

PRINCE GEORGE'S COUNTY  
OFFICE OF CENTRAL SERVICES  
ADMINISTRATIVE SERVICES DIVISION  
RECORDS CENTER

SCHEDULE NO. C-551	RECORDS RETENTION AND DISPOSAL SCHEDULE	PAGE NO. 1 of 3
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PRINCE GEORGE'S COUNTY POLICE	AUXILIARY SERVICES SECTION/VEHICLE AUDIT UNIT
DEPARTMENT/AGENCY	DIVISION

ITEM NO.	DESCRIPTION	RETENTION
01	<u>ABANDONED VEHICLE DISPOSAL RECORDS</u>  (Includes applications for abandoned vehicles authorized for disposals.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
02	<u>AUCTIONEERS' SALES RECEIPTS</u>  (Includes auction sales receipts for impounded and/or abandoned motor vehicles, and other related documents.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
03	<u>CRANE REQUEST RECORDS</u>  (Includes special forms used for towing impounded, abandoned, and/or damaged vehicles towed by authorized private towing companies.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
04	<u>MOTOR VEHICLE AUCTION RECORDS</u>  (Includes public advertisements/notices for abandoned/impounded vehicles offered for public sales/auctions.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.

*[Handwritten Signature]*  
SIGNATURE

DIRECTOR/CENTRAL RECORDS DIVISION  
TITLE OF DEPT/AGENCY REPRESENTATIVE

*3/25/85*  
DATE

*[Handwritten Signature]*  
SIGNATURE

COUNTY RECORDS MANAGER  
~~XXXXXXXXXXXXXXXXXXXXXXXXXXXX~~

*4/3/85*  
DATE

Schedule Authorized by Hall of Records Commission

SIGNATURE	TITLE	DATE
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DISTRIBUTION: Original - Hall of Records; 2nd Copy - Department/Agency; 3rd Copy - Records Manager

RECORDS RETENTION AND DISPOSAL SCHEDULE  
(CONTINUATION SHEET)

Item No.	Description	Retention
05	<u>LOT LOG SHEETS</u>  (Includes impound lot sheets used for controlling abandoned and/or impounded vehicles towed, sold, or released to vehicle owners.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
06	<u>MOTOR VEHICLE INVENTORY RECORDS</u>  (Includes recurring/special reports for impounded/abandoned vehicles.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
07	<u>NOTIFICATION RECORDS</u>  (Includes formal/certified notifications/letters issued to vehicle owners to claim impounded/abandoned vehicles stored in private towing, and police facilities.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
A B C	<u>POLICE DISTRICT STATIONS</u>  <u>POLICE FACILITY/VEHICLE AUDITS</u>  <u>PRIVATE FACILITIES</u>	
08	<u>PRIVATE VEHICLE IMPOUND RECORDS</u>  (Includes notifications issued to vehicle owners towed by private towing companies and stored in private facilities.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
09	<u>TELETYPE IMPOUND RECORDS</u>  (Includes teletype forms used for vehicles impounded/towed by authorized towing companies.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
10	<u>UNCLAIMED NOTIFICATION RECORDS</u>  (Includes certified letters/notices issued to vehicle owners to claim impounded vehicles.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.

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

SCHEDULE  
NO. C-551

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Item No.	Description	Retention
11	<u>VEHICLE IMPOUND RECEIPTS</u>  (Includes receipts for vehicle impound storage and towing fees.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
12	<u>VEHICLE RELEASE RECORDS</u>  (Includes impounded vehicles released to owners and/or sold at public auctions.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.