>Driver Re-examination Records</u> | 38,47 56,65 74,83 131,142 | Destroy after 1 year. |
| | File A-Z by name, and year date. | | |
| (9) | <u>Equipment Repair Orders</u> | 38,47 56,65 74,83 131,142 | Destroy after 1 year. |
| | File by year date. | | |
| (10) | <u>Suspension Orders</u> | 38,47 56,65 74,83 131,142 | Unit 131: Destroy after 1 year. Other units: Destroy after 1 year. |
| | Unit 131: File by ticket number, and year date. | | |
| | Other Units: File A-Z, and by year date. | | |
| (11) | <u>Traffic Citation Transmittals</u> | 131 | Destroy after 1 year. |
| | Keep in 3-ring binder(s) by year date. | | |
| (12) | <u>Warning Notices</u> | 38,47 56,65 74,83 131,142 | Destroy after 1 year. |
| | File A-Z by driver, and year date. | | |
| (13) | <u>Witness Summons</u> | 38,47 56,65 74,83 131,142 | Destroy after 1 year. |
| | File A-Z by defendant, and year date. | | |
| (14) | <u>Other Records</u> | 26 Appli- cable Unit(s) | Destroy after 1 year. |
| | Includes other traffic records not listed in the above sub-files. | | |

Conform to unit filing practice.

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| <u>510-16</u> | <u>Vehicle Impound Notices</u> | 8,38 47,56 74,83 131,155 | Unit 131: Destroy after 3 years. Other units: Destroy after 1 year. |
| | Includes records for abandoned/impounded motor vehicles. | | |
| | Unit 131: Keep in Records Center Box by CCN, and year date. | | |
| | Other units: Attach/staple to applicable vehicle reports. | | |
| <u>510-17</u> | <u>Vehicle Inspection Records</u> | 26 Other Unit(s) | Destroy after 3 years. Apply above disposition standard to all records listed below. |
| | Includes safety inspection records for trucks, and taxicabs. | | |
| | File by assigned number, and year date. | | |
| (1) | <u>Taxicab Inspection Records</u> | | |
| (2) | <u>Truck Inspection Records</u> | | |
| (3) | <u>Other Inspection Records</u> | | |
| <u>510-18</u> | <u>Warrant Records</u> | 33,38 47,56 65,74 83,142 Other Unit(s) | Destroy after suspect arrested. |
| | Includes arrest warrant related records for suspects. | | |
| | File A-Z by suspect, and year date. | | |
| <u>510-19</u> | <u>Weapons Teletypes</u> | 131 152 Other Unit(s) | Unit 131: See Item 510-6 for disposition. Other units: Minimum retent- ion 30 days. Maximum retent- ion 1 year. |
| | Includes stolen/recovered weapons teletypes. | | |
| | Unit 131: Attach/tape to applicable incident report. | | |
| | Unit 152: Keep by NCIC file #, day, and year date. | | |
| | Unit 152: Transfer to Unit 131 for merger with incident records (510-6). | | |

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| <u>510-20</u> | <u>Youth Field Records</u> | 38,47 56,65 74,83 131,142 157 | Unit 131: Destroy 5 years from date contacted. |
| | Unit 131: Keep apart from other police records. | | |
| | Unit 131: File by CCN. See Item 503-5. | | Other units: Minimum retent- ion 30 days. Maximum retent- ion 1 year. |
| | Other units: File A-Z by name, and year date, if applicable. | | |
| <u>510-21</u> | <u>Other Police Records</u> | Appli- cable Unit(s) | Minimum retent- ion 30 days. Maximum retent- ion 1 year. |
| | Includes other police related records not listed in the above file categories. | | |
| | Conform to unit filing practice. | | |

511 PRINTOUT RECORDS

Includes printouts/reports/
summaries/other machine read-
able records processed by
data processing systems/
computers.

SPECIAL INSTRUCTIONS:

- . Store bulky printouts in
bookcases.
- . Keep in 3-ring binder(s) by
month, fiscal, or year date.

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| <u>511-1</u> | <u>Arrest Printouts</u> | 33,38 47,56 65,74 83,131 135 | Destroy when superseded or obsolete. |
| (1) | <u>Adult Printouts</u> | | |
| (2) | <u>Juvenile Printouts</u> | | |
| (3) | <u>Other Printouts</u> | | |
| <u>511-2</u> | <u>Fiscal Printouts</u> | | |
| (1) | <u>Anticipated Leave Carry-Over Reports</u> | 99 | Destroy when superseded or obsolete. |
| (2) | <u>Earnings Registers</u> | 99 | Destroy after 2 years. |
| | Includes employee annual, holiday, and other paid leave. | | |
| (3) | <u>Employee Rosters</u> | 99 | Destroy when superseded or obsolete. |
| (4) | <u>Personal/Discretionary Leave Reports</u> | 142 | Destroy after 1 year. |

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| (5) | <u>Police Compensatory Balance Reports</u> | 38,47 56,65 74,83 142 | Destroy when superseded or obsolete. |
| (6) | <u>Police Leave Balance Reports</u> | All Unit(s) | Destroy when superseded or obsolete. |
| (7) | <u>Other Reports</u> | Applicable Unit(s) | Destroy after 30 days. |
| <u>511-3</u> | <u>Police Incident Printouts</u> | | |
| | Conform to unit filing practice. | | |
| (1) | <u>Dispatch Records</u> | 36,131 | Destroy after 1 year. |
| | Includes computer generated data handled by communications, and field operations personnel. | | |
| | Keep in hanging binders by Julian date. See Item 503-5 (2). | | |
| (2) | <u>Validation Reports</u> | 27,32 36 | Destroy after 3 years. |
| | Includes data entries/validations/NCIC records. | | |
| (3) | <u>Other Reports</u> | Applicable Unit(s) | Destroy after 30 days. |

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| <u>511-4</u> | <u>Property Printouts</u> | | Destroy when superseded or obsolete. |
| | Conform to unit filing practice. | | |
| (1) | <u>Bicycle Registrations</u> | 36,125 124 | Apply above disposition standard to all printouts listed below. |
| (2) | <u>Dealer/Seller Reports</u> | 38,47 56,65 74,83 | |
| (3) | <u>Monetary Inventory Statements</u> | 99 | |
| (4) | <u>Precious Metals Dealers</u> | 38,47 56,65 74,83 125 | |
| | Includes precious metals reports from other law enforcement agencies. | | |
| | File A-Z by originating agency, and year date. | | |
| (5) | <u>Precious Metals/Pawn Reports</u> | 9,38 47,56 65,74 83,125 | |
| (6) | <u>Vehicle Usage Reports</u> | 22 | |
| (7) | <u>Other Reports</u> | Appli- cable Unit(s) | Destroy after 30 days. |
| <u>511-5</u> | <u>Traffic Printouts</u> | | |
| | Conform to unit filing practice | | |
| (1) | <u>Citation Disposition Reports</u> | 38,47 56,65 74,83 131 | Destroy after 30 days. |
| | Keep by month, and year date. | | |

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| (2) | <u>Traffic Ticket Listings</u> | 38,47 56,65 74,83 131 | Destroy after 1 year. |
| | Includes monthly traffic violations with court dispositions. | | |
| | File by month, and year date. | | |
| (3) | <u>Other Reports</u> | Other Unit(s) | Destroy after 30 days. |
| <u>511-6</u> | <u>Other Computer Printouts</u> | 122,131 135 Applicable Unit(s) | Destroy when superseded/ obsolete. Or retain for 30 days. |
| | Includes other computer generated printouts not listed in above file categories. | | |
| | Conform to unit filing practice. | | |

512 PROJECT RECORDS

Includes crime prevention, suppression, management, capital, communications, public relations, planning, protection, and other police related project records.

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| <u>512-1</u> | <u>Action Team Projects</u> Case file A-Z by project title, and year date. | 38,47 56,65 74,83 | Destroy 1 year after project completion. |
| <u>512-2</u> | <u>Auxiliary Services Projects</u> Case file A-Z by project title, and year date. | 9 | Destroy 1 year after project completion. |
| <u>512-3</u> | <u>Capital Improvement Projects</u> Case file A-Z by project title, and year date. | 99,112 | Destroy 1 year after project completion. |
| <u>512-4</u> | <u>Communications Projects</u> Case file A-Z by project title, and year date. | 27 | Destroy 1 year after project completion. |
| <u>512-5</u> | <u>Community Relations Projects</u> Case file A-Z by project title, and year date. | 28 | Destroy 1 year after project completion. |
| <u>512-6</u> | <u>Computer Projects</u> Case file A-Z by project title, and year date. | 9 | Destroy 1 year after project completion. |
| <u>512-7</u> | <u>Crime Prevention Projects</u> Includes federally funded projects for crime prevention operations. Case file A-Z by project title, and fiscal year. | 31 | Destroy 3 years after last expenditure. |

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| <u>512-8</u> | <u>District Station Projects</u> Case file A-Z by project title, and year date. | 38,47 56,65 74,83 | Destroy 1 year after project completion. |
| <u>512-9</u> | <u>Graphic Arts Projects</u> Case file A-Z by project title, and year date. | 100 | Destroy after 3 years. |
| <u>512-10</u> | <u>Informational Services Projects</u> Case file A-Z by project title, and year date. | 105 | Destroy 1 year after project completion. |
| <u>512-11</u> | <u>Inspectional Services Projects</u> Case file A-Z by project title, and year date. | 106 | Destroy 2 years after project completion. |
| <u>512-12</u> | <u>Police Basic Training Projects</u> Required by Maryland Police Training Commission. Case file A-Z by project title, and year date. | 10,154 | Destroy 1 year after project completion. |
| <u>512-13</u> | <u>Planning/Research Projects</u> | | Destroy 2 years after last expenditure. |
| (1) | <u>Bi-County Funded Projects</u> Case file A-Z by project title, and fiscal year. | 22,122 | Apply above disposition standard to all projects listed below. |
| (2) | <u>County-Funded Projects</u> Case file A-Z by project, and fiscal year. | 22,122 | |
| (3) | <u>Federally-Funded Projects</u> | 22,122 | |

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| (4) | <u>NACO Projects</u> Case file A-Z by project title, and year date. | 22,122 Other Unit(s) | Destroy after 5 years. Other units: Destroy after 1 year. |
| (5) | <u>Police Accreditation Projects</u> Unit 122: Case file by consecut- ive standard number. Other units: Case file by sub- ject, and standard number as needed. | 2,14, 26,27 28,105 107,122 150,154 | Unit 122: Destroy after 5 years. Other units: Destroy 1 year after agency accreditation. |
| (6) | <u>State-Funded Projects</u> Case file A-Z by project title, and fiscal year. | 22,122 | Destroy 3 years after last expenditure. |
| (7) | <u>Zoning Projects (CDZ)</u> Includes private real estate development projects with public safety manpower impact records. | 122 | Destroy 1 year after project completion. Purge file for duplicate materials. |
| (8) | <u>Other Projects</u> Includes other projects not des- cribed in planning project categories. Case file A-Z by project title, and year date. | Appli- cable Unit(s) | Destroy 1 year after project completion. |
| <u>512-14</u> | <u>Records Management Projects</u> Case file A-Z by project title, and year date. | 131 | Destroy 1 year after project completion. |
| <u>512-15</u> | <u>Special Operations Projects</u> Includes protective services pro- jects for special events. Case file A-Z by project title, and year date. | 142 | Destroy 1 year after project completion. |

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| <u>512-16</u> | <u>Special Projects</u> | 28,142 | Destroy 1 year after project completion. |
| | Includes special/non-recurring project related records. | | |
| | Case file A-Z by project title, event, and year date. | | |
| <u>512-17</u> | <u>Other Projects</u> | Appli- cable Unit(s) | Destroy 1 year after project completion. |
| | Includes projects not described in other project categories. | | |
| | Case file A-Z by project title, event, and year date. | | |

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| <u>513-4</u> | <u>Daily Fuel Records</u> Includes motor vehicle fuel consumption records. File by year date. | 145 | Destroy after 1 year. |
| <u>513-5</u> | <u>Delivery/Receipt Records</u> Includes delivery records for supplies/equipment purchases from outside vendors. File by year date. | 145 | Destroy after 2 years. |
| <u>513-6</u> | <u>Equipment Allowance Records</u> Includes equipment allowance records for law enforcement operations. Unit 99: File by type of equipment issued, and year date. Unit 145: File A-Z by employee name, and identification number. | 145 Other Unit(s) | Units 99/145 Destroy after 2 years. Other units: Destroy after 1 year. |
| <u>513-7</u> | <u>Equipment Custody Records</u> Includes state-funded equipment purchase receipts. Attach/staple to applicable physical inventory records. See Item 513-1 (2). | 145 | Destroy after 1 year. |
| <u>513-8</u> | <u>Firearms Tracing Records</u> Includes lost/stolen firearms traced with ATF registration for ownership information. Attach/staple to applicable weapons case file. See Item 513-10 (5). | 126 | Destroy after 1 year. |

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| <u>513-9</u> | Lost/Missing Property Reports | 38,47 | Destroy after 1 year. |
| | | 56,65 | |
| | Includes missing/lost property records. | 74,83 | |
| | File by year date. | 145 | |
| <u>513-10</u> | <u>Maintenance Records</u> | 38,47 | |
| | | 56,65 | |
| | Includes weapons, office, vehicle, property, ground, space, and facility maintenance/repair records. | 74,83 | |
| | | 99,145 | |
| (1) | <u>Buildings/Grounds</u> | 38,47 | Destroy after 1 year. |
| | | 56,65 | |
| | File by year date. | 74,83 | |
| | | 131 | |
| (2) | <u>Property</u> | 8 | Destroy after 1 year. |
| | Includes estimates/other related property damage records. | | |
| | File by year date. | | |
| (3) | <u>Vehicles (Private)</u> | 38,47 | Destroy after 1 year. |
| | | 56,65 | |
| | Includes inspection/damage/safety records for privately owned 4-wheel vehicles. | 74,83 | |
| | | Other | Destroy after 1 year. |
| | Case file A-Z by driver, and year date. | Unit(s) | |
| (4) | <u>Vehicles (Public)</u> | 8,27 | Destroy after 1 year. |
| | | 33,38 | |
| | Includes inspection/damage/safety records for county owned vehicles. | 47,56 | |
| | | 65,74 | |
| | | 83,103 | |
| | | 105,113 | |
| | Case file A-Z by driver, and year date. | 115,131 | |
| | | 142 | |
| (5) | <u>Weapons</u> | 5 | Destroy after weapon disposal. |
| | Includes handguns, shotguns, and tear gas equipment safety-inspection records. | | |
| | Case file A-Z by type of weapon, serial number, and year date. | | |

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| <u>513-11</u> | <u>Physical Inventory Records</u> | All Unit(s) | Destroy when superseded or updated. |
| | Includes acquisition records for inventoried personal property. | | |
| | <u>SPECIAL INSTRUCTIONS:</u> | | |
| | . Keep in 3-ring binder(s). | | |
| | . Keep by type of property. | | |
| | . Recommend PC media. | | |
| | . Follow guidelines contained in the <u>Fixed Assets Procedures</u> <u>Manual</u> . | | |
| (1) | <u>Court Property Records</u> | 126 | Destroy after approval by State's Attorney's Office. |
| | Includes property used for pros- secution. | | |
| | Keep in 3-ring binder, and year date. | | |
| (2) | <u>Fixed Assets Records</u> | All Unit(s) | Destroy when superseded or updated. |
| | Conform to unit filing practice. | | |
| (3) | <u>Fleet Records</u> | 8 | Destroy 1 year after vehicle disposal. |
| | Includes master cards for new, issued, re-issued, and dismantled police vehicles. | | |
| | Case file by vehicle number. Arrange by new, to be issued, re- issued, and dismantled vehicles. | | |
| (4) | <u>Narcotics Records</u> | 38,47 56,65 74,83 113 | Destroy 1 year after narcotics disposal. |
| | Includes confiscated narcotic records. | | |
| | Case file by year date. | | |

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| (5) | <u>Vehicle Records</u> Includes abandoned/impounded vehicles. File by lot number, and year date. | 155 | Destroy after 3 years. |
| (6) | <u>Weapons Records</u> Includes handguns, shotguns, rifles, and pistols, ammunitions, night sticks, gas masks, and other related weapons, including lost/stolen weapons. File by serial number, and type of weapon as needed. | 5 Other Unit(s) | Destroy when superseded or updated. |
| <u>513-12</u> | <u>Property Recovery Records</u> Includes seller/buyer records for personal property sold/loaned to licensed dealers. See Item 503-7. File A-Z by dealer code, month, and year date. | 33,36 38,47 56,65 74,83 125,131 | Destroy after 1 year. |
| <u>513-13</u> | <u>Prisoner Property Records</u> File A-Z by name, CCN, and year date. | 33,38 47,56 65,74 83 | Destroy after 90 days. |
| <u>513-14</u> | <u>Property Claim Records</u> Includes claim letters for property released to owners. Attach/staple to applicable property records. See Item 513-17. | 126 | Destroy after 3 years. |

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| <u>513-15</u> | <u>Property Disposal Records</u> | | |
| | Includes records for personal property disposal operations. | | |
| (1) | <u>Abandoned Vehicle Disposals</u> | 155 | Destroy after 3 years. |
| | Includes applications for abandoned vehicle disposal records. | | |
| | File by CCN. | | |
| (2) | <u>Alcoholic Beverages Disposals</u> | 126 | Destroy after 2 years. |
| | File by year date. | | |
| (3) | <u>Handgun Disposals</u> | 5,126 | Destroy 3 years after court disposition. |
| | Includes handguns sold, traded, and converted for agency use records. | | |
| | Unit 5: Notify MSP after handgun disposal. | | |
| | File by year date. | | |
| (4) | <u>Lost Property Disposals</u> | 126 | Retain for 2 years, and until audited by County auditor, then destroy. |
| | Includes lost/abandoned property disposal records. | | |
| | File by year date. | | |
| (5) | <u>Narcotics Disposals</u> | 126 | Destroy 3 years after court disposition. |
| | Includes confiscated drugs/paraphernalia destruction records. | | |
| | File by year date. | | |
| (6) | <u>Police Records Disposals</u> | All Unit(s) | Destroy after 3 years. Other units: Destroy after 1 year. |
| | Includes disposal certificates, retention schedules, and records transfer records. | | |
| | File by year date. | | |

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| (7) | <u>Property Disposals</u> Includes inventoried property disposals. File by year date. | All Unit(s) | Minimum retention 1 year. Maximum retention 2 years. |
| (8) | <u>Surplus Property</u> Includes stolen property sold in public auctions. Unit 126: File by lot number, and year date. Other units: File by year date. | 126 Other Unit(s) | Unit 126: Destroy after 2 years. Other units: Destroy after 1 year. |
| (9) | <u>Vehicle Disposals</u> Includes vehicle disposal records. Case file by vehicle number, and year date. | 8 | Retain until audited by County Auditor, then destroy after 30 days. |
| (10) | <u>Weapons Disposals</u> Includes non-serviceable/dismantled weapons/firearms melt-down records. File by year date. | 5,126 | Destroy 3 years after court disposition. |
| <u>513-16</u> | <u>Property Notifications</u> Merge with applicable property records with same CCN. See Item 513-18. | 126 | Destroy after 3 years. |
| <u>513-17</u> | <u>Property Pick-up Records</u> Includes pick-up confiscated property held in courts for trials. File by year date. | 126 | Destroy after 3 years. |

513-18 Property Records

Includes found/stolen/
held/confiscated property
records stored in Police
Property Section.

SPECIAL INSTRUCTIONS (126):

- . Shelve, tag, and store in
secure area.
- . Arrange property by type.
- . Code property for storage
location.
- . Place jewelry, narcotics, curr-
ency, and other sensitive
records in lock-seal envel-
ope(s), and keep in safe
vault(s).

Send white copy to Police
Records Center (131).

