

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Item No.	Description	Retention
01	ADMINISTRATIVE RECORDS	
01-1	Audit Records (Includes correspondence and reports relating to county audits compliance.)	Cutoff at end of fiscal year. Retain for 3 additional years, then destroy.
01-2	Correspondence (General) (Includes internal, external, and Departmental correspondence relating to police information dissemination, fiscal, legal/legislative, personnel, and property/space functional activities.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
01-3	Contractual Records (Includes correspondence, signed contracts, memoranda of understanding, agreements, and other contractual arrangements relating to labor relations, equipment maintenance, and police data exchange programs.) (Information copy only; non-record material.)	Destroy 1 year after date of expiration.
01-4	Directives Records (Includes correspondence, administrative directives, orders, procedures, executive orders, memoranda, amendments, division directives, departmental directives, rules/regulations, and handbooks/manuals relating to functional activities.) (Information copy only; non-record material.)	Destroy when superseded, updated, cancelled, or obsolete.
01-5	Minutes (Chief) (Includes minutes of meetings issued by the Chief of Police.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
01-6	Organization Charts (Includes staffing charts and related materials.)	Retain permanently.
01-7	Planning Records (Continued)	

Schedule approved by Department, Agency or Division Representative

M. J. ... Signature Director, Records/Identification Title 1/29/81 Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

Chief Admin. Officer
Prince George's County

April 10,
~~February 27,~~ 1981

KENNETH V. DUNCAN

Date

Archivist

CAO

Date

Secretary

Distribution: White - Hall Of Records, Green - Hall Of Records, Canary - Brd. Of Public Works, Pink - Records Manager, Gold - Records Center, Blue - Department/Agency.

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. C-516

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Item No.	Description	Retention
01-7	Planning Records (Includes records relating to specific and general project and program planning activities.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
01-8	Press Releases (Includes correspondence relating to public information through press releases.)	Cutoff at end of calendar year. Retain for 1 additional year, then destroy.
01-9	Public Information Inquiries (Includes correspondence relating to criminal, juvenile, and offense reports dissemination activities.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
01-10	Records Disposal Certificates (Includes signed certificates for records disposals authorized by records retention schedule.)	Retain permanently.
01-11	Records Retention Schedules	Retain permanently.
01-12	Studies/Surveys/Projects (Includes correspondence, reports, and other data relating to special studies, surveys, and projects.)	Cutoff at end of calendar year. Destroy 3 years after date of completion.
01-13	Teletype Messages (Informational) (Includes tele-communications messages relating to departmental operations.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
02	<u>ACCOUNTING RECORDS</u>	
02-1	Bank Deposits/Tickets (Includes bank deposits/tickets used for fees collected from reports sales.)	Cutoff at end of fiscal year. Retain for 2 additional years, then destroy.
02-2	Bills/Invoices (Includes bills, invoices, and other records relating to fiscal functions.)	Cutoff at end of fiscal year. Retain for 2 additional years, then destroy.
02-3	Budget Preparation Papers (Includes records relating to budget preparation and development.)	Cutoff at end of fiscal year. Retain for 3 additional years, then destroy.
02-4	Capital budget Requests (Includes records and other documents relating to budget preparation for capital expenditures.)	Cutoff at end of fiscal year. Retain for 3 additional years, then destroy.

RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.	Description	Retention
02-5	Collection Accounts (Includes correspondence, bad checks, and other records relating to bad checks collection activities.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
02-6	Allocations/Transmittal Reports (Includes weekly transmittal reports used for bank deposit activities.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
02-7	Federal Grants (Includes records relating to police projects funded by federal funds.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
02-8	Holiday Reimbursement Requests (Includes records relating to employees eligible for holiday pay.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
02-9	Long Distance Telephone Logs (Includes records used for preparation of telephone expenditures.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
02-10	Money Collection Logs (Includes records used for recording daily cash receipt transactions.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
02-11	Report Sales Receipts (Includes cash receipts for reports sold to authorized police data users.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
02-12	Reproduction Readings Reports (Includes records used for billing vendors.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
02-13	Purchase Orders (Includes records used for supplies and equipment procurement activities.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
03	<u>IDENTIFICATION RECORDS</u>	
03-1	Criminal Identification Records (Includes related correspondence, fingerprints, latent prints, and photographs relating to persons arrested for criminal activities.)	<ol style="list-style-type: none"> 1. For identified deceased prints, destroy 10 years after date of death. 2. For deceased non-identified fingerprints, destroy at end of 15 years.

RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.	Description	Retention
03-1	(Continued)	<ul style="list-style-type: none"> 3. For latent prints, destroy 10 years after date of identification. 4. For adult photographs/fingerprints, destroy when offender becomes 75 years old. 5. For juvenile photographs, fingerprints, destroy at end of 10 years.
03-2	Non-Criminal Identification Records	<ul style="list-style-type: none"> 1. For departmental police prints, destroy 3 years after termination of employment. 2. For police civilian prints, destroy 3 years after termination of employment. 3. For fortune teller/taxicab driver/messenger prints, destroy 2 years after last printing.
03-3	Latents Without Identification Values (Includes correspondence and latents from crime scenes without suspect identification prints.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
04	<u>LEGAL/LEGISLATIVE RECORDS</u>	
04-1	County Bills (Includes related correspondence and bills issued by County Council.) (Information copy only; non-record material.)	Retain until amended or repealed, then destroy.
04-2	Decisions/Opinions (Includes correspondence, court decisions, cases, and legal opinions relating to police operations.)	Destroy when superseded or obsolete.
04-3	Executive Proclamations (Includes proclamations issued by Maryland Governor and County Executive.)	Destroy when rescinded or obsolete.
04-4	Federal Laws/Regulations (Includes correspondence, regulations, and bills issued by U. S. Congress relating to privacy, security, regulations and public safety.) (Information copy only; non-record material.)	Destroy when superseded, updated, revised, or obsolete.

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Item No.	Description	Retention
04-6	House Bills (Maryland) (Includes correspondence, and bills issued by Maryland legislature relating to privacy, security, and public safety.)	Cutoff at end of calendar year. Retain for 1 additional years, then destroy.
04-6	Other State Laws/Regulations (Includes correspondence, and bills from other state legislative bodies relating to police operations.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
04-7	Subpoenas/Summons (Includes correspondence, subpoenas, and summons issued by state and federal and other agencies for deposition activities.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
05	<u>PERSONNEL RECORDS</u>	
05-1	Accidents (Vehicle) (Includes related correspondence and employee accident reports.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
05-2	Annual Leave Transfer Requests (Includes correspondence and form letters used for employee annual leave transfers.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
05-3	AWOL Records (Includes correspondence and form letters relating to unauthorized employee absenteeism.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
05-4	Daily Personnel Reports (Includes correspondence and personnel reports used for payroll preparation.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
05-5	Demotion Requests (Includes correspondence and form letters relating to employee demotion requests.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
05-6	Doctors' Certificates (Includes correspondence and medical certificates for employee sickness.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.

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Item No.	Description	Retention
05-7	Employee Benefit Plans (Includes correspondence, and reports relating to employee health insurance, disability, and other plans.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
05-8	Employee Interview Records (Includes correspondence, forms, and reports used for employee recruitment program.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
05-9	Employee Training/Placement Programs (Includes correspondence relating to local, state, and federal placement programs.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
05-10	Employee Reassignments (Includes correspondence relating to employee reassignment activities.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
05-11	Employee Resignations (Includes correspondence and form letters relating to employee termination activities.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
05-12	Employee Special Activities (Includes correspondence and other records relating to employee donations for various charitable organizations.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
05-13	Hiring Exception Requests (Includes correspondence, and justifications used for filling vacant positions.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
05-14	Incentive Awards (Includes correspondence and other records relating to employee incentive awards program.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
05-15	Injuries (Employee) (Includes correspondence and employee accident reports, and related documents for employees injured in the work areas.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.

