

**Anne Arundel County**  
**OFFICE OF CENTRAL SERVICES**  
**Records Management Division**

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**RECORDS RETENTION AND DISPOSAL SCHEDULE**

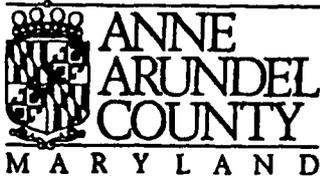
AGENCY	FIRE MARSHAL	DIVISION INVESTIGATION
Item No.	Description	Retention
1	<u>INVESTIGATIVE CASE FILES</u> - Reports, statements, other documents submitted to State's Attorney, original notes, rights forms and other documents pertinent to an investigation.	Retain original 5 years or until appeal process is exhausted, then microfilm and destroy original. Destroy paper records after microfilm has been reviewed for quality. Retain microfilm 50 yrs then destroy.
2	<u>CRIMINAL HISTORY RECORD INFORMATION</u> - Records of arrest and disposition.	Same as above.
3	<u>PHOTOGRAPHS &amp; PHOTOGRAPHIC NEGATIVES</u> - Photographs & negatives of photographs taken as evidence by department investigators or supplied to investigators as evidence in an investigation.	Retain 50 years then destroy.
4	<u>CASH RECEIPTS</u> - Receipts for copies of reports and/or restitution.	Retain 3 years, then destroy.
5	<u>WRITTEN DIRECTIVES</u> - Departmental Orders, Special Orders and Division/Battalion Orders.	Retain Non-Record copies 3 years, then destroy.  Retain Record copies at Headquarters. Retain until superseded or updated then destroy.

Schedule Approved by  
 Records Management Officer  
 9/5/96  
 Date  
 Signature *Jacqueline M. Rep...*

Schedule Approved by  
 Chief Administrative Officer  
 \_\_\_\_\_  
 Date  
 Signature

Schedule Approved by  
 Agency, or Division Representative  
 9-5-96  
 Date  
 Signature *B/C J. R. H. R.*

Schedule Approved by  
 State Archivist  
 SEP 26 1996  
 Date  
 Signature *Edward C. Lopez*



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Item No.	Description	Retention
6	<u>CORRESPONDENCE</u> - General correspondence, both inter-office and letterhead, and office memorandum.	Retain 5 years, then destroy.
7	<u>FLSA SHEETS</u> - Time cycle records of employees covered by the Fair Labor Standards Act regulations.	Retain 3 years, then destroy.