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| (1) | <u>Canary Copies</u> | 131 | Destroy after 1 year. |
| | Keep apart from incident reports. | | |
| | File by CCN. | | |
| (2) | <u>Goldenrod Copies</u> | 38,47 56,65 74,83 113,115 142 | Destroy after 1 year. |
| | File by CCN, and year date. | | |
| | Separate released, and non- released property records as needed. | | |
| (3) | <u>Pink Copies</u> | 38,47 56,65 74,83 113,142 | Destroy after 1 year. |
| | File by CCN, and year date. | | |

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| (4) | <u>White Copies/Originals</u> | 126,131 | Destroy 5 years from date created or destroy after property disposal date. |
| | Unit 131: Keep apart from incident reports. File by CCN, and year date. Unit 126: Conform to unit filing practice. | | |
| <u>513-19</u> | <u>Property Receipt Records</u> | 126,131 | Destroy after 5 years from date created or destroy property after disposal date. |
| | Includes evidentiary/confiscated property transfers for court trials. Attach/staple to applicable inventory record with same CCN. See Item 513-18. | | |
| <u>513-20</u> | <u>Property Release Records</u> | | Destroy after property disposal. |
| | Includes property release records for stolen, found, and held personal property. | | |
| (1) | <u>Blue Copies</u> | 38,47 56,65 74,83 126,131 | Destroy after 1 year. |
| | Merge with applicable property records (513-18). Unit 126: Send to Police Records Center (131). | | |
| (2) | <u>Court Releases</u> | 38,47 56,65 74,83 126 | Destroy after 1 year. |
| | Attach to applicable property inventory. See Item 513-18. | | |
| (3) | <u>White Copies/Originals</u> | 38,47 56,65 74,83 126,131 | Unit 131: Destroy 5 years from date created or destroy after property disposal date. Other units: Destroy after 1 year. |
| | Unit 131: Merge with property records. See Item 513-18(4). | | |

- (4) Yellow Copies 38,47 Destroy after
56,65 1 year.
Merge with applicable property 74,83
records with same CCN. 142
See Item 513-18.

513-21 Traffic Equipment Records

Includes traffic enforcement/
measurement equipment/devices,
maintenance, inspection,
certification, and calibration
records.

- (1) Breathalyzer Equipment Records 19,38 Destroy after
47,56 equipment dis-
Case file by equipment serial 65,74 posal.
number. 83
Send field inspection to State
Toxicologist's Office.
- (2) RADAR/VASCAR Equipment Records 38,47 Destroy after
56,65 equipment
Case file by equipment number. 74,83 disposal.
- (3) Speedometer Equipment Records 38,47 Destroy after
56,65 1 year.
Case file by vehicle number, and 74,83
year date. 142
- (4) Other Traffic Records 38,47 Destroy after
56,65 equipment
Includes maintenance, operation, 74,83 disposal.
and certification records for
other speed-measuring devices. Other
Unit(s)

513-22 Vehicle Audit Records

Includes vehicle audit records
for impounded/disposed/claimed/
inventoried motor vehicles held
in private/police storage areas.

- (1) Certified Mail Letters 155 Destroy after
3 years.
Includes non-deliverable certi-
fied mail for vehicle disposals.
Include in Item 513-22(8) as
needed.

- (2) Certified Letter Receipt Cards 155 Destroy after
3 years.
Merge with Item 513-22(1) as
needed.
File by CCN, and year date.
- (3) Impound Notifications 38,47 Units 131/155:
56,65 Destroy after
74,83 3 years.
131,155 Other units:
Destroy after
1 year.
Includes notices for impounded
vehicles stored in police/private
storage areas.
District stations: File by CCN,
and year date.
Unit 131: Keep in Records Center
Box by year date.
Unit 155: Merge with Item 513-
22(6).
- (4) Monthly Vehicle Inventory Records 155 Destroy after
3 years.
Includes monthly inventory
records for impounded vehicles
stored in private storage areas.
Case file A-Z by towing company,
and year date.
- (5) Recovered Stolen Vehicle Records 155 Destroy after 1
year.
Includes MILES/NLETS messages,
and certified mail receipts for
recovered stolen vehicles
claimed/released by/to owners/
lienholders.
Case file A-Z by garage company.

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| (6) | <u>Show Cause Records</u> Includes show cause findings, requests, vehicle reports, impound notices, and other related records. Unit 131: Keep in Records Center Box by CCN, and year date. Unit 155: Case file by CCN, and year date. | 131 155 | Destroy after 3 years. |
| (7) | <u>Vehicle Disposal Records</u> Includes disposal certificates, impound notices, MILES/NLETS messages, certified mail, receipts, and other related disposal records. Case file by CCN, and year date. | 131 155 | Destroy after 3 years. |
| (8) | <u>Vehicle Releases</u> Unit 131: Merge with incident reports. See Item 510-6. Other units: Attach/staple to applicable vehicle reports. | 33,38 47,56 65,74 83,131 142,155 | Units 131/155: Destroy after 25 years. Other units: Destroy after 1 year. |
| <u>513-23</u> | <u>Vehicle Impound Records</u> Includes police records for vehicles impounded for drugs, and evidence. | 8 | Destroy after vehicle disposal. |
| <u>513-24</u> | <u>Other Property Records</u> Includes other records not listed in above file categories. Conform to unit filing practice. | Appli- cable Unit(s) | Destroy after 1 year. |

514 REPORTS/STATISTICS

Includes management, narrative, administrative, statistical, informational reports, and summaries for decision makers.

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| <u>514-1</u> | <u>Annual Reports</u> File A-Z by report title, and year date. | 12,14 16,22 27,28 99,105 106,112 122,127 131,150 154 | Unit 22: Retain permanently. Transfer periodically to MD. State Archives. Other units: Destroy after 5 years. |
| <u>514-2</u> | <u>Calls for Service Reports</u> Includes narrative/statistical summaries for District Station service calls. File by year date. | 38,47 56,65 74,83 | Destroy after 30 days. |
| <u>514-3</u> | <u>Crime Analysis Reports</u> Includes crime analysis reports for crime trends/projections. File A-Z by report title, and year date. | 7,12 14,19 28,33 38,47 56,65 74,83 105,108 113,124 142,144 154 | Destroy after 30 days. |
| <u>514-4</u> | <u>Daily Reports</u> File by A-Z report title, and year date. | 38,47 56,65 74,83 102,103 109,126 131,148 153 | Destroy after 30 days. |

| | | | |
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| <u>514-5</u> | <u>MAARS Reports</u> Includes traffic related statistical reports for high- way safety operations. File A-Z by report title, and year date. | 38,47 56,65 74,83 102,154 | Destroy when superseded or obsolete. |
| <u>514-6</u> | <u>Monthly Reports</u> File A-Z by report title, month, and year date. | 7,8 19,22 33,38 47,56 65,74 83,95 99,105 108,115 131,133 135,142 145,146 Other Unit(s) | Destroy after 1 year. |
| <u>514-7</u> | <u>Personal Car Reports</u> Includes officer off-duty activities for personal vehicles. Conform to unit filing practice. | 36 Other Unit(s) | Destroy after data entry. |
| <u>514-8</u> | <u>Property Recovery Reports</u> Includes daily, monthly, and annual precious metals/pawn investigation reports. Conform to unit filing practice. | 38,47 56,65 74,83 Other Unit(s) | Destroy when superseded or obsolete. Apply above disposition standard to all printouts listed below. |
| (1) | <u>Anne Arundel County Dealers</u> | | |
| (2) | <u>D.C. Dealers</u> | | |
| (3) | <u>Fairfax County Dealers</u> | | |

(4) Montgomery County Dealers

(5) Prince George's County Dealers

| | | | |
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| <u>514-9</u> | <u>Quarterly Reports</u> | 12,14 16 Other Unit(s) | Destroy after 1 year. |
| | File A-Z by report title, and year date. | | |
| <u>514-10</u> | <u>Service Indicator Reports</u> | 9,22 27,28 33,38 47,56 65,74 83,104 105,115 122,126 131,135 142,155 | Unit 104: Destroy after 5 years. Other units: Destroy after 3 years. |
| | Includes calls for services for budget preparation. | | |
| | Unit 122: File A-Z by unit, and year date. | | |
| | Other units: File by year date. | | |
| <u>514-11</u> | <u>Situation Reports</u> | 19,38 47,56 65,74 83,104 106,131 | Destroy after 1 year. |
| | Includes reports/statistics created for specific/non- recurrent events/activities. | | |
| | File A-Z by report title, and year date. | | |
| <u>514-12</u> | <u>Staff Inspections Reports</u> | 22,38 47,56 65,74 83,131 | Destroy after 3 years. |
| | File A-Z by report title, and year date. | | |
| <u>514-13</u> | <u>UCR Reports</u> | 22,36 38,47 56,65 74,83 124 | Unit 36: Destroy after 3 years. Other units: Destroy after 1 year. |
| | Includes incident/offense reports classified/collected for uniform crime reporting operations. | | |
| | File by month, and year date. | | |

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| <u>514-14</u> | <u>UCR Special Reports</u> Includes homicide, arson, assault, spousal abuse, manslaughter, racial, and other UCR reports. File A-Z by report title, and year date. | 22,27 36 Other Unit(s) | Destroy after 1 year. |
| <u>514-15</u> | <u>Weekly Reports</u> File A-Z by report title, week, and year date. | 12,14 16,22 23,27 28,33 38,47 56,65 74,83 99,105 108,111 112,124 142,145 150,155 Other Unit(s) | Destroy after 30 days. |
| <u>514-16</u> | <u>Other Statistics Records</u> Includes other records not listed in above file categories. Conform to unit filing practice. | Appli- cable Unit(s) | Destroy after 1 year. |

515 OTHER POLICE RECORDS

Includes court evidence, toxic substance, insurance, latent, micrographic, photographic, psychological, and other police related records for law enforcement operations.

515-1 Audio/Visual Records

26

Destroy after 5 years.

Includes evidentiary/non-evidentiary information in videographs, computergraphs, and other recording media.

(1) Video Tapes

Includes M/V fatality cases processed by camrecording equipment.

- . Store in secure area.
- . Keep by CCN order.
- . Delete after 5 years.
- . Recycle tape for reuse.

515-2 Court Records

Includes court initiated records for civil/criminal proceedings/depositions, and state, and federal rulings.

(1) Civil/Criminal Logs

27,38
47,56
65,74
83,131
142

Destroy 30 days after court/deposition date.

Includes court initiated logs for documents associated with civil/criminal processes.

File by year date.

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| (2) | <u>Civil Subpoenas</u> | 22,27 38,47 | Destroy 30 days after court/ deposition date. |
| | Includes state/federal subpoenas. | 56,65 74,83 | |
| | File by year date. | 111,131 142 | |
| | | | |
| (3) | <u>Court Decisions</u> | 22,27 31,38 | Destroy when obsolete. |
| | Includes state, and federal court decisions, and rulings. | 56,65 74,83 131 | |
| | File A-Z by case title, year date, and issuing court as needed. | Other unit(s) | Destroy when obsolete. |
| | | | |
| (4) | <u>Court Orders</u> | 22,27 38,47 | Destroy after 1 year. |
| | Unit 131: File by year date. | 56,65 74,83 | |
| | Other units: File A-Z by recipient, and year date. | 109,111 131,142 | |
| | | | |
| (5) | <u>Criminal Subpoenas</u> | 22,27 38,47 | Destroy 30 days after court/ deposition date. |
| | Includes state/federal subpoenas. | 56,65 74,83 | |
| | File A-Z by year date. | 111,131 142 | |
| | | | |
| (6) | <u>Grand Jury Indictments</u> | 22,27 | Destroy 3 years after indict- ment. |
| | Case file A-Z by defendant, and year date. | | |
| (7) | <u>Summons</u> | 22,27 38,47 | Destroy 30 days after court/ deposition date. |
| | Includes summons for civil/ criminal depositions. | 56,65 74,83 | |
| | File by year date. | 111,131 | |
| | | | |
| (8) | <u>Warrants</u> | 27,38 47,56 | Destroy after 1 year. |
| | Includes arrest warrants served by Sheriff's Department. | 65,74 83 | |
| | File A-Z by defendant, and year date. | | |

- (5) Crime Scene Processing Reports 38,47 Unit 131:
56,65 Destroy after
74,83 25 years.
131 Other units:
See Item
510-3 for
disposition.
- Unit 131: Attach/staple to applicable incident report. See Item 510-6.
Other units: Conform to unit filing practice.
Source units: Send originals to Police Records Center (131).
Source Units: Include duplicate investigation cases (510-3).
- (6) Laboratory Analysis Reports 33,115 Unit 131:
131 Destroy after
25 years.
Other units:
See Item
510-3 for
disposition.
- Includes crime scene analysis reports.
- Unit 131: Attach/staple to applicable incident reports. See Item 510-6.
- Other units: Include in the applicable cases. See Item 510-3.
- (7) Laboratory Examination Requests 33,115 Unit 131:
131 Destroy after
25 years.
Other units:
See Item
510-3 for
disposition.
- Includes crime scene lab examination requests.
- Unit 131: Attach/staple to applicable incident reports. See Item 510-6.
- Source units: Send originals to Police Records Center.
- (8) Latent Fingerprint Examinations 33,38 Unit 131:
47,56 Destroy after
65,74 25 years.
83,115 Other units:
129,131 See Item
Other 510-3 for
Unit(s) disposition.
- Unit 129: File by CCN, and year date.
- Unit 131: Attach/staple to applicable incident reports. See Item 510-6.
- Other units: Include in the applicable criminal investigation cases. See Item 510-3.

Source units: Send originals to Police Records Center (131).

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| (9) | <u>Narcotics Records</u> Includes controlled dangerous substances samples for drug examinations/analyses. | 92,95 126 | Misdemeanor cases: Destroy 3 years after case closure. |
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SPECIAL INSTRUCTIONS:

- . Keep drug samples in lock-seal envelopes.

- . Include lab reports in the applicable criminal investigation cases. See Item 510-3.

- . Keep State Police lab reports apart from County Police Records as needed.

Closed felony cases: Destroy after 5 years.

Misdemeanor case: Destroy after 3 years.

| | | | |
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| (10) | <u>Photographic Prints</u> Unit 95: Case file by CCN. Other units: Include in the applicable criminal investigation cases. See Item 510-3. | 33,95 142 | Destroy after 5 years. |
|------|--|--------------|------------------------|

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| 515-4 | <u>Hazardous Substance Records</u> Includes records/lists for toxic/hazardous chemicals used/stored in work sites. | 5,7 33,38 47,56 65,74 83,95 115,121 126 | Destroy after 40 years. |
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TOXIC SUBSTANCE DESIGNEES:

- . Train, and inform employees for hazardous chemicals in the work place.

- . Maintain material safety data for employee health care.

- . Share information with health care professionals.
- . Compile chemical information lists.
- . Update chemical lists within 30 days.
- . Submit chemical lists to Maryland Department of Health/Mental Hygiene.
- . Limit access to emergency service personnel.
- . Permit employee access to hazardous substances records.

515-5 Insurance Records

Includes correspondence/policies for rental property plus stolen/recovered property.

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| (1) | <u>Insured Property</u> | 131 | Destroy after 90 days. |
| | Keep in Administrative File by year date. | | |
| (2) | <u>Rental Property</u> | 26 | Destroy 1 year after policy expiration. |
| | Case file A-Z by issuing company. | Other Unit(s) | |

515-6 Latent Records

Includes latent prints collected from crime scenes for suspect identification.

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| (1) | <u>Latent Prints (Identified)</u> | 129 | Destroy after 10 years. |
| | File by CCN, and year date. | | |

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| (2) | <u>Latent Prints (Major Crimes)</u> Includes latent prints collected from homicide, rape, robbery, and kidnaping cases without positive suspect identifications. File by CCN, and year date. | 129 | Destroy after 25 years. |
| (3) | <u>Latent Prints (Other LEA)</u> Includes adult latent prints collected from non-affiliated local, state, and federal law enforcement agencies. File A-Z by agency, and year date. | 129 | Return to originating agency after analysis for destruction. |
| (4) | <u>Latent Prints (Without Value)</u> Includes latent prints collected from crime scenes without identification value. File by CCN, and year date. | 129 | Destroy after 2 years. |
| (5) | <u>Other Latent Prints</u> Includes other latent prints not listed with major crimes category. File by CCN and year date. | 129 | Destroy after 10 years. |
| <u>515-7</u> | <u>Micrographic Records</u> Includes police records micro-filmed for space conservation, and record protection. | | |

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| (1) | <u>Criminal History Records</u> | 131 | Destroy after 75 years. |
| | See Item 510-2. | | |
| (2) | <u>Criminal Investigation Records</u> | 7,21 38,47 56,65 74,83 92,103 111,133 135,137 | See Item 510-3 for disposition. |
| | Assigned for criminal investigations. See Item 510-3. | | |
| (3) | <u>Directives Records</u> | 122 | See Item 504-4 for disposition. |
| | See Item 504-4(3). | | |
| (4) | <u>Incident Records</u> | 131 | Destroy after 25 years. |
| | See Items 503-4, and 510-6. | | |
| (5) | <u>Vice/Narcotics Records</u> | 113 144 | Destroy after 25 years. |
| | Includes open narcotics felony cases. See Item 510-3. | | |

515-8 Photo/Negative Records

Includes color/black/white photographs/negatives for suspects, accused, special events, and other occasions.

SPECIAL INSTRUCTIONS:

- . Store negatives (crime/incident/accident/special event) in Photo Lab Unit (Official Films Respository).
- . Limit access to authorized personnel.
- . Keep JUVENILE photos/negatives apart from adult negatives/photos.

. Keep line-up photos by race, sex, age, hair, and other special features as needed.

- | | | | |
|-----|--|---|---|
| (1) | <u>Accident Negatives</u> See Item 510-16(1). | 121,131 | Destroy after 5 years. |
| (2) | <u>Adult Negatives</u> Includes adult positives/negatives/photo information sheets (color/black/white). Keep in special envelopes by identification number. | 7,21 33,38 47,56 65,74 83,102 103,109 113,121 131,135 137,142 | Units in 131: Destroy 10 years after date arrested. Other units: Destroy when updated or obsolete. |
| (3) | <u>Crime Scene Negatives</u> Keep in special envelopes by CCN. | 121 | Destroy after 25 years. |
| (4) | <u>Incident Scene Negatives</u> Keep in special envelopes by CCN. | 121 | Destroy after 25 years. |
| (5) | <u>Juvenile Negatives</u> Includes juvenile positives/negatives/photo information sheets (color/black/white). Keep in special envelope by identification number. | 7,21 33,38 47,56 65,74 102,103 109,113 115,121 131,135 142 | Units 121/131: Destroy when offender becomes 21 years old. Other units: Destroy when updated or obsolete. |
| (6) | <u>Photo Information Sheets</u> Include in the applicable adult and/or juvenile negative envelopes. See Items 515-8 (2), and 515-8 (5). | 131 | Adult cases: Destroy 10 years after date arrested. Juvenile cases: Destroy when offender becomes 21 years old. |

| | | | |
|---------------|---|---|--|
| (7) | <u>Special Event Negatives</u> Includes negatives/positives for special events, persons, and other occasions. | 121,131 | Retain for Police Archives. Transfer periodically to MD. State Archives. |
| <u>515-9</u> | <u>Psychological Records</u> Includes client, communicable disease, referral, and exit interview records. | | |
| (1) | <u>Communicable Disease Records</u> Case file by assigned number(s). | 127 | Destroy 3 years after employee separation. |
| (2) | <u>Clinical Records</u> Case file by assigned number(s). | 127 | Destroy 3 years after employee separation. |
| (3) | <u>Exit Interview Records</u> Case file by assigned number, and year date. | 127 | Destroy 1 year after employee separation. |
| (4) | <u>Referral Records</u> Case file by assigned number, and year date. | 127 | Destroy 3 years after employee separation. |
| <u>515-10</u> | <u>Security Records</u> Includes security/pass records for police/non-police personnel in police facilities. File by year. | 38,47 56,65 74,83 Other Unit(s) | Destroy when updated. |
| <u>515-11</u> | <u>Other Police Records</u> Includes other police related records not listed in above file categories. Conform to unit filing practice. | Applicable Unit(s) | Minimum retention 30 days. Maximum retention 1 year. |

PRINCE GEORGE'S COUNTY POLICE DEPARTMENT
RECORDS MANAGEMENT HANDBOOK

NOTICE PAGE

RECORDS MANAGEMENT HANDBOOK # _____ ISSUED TO/UNIT:

THIS HANDBOOK SHOULD BE KEPT IN A CONVENIENT PLACE FOR READY REFERENCE. THE DIRECTOR FOR THE POLICE RECORDS CENTER WILL MAKE/HANDLE THE DISTRIBUTION OF THIS HANDBOOK.