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Item No.	Description	Retention
05-1	Leave Balance Records (Includes correspondence and records relating to leave administration.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
05-1	Leave Without Pay Requests (Includes correspondence and form letters relating to employee leave without pay requests.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
05-1	Overtime Requests (Includes correspondence and form letters relating to employee overtime requests.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
05-1	Position Audits/Requests (Includes correspondence and other records used for position reclassifications and reallocations.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
05-2	Position Descriptions (Includes job descriptions used for classified work and employment control.)	Destroy when superseded, revised, or abolished.
05-2	Time Reports/Sheets (Includes correspondence and other records used for payroll determination.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
05-2	Training Nomination Forms (Includes correspondence and other records relating to employee training and development.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
06	<u>POLICE RECORDS</u>	
06-1	Arrest Number Dissemination Logs (Includes daily transaction sheets used for arrest number issuance requirements.)	Cutoff at end of calendar year. Destroy at end of 3 years.
06-2	Arrest Case Records (Includes case files relating to persons arrested and tried for criminal activities.)	Microfilm into master and duplicate fiche for security. Destroy hard copy after film production. Retain microfilmed case file until subject becomes 75 years old, then destroy. Destroy deceased records after death confirmation.

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FORM-RM-1A
REV. 2/75
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8/75

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Item No.	Description	Retention
06-3	CHRI Name Searches (Includes daily transaction sheets used for oral police data disseminations.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
06-4	CHRI Record Disseminations. (Includes daily transactions sheets used for written police data disseminations.)	Cutoff at end of calendar year. Retain for 10 additional years, then destroy.
06-5	Expungement Records (Includes records relating to court ordered expungements, notifications, requirements, and compliance activities.)	Cutoff at end of calendar year. Retain for 5 additional years, then destroy.
06-6	FBI Rep. Sheets (Includes arrest and disposition sheets/reports issued by FBI for criminal justice activities.)	Cutoff at end of calendar year. Retain for 1 additional year, then destroy.
06-7	Juvenile Arrest Reports (J-1) (Includes records relating to offenses and acts committed by persons under eighteen years of age.)	Microfilm in duplicate for security. Destroy hard-copy after film inspection. Destroy cartridge at end of 10 years.
06-8	Juvenile Dissemination Logs (Includes daily transaction sheets used for police data disseminations.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
06-9	Offense Records (Includes related correspondence, and investigatory records relating to incident investigations, apprehensions, crimes against property, persons, fires, missing persons, vehicles, and other complaints for police actions.)	Microfilm in duplicate for security. Destroy hard-copy after film inspection. Destroy cartridge at end of 25 years.
06-10	Youth Field Reports (J-2) (Includes records and reports relating to juvenile field investigations.)	Microfilm in duplicate for security. Destroy hard-copy after film inspection. Destroy cartridge at end of 10 years.
07	<u>PRINTOUT RECORDS</u> (Includes all reports, summaries, statements, and other machine readable records processed by automated and electronic data processing systems and computers and used for departmental functions and operations.)	Cutoff at end of calendar year, when reprinted.

