

DEPARTMENT OF GENERAL SERVICES  
Records Management Division

SCHEDULE NO. *C-479*

PAGE NO. 1

RECORDS RETENTION AND DISPOSAL SCHEDULE

HOWARD COUNTY POLICE DEPARTMENT

Central Records

AGENCY

DIVISION

| Item No. | Description   | Retention   |
|----------|---|---|
| 1        | <p>DISPATCH CARDS - These cards are the record of each call for service received by the department and contain information necessary to dispatch an officer. If a written report is required, the card is attached to and becomes a part of the report.</p> <p>If a written report is not required, the basic information is recorded on the computer and the card is no longer needed.</p> | <p>Microfilm after six months as a part of the report, destroy original and retain microfilm 100 years.</p> <p>Destroy original card after entry onto the computer.</p>                                       |
| 2        | <p>INCIDENT REPORTS - These are written reports from officers concerning investigations into any type of call requiring a written report and are filed numerically. Motor Vehicle Accident Reports, teletype copies and supplements to the original reports are included in this category.</p>  | <p>Retain hard copy for six months, then screen reports and eliminate non-record material not required to be filmed. Microfilm remaining documents and destroy originals. Retain microfilm for 100 years.</p> |
| 3        | <p>WARRANTS - After a warrant is served, a copy of the warrant and the report written on it is received by Central Records Division for retention.</p>  | <p>Microfilm warrant and report upon receipt, destroy, retain microfilm for 100 years.</p>  |
| 4        | <p>ARREST REPORTS - Adult and Juvenile Reports are completed by the arresting officer and filed by Central Records with the photograph alphabetically... adult and juvenile separately.</p>   | <p>Microfilm upon receipt, destroy original. Retain microfilm 100 years.</p>  |

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

*21 Aug 78* ✓ *[Signature]*  
Date Signature

*Carol Polne*  
Title

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Date

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State Archivist

DEPARTMENT OF GENERAL SERVICES  
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PAGE  
NO. 2

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| Item No. | Description  | Retention   |
| 5        | MARYLAND UNIFORM COMPLAINT AND CITATION - The District Court and the Department of Motor Vehicles both maintain record copies of traffic citations.  | Retain our copies for one year, then destroy.             |
| 6        | HOWARD COUNTY POLICE DEPARTMENT MOTOR VEHICLE WARNINGS - The original copy goes to the motorist. The copy is filed by Central Records by date. There is no further action on these warnings. | Retain the copy for a period of six months, then destroy. |

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Date

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