RECOMMENDATIONS/SUGGESTIONS FOR IMPROVEMENTS WILL BE ACCEPTED FROM HANDBOOK USERS.

DIRECTOR/POLICE RECORDS CENTER

DATE

CALEA #82.1.2

SUPERSEDES RECORDS RETENTION SCHEDULE C-663

PRINCE GEORGE'S COUNTY POLICE

RECORDS MANAGEMENT HANDBOOK

RECORDS RETENTION SCHEDULE

C-680

*Approved By Leo J. Rositer 9-25-91
Chief, Bureau of Support Services
Prince George's County Police Date

*Approved By H. J. Howard 10/8/91
Chief, Administrative Services
Office of Central Services Date

*Approved By Edward C. Pappas FEB 13 1992
State Archivist
Maryland State Archives Date

Prepared By M. J. Lomis 9-24-91
Police Records Manager
Prince George's County Police Date

(* The above signatures constitute legal approval of the
Records Retention Schedule contained in this handbook.)

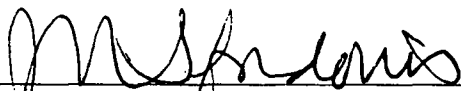
PRINCE GEORGE'S COUNTY POLICE DEPARTMENT

DEPARTMENTWIDE DIRECTIVE

RECORDS MANAGEMENT PROGRAM

"Records Creation, Maintenance, and Disposition"

1. Purpose of Directive: This directive establishes an agencywide records retention schedule for local ordinance, and accreditation compliance:
 - . Prince George's County Code, Sections 2-277 thru 281.
 - . County Administrative Procedures #114.
 - . Standards #82.1.2.
2. Personnel concerned: All Departmental employees handling paperwork, and computer records.
3. Distribution: Departmental employees engaged in files management operations.



John V. Sfondouris, Director, Police Records Center
Prince George's County Police Department

FOREWORD

A sound records/information management system is recognized by business executives for efficient agency operations.

Prince George's County ordinance requires the establishment of records management programs.

The handbook is designed to give police personnel:

- . Uniform filing practices.
- . Paperwork reduction procedures.
- . Computer file purges.

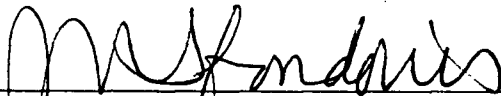
This custom-made Records Management Program will:

- . Save premium office/storage space.
- . Improve filing operations.
- . Reduce filing equipment expenditures.
- . Comply with legal retention mandates.

The handbook is divided into four parts for easy reference:

- . Subject Index
- . Introduction
- . Records Retention Schedules (Parts 301-307)
- . Exhibits/Forms

Used frequently for reference, the handbook will help you perform your records management responsibility more efficiently.



John N. Sfondoridis, Director, Police Records Center
Prince George's County Police Department

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PART 2. RECORDS OPERATIONS

201. BENEFITS

The Departmentwide records management program offers the following benefits:

- . Compliance with county records management ordinance.
- . Compliance with law enforcement accreditation standards.
- . Uniform filing practices.
- . Office space/storage savings.
- . Records protection from accidental disposals.
- . Paperwork reduction procedures.
- . Filing equipment cost savings.
- . Records protection through micrographics.
- . Personnel training/instruction.
- . Generic record series/categories.
- . Computer file purges.

202. POLICIES

- . Records created/received by the agency are the property of the County Government.
- . Employees are encouraged to make suggestions for operational improvements.
- . Directives should not be intermingled with administrative correspondence.
- . Directives manuals should be kept updated, and accessible.
- . File plans should be updated as needed.

203. RESPONSIBILITIES

The Police Records Center Director is responsible for the Prince George's County Records Management Project. E.g.:

- . Inventory, appraise, and analyze agencywide records.
- . Develop, and implement records retention schedules.
- . Negotiate records disposition with county, and state agencies.
- . Update the Records Management Handbook.
- . Serve as liaison with county, state, and federal agencies.
- . Certify records disposals.

204. DEFINITIONS

- . Archival Records . Permanent records appraised for preservation, and permanent retention in local or state archives.
- . Case File (s) . A file contains all papers relating to a specific subject, person, place, location, event, agency, etc., from start to close.
- . Cutoff . A designated time beyond which material is not added to a file folder. New folders are created for future use.
- . Directives . Instructions prescribing policies, authorities, responsibilities, delegations, standards, etc., issued in the form of manuals, memoranda, orders, procedures, bulletins, guides, notices, rules, regulations, and other formalized statements.
- . Disposable Records . Records of temporary value subject to destruction by a Records Retention Schedule.
- . Electronic Records . Machine readable records in erasable media, and other devices in applied office automation technology.

204. DEFINITIONS

- . Records . Includes materials created or received by a county agency in connection with public transactions, and in the form of correspondence, magnetic tapes, papers, books, photographs, maps, drawings, charts, printouts, microforms, films, sound recordings, disks, fingerprints, videographs, computer-graphs, or other documentary materials.
- . Records Management . The control of recorded information/ records from creation, maintenance, disposition, to preservation in local, state, or federal archives.
- . Records Retention Schedule . An official timetable that identifies the length of time a record must be kept before final disposition.
- . Records Series . A group of related records usually used/ filed as a unit for reference or disposition purposes.
- . Retention Period (s) . The length of time records are kept before destroyed by a predetermined plan. The retention period may be expressed in days, months, years, or destroy when superseded, etc.

205. ABBREVIATIONS

A-Z.....Alphabetically
 ADA.....Americans With Disabilities Act (1990)
 ADM PROC.....(County) Administrative Procedures
 AHB.....Administrative Hearing Board
 ATF.....Alcohol, Tobacco, and Firearms
 AWOL.....Absent Without Leave

 BSC.....Bethlehem Steel Corporation

 CAD.....Computer Assisted Dispatch
 CALEA.....Commission on Accreditation for Law
 Enforcement Agencies
 CCN.....Complaint Control Number
 CDZ.....Comprehensive Design Zone
 CFR.....Code of Federal Regulations
 CHRI.....Criminal History Record Information
 CJA.....Criminal Justice Agency
 CJIS.....Criminal Justice Information System
 CJP.....Courts and Judicial Proceedings
 COMAR.....Code of Maryland Regulations
 CP.....Commercial Paper

 DHMH.....Department of Health/Mental Hygiene
 DL.....Driver License
 DWI.....Driving While Intoxicated

 ED.....Education
 EEO.....Equal Employment Opportunity
 EN.....Environment

 FBI.....Federal Bureau of Investigation
 FEU.....Firearms Examination Unit
 FL.....Family Law
 FOP.....Fraternal Order of Police
 FTO.....Field Training Officer

 HG.....(Md. Code) Health - General
 HRC.....Human Relations Commission

 IAD.....Internal Affairs Division

 LE.....Labor/Employment
 LEA.....Law Enforcement Agency
 LEOBR.....Law Enforcement Officers' Bill of Rights
 LWOP.....Leave Without Pay

205. ABBREVIATIONS

MAARS.....Maryland Automated Accident Reporting System
MILES.....Maryland Interagency Law Enforcement System
MOSH.....Maryland Occupational Safety and Health
MPIA.....Maryland Police Information Act
MPTC.....Maryland Police Training Commission
MSDS.....Material Safety Data Sheet(s)
MSP.....Maryland State Police
MVA.....Motor Vehicle Administration

NACO.....National Association of Counties
NCIC.....National Crime Information Center
NLETS.....National Law Enforcement Telecommunications
System
NR.....Natural Resources

OSHA.....Occupational Safety and Health Administration

PC.....Personal Computer(s)
PCEA.....Police Civilian Employee Association

RAFIS.....Regional Automated Fingerprint
Identification System

SG.....(Md. Code) State Government
SOP.....Standard Operating Procedures

TR.....Transportation

UCR.....Uniform Crime Reporting

VIP.....Very Important Person (Protection)
VL.....Vehicle Law

206. REFERENCES

Local, state, and federal ordinances, laws, regulations, and CALEA standards applicable to records management operations:

- Abandoned Vehicle RecordsMd. VL
Sec. 25-201 thru 25-210
- Administrative RecordsCo. Code, Subtitle 2
Sec. 2-278(b)
- Adult Civil RecordsMd. Code, Article 27,
Secs. 400-403
Md. Code, Ed,
Sec. 26-103
- Alcoholic Beverages Disposal RecordsMd. Code,
Article 2B
- Animal Bite RecordsMd. Code, Sec. 18-316(d),
and 18-320(a)
Md. Code, Article 43,
Sec. 616
- Archival RecordsMd. State Archives,
COMAR 14.18.02
Co. Code, Sec. 2-277(a)(3)
- Background Investigation RecordsMd. Code, Article 41,
Sec. 4-201,
MPTC COMAR 12.04.01
Md. Code, Article 27,
Sec. 727ff
CALEA #32.2.3
- Breathalyzer Test RecordsMd. VL,
Sec. 16-205.1 thru 16-205.2
- CDS Disposal RecordsMd. Code, Article 27
Sec. 292(d)(3)
- Child Abuse/Neglect Records.....Md. Code, FL, Sec.5-704
Md. Human Resources Dept.,
COMAR 07.01.07, and 07.01.02
- Child Sexual Offender Records.....Md. Code, Article 27, Sec. 692B
Md. ED, Sec 1-101

206. REFERENCES

- Civil Litigation RecordsMd. Code, CJP, Secs. 5-101
and 5-404(a)
- Closed Felony Records.....Greco v. State (1986) Md.
Code, Article 27, Sec.
645A(e)
- Closed Misdemeanor Records.....Md. Code, Article 27, Sec.
5-106, Greco v. State (1986)
- Criminal Citation RecordsMd. Code, Article 27,
Sec. 594B-1
Md. District Court Rule 710(b)
- Criminal Investigation RecordsMd. Code, SG, Part III,
Sec. 10-618(f)
Md. Rules 4-331(a),
4-344(a), 4-345(b),
and 4-401
Greco v. State (1986)
- Criminal RecordsMd. Code, Article 38A,
Sec. 7A, Co. Code, Secs.
2-112.6, 11-151-162
USDOJ/FBI Directive (3-5-73)
COMAR 12.15.01.07
Md. Code, Article 27, Secs.
45A, and 146
Md. Code, Article 76A, Sec.
1-18
USDOJ/FBI Directive (2-9-73)
Md. Code, Article 27, Sec.
594B
- Criminal Records Dispositions.....Md. Code, Article 748(6)
Md. CJIS, COMAR 12.08.10.K
28 CFR 20.21(e) 28 CFR 50.12
- Death Records/State Facilities.....Md. Code, HG, Sec.10-714
DHMH Policy Bulletin (7-1-90)
- Disciplinary RecordsMd. Code, Article 27,
Sec. 728(b)
FOP #89, Article XIV,
Sec. 14.02
PCEA, Article V, Sec. 6B

206. REFERENCES

- Dishonored Check Records.....CP, Secs. 3-511-513
- DNA Profiles/Records.....Md. Code, CJP, Sec.10-915
- Domestic Violence Records.....Md. Code, Article 27, Sec. 11F
FL, Secs. 4-501-4-505,
and 4-513-516
- Drug Tax Liability Records.....Co. Code, Sec. 10-227 ff
- Electronic Records.....Md. Code, Article 27,
Secs. 45A, and 146
Md. Code, CJP, Sec. 10-102
- Employee Action Notifications.....PCEA Contract, Article VI
- Employee Disability Records.....Md. Code, Article 73B,
Secs. 2-404,3-404,4-404,
5-404, 7-404, and 8-402
- Employment Investigation Records ...Md. Code, Article 27,
Sec. 727 ff
- Evidence Records.....Md. Code, CJP, Sec. 10-102
- Expungement RecordsMd. Code, Article 27,
Secs. 292-293, 400-403,
641-641A, 735-741, and
737 (b)(2)
Md. Code, Article 10,
Sec. 37
Legal Opinion (6-12-90)
Md. Rules, 4-501/4-512
Md. Code, Article 48B,
Sec. 15(c)
- Federal Grant RecordsOBM Circular A-102
- Federal Tort Claim Records.....488 U.S. 235 (1989)
Owen v. Okure
- Film RecordsMd. Code, Article 27,
Sec. 645A(e) Greco v.
State (1986)

206. REFERENCES

Fingerprint RecordsUSDOJ/FBI Directive
(3-5-73)
USDOJ/FBI Directive
(2-19-73)
Fed. Violent Crime Control/
Law Enforcement Act (1994)

Firearms RecordsMd. Code, Article 27,
Sec. 36D

Fiscal RecordsPG Co. Charter,
Article 111, Sec. 313

Fortuneteller RecordsCo. Code, Sec. 5-158

Handgun Disposal RecordsMd. Code, Article 27,
Sec. 36C (d)

Hate RecordsMd. Code, Article 88B,
Sec. 9

Hazardous Materials RecordsMd. Code, HE, Title 7

Hazardous Substances RecordsMd. Code, LE, Sec. 5-405(e)
OSHA/MOSH 29 CFR 1910.1200
COMAR 09.12.33

Health/Safety RecordsADA, Act 42 U.S.C. Sec. 12101 ff

Incident Records/Public Records.....Md. Code, Article 26-A. Sec.1-18
Md. Code, Article 27,
Sec. 36D
Md. Code, Article 88B,
Sec. 9-10
County Executive Order
7-1972
Co. Adm. Proc. #133 (1991)
Md. Code, Article 27,
Sec. 45A
Md. Code, Article 43,
Secs. 615-616A
Md. Code, SG,
Secs. 10-611-629
Md. Code, Article 27,
Sec. 5-106 Greco v. State
(1986)

206. REFERENCES

- Md. Code, Article 27,
Sec. 645A(e)
Md. Code, Article 27,
Secs. 45A, and 146
Md. Code, FL, Secs. 9-401--9-403
Md. Code, HG, Sec. 10-714
FBI Directive 83-1 (3-18-83)
Legal Opinion (4-4-90)
- Inspection RecordsCALEA Standard #53.2.1
- Intelligence Records28 CFR 23.20
CALEA #51.1.2
- Internal Investigation RecordsMd. Code, Article 27,
Sec. 728(b)
Co. Code, Sec. 14-102(a)
- Juvenile Civil RecordsMd. Code, Article 27,
Secs. 400-403, 403A
- Juvenile RecordsMd. Code, CJP,
Sec. 3-828(a)
Co. Code,
Secs. 14-101--106,
Md. Code, CJP,
Secs. 3-801--3-835
Md. Code, Article 27,
Sec. 35A
Co. General Resolution
12-1967
Md. Code, Article 41,
Sec. 60-71
Md. Code, Article 56,
Secs. 75-91
Co. Code, Chapter 15,
Article 1, Sec. 15-2
Legal Opinion (6-11-90)
Md. Code, Article 27,
Secs. 45A, and 146
Md. Rule 909
Md. Code, Article 27,
Secs. 747, 747A, and 750A
Md. Code, ED, Sec. 7-302.1,
Md. Code, Article 27, Secs. 36,
36A, 36B
Md. Code, CJP, Sec. 3-804(e)(4)

206. REFERENCES

- Limitation Statutes/FeloniesMd. Code, Article 27,
Sec. 5-106, Greco v.
State (1986)
- Limitation Statutes/Misdemeanors....Md. Code, Article 27,
Sec. 5-106, Greco v.
State (1986)
- Massage Technician RecordsCo. Code, Sec. 5-184.08
- Medical Records.....29 CFR Parts 1910-10.30,
and 1910.20
Md. Code, HG, Secs. 4-403,
and Md. Code, SG,
Secs. 10-617(b), 18-213, and
18-338.1
- Mental Institute Abuse RecordsMd. Code, HG, Secs. 10-101--
10-705
- Micrographic RecordsMd. Code, CJP, Sec. 10-103
Md. Rules, Rule 2-424
Cooper v. State (1979)
Gray v. State (1943)
Forrester v. State (1961)
Henson v. State (1972)
Tribble v. State (1984)
Adm. Proc. 115
Md. Code, SG, Part III,
Sec. 10-642
Md. Code, CJP, Sec. 102
- Missing Persons RecordsMd. Code, FL, Sec. 9-401-403
National Child Search
Assistance Act (1990)
- Model Studio Operator RecordsCo. Code, Sec. 5-320
- Motor Vehicle Accident RecordsFOP #89, Article XIV,
Sec. 14.03 Md. VL,
Secs. 12-111, 20-107-
109, and 20-113
Md. Code, Article 88B,
Sec. 8
Md. Code, SG, Sec. 10-616(h)
COMAR (12.06.02)
GOM (3/402.15)
Pressman v. Elgin (1947)
7/95

206. REFERENCES

- Narcotics Disposal RecordsMd. Code, Article 27,
Sec. 297(f)
- Nursing Home Abuse RecordsMd. Code, HG, Secs. 19-301,
and 19-347
- Oil Pollution RecordsCOMAR 08.05.04
- Open Felony RecordsGreco v. State (1986)
- Optical Imaging RecordsMd. Code, CJP, Sec. 10-102
- Parolee Records.....Fed. Violent Crime Control/Law
Enforcement Act (1994)
- Patient Abuse RecordsCOMAR 10.07.09 (19-347)
- Patient Death RecordsMd. Code, FL, Sec. 5-309
- Pawn RecordsCo. Bill 127-1982
- Personal RecordsMd. Code, SG, Part III,
Sec. 10-624
- Personnel RecordsCo. Code, Subtitle 16,
Sec. 16-216(b)
Md. Code, SG, Part III,
Sec. 10-616(b)
Md. Code, Article 76A,
Sec. 3(c),
Adm. Proc. 262 (1994)
OSHA/MOSH Reg. (Part 1910)
- Photographic RecordsUSDOJ/FBI, Directive
(3-5-73)
- Police Disciplinary RecordsMd. Code, Article 27,
Sec. 727 ff
- Police Property RecordsCo. Code, Sec. 18-114(d)
- Police Training RecordsMd. Code, Article 41,
Sec. 4-201
- Polygraph RecordsMd. Code, Article 27,
Sec. 727 ff

206. REFERENCES

- Precious Metals RecordsMd. Code, Article 56,
Sec. 422(e)
Department of Licensing/
Regulation, COMAR 09.01.02
- Property Recovery RecordsMd. Code, Article 56,
Secs. 416-427
- Psychological RecordsMd. Code, SG, Part III,
Sec. 10-617
- Public RecordsMd. Code, SG, Part III,
Sec. 10-611 ff
Md. Code, Article 27,
Sec. 45A
- Public Records Certifications.....Md. Code, CJP, Sec. 10-204
- Rape/Sexual Offense RecordsMd. Health Department
COMAR 10.12.02
Md. Code, HG, Sec. 15-127
- Records Destruction Certificates....Md. State Archives
COMAR 14.18.02.04
Co. Code, Sec. 2-280(b)
- Records Retention SchedulesMd. Code, SG, Part IV,
Secs. 10-633,10-639
Co. Code, Sec. 2-227(a)
Md. State Archives,
COMAR 14.18.02
Adm. Proc. 114
CALEA #82.1.2
- Revenue RecordsCo. Code, Sec. 2-282
Md. CJIS, Sec. 06-07
- Safety Equipment Orders/Warnings....Md. VL, Sec. 23-205

206. REFERENCES

- Traffic Citation RecordsMd. VL, Sec. 26-407
District Court
Schedule #989 (1984)
MVA Schedule #1150A (1987)
Md. Code, SG, Part III
Sec. 10-611 ff
Md. VL, Secs. 26-101--26-201,
12-111,112,113,17-106
Md. Code, Article 88B,
Secs. 8, and 11
Md. Code, Article 27,
Secs. 45A

- Vehicle Disposal RecordsMd. VL, Secs. 25-207 thru 25-209
Md. Code, Article 27,
Sec. 297(f)

- Vehicle Forfeiture/Seizure Records..Md. Code, Article 27, Sec. 297

- Vehicle Salvage RecordsTR, Secs. 11-152, and 13-506-507

- Vessel Casualty RecordsMd. Code, NR, Sec. 8-724
33 CFR 173-174

- Vulnerable Adult RecordsMd. Code, Article 27, 35B

- Warrant RecordsMd. Code, CJP, Sec. 1-605
Md. District Rule
1299d4 (iii)

207. CORRESPONDENCE CONTENTS

In subject filing, follow the classification process. Arrange paperwork according to what it's about, not who wrote it, or to whom it's addressed. Start with primary subject headings. As the records grow in volume, break down the major headings, into small division (s), and subdivision (s) as needed.