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Item No.	Description	Retention
7-1	Bicycle Registrations	Destroy when superseded or obsolete.
7-2	CHRI Disseminations (Expungement)	Destroy when superseded or obsolete.
7-3	CHRI Identification Disseminations (Expungement)	Destroy when superseded or obsolete.
7-4	Judicial Dispositions (CHRI)	Destroy at end of 2 months.
7-5	Missing Summons/Book Audit Reports	Destroy 1 year after compliance.
7-6	Traffic Master Lists	Destroy when superseded, updated, or obsolete.
7-7	Traffic Ticket Summaries	Destroy when superseded, updated, or obsolete.
7-8	Twenty-Four Hour Calls For Service Summaries	Microfilm in duplicate for security. Destroy hardcopy after film inspection. Destroy cartridge at end of 25 years.
7-9	UCR Validation Reports	Destroy at end of 2 years.
8	<u>PROPERTY/SPACE RECORDS</u>	
8-1	Inventory Records (includes correspondence and other records relating to inventory control for real/personal property, and other fixed assets.)	Cutoff at end of calendar year. Retain until equipment/property disposal, transfer, or County audit, then destroy.
8-2	Property Inventory Records (White)	Microfilm in duplicate for security. Destroy hardcopy after film inspection. Destroy cartridge at end of 25 years.
8-3	Property Turn-In Reports (includes related correspondence and reports used for office equipment surplus, transfer, and disposal activities.)	Cutoff at end of calendar year. Retain until property inventory list is updated or audited by County auditor, then destroy.

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Item No.	Description	Retention
08-7	Repair Work Requests (Includes correspondence and other records for repair and maintenance work requests.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
08-5	Security Records (Includes related correspondence and surveys used for commercial and residential property protection purposes.)	Cutoff at end of calendar year. Retain for 10 additional years, then destroy.
	REPORTS/STATISTICS (Includes related correspondence, informational, statistical, narrative, periodic, administrative, managerial, recurring, non-recurring, and situation reports prepared for internal/external uses and disseminations.)	
09-1	Annual UCR Reports	Retain permanently.
09-2	Crime Analysis Information Bulletins	Cutoff at end of calendar year. Retain for 1 additional year, then destroy.
09-3	Daily Statistical Reports	Cutoff at end of calendar year. Retain for 1 additional year, then destroy.
09-4	Monthly Activity Reports	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
09-5	Monthly Offenses/Incidents Reports	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
09-6	Monthly Operations Reports	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
09-7	Monthly Rejection Reports	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
09-8	Monthly Statistics Reports	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.

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Item No.	Description	Retention
9-9	Municipal Police Reports (Information copy only; non-record material.)	Cutoff at end of calendar year. Retain for 1 additional year, then destroy.
9-10	RAFIS Progress Reports	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
9-11	Report Correction Notices	Cutoff at end of calendar year. Retain for 1 additional year, then destroy.
9-12	Report Delinquent Notices	Cutoff at end of calendar year. Retain for 1 additional year, then destroy.
9-13	Reports Transmittal Forms (Juvenile)	Cutoff at end of calendar year. Retain for 1 additional year, then destroy.
9-14	Reports Transmittal Sheets	Cutoff at end of calendar year. Retain for 1 additional year, then destroy.
9-15	Situation/Special Reports	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
9-16	Weekly Crimes/Offense Reports	Cutoff at end of calendar year. Retain for 1 additional year, then destroy.
0	<u>TRAFFIC RECORDS</u> (Includes records relating to motor vehicle violations, traffic safety, and insurance settlement and notification activities.)	
0-1	Accident Photographs (Negatives/Positives)	Cutoff at end of calendar year. Retain for 5 additional years, then destroy.
0-2	Drivers' License Re-examination Requests	Cutoff at end of calendar year. Retain for 1 additional year, then destroy.
0-3	Maryland Uniform Complaints/Citations	Cutoff at end of calendar year. Destroy 1 year after MVA audits compliance.

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Item No.	Description	Retention
0-4	Vehicle Accident Reports	Cutoff at end of calendar year. Retain for 5 additional years, then destroy.
0-5	Violation Notices	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
0-6	Safety Equipment Repair Orders	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
0-7	Summons For Defendants/Witnesses	Cutoff at end of calendar year. Destroy 1 year after MVA audits compliance.
0-8	Traffic Citation Transmittal Sheets	Cutoff at end of calendar year. Destroy 1 year after MVA audits compliance.
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