208. GENERAL CLASSIFICATIONS

With the generic records categories listed in this handbook, the author/writer of correspondence can find the proper file subject. If more than one subject is discussed equally, the material may be assigned two subject captions, or photocopied for cross reference purposes.

209. DETAILED CLASSIFICATIONS

The detailed classification process requires content analysis for specific subject filing. The ability to locate filed material depends upon the care used in this classification process.

210. FILING SYSTEMS

Files are kept in file folders alphabetically, numerically, chronologically, or alphanumeric combination (s). The filing arrangement depends on the type material filed, and the way that material will be retrieved. For example, files are arranged alphabetically by subject, name, organization, location, activity, event, etc., numerically by consecutive Arabic numbers, coded with symbols, abbreviations, or other acronyms coined by users; and chronologically by day, week, month, year, or other chronological combination (s).

211. FILE CUTOFFS

Files are cutoff or broken periodically in order to speed filing, retrieval, and destruction of inactive records. To cutoff files, a file series is terminated arbitrarily on a given date or after a specified event or action. A new file series is then established. The inactive files may be transferred to less convenient space.

212. INACTIVE RECORDS STORAGE

Inactive records have low reference activity, usually less than one search per file drawer per month. Store inactive files in the lower drawers of the file cabinets, or off-site storage. See Exhibit #8.

213. FILE PLANS

The file station, work station, or operating unit must prepare a files maintenance plan. This plan shows what file the unit creates, maintains, and accumulates. The plan provides an index to all the files of the file station. The file plan must be written clearly, and in enough detail to enable office staff to find files when the files worker is absent. See Exhibit #1.

214. RETENTION SCHEDULE REVISIONS

The Records Retention Schedule should be revised periodically to meet the changing needs of the Department, and changes in subject matter. Use Exhibit #2, and submit to Police Records Center for State Archivist approval.

215. DISPOSAL AUTHORITIES

Local/state government records must be scheduled for ultimate disposition. The Maryland State Archives must approve the agency proposed retention periods before the Retention Schedule becomes operative. The source agency must apply the Schedule for efficient records management operations.

216. RETENTION SCHEDULES

The retention of obsolete/needless material is costly. Scheduled records should be destroyed or transferred according to records disposal instructions. If there is a definite need, records can be retained longer. The user must justify, in writing, continued retention through regular channels.

217. NEW RECORDS

Occasionally, new records are created/received by the Department, which do not fit under the present records disposition schedule(s). Submit new record series to Police Records Center for review, and approval by records management agencies. See Exhibit #2.

218. RECORDS DISPOSALS

Apply the Records Retention Schedule contained in the handbook for savings in space, equipment, and for accreditation compliance. Records eligible for disposal can be destroyed on an annual or fiscal basis. A 3-YEAR RETENTION CYCLE
EXAMPLE: CURRENT YEAR RECORDS CREATED/RECEIVED PLUS 3 YEARS.

219. DISPOSAL CERTIFICATES

Records authorized for destruction should be destroyed as they become eligible. Prepare disposal certificates for State compliance requirements. Consult the Police Records Center for records management-related operations. See Exhibit #3.

220. RECORDS TRANSFERS

Record series eligible for destruction should be transferred to Police Records Center for bonded, and certified destruction. Coordinate with the Police Records Center for records transfers.

221. RECORDS CENTER SERVICES

The County Records Center offers cost-free storage for inactive records. The Center accepts temporary records for 5 years storage. Designated commercial storage/firm is available for police records storage purposes. Follow these records transfer guidelines.

- . Pack records in records center cartons.
- . Keep records in the same order as they are maintained in the office files/drawers.
- . Attach label to carton for future reference. Fill in all spaces in printed labels. See Exhibit #4.
- . Number cartons in consecutive order.
- . Use the Records Transmittal Certificate. Also, use this form for transferring records to Police Records Center for bonded destruction. See Exhibit #5.
- . Do not pack records with two different retention periods in the same carton.
- . Do not pack two different record series in the same carton.

222. ARCHIVAL RECORDS

The Maryland State Archives is the official repository for permanent records. Archival records are collected from local agencies for the benefit of scholars, and posterity. Records series designated "permanent records" are archival records. See Items 301-9, 301-15, 301-23, and 307-23(7).

223. MICROFILM RECORDS

Microfilm services are available from County, and private vendors. Operating unit(s) should coordinate microfilm project(s) with the Police Records Center. Microfilming is not recommended for a "cure-all" records manpower/storage problems. Store "inactive" records in off-site storage areas. See Records Retention Schedules for authorized microfilm records. Destroy hardcopies after microforms are inspected for quality assurance. See Records Retention Schedules for administrative, datanomics, police, and property records.

The average cost for filming one letter size drawer is \$186.00 per cartridge. By contrast, off-site storage cost per drawer is \$3.00 a year or \$.25 a month. With \$186.00 spent per cartridge, inactive records can be stored for 62 years in low-cost records centers. See Paragraph 227. See Exhibit #7 for microfilming costs, and Paragraph 227 for Computer Imaging Systems.

224. RECORDS MEASUREMENT GUIDES

Records volume is measured in cubic feet. See Exhibit #6 for converting records holdings to cubic feet. Use this guide for inventorying, and destroying records contained in the Records Management Handbook.

225. DESTRUCTION METHODS

Records eligible for destruction can be destroyed by burning, shredding, pulping, or recycling methods.

Records destruction should be supervised/certified by agency records supervisory personnel. Police records are protected by local, state, and federal laws and regulations.
RECORDS SHALL NOT BE LEFT UNATTENDED OR UNPROTECTED WHILE AWAITING DESTRUCTION.

For machine readable records, use MAGNETIC ERASER for destruction.

For digitized/computerized records, use DELETE function for destruction.

225. DESTRUCTION METHODS

See Paragraph 221 for bonded destruction.

226. COMPUTER IMAGING SYSTEMS

Police records (hardcopy/film formats) can be stored/retrieved in/by stand-alone/networked computer imaging systems. Generic imaging systems are marketed for law enforcement applications.

227. TRANSITORY FILES

Transitory files contain short-lived materials without procedural or policy matters to the receiving police units. These files do not contain information for continuing reference value, such as requests for supplies, publications, blood donations, general information, etc. Keep transitory files in file folders by month, and destroy after 90 days or 1 year, whichever is sooner.

228. PUBLIC RECORDS PENALTIES

Unless public/police records destruction is authorized by a Records Retention Schedule, the agency or person is subject to:

- . \$1,000 fine
- . 3 years prison

See Md. Code, Article 27, Section 45A, SG, Sec. 10-639, and Cox v. State (1988).

301 ADMINISTRATIVE RECORDS

Includes correspondence, audit reports, contracts, surveys, studies, minutes, plans, transmittals, and other administrative records.

301-1 Audit Records

Includes internal/external audits, special reviews, surveys, and other management control records.

. File A-Z by title/year date.

22,28 Destroy
38,47 after 5
56,65 years.
74,83
92,99
119,131
142
Other
Unit(s)

301-2 Civil/Criminal Logs

Includes court initiated logs for documents associated with civil/criminal processes.
(74.1.1/74.1.2/74.2.1)

. File by year date.

27,38 Minimum
47,56 retention 30
65,74 days. Maximum
83,131 retention 1
142 year.
Other
Unit(s)

301-3 Civil Subpoena Records

Includes state/federal subpoenas.
(74.1.1/74.1.2/74.2.1)

. File by year date.

22,27 Minimum
38,47 retention 30
56,65 days. Maximum
74,83 retention 1
111,131 year.
142

301-4 Contract Records

Includes contracts, compacts, and other cooperative agreement records.
(2.1.2/2.1.3/3.1.1/3.1.2)
(24.1.1/81.1.1/82.1.4)

21,22 Destroy 1
33,34 year after
38,47 contract
56,65 expiration or
74,83 cancellation
113,119 date.
122,129
131,145
Other
Unit(s)

| | | | |
|--------------|--|--|--|
| <u>301-5</u> | <u>Correspondence</u> | All Units | Unit 22: Destroy after 3 years. Other units: Minimum retention 30 days. Maximum retention 1 year. |
| | Includes correspondence for internal/external communications. | | |
| | . Arrange by primary subject, and sub-divide within related file group in descending order as needed. | | |
| | . Staple together all letters relating to each subject with the most recent on top. | | |
| | . See Paragraphs 208-211 for subject filing instructions. | | |
| | . DO NOT MINGLE CORRESPONDENCE WITH DIRECTIVES (301-9). | | |
| <u>301-6</u> | <u>Court Decision Records</u> | 22,27 31,38 56,65 74,83 131 Other Unit(s) | Destroy when obsolete. |
| | Includes state/federal court decisions, and rulings. | | |
| | . File A-Z by case title, and date. | | |
| <u>301-7</u> | <u>Court Order Records</u> | 22,27 38,47 56,65 74,83 109,111 131,142 | Destroy after 1 year. |
| | Includes state/federal court orders. | | |
| | . Conform to unit filing practice(s). | | |
| <u>301-8</u> | <u>Criminal Subpoena Records</u> | 22,27 38,47 56,65 74,83 111,131 142 Other Unit(s) | Minimum retention 30 days. Maximum retention 1 year. |
| | Includes state/federal subpoenas. (74.1.1) | | |
| | . Conform to unit filing practice(s). | | |

| | | | |
|---------------|--|---|---|
| <u>301-9</u> | <u>Directives Records</u> | 5,7,12 14,16 22,27 28,38 47,56 65,74 83,99 107,105 106,112 115,122 124,127 131,132 142,147 154 Other Unit(s) | <u>Proposed Directives:</u> Minimum retention 30 days. Maximum retention 1 year. <u>Rescinded Directives:</u> Retain permanently. Transfer periodically to Md. State Archives (122). <u>Other Directives:</u> Destroy when superseded or obsolete. |
| | Includes internal/external policy memoranda, general orders, rules, regulations, manuals, handbooks, procedures, and other instructional materials to direct present, and future police operations. (12.2.1/26.1.3) | | |
| | . Keep in 3-ring binder(s). | | |
| | . Store in bookcase(s). | | |
| | . File A-Z by type, and number. | | |
| | . Index by subject, and number. | | |
| | . Keep apart from other records. | | |
| | . Distribute to affected units. | | |
| | . Establish receipt procedures. | | |
| | . Follow updating procedures. | | |
| | . Purge obsolete issuances. | | |
| | . Adhere to disposition standards. | | |
| | . Keep by type as needed. | | |
| | . Keep in accessible places. | | |
| <u>301-10</u> | <u>Emergency Operations Records</u> | 12,14 16,22 27,31 33,38 47,56 65,74 83,105 131,142 150 Other Unit(s) | Destroy when superseded or obsolete. |
| | Includes emergency management plans for natural, and man-made disasters, events, and other unusual occurrences. (CALEA Chapter 46) | | |
| | . Case file A-Z by plan, and year date. | | |
| | . Keep accessible to command personnel. | | |
| | . Review and update as needed. | | |

| | | | |
|---------------|--|---|---|
| <u>301-11</u> | <u>Forms Files</u> | All Unit(s) | Destroy when superseded or obsolete. |
| | Contains agency forms for internal/external information uses. (13.1.2/14.1.3/15.1.1) | | |
| | . Conform to unit filing practice(s). | | |
| <u>301-12</u> | <u>Insurance Records</u> | 131 Other Unit(s) | Destroy after 1 year. |
| | Includes correspondence for stolen/recovered property records. | | |
| | . Keep in Records Center Box by year date. | | |
| <u>301-13</u> | <u>Inspection Records</u> | 22,38 47,56 65,74 83,106 131 Other Unit(s) | Unit 106: Destroy after 3 years. Other units: Destroy after 1 year. |
| | Includes inspection for agency facilities, vehicles, equipment, records, personnel, investigative procedures, crime reporting practices, incident reports, and staff inspections for quality, efficient, and effective operations. | | |
| | . Unit 106: Case file by assigned number, and subject caption. | | |
| <u>301-14</u> | <u>Legislative/Legal Records</u> | 4,5,7 22,28 33,38 47,56 65,74 83,111 115,119 131,133 142,154 155 Other Unit(s) | <u>Laws/</u> <u>Regulations:</u> Destroy when updated or obsolete. <u>Ordinances:</u> Destroy when updated or obsolete. |
| | Includes local, state, federal laws, legal opinions, and other related records. | | |
| | . Case file A-Z by subject, bill, and year date. | | |

301-14 Legislative/Legal Records

Circuit Court Cases:

Destroy 3 years after final court date.

Federal Court Cases:

Destroy 3 years after final court date.

Civil Suit Cases:

Destroy 3 years after final court date.

Legal Opinions:

Destroy when superseded or obsolete.

Other Legal Records:

Minimum retention 30 days. Maximum retention 1 year.

301-15 Minutes Records

Includes minutes of meetings created by the Chief of Police, and other commanders. (12.1.4)

. Keep in 3-ring binder(s), and year date.

12,16
22,27
28,33
38,47
56,65
74,83
99,105
106,111
113,115
119,124
131,150
Other unit(s)

Unit 106:
Retain permanently.
Transfer periodically to Md. State Archives.
Other units:
Destroy after 1 year.

| | | | |
|---------------|---|--|--|
| <u>301-16</u> | <u>Organization Charts</u> | 22,119 122,131 Other Unit(s) | Destroy when superseded or obsolete. |
| | Includes staffing, and organization charts. (11.1.1/11.1.2) | | |
| | . Conform to unit filing practice(s). | | |
| <u>301-17</u> | <u>Organization Records</u> | 19,22 31,33 38,47 56,65 74,83 99,108 113,115 131,142 154 Other Unit(s) | Destroy after 3 years. |
| | Includes correspondence, and other records created and/or received by/ from associations, agencies, institutions, boards, committees, commissions, societies, clubs, unions, councils, symposia, and other organized bodies. (16.3.7/45.1.1/45.1.2/45.2.1) | | |
| | . Case file A-Z by college, university, agency, committee, (etc). and year date. | | |
| <u>301-18</u> | <u>Permit Records</u> | 38,47 56,65 74,83 122 Other Unit(s) | Destroy 1 year after permit expiration or cancel- lation date. |
| | Includes permit-related records. (24.1.1/81.1.1) | | |
| | . Case file A-Z by permittee, and year date. | | |
| <u>301-19</u> | <u>Planning Records</u> | 12,14 16,22 28,38 47,56 65,74 83,119 122,131 142 Other Unit(s) | Adm. Plans: Destroy after 5 years. Other plans: Destroy when superseded or obsolete. |
| | Includes correspondence, admin- istrative, operational, and management action plans. (13.2.2/13.2.3) | | |
| | . File A-Z by plan, and year date. | | |
| | . Keep plans current, and updated. | | |
| | . Keep in 3-ring binder(s). | | |
| | . Distribute to affected unit(s). | | |
| | . KEEP IN ACCESSIBLE PLACE(S). | | |

| | | | |
|--------|--|--|--|
| 301-20 | <u>Printout Records</u> | 9,22 36,38 47,56 65,74 83,99 124,125 131,135 Other Unit(s) | Destroy when superseded or obsolete. |
| | Includes printouts/reports/ summaries/other machine/ computer processed records. | | |
| | . Store bulky printouts in bookcases. | | |
| | . Keep in 3-ring binder(s) by month, fiscal, or year date. | | |
| | . Conform to unit filing practice(s). | | |
| 301-21 | <u>Project Records</u> | 2,9,10 14,22 26,27 28,31 38,47 56,65 74,83 99,100 105,106 107,122 131,142 150,154 Other Unit(s) | Destroy 1 year after completion date. <u>CALEA</u> <u>Projects:</u> Destroy after 5 years (122). <u>Federally-</u> <u>Funded</u> <u>Projects:</u> Destroy 3 years after last grant date (122). <u>State-Funded</u> <u>Projects:</u> Destroy 3 years after last grant date (122). |
| | Includes crime prevention, suppression, management, capital, communications, public relations, planning, protection, and other police related project records. (13.2.2/45.1.3) | | |
| | . Case file A-Z by project title, and year date. | | |
| 301-22 | <u>Records Management Files</u> | 131 Other Unit(s) | Unit 131: Destroy after 3 years. Other units: Destroy after 30 days. |
| | Includes disposal certificates, schedules, and records transfers. (82.1.2) | | |
| | . File by year date. | | |

301-23 Reports/Statistics

Includes management, narrative, administrative, statistical, informational reports, and summaries for decision makers. (13.1.1/61.1.1)

. File A-Z by report title, and year date.

7,8,9

12,14

16,19

22,23

27,28

33,36

38,47

56,65

74,83

95,99

102,103

104,105

106,108

109,111

112,113

115,122

124,126

127,131

133,135

142,144

145,146

148,150

153,154

155

Other

Unit(s)

Annual Reports:

Unit 22: Retain permanently.

Transfer periodically to Md. State Archives.

Other units: Destroy after 5 years.

Crime Analysis Reports:

Destroy after 30 days.

Daily Reports:

Destroy after 30 days.

Monthly Reports:

Destroy after 1 year.

Personal Car Reports:

Destroy after data entry date.

Quarterly Reports:

Destroy after 1 year.

Service Index Reports:

Unit 104: Destroy after 5 years.
Other units: Destroy after 3 years.

301-23 Reports/StatisticsUCR Reports:

Unit 36: Destroy
after 3 years.
Other units:
Destroy after
1 year.

Weekly Reports:

Destroy after
30 days.

Other Stat.
Reports:

Minimum
retention 30
days. Maximum
retention 1
year.

301-24 Reports Transmittal Records

38,47
56,65
74,83
142,153
131

Includes police reports trans-
mittals for records collections.

. Conform to unit filing
practice(s).

Unit 131:
Destroy after
1 year.
Other units:
Destroy after
60 months.

301-25 Security Records

38,47
56,65
74,83
131
Other
Unit(s)

Includes security-related
records for agency offices/
buildings. (82.1.1)

. File by year date.

Destroy after
1 year.

301-26 Student Intern Records

38,47
56,65
74,83
122,142
Other
Unit(s)

Includes correspondence with
academic institutions for
students enrolled in law
enforcement programs.

. Case file A-Z by college or
university, and year date.

Destroy after
1 year.

| | | | |
|---------------|--|--|---|
| <u>301-27</u> | <u>Study/Survey Records</u> | 22,38 47,56 65,74 83,119 131 Other Unit(s) | Destroy after 3 years. |
| | Includes administrative studies, and surveys. (45.2.3) | | |
| | . File A-Z by title/year date. | | |
| <u>301-28</u> | <u>Visitor Records</u> | 131 Other Unit(s) | Destroy after 1 year. |
| | Includes visitor-related records for controlled access to police facilities. (82.1.1) | | |
| | . File by year date. | | |
| <u>301-29</u> | <u>Other Administrative Records</u> | Appli- cable Unit(s) | Minimum retention 30 days. Maximum retention 3 years. |
| | Includes other administrative records not listed in above file categories. | | |
| | . Conform to unit filing practice(s). | | |

302 COMMUNICATIONS RECORDS

Includes communication records for internal/external information disseminations.

| | | | |
|--------------|--|---|---|
| <u>302-1</u> | <u>Accident Reports</u> | 19,38 47,56 65,74 83,92 121,142 Other Unit(s) | Destroy after 30 days. |
| | Includes copies of motor vehicle accident reports for internal/external information. | | |
| | . File by CCN and year date. | | |
| <u>302-2</u> | <u>Arrest Reports</u> | 38,47 56,65 74,83 129 Other Unit(s) | Destroy after 30 days. |
| | Includes copies of arrest-related reports. (82.1.1) | | |
| | . Conform to unit filing practice(s). | | |
| | . Separate adults from juveniles. | | |
| <u>302-3</u> | <u>Audio Tapes</u> | 37 Other Unit(s) | Delete after 1 year. Recycle tape for reuse. Retain requested tapes until court/investigation needs satisfied, then purge. |
| | Includes recorded radio, and telephone conversations. (81.2.8) | | |
| | . Keep in secure area. | | |
| | . Keep by day, month, and year date. | | |
| | . Keep police shootings, killed officers, and other related special incidents. | | |
| | . Limit access to authorized personnel. | | |
| | . Protect against unauthorized alteration and/or erasure. | | |

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| <p><u>302-4</u> <u>Commanders' Information Reports</u></p> <p>Includes special reports for bomb, civil disturbances, civil rights, cross burning, and injured persons incidents.</p> <p>. Conform to unit filing practice(s).</p> | <p>12,14 16,27 28,33 38,47 56,65 74,83 105,106 108,112 115,122 131,142 154</p> | <p>Destroy after 30 days.</p> |
| <p><u>302-5</u> <u>Communication Bulletins</u></p> <p>Includes special/unusual incidents for police internal communications.</p> <p>. Conform to unit filing practice(s).</p> | <p>13,16 22,23 27,28 38,47 56,65 74,83 105,106 107,113 115,124 131,142 154 Other Unit(s)</p> | <p>Unit 27: Destroy after 3 years.</p> <p>Other units: Destroy after 30 days.</p> |
| <p><u>302-6</u> <u>Crime Solvers Records</u></p> <p>Includes periodic crime news releases for television scripts, and announcements.</p> <p>. File by week, month, and year date.</p> | <p>32 Other Unit(s)</p> | <p>Unit 32: Destroy after 3 years.</p> <p>Other units: Destroy after 30 days.</p> |
| <p><u>302-7</u> <u>Incident Reports</u></p> <p>Includes copies of juvenile, accident, incident, and youth reports used by field operations units.</p> <p>. File by CCN, victim, sector, beat, crime category, day, month, and year date as needed.</p> | <p>7,8, 38,47 56,65 74,83 92,115 155 Other Unit(s)</p> | <p>Destroy after 30 days.</p> |

| | | |
|--|--|---|
| <p><u>302-8</u> <u>Internal Electronic Messages</u></p> <p>Includes internal administration messages.</p> <p>. Conform to unit filing practice(s).</p> | <p>38,47 56,65 74,83 Other Unit(s)</p> | <p>Destroy after 30 days.</p> |
| <p><u>302-9</u> <u>Line-Up Rosters</u></p> <p>Includes suspect rosters for witness, and victim identifications.</p> <p>. File by year date.</p> | <p>27,33 38,47 56,65 74,83 115 Other Unit(s)</p> | <p>Destroy when superseded or obsolete.</p> |
| <p><u>302-10</u> <u>Missing Persons Logs</u></p> <p>Includes records for missing persons, and runaways.</p> <p>. File by year date.</p> | <p>38,47 56,65 74,83</p> | <p>Destroy after 1 year.</p> |
| <p><u>302-11</u> <u>Newsletter Records</u></p> <p>Includes in-house publications/articles for internal, and external information disseminations.</p> <p>. Conform to unit filing practice(s).</p> | <p>124 Other Unit(s)</p> | <p>Destroy after 1 year.</p> |
| <p><u>302-13</u> <u>News/Press Releases</u></p> <p>Includes media releases for major crimes, and incidents handled by field operations. (54.1.1)</p> <p>. Conform to unit filing practice(s).</p> | <p>12,14 16,32 38,47 55,56 65,74 75,83 111,124 142 Other Unit(s)</p> | <p>Minimum retention 30 days. Maximum retention 1 year.</p> |

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|---------------|---|--|--|
| <u>302-14</u> | <u>Newspaper Clippings</u> | 124 Other Unit(s) | Destroy after 1 year. |
| | Includes newspaper clippings for internal information. (54.1.1) | | |
| | . File by year date. | | |
| <u>302-15</u> | <u>Other Teletype Records</u> | 152 Other Unit(s) | Unit 152: Destroy after 1 year. Other units: Destroy after 30 days. |
| | Includes received/replied/ sent telex messages. | | |
| | . Keep by NCIC file #, day, and year date.. | | |
| <u>302-16</u> | <u>Prisoner Log Records</u> | 33,38 47,56 65,74 83,115 131,142 Other Unit(s) | Destroy after 3 years. |
| | Includes daily adult, alcohol, juvenile arrest, and logs/records. | | |
| | . Keep by day, month, year date, and separate by log type. | | |
| <u>302-17</u> | <u>Radio Records</u> | 27 | Destroy when updated or superseded. |
| | Includes records for radio, and pager superseded unit assignments. | | |
| | . Conform to unit filing practice(s). | | |
| <u>302-18</u> | <u>Roster/Directory Records</u> | All Unit(s) | Destroy when superseded or obsolete. |
| | Includes personnel rosters, compliments, listings, and registers for departmental personnel uses. (81.2.6) | | |
| | . Keep in 3-ring binder(s). | | |
| | . Keep apart from other police records. | | |
| | . Keep in accessible place. | | |

| | | |
|--|--|--|
| <p><u>302-19</u> <u>Telecommunications Records</u></p> <p>Includes telecommunications messages for inter/intra state law enforcement operations. (81.2.11)</p> <ul style="list-style-type: none"> . Unit 152: Keep by NCIC file category/year date. . Unit 152: Transfer to Police Records Center (131). . Unit 131: File by CCN/year date. . Unit 131: Merge gun/weapons-related teletypes with Incident Records (307-11). | <p>36,131 152 Other Unit(s)</p> | <p>Units 131/152: Destroy after 5 years. Other units: Minimum retention 30 days. Maximum retention 1 year.</p> |
| <p><u>302-20</u> <u>Telephone Records</u></p> <p>Includes telephone messages/ records for internal/external communications.</p> <ul style="list-style-type: none"> . File by month, and year date. | <p>All Unit(s)</p> | <p>Destroy after 30 days.</p> |
| <p><u>302-21</u> <u>Teletype Write-Up Records</u></p> <p>Includes handwritten messages for internal/external recipients.</p> <ul style="list-style-type: none"> . Conform to unit filing practice(s). | <p>152 Other Unit(s)</p> | <p>Destroy after 1 year.</p> |
| <p><u>302-21</u> <u>Training Bulletins</u></p> <p>Includes in-house training bulletins issued by Police Academy.</p> <ul style="list-style-type: none"> . File by month, and year date. | <p>10,27 28,31 119,122 154 Other Unit(s)</p> | <p>Unit 10: Destroy after 2 years. Other units: Destroy after 1 year.</p> |

302-22 Validation Records

Includes NCIC validation tapes/printouts for quality controls/audits.

- . Case file A-Z by validation type, and month/year.
- . See NCIC Manual (Section 3) for certification/quality control procedures.

27,32
36
Other
Unit(s)

Minimum retention 30 days after certifications. Maximum retention 5 years.

302-23 Other Communication Records

Includes other records not listed in above file categories.

- . Conform to unit filing practice(s).

Appli-
cable
Unit(s)

Minimum retention 30 days. Maximum retention 1 year.

303 ELECTRONIC RECORDS

Includes machine/computer readable records, and other non-paper media records.

303-1 Automated Identification System

Includes computerized fingerprints for missing children, criminal offenders, and applicants. (82.1.1)

. Separate adult, and juvenile prints by special file codes.

. See User's Manual for system access.

| | | | |
|-----|--|-----|--|
| (1) | <u>Adult Prints</u> | 129 | Delete records when offender becomes 80 years old. |
| (2) | <u>Affiliated LEA Prints</u> | 129 | Delete records when offender becomes 25 years old. |
| (3) | <u>Deceased Prints</u> | 129 | Delete records after 1 year. |
| | Includes dead prints for adults, juveniles, and victims. | | |
| (4) | <u>Civilian Prints</u> | 129 | Delete 1 year after employee separation date. |
| (5) | <u>Fortune Teller Prints</u> | 129 | Purge after applicant reprint date. |
| (6) | <u>Juvenile Prints</u> | 129 | Delete records when offender becomes 21 years old. |
| (7) | <u>Masseuse Prints</u> | 129 | Purge records after applicant reprint date. |

303-1 Automated Identification System

- | | | | |
|------|----------------------------------|-----|--|
| (8) | <u>Missing Children Prints</u> | 129 | Delete records after 7 years from report date. |
| (9) | <u>Non-Affiliated LEA Prints</u> | 129 | Delete records when offender becomes 80 years old. |
| (10) | <u>Police Prints</u> | 129 | Delete records after employee separation date. |
| (11) | <u>Studio Model Prints</u> | 129 | Purge records after applicant reprint date. |

303-2 Computer Assisted Dispatch System

37

Delete records after 30 days. Recycle purged disks/tapes.

Includes on-line information for police/citizen calls for services.

303-3 Documentation RecordsAppli-
cable
Unit(s)

Destroy or delete when superseded or obsolete.

Includes data systems specifications, file specifications, user guides, data files, output programs, and other software-related documents for master files and/or data bases stored in mainframe/personal computers.

- . Keep backup files/disks for security against damage and accidental erasure.
- . Keep disk/tape drives clean and give them periodic preventive maintenance.
- . Keep foods, drinks, and cigarettes away from storage media and equipment.
- . Store disks/tapes in vertical position in storage containers.

303-3 Documentation Records

- . Store floppy disks under normal office conditions. Avoid extreme temperature/humidity fluctuations.
- . Do not store disks/tapes in direct sunlight, near heater, other heat sources, or dusty conditions.
- . Keep disks/tapes away from strong electrical/magnetic fields, electric motors, or power transformers.
- . Do not touch the recording surfaces of floppy disks, do not fold/bend them, and do not write on paper jackets.
- . Do not allow unauthorized persons to access computer disks/tapes/files/documents.
- . Keep computer equipment in secure area for theft/damage prevention.
- . Restrict personal computers to agency-related businesses. Personal, and other non-agency uses not authorized.
- . See Adm. Proc. 117 (1989), and GOM (1/601).

303-4 Electronic Mail System

| | |
|---------|---------------------------------------|
| 12,14 | Delete records after message display. |
| 16,21 | |
| 38,47 | |
| 56,65 | |
| 74,83 | |
| 112,122 | |
| 131,142 | |
| 155 | |

| | | | |
|--------------|---|---|--|
| <u>303-5</u> | <u>Expungement Records</u> | 131 | Delete Sec.27-594A files when offender becomes 21 years old. Delete Sec.27-641 files when offender becomes 25 years old. |
| | Includes electronic indexes for Sections 27-641 (CDS), and 27-594A expungements stored in PC disks/tapes. | | |
| <u>303-6</u> | <u>Police Arrest System</u> | 12,14 16,22 38,47 56,65 74,83 122,131 142, 148 152,155 Other Unit(s) | Retain until offender becomes 80 years old. Delete deceased records after 1 year. Delete records when juvenile offenders become 21 years old. Delete loitering/curfew records when juvenile offenders become 18 years old. |
| | Includes computerized information system for arrested adult and juvenile offenders. | | |
| <u>303-7</u> | <u>Police Incident System</u> | 9,12 14,16 27,36 38,47 56,65 74,83 92,96 126,129 131,133 145,152 Other Unit(s) | Delete records after 25 years. |
| | Includes computerized dispatch, incident, accident, alcohol, property, adult, juvenile, and other incident-related records stored in main frame disks, and tapes. | | |
| | . For system access, see <u>Police User's Manual.</u> | | |
| <u>303-8</u> | <u>Personal Computer System</u> | 9,19 27,92 99,119 122,131 Other Unit(s) | Purge files when no longer needed. Re-use disks or tapes. |
| | Includes on-line information processed by stand-alone/ dedicated personal computers paid for by county or personal funds. | | |

| | | | |
|---------------|---|---------|-----------------|
| <u>303-9</u> | <u>Property Recovery System</u> | 9,12 | |
| | | 14,16 | |
| | Includes computerized precious metals, and pawn property bought/sold by dealers. | 22,27 | |
| | | 36,38 | |
| | | 47,56 | |
| | | 65,74 | |
| | | 83,126 | |
| | . For system access, see <u>Property Recovery Manual.</u> | 129,131 | |
| | | 132,142 | |
| | | 154 | |
| | | Other | |
| | | Unit(s) | |
| <u>303-10</u> | <u>Word Processing System</u> | 8,9 | Purge files |
| | | 12,14 | when no longer |
| | Includes office automation records processed by shared/main frame word processing equipment. | 16,21 | needed. Re-use |
| | | 27,38 | disks or tapes. |
| | | 47,56 | |
| | | 65,74 | |
| | | 83,95 | |
| | | 99,107 | |
| | | 108,113 | |
| | | 119,122 | |
| | | 154 | |
| <u>303-11</u> | <u>Other Electronic Records</u> | Appli- | Purge file when |
| | | cable | no longer |
| | Includes digitized records/other electronic images stored in optical devices/non-paper based systems not listed in above file categories. | Unit(s) | needed. Re-use |
| | | | disks or tapes. |

304 FINGERPRINT RECORDS

Includes fingerprints, and palm prints for criminal, and non-criminal identifications. (82.1.1)

304-1 Affiliated LEA Prints

Includes adult, juvenile, and latent prints collected from affiliated police departments. (82.3.6)

. File by agency assigned number, and ID#.

- | | | | |
|-----|------------------------|-----|---|
| (1) | <u>Adult Prints</u> | 129 | Retain prints until offenders become 80 years old, then return to originating agency for destruction. |
| (2) | <u>Juvenile Prints</u> | 129 | Retain prints until offenders become 21 years old, then return to originating agency for destruction. |
| (3) | <u>Latent Prints</u> | 129 | Return prints to originating agency after analysis for destruction. |

304-2 Criminal Prints

Includes fingerprints
for adult, and juvenile
offender identifications.
(82.1.1)

- | | | | |
|-----|--|---|---|
| (1) | <u>Adult Prints</u> . File by ID#. . Keep apart from juvenile prints. | 129 | Retain 1 MASTER fingerprint card until offenders become 80 years old, then destroy. |
| (2) | <u>FBI Prints</u> Includes adult prints rejected by FBI. . Conform to unit filing practice(s). | 33,38 47,56 65,74 83,115 129,131 142 | Destroy prints after 30 days. |
| (3) | <u>Juvenile Prints</u> . File by ID#. . Keep apart from adult offenders. | 129 | Retain prints until offenders become 21 years old, then destroy. |

304-3 Deceased Prints

Includes 10-prints for
deceased adults, juveniles,
and victims. (82.1.1)

- | | | | |
|-----|---|-----|--------------------------------|
| (1) | <u>Adult Prints</u> . Keep by ID#. . Keep apart from juvenile offenders. . Notify Police Records Center, FBI, and MD. CJIS-CR. | 129 | Destroy prints after 10 years. |
|-----|---|-----|--------------------------------|

304-3 Deceased Prints

- (2) Juvenile Prints 129 Destroy prints after 10 years.
- . Keep by ID#.
 - . Keep apart from adult offenders.
 - . Notify Police Records Center.
- (3) Victims 129 Destroy prints after 10 years.
- . Keep apart from other prints.
 - . File by CCN, and year date.

304-4 Latent Fingerprint Records

Includes latent prints collected from crime scenes for suspect identifications.

- (1) Latent Prints (Identified) 129 Destroy latents after 10 years.
- . File by CCN, and year date.
- (2) Latent Prints (Major Crimes) 129 Destroy latents after 25 years.
- Includes latent prints collected from homicide, rape, robbery, and kidnaping cases without positive suspect identifications.
- . File by CCN, and year date.
- (3) Latent Prints (Other LEA) 129 Return latents to originating agency after analysis for destruction.
- Includes adult latent prints collected from non-affiliated local, state, and federal law enforcement agencies.
- . File A-Z by agency, and year date.

304-4 Latent Fingerprint Records

- | | | | |
|-----|--|-----|---------------------------------|
| (4) | <u>Latent Prints (Without Value)</u> Includes latent prints collected from crime scenes without identification values. . File by CCN, and year date. | 129 | Destroy latents after 2 years. |
| (5) | <u>Other Latent Prints</u> Includes other latent prints not listed with major crimes category. . File by CCN, and year date. | 129 | Destroy latents after 10 years. |

304-5 Non-Affiliated LEA Prints

Includes adult, and juvenile prints collected from non-affiliated local, state, and federal law enforcement agencies. (82.1.1)

- | | | | |
|-----|--|-----|--|
| (1) | <u>Adult Prints</u> . Keep by file #, and agency #. . Keep apart from juvenile prints. | 129 | Retain 1 MASTER fingerprint card until offenders become 80 years old. Return duplicate prints to originating agency for destruction. |
| (2) | <u>Juvenile Prints</u> . Keep by file #, and agency #. . Keep apart from adult prints. | 129 | Retain until offenders become 18 years old. Return to originating agency for destruction. |

- | | | | |
|-------|--|-----|--|
| 304-6 | <u>Non-Criminal Prints</u> | 129 | Destroy 1 year after employee separation date. |
| | Includes fingerprints for employment, and licensing. | | |
| (1) | <u>Civilian Employees</u> | | |
| | Includes fingerprints for agency employees engaged in police support operations. | | |
| | . File A-Z by employee name. | | |
| (2) | <u>Fortune Tellers</u> | 129 | Destroy 1 year after last print date. |
| | Includes fingerprints for licensed persons engaged in fortune telling activities. | | |
| | . File by year date. | | |
| (3) | <u>Hackers/Taxi Drivers</u> | 129 | Destroy 1 year after last print date. |
| | Includes fingerprints for licensed persons engaged in passenger carrying vehicles. | | |
| | . File by year date. | | |
| (4) | <u>Inked Prints</u> | 129 | Destroy after 10 years from print date. |
| | Includes fingerprints for identified deceased offenders/victims. | | |
| | . File by CCN. | | |
| (5) | <u>Masseurs/Masseuses</u> | 129 | Destroy 1 year after last print date. |
| | Includes fingerprints for licensed massage establishment personnel. | | |
| | . File by year date. | | |

304-6 Non-Criminal Prints

- | | | | |
|--------------|--|----------------------------|---|
| (6) | <u>Missing Children</u> Includes fingerprints for missing children. . File by assigned number. | 129 | Destroy after 7 years from date reported. |
| (7) | <u>Police</u> Includes fingerprints for agency police personnel engaged in law enforcement operations. . File A-Z by name. | 129 | Destroy 1 year after employee separation date. |
| (8) | <u>Studio Models</u> Includes fingerprints for licensed commercial model studio personnel. . File by year date. | 129 | Destroy 1 year after last print date. |
| <u>304-7</u> | <u>Other Print Records</u> Includes other fingerprint-related records not listed in above file categories. . Conform to unit filing practice(s). | Appli- cable Unit(s) | Minimum retention 30 days. Maximum retention 1 year. |

305 FISCAL RECORDS

Includes records for agency budget preparation, revenue collection, disbursement, payroll, procurement, and other fiscal related records.

| | | | |
|--------------|--|--|---|
| <u>305-1</u> | <u>Bad Check Records</u> | 99 | Destroy after 1 year. |
| | Includes records for non-collectible checks. | | |
| | . File by fiscal year. | | |
| <u>305-2</u> | <u>Bank Deposits</u> | 99,125 131 | Destroy after 1 year. |
| | . Merge with revenue collection records. See 305-17. | | |
| <u>305-3</u> | <u>Bills/Invoices</u> | 38,47 56,65 74,83 99,131 | Unit 99: Destroy after 3 years. Other units: Destroy after 1 year. |
| | Includes receipts/bills/invoices for expenditures/payments. | | |
| | . Conform to unit filing practice(s). | | |
| <u>305-4</u> | <u>Budget Records</u> | 99 Other Unit(s) | Unit 99: Destroy after 3 years. Other units: Destroy after 1 year. |
| | Includes estimates/requests/other records for operating budget preparations. | | |
| | . Conform to unit filing practice(s). | | |
| <u>305-5</u> | <u>Capital Budget Records</u> | 38,47 56,65 74,83 99,105 115,142 | Unit 99: Destroy after 3 years. Other units: Destroy after 1 year. |
| | Includes estimates/projections/other related records for capital improvement expenditures. | | |
| | . File by fiscal year. | | |

| | | | |
|---------------|--|--|---|
| <u>305-6</u> | <u>Collection Records</u> Includes turn-in monies for courts, tapes, and records (305-17). . File by fiscal year. | 27,38 47,56 65,74 83,99 126,131 142 | Unit 99: Destroy after 3 years. Other units: Destroy after 1 year. |
| <u>305-7</u> | <u>Expense Reimbursements</u> Includes employee expense reimbursement records. . Conform to unit filing practice(s). | 99 | Destroy after 2 years. |
| <u>305-8</u> | <u>Journal Entry Records</u> Includes expense records for abandoned vehicles, and narcotics funds. . Keep by fiscal year. | 99,113 | Unit 99: Destroy after 3 years. Unit 113: Destroy after 1 year. |
| <u>305-9</u> | <u>Payment Records</u> Includes payments for goods/service purchased from vendors. . File A-Z by vendor, month, and fiscal year. | 99 | Destroy after 2 years. |
| <u>305-10</u> | <u>Pay Schedule Records</u> Includes salary information for union, crossing guard, sworn, and general scale personnel. . Keep in 3-ring binder(s), and by year date. | 99,119 | Destroy when superseded or obsolete. |

| | | | |
|---------------|---|--------------------------------------|--|
| <u>305-11</u> | <u>Payroll Records</u> | 99 Other Unit(s) | Unit 99: Destroy after 3 years. Other units: Destroy after 1 year. |
| | Includes daily personnel reports, time sheets, and other records for payroll. (22.2.1) | | |
| | . Unit 99: File A-Z by station, unit, squad, etc., and by payroll period, and fiscal year. | | |
| | . Other units: File by payroll period, and fiscal year. | | |
| | . Keep by type of leave and year date as needed. | | |
| <u>305-12</u> | <u>Petty Cash Records</u> | 99 Other Unit(s) | Retain 1 year, and until audited by County Auditor, then destroy. Other units: Destroy after 1 year. |
| | Includes payment requests, receipts, and cash reconciliation vouchers for petty cash operations. (17.4.2) | | |
| | . Keep by fiscal year. | | |
| <u>305-13</u> | <u>Purchase Records</u> | 22,99 131,145 Other Unit(s) | Unit 99: Destroy after 2 years. Other units: Destroy after 1 year. |
| | Includes purchase orders for supplies, equipment, and other services. | | |
| | . File by fiscal year. | | |
| (1) | <u>Field Purchase Orders</u> | 22,99 131,145 Other Unit(s) | Unit 99: Destroy after 2 years. Other units: Destroy after 1 year. |
| | Includes field purchase orders, invoices, and other related records for materials/supplies. | | |
| | . Case file A-Z by vendor, and fiscal year. | | |
| (2) | <u>Purchase Orders</u> | 22,99 131,145 Other Unit(s) | Unit 99: Destroy after 2 years. Other units: Destroy after 1 year. |
| | Includes purchase orders, invoices, and other related records for goods/service over \$300.00. | | |
| | . Attach/staple to applicable purchase order(s). | | |

305-14 Receipt Records

Includes receipts for clothing, equipment, police report sales, and other revenues/expenditures.

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| (1) | <u>Clothing Allowances</u> <ul style="list-style-type: none"> . Conform to unit filing practice(s). | 145 Other Unit(s) | Destroy after 2 years. |
| (2) | <u>Equipment Allowances</u> <ul style="list-style-type: none"> . Conform to unit filing practice(s). | 145 Other Unit(s) | Destroy after 2 years. |
| (3) | <u>Report Sales</u> <ul style="list-style-type: none"> . Unit 99: Merge with Revenue Records (305-17). . Unit 131: File by fiscal year. | 26,38 47,56 65,74 83,99 131,142 Other Unit(s) | Unit 99: Destroy after 2 years. Other units: Destroy after 1 year. |
| (4) | <u>Vehicle Impounds</u> <p>Includes receipts for vehicle impound storage/towing fees.</p> <ul style="list-style-type: none"> . Conform to unit filing practice(s). | 155 | Destroy after 3 years. |

305-15 Receiving Reports

- . Attach/staple to applicable purchase order (305-13).

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| 99 Other Unit(s) | Unit 99: Destroy after 2 years. Other units: Destroy after 1 year. |
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305-16 Requisition Records

Includes requisitions for consumable office supplies, equipment, and other services.

- . Unit 99: File A-Z by district station, and fiscal year.
- . Other units: File by fiscal year.

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| 38,47 56,65 74,83 99,124 154 Other Unit(s) | Unit 99: Destroy after 2 years. Other units: Destroy after 1 year. |
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| 305-17 | <u>Revenue Records</u> | 38,47 56,65 74,83 99,126 131,142 | Unit 99: Destroy after 2 years. Other units: Destroy after 1 year. |
| | Includes receipts, transmittals, and bank deposits for police records sales, and property auction sales. | | |
| | . Unit 99: Keep by unit, month, and fiscal year. . Other units: File by fiscal year. . Keep applicant revenue separately. | | |
| 305-18 | <u>Special Fund Records</u> | 135 Other Unit(s) | All Units: Retain for 2 years, and until audited by County Auditor, then destroy. |
| | Includes expenditure records for vice, drugs, and organized crime operations. (17.4.2/43.1.3) | | |
| | . File by fiscal year. | | |
| 305-19 | <u>Travel Voucher Records</u> | 99 Other Unit(s) | Unit 99: Destroy after 2 years. Other units: Destroy after 1 year. |
| | Includes employee travel expense records. | | |
| | . File by fiscal year. | | |
| 305-20 | <u>Other Fiscal Records</u> | Other Unit(s) | Minimum retention 1 Year. Maximum retention 2 years. |
| | Includes other fiscal related records not listed in above file categories. | | |
| | . Conform to unit filing practice(s). | | |

306 PERSONNEL RECORDS

Includes employee career development, selection, recruitment, promotion, examination, training, grievance, health/safety, discipline, leave, evaluation, and other personnel-related records.

306-1 ADA Records

Includes ADA-related evaluations, surveys, forms, and other records for agency current services, programs, communications, policies, transportation systems, and practices associated with hiring/retaining/promoting individuals with disabilities.

. File A-Z by title, and year date.

119
Other
Unit(s)

Unit 119:
Destroy after
3 years.

Other units:
Destroy after
1 year.

306-2 Background Investigation Records

Includes pre-employment/background investigations for civilian, and police personnel. (25.1.1/25.1.3) (26.1.8/32.2.1/32.2.3)

- . Keep in secure area.
- . Keep apart from personnel files.
- . Keep in locked file cabinets.
- . Limit access to authorized personnel.
- . Separate hired/non-hirees.
- . Case file A-Z by name/year date.
- . Keep rejection letters.

4,119
132
Other
Unit(s)

Use disposition standards listed below:

1. Non-sworn cases:
Destroy after 5 years.
2. Hired sworn cases:
Destroy after 25 years.
3. Non-hired sworn cases:
Destroy after 10 years.

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| <u>306-3</u> | <u>Case Disposition Records</u> | 107 | See Item 306-13 for disposition date. |
| | Includes conduct/performance investigations with case dispositions. (25.1.1/25.1.3) (26.1.8/52.1.1) (52.1.5/52.1.9) (52.1.10) | | |
| | . Include in applicable Internal Affairs File (306-13). | | |
| <u>306-4</u> | <u>Disciplinary Records</u> | 22,107 111,119 121 Other Unit(s) | Destroy 3 years after final completion date. |
| | Includes disciplinary records for conduct, and performance related actions not covered by LEOBR. (25.1.1/25.1.3) (26.1.8) | | |
| | . Case file A-Z by complainant, and year date. | | |
| | . Arrange by grievance type as needed. | | |
| | . Limit access to authorized persons. | | |
| <u>306-5</u> | <u>Drug Test Records</u> | Appli- cable Unit(s) | Destroy 3 years after employee termination date. |
| | Includes drug test records for employee illegal drugs/abuse prescribed medications in workplaces. | | |
| | . Case file by assigned number, and year date. | | |
| | . Keep in secure area. | | |
| | . Keep in locked file cabinet(s). | | |
| | . Limit access to authorized personnel. | | |
| | . Keep apart from other files. | | |
| | . See GOM (3/770). | | |

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| <u>306-6</u> | <u>Eligibility Certificates</u> Includes certificates/lists for civilian positions/employees eligible for agency hiring/promotion (34.1.6). | 119 Other Unit(s) | Destroy after 1 year. |
| | <ul style="list-style-type: none"> . Conform to unit filing practice(s). | | |
| <u>306-7</u> | <u>Employee Action Notifications</u> Includes EAN's, and employee history cards/ledgers for employee personnel actions. | 119 Other Unit(s) | Transfer to County Personnel 10 days after employee separated for 75 years retention. |
| | <ul style="list-style-type: none"> . Merge with applicable employee Personnel File (306-24). | | |
| <u>306-8</u> | <u>Employee Grievance Records</u> Includes civilian/sworn grievance/dispute records for labor contract management-related issues/decisions/complaints. | 106 Other Unit(s) | Unit 106: Destroy after 3 years. Other Units: Destroy after 1 year. |
| | <ul style="list-style-type: none"> . Case file A-Z by complainant, assigned number, and year date. . Unit 106: Transfer to Police Records Center (131) for bonded destruction. . Arrange by civilian or sworn cases as needed. . Limit access to authorized personnel. | | |
| <u>306-9</u> | <u>Employment Application Records</u> Includes employment applications/resumes, other related records for police employment. (31.3.3/31.3.4) | 119 Other Unit(s) | Failed non-sworn cases: Destroy after 3 years. Failed sworn cases: Destroy after 5 years. |
| | <ul style="list-style-type: none"> . Separate passed, failed, rejected, or non-scheduled applicants. | | |

306-9 Employment Application Records

- . Keep applications by employment category.
- . Include applications selected for employment in applicable Personnel File (306-24).
- . File A-Z by applicant name, and year date.

306-10 Examination Records

10,119
167
Other
Unit(s)

Destroy after
3 years.

Includes oral/written examination records for civilians, crossing guards, recruitments, sworn applicants, promotions, and other related records.
(32.1.3/32.1.5)
(32.2.1/34.1.3)

- . Keep apart from personnel files.
- . Keep in secure area.
- . Store in locked file cabinets.
- . Limit access to authorized personnel.
- . Separate passed, failed applicants, and year date.
- . Separate civilian from police promotions.
- . Place in manila envelopes.
- . Arrange by session, and year date.
- . Case file A-Z by applicant name, and year date.

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| <u>306-11</u> | <u>Field Training Records</u> | 10,38 47,56 65,74 83, 119 Other Unit(s) | Destroy after 5 years. |
| | Includes field training records for field operation officers. (32.2.10/33.4.4) | | |
| | . Case file A-Z by officer name, and ID#. | | |
| | . Keep in locked file cabinets. | | |
| | . Limit access to authorized personnel. | | |
| <u>306-12</u> | <u>Hazardous Substances Records</u> | 5,7,33 38,47 56,65 74,83 95,115 121,126 Other Unit(s) | Destroy after 40 years. |
| | Includes records/lists for toxic/hazardous chemicals used/stored in work sites. | | |
| | . Train, and inform employees for hazardous chemicals in the workplace. | | |
| | . Maintain material safety data sheets for employee health care. | | |
| | . Keep MSDS'S in 3-ring binder(s). | | |
| | . Share information with health care professionals. | | |
| | . Compile Chemical Information Lists. | | |
| | . Add new Chemical Lists within 30 days. | | |
| | . Submit Chemical Information Lists to Maryland Department of the Environment within 15 days. | | |
| | . Limit access to emergency service personnel. | | |
| | . Revise Chemical Information Lists every 2 years. | | |

306-12 Hazardous Substances Records

- . Permit employee access to hazardous substances records.
- . KEEP IN ACCESSIBLE PLACE(S).
- . See GOM (3/782).

306-13 Health/Safety Records

Includes medical referrals/ doctors' certificates/ workmen's compensation reports for county disability examinations, and employee temporary disability records.

- . Keep in secure area.
- . Store in locked file cabinets.
- . Keep apart from administrative records.
- . Require employee signature for file access.
- . File A-Z by employee name, and year date.

119
Appli-
cable
Unit(s)

Destroy after
5 years.

306-14 Hiring Records

Includes requests for vacant police, civilian, temporary, and crossing guard positions. (31.3.1)

- . File A-Z by position title, and year date.

All
Unit(s)

Destroy after
3 years.

306-15 Internal Investigation Records

Includes internal investigations for agency employee misfeasance, malfeasance, non-feasance, complaints, criminal misconduct, excessive force, and disciplinary infractions contained in hardcopy/ non-hardcopy formats. (25.1.1/25.1.3/26.1.8) (52.1.1/52.1.5/52.1.5) (52.1.9/52.1.10)

2,107
111,119
Other
Unit(s)

For LEOBR
cases:

1. Exonerated cases:
Destroy 3 years after disposition date.

306-15 Internal Investigation Records

- . Store in secure area.
 - . Keep in file cabinets with locks.
 - . Keep files by categories.
 - . Restrict file access to authorized personnel.
 - . Keep apart from personnel records or centralized records.
 - . Arrange accidents by civilian, and sworn cases.
 - . Keep polygraph records apart from personnel records or centralized records system.
 - . Require written requests from officers/civilians for expungements.
 - . Do not include adverse materials in officers' file.
 - . Apply LEOBR to police demotions, dismissals, transfers, pay losses, reassignments, ethics violations, punitive measures, and disciplinary actions.
 - . Case file by assigned numbers.
 - . Arrange cases by CP, F, and PS as needed.
 - . Label tapes/cassettes by applicable number, and year date.
2. Sustained cases:
Destroy 5 years after employee separation date.
 3. Administratively closed cases:
Destroy after 3 years.
 4. Apply 3-year retention standard to administratively closed police disciplinary cases.
 5. Apply 3 year retention standard to police unsustained, unfounded, acquitted, and not guilty police disciplinary cases.
 6. Destroy civilian cases 3 years after disposition date.

306-15 Internal Investigation Records

7. Sworn motor vehicle accident cases: Destroy 2 years after final disposition date.

8. Purge AHB cassette tapes 60 days after final disposition date.

306-16 Job Interview Records

Includes job-related interview records for employee selections/non-selections.

- . Case file A-Z by position, and year date.

131
Other
Unit(s)

Destroy after 1 year.

306-17 Job Opportunity Records

Includes job, transfer, and promotion opportunities for vacant positions.
(16.2.2/31.3.1/34.1.5)

- . Keep in 3-ring binder(s), and year date.
- . Post in conspicuous places.

119
Other
Unit(s)

Destroy after 1 year.

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| 306-18 | <u>Lesson Plan Records</u> | 10 | Destroy 5 years after revision date. |
| | Includes lesson plans for police officers certified by MPTC. | | |
| | . Keep by subject category, and year date. | | |
| 306-19 | <u>Medical/Psychological Records</u> | 127 | <ol style="list-style-type: none"> 1. <u>Client Records:</u> Destroy 5 years from creation date. 2. <u>Exit Records:</u> Destroy 1 year after employee separation date. 3. <u>Medical Records:</u> Destroy 30 years after employee separation date. |
| | Includes client, communicable disease, and exit interview records. (32.2.9) | | |
| | . Keep confidential, and apart from other police records. | | |
| | . Follow OSHA/MOSH record keeping standards. | | |
| | . Restrict client specific written consent for third party access. | | |
| | . Keep in secure area. | | |
| | . Store in locked file cabinets, and locked file area. | | |
| | . Notify clients for records destruction. | | |
| | . Follow standards listed in Md. Code, HG, Sec. 4-403. | | |
| | . Transfer client records to health care providers. Require written release from employees. | | |
| | . TRANSFER CLIENT RECORDS BY CONFIDENTIAL MEANS. | | |
| | . Case file by assigned number, and year date. | | |
| | . Destroy by shredding or burning method. Require records disposal certificate. Use Exhibit #3. | | |
| | . See GOM (3/785). | | |

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| <u>306-20</u> | <u>Outside Employment Records</u> | 27,107 Other Unit(s) | Unit 27: Transfer to Unit 107 after 30 days. |
| | Includes call-in information records for police officers engaged in secondary/private employment. | | Unit 107: Destroy after 1 year. |
| | . Keep by month, and year date. | | |
| | . See GOM (3/740). | | Other units: Destroy after 30 days. |
| <u>306-21</u> | <u>Performance Appraisal Records</u> | All Units | Transfer to County Personnel Office 10 days after employee separation date. |
| | Includes past performance appraisal records for civilian, and police personnel. | | |
| | . Include copy in applicable agency Personnel File (306-24). | | |
| | . County Personnel Office retains files for 75 years. | | |
| <u>306-22</u> | <u>Performance Evaluation Records</u> | All Unit(s) | Transfer to County Personnel Office 10 days after employee separation date. |
| | Includes performance evaluations for probationary officers, and other police personnel. (35.1.12/35.1.13) | | |
| | . Include in the applicable Personnel File (306-19). | | |
| <u>306-23</u> | <u>Performance Rating Booklets</u> | 38,47 56,65 74,83 119,142 Other Unit(s) | Unit 119: Destroy after 3 years. Other units: Destroy after 1 year. |
| | Includes job-related performance booklets for sworn personnel. (35.1.12/35.1.13) | | |
| | . File by rank, unit, and year date. | | |

306-24 Personnel FilesAll
Unit(s)Transfer to
County
Personnel
Office 10 days
after employee
separation
date.

Includes applications, resumes, employment examinations/score sheets, job descriptions, pre-employment physical reports, benefit forms, disciplinary actions, performance ratings, employee position audits, employee action forms, injury reports, job-related commendation letters, training certifications, employee action notices, counseling forms, workmen's compensation forms, OSHA/MOSH records, service awards, and other job-related records (3/764).

Destroy derogatory records after 3 years by employee written request.

Destroy disciplinary records up to 3 days suspension after 18 months by employee written request.

Destroy OSHA/MOSH records 30 years after employee separation date.

- . Keep in secure area.
- . Keep in locked file cabinets.
- . Limit access sanctioned by Personnel Law Section 16-215, and by Adm. Proc. #262. GOM (3/764), and OSHA (Part 1910).
- . Purge periodically for obsolete/duplicate materials.
- . Transfer to receiving agency/unit by CONFIDENTIAL means.
- . Follow purge guidelines sanctioned by Adm. Proc. #262.
- . Arrange by civilian, crossing guard, and police files as needed.
- . Case file A-Z by employee name, and identification number.

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| 306-25 | <u>Personnel Pension Plans</u> | 19 Other Unit(s) | Destroy when superseded or obsolete. |
| | Includes plans for police pension, and retirement. (22.1.1) | | |
| | . File A-Z by plan, and year date. | | |
| 306-26 | <u>Polygraph Records</u> | | |
| | Includes polygraph examinations, results, questionnaires, other records for employment and/or prosecution. (32.2.4/32.2.5) | | |
| | . Keep apart from employee personnel files. | | |
| | . Keep in locked file cabinets. | | |
| | . Limit access to authorized personnel. | | |
| | . Separate passed or failed applicants/candidates. | | |
| (1) | <u>Criminal Investigations</u> | 4,5,38 47,65 74,83 102,107 109,142 | Destroy after 3 years. |
| | . Include in applicable criminal investigation case (307-8). | | |
| (2) | <u>Employment Investigations</u> | 4 Other Unit(s) | Destroy 3 years after employee separation date. |
| | . File A-Z by applicant name, assigned number, and year date. | | |
| 306-27 | <u>Position Action Records</u> | 119 Other Unit(s) | Unit 119: Destroy after 2 years. Other units: Destroy after 1 year. |
| | Includes Form 868 for position action requests. | | |
| | . Keep in 3-ring binder(s), and year date. | | |

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| 306-28 | <u>Position Description Records</u> | All Unit(s) | Destroy when superseded, obsolete, or abolished. |
| | Includes positions/job descriptions specifications for employee performance management. (16.1.1/21.2.3) | | |
| | . Unit 119: Include copy in applicable Personnel File (306-24). | | |
| | . Other units: File A-Z by employee name, identification number, and classification as needed. | | |
| 306-29 | <u>Position Identification Records</u> | 119 | Destroy when superseded, abolished, or updated. |
| | Includes master job descriptions/ specifications control records. | | |
| | . File A-Z by position title. | | |
| 306-30 | <u>Student Personnel Records</u> | 10 Other Unit(s) | Destroy 5 years after training date. |
| | Includes training records for recruit police candidates. | | |
| | . Case file A-Z by recruit name, and year date. | | |
| 306-31 | <u>Training Records (MPTC)</u> | 10 Other Unit(s) | Destroy 5 years after training date. |
| | Includes in/out-service training records for civilian/ police personnel development, and certification by MPTC. (1.3.11/33.1.7/33.7.1) | | |
| | . Separate civilian from police training files. | | |
| | . Record course/training in the applicable personnel file folder (306-24). | | |
| | . File A-Z by course title, student, session #, and year date. | | |

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| <u>306-32</u> | <u>Training Records (OSHA)</u> | 10 Other Unit(s) | Destroy 3 years after training date. |
| | Includes employee training records for communicable diseases required by OSHA. (33.1.7/33.5.1/33.7.1) | | |
| | . File A-Z by trainee, and year date. . Keep apart from other police records. | | |
| <u>306-33</u> | <u>Work Schedule Records</u> | 38,47 56,65 74,83 142 | Minimum retention 30 days. Maximum retention 1 year. |
| | Includes employee work/court/assignment/schedule records. (41.1.1) | | |
| | . Conform to unit filing practice(s). | | |
| <u>306-34</u> | <u>Other Personnel Records</u> | Appli- cable Unit(s) | Minimum retention 30 days. Maximum retention 1 year. |
| | Includes other personnel records not listed in above file categories. | | |
| | . Conform to unit filing practice(s). | | |

307 POLICE RECORDS

Includes liquor citation, criminal investigation, expungement, firearm, incident, intelligence, narcotics, security, traffic, and other police-related records for law enforcement operations.

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| <u>307-1</u> | <u>Accident Photographs</u> | 38,47 56,65 74,83 142 | Holding units: Destroy after 1 year. |
| | Includes motor/non-motor vehicle related photographs. | | |
| | . Holding units: Merge with applicable case files, or keep in special envelopes by CCN. | | |
| | . Merge with applicable case files (307-8). | | |
| <u>307-2</u> | <u>Accident Scene Negatives</u> | 121 131 | Destroy after 5 years. |
| | Includes motor/non-motor vehicle accident scene-related negatives. | | |
| | . Keep in special envelopes by CCN. | | |
| <u>307-3</u> | <u>Blood Specimen Records</u> | 38,47 56,65 74,83 99,154 Other Unit(s) | Unit 99: Destroy after 3 years. Other units: Destroy after 1 year. |
| | Includes blood analysis records for drunk drivers. | | |
| | . File by year date. | | |

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| <u>307-4</u> | <u>Child Sexual Offender Records</u> Includes notices, photographs, and registration records for convicted/non-convicted child sexual offenders registered with County Police. . Unit 131: File A-Z by registrant, and year date. . Other Units: Conform to unit filing practice(s). | 131 Other Unit(s) | Unit 131: Destroy after 10 years. Other Units: Destroy after 1 year. |
| <u>307-5</u> | <u>Condition Reports</u> Includes condition reports for littering, debris, storm drain, and roadway hazards/ violations. (61.4.2) . File by year date. . Unit 131: Keep with Administrative File by year/date. | 38,47 56,65 74,83 131,142 Other Unit(s) | Destroy after 1 year. |
| <u>307-6</u> | <u>Crime/Incident Scene Negatives</u> Includes crime scene negatives. . Unit 95: File by CCN. . Other units: Include in applicable criminal cases. (307-8). | 33,95 115 121 Other Unit(s) | Unit 121: Destroy after 25 years. Unit 95: Destroy after 3 years. Other units: See Item 307-8 for disposition date. |

307-3

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| <u>307-7</u> | <u>Crime Scene Processing Reports</u> | 38,47 56,65 74,83 131 Other Unit(s) | Unit 131: Destroy after 25 years. Other units: See Item 307-8 for disposition date. |
| | Includes evidence records for crime scene cases. | | |
| | . Unit 131: Attach/staple to applicable incident reports. See Item 307-11. | | |
| | . Other units: Conform to unit filing practice(s). | | |
| | . Source units: Send originals to Police Records Center (131). Include duplicates in applicable criminal cases (307-8). | | |
| <u>307-8</u> | <u>Criminal History Record</u> | 74,83 131 Other Unit(s) | Unit 131: Retain until offender becomes 80 years old. Destroy deceased file after 1 year. Other units: Destroy after 1 year. |
| | Includes arrest reports/ citations/supplements for adult offenders. (44.2.1/82.1.1) | | |
| | . Unit 131: Case file by ID#. | | |
| | . Other Units: Conform to unit filing practice(s). | | |
| | . Unit 131: Attach/staple criminal citations to applicable CHRI records. | | |
| | . Keep apart from juvenile records. | | |

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| <p><u>307-9</u> <u>Criminal Investigation Records</u></p> <p>Includes duplicate incident/ special reports, MILES/NCIC/ CHRI printouts, court summons, investigator notes, statement of charges, continuation reports, arrest reports, latent print examinations/results, finger- prints, property records, interview notes, habeas corpus writs, commanders information reports, injury diagrams, warrants, crime scene reports/ sketches, investigation summaries, evidence reports, investigation reports, medical records, investigator activity summaries, lab requests/results, investigative checklists/major case checklists, line-up records, photographs, supplemental investi- gation reports, final investigation reports, witness/victim statements, advise of rights/waiver forms, suspect/defendant statements/ confessions, correspondence, and other case related records. (42.1.3)</p> <p>. Source units: Send original investigative reports to Police Records Center for merger with Incident Records (307-11).</p> <p>. Keep in secure place.</p> <p>. Keep cases in file folders.</p> <p>. Restrict access to authorized personnel.</p> <p>. Keep vice/organized crime investigations apart from central records systems.</p> | <p>7,21 31,33 38,47 56,65 74,83 86,92 102,103 107,110 113,115 125,131 133,135 137,142 144,145 153 Other Unit(s)</p> | <p>Use disposition standards listed below:</p> <ol style="list-style-type: none"> 1. Closed felony cases: Destroy 10 years after court dispo- sition date. 2. Open felony cases: Destroy after 25 years. 3. Misdemeanor cases: Destroy 3 years after court dispo- sition date. 4. Unassigned misdemeanor cases: Destroy after 3 years. 5. Open homicide cases: Destroy after 50 years. 6. Killed officer case: Destroy after 50 years. |
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307-9 Criminal Investigation Records

- . Label file folder with F, and M cases.
 - . Use case management designations: open, suspended, closed, unfounded, etc.
 - . Use case status control system: investigator assigned, date assigned, etc.
 - . Case file A-Z by victim, CCN, sector, and beat as needed.
 - . Case file weapons, obscene, and hate cases A-Z by accused, and CCN.
 - . Case file A-Z by type of case: Homicide, Robbery, etc.
 - . Store off-site storage area.
 - . Separate case files by CLOSED or OPEN for off-site storage and/or destruction.
- 7. Vice/narcotics cases:
Destroy after 25 years.
 - 8. Check/fraud closed cases:
Destroy after 3 years.
 - 9. Check/fraud open cases:
Destroy after 10 years.
 - 10. Death cases:
Destroy 3 years after case closed.
 - 11. Departmental shooting cases:
Destroy after 50 years.
 - 12. Hit/run cases:
Destroy after 3 years.
 - 13. Juvenile offense cases:
Destroy 3 years after case disposition date.

307-6

307-9 Criminal Investigation Records

14. Minor sex offense cases:
Destroy after 3 years.
15. Missing person cases:
Destroy 3 years after person located.
16. Property Recovery cases:
Destroy after 3 years.
17. Runaway cases:
Destroy 3 years after person located/
found.
18. Suicide cases:
Destroy 3 years after case closed.
19. Traffic fatality cases:
Retain closed cases for 5 years, then destroy.

307-9 Criminal Investigation Records

20. Vandalism cases:
Destroy after 3 years.

21. Vehicle theft cases:
Destroy after 5 years.

307-10 Expungement Records

131

Destroy after 3 years.

Includes adult/juvenile offender records expunged by court orders.

- . Keep in accessible place.
- . Store in locked file cabinets.
- . File A-Z, and year date.

307-11 Firearms Records

38,47

Unit 131:

56,65

Destroy after 3 years.

Includes stop/frisk reports for weapons violations. (1.2.3.)

74,83

131,142

Other

Other units:
Destroy after 30 days.

Unit(s)

- . Unit 131: Keep with Administrative File by year date.

307-12 Incident Records

131

Destroy after 25 years.

Includes original crimes against persons, vehicles, property, society, and other police incident related reports. (1.3.6/61.4.3/82.2.3)

- . File by CCN, and/or attach/staple to applicable incident report(s).

| | | | |
|---------------|---|--|---|
| <u>307-13</u> | <u>Informant Records</u> | 7,21 38,47 65,74 102,115 135 Other Unit(s) | Destroy when no longer needed. Destroy records by burning or shredding. |
| | Includes adult/juvenile informant related records for criminal investigations. (42.2.9/82.1.1) | | |
| | <ul style="list-style-type: none"> . Keep files in secure area. . Code informants with assigned numbers. . Keep files in locked file cabinets. . Case file by assigned numbers. . Keep juveniles apart from adult informants, and other police records. . Supervise destruction by Unit Commander. . Limit access to authorized personnel. | | |
| <u>307-14</u> | <u>Intelligence Records</u> | 22,113 142 | Destroy "inactive" files after 5 years. Destroy records by burning or shredding. |
| | Includes records relating to organized criminal activities, subversive activities, vice/drug activities, terrorism, and civil disorders. (43.1.1/43.1.2) (51.1.1/51.1.2) | | |
| | <ul style="list-style-type: none"> . Store files in secure area. . Keep in locked file cabinets. . Identify "active," and "inactive" files. . Case file by assigned numbers. . Share information with local, state, and federal intelligence agencies on need-to-know basis. | | |

307-14 Intelligence Records

- . Limit access to authorized persons.
- . Protect computerized records against unauthorized access, modification, removal, or destruction.
- . Keep apart from centralized records system.
- . Purge outdated/unreliable information to prevent recollection/distribution.
- . Supervise destruction by Unit Commander.

307-15 Juvenile Citations

Includes offenses committed by juveniles. (44.2.1/82.1.1)

- . Unit 131: Merge with Juvenile Arrest Records (307-16).

38,47
56,65
74,83
131,142
Other
Unit(s)

Unit 131:
See Item
307-16 for
disposition
date.
Other units:
Destroy after
1 year.

307-16 Juvenile Civil Citations

Includes alcoholic beverages offenses committed by juvenile offenders. (44.2.1/82.1.1)

- . Unit 131: Merge with Juvenile Arrest Records (307-16).

38,47
56,65
74,83
131,142
Other
Unit(s)

Unit 131:
See Item
307-16 for
disposition
date.
Other units:
Destroy after
1 year.

307-17 Juvenile Arrest Records

Includes crimes against persons, property, and society committed by juvenile offenders. (44.2.1/82.1.1)

- . Unit 131: Keep apart from adult records.

38,47
56,65
74,83
115,131
142,157

Unit 131:
Destroy when
offenders
become 21
years old or
destroy 10
years from
arrest date,
whichever is
later.

7/91

307-17 Juvenile Arrest Records

- . Limit access to need-to-know basis.
- . Unit 131: Case file by ID#, or CCN.
- . Other units: Keep apart from adult records. Case file by A-Z subject, and CCN.
- . Limit access to LEA's for criminal investigation/prosecution.

Destroy
deceased
records after
1 year.

307-18 Laboratory Examination Requests

Includes crime scene lab
examination requests.

- . Unit 131: Attach/staple to applicable incident reports. See Item 307-11.
- . Source units: Send originals to Police Records Center.
- . Include duplicates in applicable criminal cases (307-8).

33,115
131
Other
Unit(s)

Unit 131:
Destroy after
25 years.
Other units:
See Item
307-8 for
disposition
date.

307-19 Latent Fingerprint Examinations

Includes evidence records for
latent examinations.

- . Unit 129: File by CCN, and year date.
- . Unit 131: Attach/staple to applicable Incident Records (307-11).
- . Other units: Send original to Police Records Center (131).
- . Include duplicates in applicable criminal cases (307-8).

33,38
47,56
65,74
83,115
129,131
Other
Unit(s)

Unit 131:
Destroy after
25 years.
Other units:
See Item
307-8 for
disposition
date.

307-20 Micrographic Records

Includes police records microfilmed for space conservation and/or record protection.

- | | | | |
|---------------|--|---|---|
| (1) | <u>Criminal History Records</u> . See Item 307-7. | 131 | Destroy after 80 years. |
| (2) | <u>Criminal Investigation Records</u> . Assigned for criminal investigations (307-8). | 7,21 38,47 56,65 74,83 92,103 111,133 135,137 | See Item 307-8 for disposition date. |
| (3) | <u>Incident Records</u> . See Item 307-11. | 131 | Destroy after 25 years. |
| (4) | <u>Vice/Narcotics Records</u> . Includes open narcotics felony cases (307-8). | 113 144 | Destroy after 25 years. |
| <u>307-21</u> | <u>Narcotics Records</u> Includes controlled dangerous substances samples for drug examination/analysis records. . Keep drug samples in lock-seal envelopes. . Include lab reports in applicable criminal cases (307-8). . Keep State Police Lab reports apart from County Police Records as needed. | 92,95 126 Other Unit(s) | Misdemeanor cases: Destroy after 3 years. Closed felony cases: Destroy after 10 years. Open felony cases: Destroy after 25 years. |

| | | | |
|---------------|--|--|--|
| <u>307-22</u> | <u>Offender Criminal Records</u> | 131 | <u>Adult Records:</u> Destroy after 4 years. |
| | Includes adult criminal records/prints challenged by offenders for completeness, contents, accuracy, and dissemination operations. | | <u>Adult Prints:</u> Destroy after 15 years. |
| | . Conform to unit filing practice(s). | | |
| <u>307-23</u> | <u>Parolee Records</u> | 38,47 56,65 74,83 131 Other Unit(s) | Unit 131: Destroy after 3 years. Other units: Destroy after 1 year. |
| | Includes parolee registration records for persons released by D.C. Parole Board. | | |
| | . Unit 131: File A-Z by parolee, and year date. | | |
| | . Other units: Conform to unit filing practice(s). | | |
| <u>307-24</u> | <u>Photo/Negative Records</u> | | |
| | Includes color/black/white photographs/negatives for suspects, accused, special events, and other occasions. (82.1.1) | | |
| | . Store film negatives in Photo Lab Unit. | | |
| | . Limit access to authorized personnel. | | |
| | . Keep JUVENILE photos/negatives apart from adult negatives/photos. | | |
| | . Keep line-up photos by race, sex, age, hair, and other special features as needed. | | |

307-24 Photo/Negative Records

- | | | | |
|-----|--|---|---|
| (1) | <u>Accident Negatives</u> . See Item 307-2. | 121 131 | Destroy after 5 years. |
| (2) | <u>Adult Negatives</u> Includes adult positives/ negatives/photo information sheets (color/black/white). . Keep in special envelopes by ID#. | 7,21 33,38 47,56 65,74 83,102 103,109 113,121 131,135 137,142 Other Unit(s) | Units in 131: Destroy 10 years after arrest date. Other units: Destroy when updated or obsolete. |
| (3) | <u>Crime Scene Negatives</u> . Keep in special envelopes by CCN. | 121 | Destroy after 25 years. |
| (4) | <u>Incident Scene Negatives</u> . Keep in special envelopes by CCN. | 121 | Destroy after 25 years. |
| (5) | <u>Juvenile Negatives</u> Includes juvenile positives/ negatives/photo information sheets (color/black/white). . Keep in special envelope by ID#. | 7,21 33,38 47,56 65,74 102,103 109,113 115,121 131,135 142 Other Unit(s) | Units 121/131: Destroy when offenders become 21 years old. Other units: Destroy when updated or obsolete. |
| (6) | <u>Photo Information Sheets</u> Include in applicable adult and/or juvenile negative envelopes. | 131 | Adult cases: Destroy 10 years after arrest date. Juvenile cases: Destroy when offenders become 21 years old. |

| | | | |
|---------------|---|---|--|
| <u>307-24</u> | <u>Photo/Negative Records</u> | | |
| (7) | <u>Special Event Negatives</u> | 121. 131 | Retain for Police Archives. Transfer periodically to MD. State Archives. |
| | Includes negatives/positives for special events, persons, and other agency occasions. | | |
| <u>307-25</u> | <u>Photographic Prints</u> | 33,95 142 Other Unit(s) | Destroy after 5 years. |
| | Includes photo print/evidence records. | | |
| | . Unit 95: Case file by CCN. | | |
| | . Other units: Include in applicable criminal cases (307-8). | | |
| <u>307-26</u> | <u>Police Dissemination Records</u> | 131 | Adult Records: Destroy after 3 years. |
| | Includes adult, juvenile, photo, and print information dissemination records for criminal justice operations. (82.1.1/GOM 3/400) | | Juvenile Records: Destroy after 1 year. |
| | . File by year date. | | Public Records: Destroy after 1 year. |
| <u>307-27</u> | <u>Ride-Along Records</u> | 38,47 56,65 74,83 121,131 142 Other Unit(s) | Unit 131: Destroy after 3 years. Other units: Destroy after 30 days. |
| | Includes applications, waivers, and authorizations for passengers in police vehicles. | | |
| | . File A-Z by name/year date. | | |
| <u>307-28</u> | <u>Security Survey Records</u> | 31,38 47,56 65,74 83,131 Other Unit(s) | Unit 131: Destroy after 5 years. Other units: Destroy after 1 year. |
| | Includes commercial/residential security surveys for crime reduction operations. | | |
| | . File A-Z by business or resident name, and year date. | | 7/91 |

307-29 Traffic Violation Records

Includes vehicle accidents, citations, warnings, license suspensions, and other traffic-related records. (61.1.1/61.1.5/61.2.1) (61.2.2/61.1.12/82.3.4)

- . Return partially used ticket books to MVA.
- . Citation books/tickets cannot be reassigned, lent, borrowed, or shared.
- . Store citations in secure areas.

| | | | |
|-----|--|--|---|
| (1) | <u>Accident Negatives</u> | 121 131 | Destroy after 5 years. |
| | . Keep in special envelopes by CCN. | | |
| (2) | <u>Accident Photographs</u> | 38,47 56,65 74,83 121,142 | Destroy after 1 year. |
| | . File by CCN, and year date. | | |
| (3) | <u>Accident Reports/MAARS</u> | 19,38 47,56 65,74 83,121 131,142 Other Unit(s) | Unit 131: Destroy after 3 years. Other units: Destroy after 30 days. |
| | . File by CCN, and year date. | | |
| (4) | <u>D/L Suspension Orders</u> | 38,47 56,65 74,83 131,142 Other Unit(s) | Unit 131: Destroy after 3 years. Other units: Destroy after 1 year. |
| | Includes driver license suspension/certification orders for DWI violations/ other related records (DR-15A). | | |
| | . Case file A-Z by driver/year date. | | |

307-29 Traffic Violation Records

- | | | | |
|------|---|--|---|
| (5) | <u>Citation Copy #2 (Yellow)</u> . File by pre-issued ticket #/ year date. | 131 | Destroy after 3 years. |
| (6) | <u>Citation Copy #3 (Pink)</u> . File by ticket #/year date. | 38,47 56,65 74,83 142 Other Unit(s) | Destroy after court dispo- sition date. |
| (7) | <u>Citation Tally Records</u> Includes citation books/ receipts issued to police personnel. . File with applicable citations in numerical order, and year date. | 131 | Destroy after 3 years. |
| (8) | <u>Driver Re-examination Records</u> . File A-Z by name, and year date. | 38,47 56,65 74,83 131,142 | Destroy after 1 year. |
| (9) | <u>Equipment Repair Orders</u> . File by year date. | 38,47 56,65 74,83 131,142 | Destroy after 1 year. |
| (10) | <u>Suspension Orders</u> . Unit 131: File by ticket #/ year date. . Other units: File A-Z, and by year date. | 38,47 56,65 74,83 131,142 | Destroy after 1 year. |
| (11) | <u>Traffic Citation Transmittals</u> . Keep in 3-ring binder(s) by year date. | 131 | Destroy after 3 years. |

307-29 Traffic Violation Records

- (12) Warning Notices 38,47 Destroy after
56,65 1 year.
. File A-Z by driver, and year
74,83 date.
131,142
. CALEA 61.1.2.
- (13) Witness Summons 38,47 Destroy after
56,65 1 year.
. File A-Z by defendant, and
74,83 year date.
131,142
. CALEA 61.1.2.
- (14) Other Records 26 Destroy after
Appli- 1 year.
cable
Unit(s)
- Includes other traffic
records not listed in
above sub-files.
- . Conform to unit filing
practice(s).

307-30 Vehicle Impound Notices

- 8,38 Unit 131:
47,56 Destroy after
74,83 3 years.
131,155 Other units:
Other Destroy after
Unit(s) 1 year.
- Includes records for
abandoned/impounded motor
vehicles. (61.4.3)
- . Unit 131: Keep in Records
Center Box by CCN, and
year date.
- . Other units: Attach/staple
to applicable vehicle report(s).

307-31 Vehicle Inspection Records

- 26 Unit 26:
Other Destroy after
Unit(s) 3 years.
Other units:
Destroy after
1 year.
- Includes safety inspection
records for trucks, and
taxicabs.
- . Case file by vehicle #/
year date.

| | | | |
|---------------|--|---|--|
| <u>307-32</u> | <u>Video Tapes</u> | 26 Other Unit(s) | Destroy after 5 years. |
| | Includes motor vehicle fatality cases processed by camrecording equipment. | | |
| | . Store in secure area. . Keep by CCN order. . Delete after 5 years. . Recycle tape for reuse. . Access by subpoena. | | |
| <u>307-33</u> | <u>Warrant Authorization Records</u> | 27,38 47,56 65,74 83,115 Other Unit(s) | Destroy after 1 year. |
| | Includes court-authorized warrants for accused/wanted persons. (74.3.1/74.3.2) | | |
| | . File by month/year date. | | |
| <u>307-34</u> | <u>Warrant Records</u> | 27,38 47,56 65,74 83,142 Other Unit(s) | Destroy after 1 year. |
| | Includes arrest warrants served by Sheriff's Department. (74.3.1/74.3.2) | | |
| | . File A-Z by defendant/ year date. | | |
| <u>307-35</u> | <u>Weapons Teletype Records</u> | 131 152 Other Unit(s) | Unit 131: See Item 307- for disposition date. Other units: Minimum retention 30 days. Maximum retention 1 year. |
| | Includes stolen/recovered weapons teletypes. | | |
| | . Unit 131: Attach/tape to applicable incident report(s). . Unit 152: Keep by NCIC file #, day, and year date. . Unit 152: Transfer to Unit 131 for merger with Incident Records (307-11). | | |

307-36 Youth Field Records

Unit 131: Keep apart from
other police records.

- . Unit 131: File by CCN.
- . Other units: File A-Z by
name, and year date, if
applicable.
- . CALEA 44.2.1/82.1.1.

38,47
56,65
74,83
131
142
157

Unit 131:
Destroy 5
years from
creation
date.
Other units:
Minimum
retention 30
days.
Maximum
retention 1
year.

307-37 Other Police Records

Includes other police-
related records not listed
in above file categories.

- . Conform to unit filing
practice(s).

Appli-
cable
Unit(s)

Minimum
retention 30
days.
Maximum
retention 1
year.

308 PROPERTY RECORDS

Includes property inventory, fuel, delivery, equipment, weapons, maintenance, metals, disposals, narcotics, vehicles, and other personal property in police custody.

| | | | |
|--------------|--|---|--|
| <u>308-1</u> | <u>Badge Records</u> Includes badge records for promotions, retirements, resignations, and purchases. . Conform to unit filing practice(s). | 145 Other Unit(s) | Unit 145: Destroy 1 year after employee separation date. Other units: Destroy after 30 days. |
| <u>308-2</u> | <u>Ballistic Vest Records</u> Includes bullet proof records/ other materials for vests. . File A-Z by officer, ID#, and year date. | All Unit(s) | Destroy after vests replaced or officers retired. |
| <u>308-3</u> | <u>Bicycle Registration Records</u> Includes records for bicycle registrations. . District Stations: File by CCN. . Other units: Conform to unit filing practice(s). | 36,38 47,56 65,74 83 Other Unit(s) | Unit 36: Destroy after 3 years or after data entry. Other units: Destroy after 1 year. |
| <u>308-4</u> | <u>Clothing Allowance Records</u> Includes clothing allowance records for uniformed personnel. . File by type, and fiscal year. | 99,145 Other Unit(s) | Units 99/145: Destroy after 2 years. Other units: Destroy after 1 year. |
| <u>308-5</u> | <u>Daily Fuel Records</u> Includes motor vehicle fuel consumption records. . File by year date. | 145 Other Unit(s) | Destroy after 1 year. |

| | | | |
|--------|---|--------------------------------|--|
| 308-6 | <u>Delivery/Receipt Records</u> Includes delivery records for supplies/equipment purchases from outside vendors. . File by year date. | 145 Other Unit(s) | Destroy after 2 years. |
| 308-7 | <u>Equipment Allowance Records</u> Includes equipment allowances records for law enforcement operations. . Unit 99: File by type of equipment issued, and year date. . Unit 145: File A-Z by employee name, and ID#. | 99,145 Other Unit(s) | Units 99/145: Destroy after 2 years. Other units: Destroy after 1 year. |
| 308-8 | <u>Equipment Custody Records</u> Includes state-funded equipment purchase receipts. . Attach/staple to applicable Physical Inventory Records (308-12). | 145 | Destroy after 1 year. |
| 308-9 | <u>Firearms Tracing Records</u> Includes lost/stolen firearms traced with ATF registration for ownership information . Attach/staple to applicable weapons case file (308-10). | 126 | Destroy after 1 year. |
| 308-10 | <u>Lost/Missing Property Reports</u> Includes missing/lost property records. . File by year date. | 38,47 56,65 74,83 145 | Destroy after 1 year. |

| | | | |
|---------------|---|---|--|
| <u>308-11</u> | <u>Maintenance Records</u> | 5,8 27,33 38,47 56,65 74,83 99,103 105,115 131,142 Other Unit(s) | Destroy after 1 year. |
| | Includes weapons, office, vehicle, property, ground, space, and facility main- tenance/repair records. (53.2.1) | | |
| | . Case file by year date. | | |
| <u>308-12</u> | <u>Physical Inventory Records</u> | All Unit(s) | Destroy when superseded or updated. |
| | Includes acquisition records for inventoried personal property. | | |
| | . Keep in 3-ring binder(s). | | |
| | . Keep by type of property. | | |
| | . Recommend PC media storage. | | |
| | . See Fixed Assets Procedure Manual. | | |
| (1) | <u>Court Property Records</u> | 126 | Destroy after approval by State's Attorney's Office. |
| | Includes property used for prosecution. | | |
| | . Keep in 3-ring binder/ year date. | | |
| (2) | <u>Equipment Records</u> | 33,38 47,56 65,74 83 Other Unit(s) | Destroy after 1 year. |
| | Includes personal equipment/ apparel used/worn by officer/ other agency personnel. (22.2.7/41.3.5) | | |
| | . Case file A-Z by name/year date. | | |
| (3) | <u>Fixed Assets Records</u> | All Unit(s) | Destroy when superseded or updated. |
| | . Conform to unit filing practice(s). | | |

308-12 Physical Inventory Records

- | | | | |
|-----|--|--------------------------------|---|
| (4) | <u>Fleet Records</u> Includes master cards for new, issued, re-issued, and dismantled police vehicles. . Case file by vehicle number. . Arrange by new, to be issued, re-issued, and dismantled vehicles. | 8 | Destroy 1 year after vehicle disposal date. |
| (5) | <u>Narcotics Records</u> Includes confiscated narcotic records. . Case file by year date. | 38,47 56,65 74,83 113 | Destroy 1 year after narcotics disposal date. |
| (6) | <u>Vehicle Records</u> . Includes abandoned/impounded vehicles. . File by lot number/year date. | 155 | Destroy after 3 years. |
| (7) | <u>Weapons Records</u> Includes handguns, shotguns, rifles, and pistols, ammunitions, night sticks, gas masks, and other related weapons. (41.3.5) . File by serial number, and type of weapon as needed. | 5 Other Unit(s) | Destroy when superseded or updated. |

308-13 Property Recovery Records

- | | | |
|--|---|-----------------------|
| Includes seller/buyer records for personal property sold/loaned to licensed dealers. . File A-Z by dealer code, month, and year date. | 33,36 38,47 56,65 74,83 125,131 Other Unit(s) | Destroy after 1 year. |
|--|---|-----------------------|

| | | | |
|--------|--|-------------------------------|--|
| 308-14 | <u>Prisoner Property Records</u> | 33,38 47,56 65,74 83 | Destroy after 1 year. |
| | Includes prisoner property records for adult/juvenile offenders. (72.1.3/72.5.1) (72.5.3/72.6.3) | | |
| | . File A-Z by name, CCN, and year date. | | |
| 308-15 | <u>Property Claim Records</u> | 126 | Destroy after 3 years. |
| | Includes claim letters for property released to owners. | | |
| | . Attach/staple to applicable property record(s). See Item 308-19. | | |
| 308-16 | <u>Property Disposal Records</u> | | |
| | Includes records for personal property disposal operations. (84.1.7) | | |
| (1) | <u>Abandoned Vehicle Disposals</u> | 155 | Destroy after 3 years. |
| | Includes applications for abandoned vehicle disposal records. | | |
| | . File by CCN. | | |
| (2) | <u>Alcoholic Beverages Disposals</u> | 126 | Destroy after 3 years. |
| | . File by year date. | | |
| (3) | <u>Handgun Disposals</u> | 5 126 | Destroy 3 years after court disposition date. |
| | Includes forfeited handguns sold, traded, and converted for agency use records. | | |
| | . Unit 5: Notify MSP within 30 days from disposal date. | | |
| | . File by year date. | | |

308-16 Property Disposal Records

- | | | | |
|-----|---|-------------------------|--|
| (4) | <u>Lost Property Disposals</u> Includes lost/abandoned property disposal records. . File by year date. | 126 | Retain for 2 years, and until audited by County auditor, then destroy. |
| (5) | <u>Narcotics Disposals</u> Includes confiscated drugs/ paraphenalia destruction records. . File by year date. | 126 | Destroy 3 years after court disposition date. |
| (6) | <u>Police Records Disposals</u> Includes disposal certificates, retention schedules, and records transfer records. . File by year date. | All Unit(s) | Unit 131: Destroy after 3 years. Other units: Destroy after 1 year. |
| (7) | <u>Property Disposals</u> Includes inventoried property disposals. . File by year date. | All Unit(s) | Minimum retention 1 year. Maximum retention 3 years. |
| (8) | <u>Surplus Property</u> Includes stolen property sold in public auctions. . Unit 126: File by lot number, and year date. . Other units: File by year date. | 126 Other Unit(s) | Unit 126: Destroy after 3 years. Other units: Destroy after 1 year. |
| (9) | <u>Vehicle Disposals</u> Includes vehicle disposal records. . Case file by vehicle number, and year date. | 8 Other Unit(s) | Retain until audited by County Auditor, then destroy after 1 year. |

| | | | |
|---------------|---|--|---|
| <u>308-16</u> | <u>Property Disposal Records</u> | 5 126 Other Unit(s) | Destroy 3 years after court disposition date. |
| (10) | <u>Weapons Disposals</u> Includes non-serviceable/ dismantled weapons/firearms melt-down records. | | |
| | . File by year date. | | |
| <u>308-17</u> | <u>Property Notification Records</u> | 126 | Destroy after 3 years. |
| | Merge with applicable property records with same CCN (308-19). | | |
| <u>308-18</u> | <u>Property Pick-Up Records</u> | 126 Other Unit(s) | Destroy after 3 years. |
| | Includes pick-up confiscated property held in courts for trials. | | |
| | . File by year date. | | |
| <u>308-19</u> | <u>Property Records</u> | 38,47 56,65 74,83 113,115 126,131 142 Other Unit(s) | Unit 131: Destroy after 5 years or 3 years after property disposal/ release date. Other units: Destroy after 1 year. |
| | Includes found/stolen/held/ confiscated property records stored in Police Property Section. (61.2.5/72.5.3/72.5.9) (84.1.1/84.1.2/84.1.4/84.1.5) | | |
| | . Shelve, tag, and store in secure area. | | |
| | . Arrange property by type. | | |
| | . Code property for storage location. | | |
| | . Place jewelry, narcotics, currency, and other sensitive records in lock-seal envelope(s), and keep in safe vault(s). | | |
| | . Send white copy to Police Records Center (131). | | |
| | . Do not use rubber bands, paper clips, or tapes to secure property. | | |

308-19 Property Records

- . Use twine, string, or wire to secure property.
- . Unit 126: Transfer property records to Police Records Center (131) after release/disposal date.
- . Unit 131: Keep apart from incident records.
- . Unit 131: File by CCN, and year date.
- . Unit 126: Conform to unit filing practice(s).
- . Attach/staple envelope(s) to applicable property record(s).
- . Attach/staple property return application(s) to applicable property record(s).
- . Attach/staple property notice(s) to applicable property record(s).
- . See GOM (4/500).
- . See CALEA Chapter 84.

308-20 Property Receipt Records

Includes evidentiary/confiscated property transfers for court trials.

- . Attach/staple to applicable inventory record(s) with same CCN (308-12).

126
131

Destroy 5 years from creation date or destroy 3 years after property release date.

308-21 Property Release Records

Includes property release records for stolen, found, and held personal property. (82.1.1)

Destroy after property disposal date.

(1) Blue Copies

. Merge with applicable property records (308-19).

38,47
56,65
74,83
126,131

Destroy after 3 years.

. Unit 126: Send to Police Records Center (131).

(2) Court Releases

. Attach to applicable property inventory (308-19).

38,47
56,65
74,83
126

Destroy after 3 years.

(3) White Copies

. Unit 131: Merge with property records (308-19).

38,47
56,65
74,83
126,131
Other
Unit(s)

Unit 131:
Destroy 5 years from creation date or destroy 3 years after property release disposal date.

Other units:
Destroy after 1 year.

(4) Yellow Copies

. Merge with applicable property records with same CCN (308-19).

38,47
56,65
74,83
142

Destroy after 1 year.

308-22 Traffic Equipment Records

Includes traffic enforcement/measurement equipment/devices, maintenance, inspection, training, certification, and calibration records. (61.1.9)

19,38
47,56
65,74
83,142
Other
Unit(s)

Destroy after 3 years.

. Conform to unit filing practice(s).

| | | | |
|---------------|---|---------|---------------------------|
| <u>308-23</u> | <u>Vehicle Impound Records</u> | 8,27 | Destroy after |
| | | 38,47 | 3 years. |
| | Includes records for repossessed vehicles by private companies. | 56,65 | |
| | | 74,83 | |
| | | 152 | |
| | . Conform to unit filing practice(s). | Other | |
| | | Unit(s) | |
| <u>308-24</u> | <u>Vehicle Repossession Records</u> | 8,27 | Destroy after |
| | | 38,47 | 3 years. |
| | Includes police records for repossessed vehicles. | 56,65 | |
| | | 74,83 | |
| | | 152 | |
| | . Conform to unit filing practice(s). | Other | |
| | | Unit(s) | |
| <u>308-25</u> | <u>Vehicle Tow Records</u> | | |
| | Includes vehicle audit records for impounded/disposed/claimed/inventoried motor vehicles held in private/police storage areas. (61.4.3) | | |
| (1) | <u>Certified Mail Letters</u> | 155 | Destroy after 3 years. |
| | Includes non-deliverable certified mail for vehicle disposals. | | |
| | . Include in Item 308-25(7). | | |
| (2) | <u>Certified Letter Receipt Cards</u> | 155 | Destroy after 3 years. |
| | . Merge with Item 308-25(7). | | |
| | . File by CCN, and year date. | | |
| (3) | <u>Impound Notifications</u> | 38,47 | Units 131/155: |
| | | 56,65 | Destroy after |
| | Includes notices for impounded vehicles stored in police/private storage areas. | 74,83 | 3 years. |
| | | 131 | Other units: |
| | | 155 | Destroy after |
| | | Other | 1 year. |
| | . District stations: File by CCN, and year date. | Unit(s) | |

308-25 Vehicle Tow RecordsImpound Notifications

. Unit 131: Keep in Records
Center Box by year date.

. Unit 155: Merge with Item
308-25(7).

- | | | | |
|-----|---|--------------------------------|---|
| (4) | <u>Monthly Vehicle Inventory Records</u> Includes monthly inventory records for impounded vehicles stored in private storage areas. . Case file A-Z by towing company, and year date. | 155 Other Unit(s) | Unit 155: Destroy after 3 years. Other units: Destroy after 1 year. |
| (5) | <u>Recovered Stolen Vehicle Records</u> Includes MILES/NLETS messages, and certified mail receipts for recovered stolen vehicles claimed/released by/to owners/lienholders. . Case file A-Z by garage company. | 155 Other Unit(s) | Unit 155: Destroy after 3 years. Other units: Destroy after 1 year. |
| (6) | <u>Show Cause Records</u> Includes show cause findings, requests, vehicle reports, impound notices, and other related records. . Unit 131: Keep in Records Center Box by CCN, and year date. . Unit 155: Case file by CCN, and year date. | 131 155 Other Unit(s) | Units 131/155: Destroy after 3 years. Other units: Destroy after 1 year. |
| (7) | <u>Vehicle Disposal Records</u> Includes disposal certificates, impound notices, MILES/NLETS messages, certified mailings, receipts, and other related disposal records. . Case file by CCN, and year date. | 131 155 Other Unit(s) | Unit 131: Destroy after 3 years. Other units: Destroy after 1 year. |

308-25 Vehicle Tow Records

| | | | |
|-----|------------------------------|---------|----------------|
| (8) | <u>Vehicle Releases</u> | 33,38 | Units 131/155: |
| | | 47,56 | Destroy after |
| | . Unit 131: Merge with | 65,74 | 25 years. |
| | incident reports (308-11). | 83,131 | Other units: |
| | . Other units: Attach/staple | 142,155 | Destroy after |
| | to applicable vehicle | Other | 1 year. |
| | reports. | Unit(s) | |

308-26 Other Property Records

Includes other property-related records not listed in above file categories.

. Conform to unit filing practice(s).

| | |
|---------|--------------|
| Appli- | Minimum |
| cable | retention 30 |
| Unit(s) | days. |
| | Maximum |
| | retention 1 |
| | year. |