

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

SCHEDULE NO. C-558	RECORDS RETENTION AND DISPOSAL SCHEDULE	PAGE NO. 1
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PRINCE GEORGE'S COUNTY POLICE	CENTRAL RECORDS
DEPARTMENT/AGENCY	DIVISION

ITEM NO.	DESCRIPTION	RETENTION
<u>100</u>	<u>ACCOUNTING RECORDS</u>	
101	Bad Checks Records (Includes correspondence/transmittals for uncollectible checks).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
102	Bank Deposits (Includes correspondence/deposit slips for bank deposit operations).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
103	Bills/Invoices (Includes correspondence/invoices/bills for fiscal operations).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
4	Budget Records (Includes correspondence/estimates for budget preparation and submission).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
105	Capital Budget Records (Includes correspondence/estimates for capital expenditures).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
106	Mail Request Records (Includes correspondence/internal/external requests for accident, photos, and incident reports).	Cutoff at end of calendar year. Retain for 2 years, then destroy.

J. N. Sfondouris	Division Director	3-27-86
SIGNATURE	TITLE OF DEPT/AGENCY REPRESENTATIVE	DATE
Shirley Haimel	County Records Manager -Chief Administrative Officer-	5/8/86
SIGNATURE		DATE

Schedule Authorized by Hall of Records Commission

	State Archivist	7/12/86
SIGNATURE	TITLE	DATE

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

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

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Item No.	Description	Retention
107	Purchase Orders/Requisitions (Includes purchase orders/requisitions for supplies and equipment),	Cutoff at end of calendar year. Retain for 2 years, then destroy.
108	Report Sales Receipts (Includes receipts for police accident/incident photo/arrest, <i>report sales</i> ).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
109	Revenue Receipts/Transmittals (Includes receipts/transmittals for revenue from police records sales).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
200	<u>ADMINISTRATIVE RECORDS</u>	
201	Bills/Resolutions (Includes proposed/passed county/state/federal bills/resolutions for public safety operations)	Retain until amended or repealed, then destroy.
A B C	County Bills Federal Bills State Bills	
202	Contractual Records (Includes correspondence/agreements/permits for contractual services and information disclosures).	Destroy 1 year after date of expiration.
203	Correspondence (Administrative) (Includes internal/external correspondence for police information management operations).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
204	Directives Records (Includes administrative directives/orders/procedures/executive orders/regulations for property, information, and personnel <i>management</i> operations).	
A	County Government	Destroy when superseded or obsolete.
B	Departmental	Destroy when <i>superseded</i> or obsolete.
C	Division	Destroy when <i>superseded</i> or obsolete.
D	External Directives	Destroy when <i>super</i> seded or obsolete.
205	Division Minutes (Includes minutes of meetings created by Division Director).	Retain permanently.

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

Item No.	Description	Retention
206	Inventory Records (Includes acquisition records for inventoried fixed and non-fixed assets).	Destroy when superseded by annual inventory and/or obsolete.
207	Laws/Regulations (Includes local/state/federal laws/regulations passed by County Council, Maryland General Assembly, and U.S. Congress, including executive branch issuances).	Retain until amended or repealed, then destroy.
A	County Ordinances	
B	Federal Laws	
C	State Laws	
D	Other State Laws	
208	Legal Opinions/Advisory Records (Includes legal opinions/advisories for police public information disclosures).	Destroy when superseded or obsolete.
209	Organization Records (Includes staffing charts/related materials).	Retain permanently.
210	Planning Records (Includes correspondence/plans/reports for projects management operations).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
211	Project Records (Includes correspondence/projects associated with police management operations/practices).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
212	Property Turn-In Records (Includes correspondence/reports for office equipment surplus/transfer/disposal operations)	Cutoff at end of calendar year. Retain until property inventory updated, then destroy.
213	Records Management Files (Includes records retention schedules/transfers receipts/disposal certificates).	
A	Records Disposal Certificates	Retain permanently.
B	Records Retention Schedules.	Destroy when superseded or updated.

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

Item No.	Description	Retention
C	Records Transfers/Receipts	Destroy when off-site records destroyed.
214	Reports/Statistics  (Includes recurring/non-recurring management information reports).	
A	Computer Downtime Records	Cutoff at end of calendar year. Retain for 3 years, then destroy.
B	Monthly Activity Records	Cutoff at end of calendar year. Retain for 10 years, then destroy.
C	Service Indicator Records	Cutoff at end of calendar year. Retain for 10 years, then destroy.
D	Xerox Records	Cutoff at end of calendar year. Retain for 3 years, then destroy.
E	Other Administrative Reports  (Includes recurring/non-recurring/special administrative management reports).	Destroy when no longer useful.
15	Subpoena/Order Records  (Includes correspondence/subpoenaes/orders for civil/criminal depositions).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
16	Teletype Records  (Includes telecommunications messages for agencywide information purposes).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
00	<u>COMPUTER RECORDS</u>  (Includes computerized dispatch, incident, accident, traffic, alcohol, precious metals, property, adult, juvenile, and fingerprint information stored in computer disks and tapes).	

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

Item No.	Description	Retention
301	<b>Adult File</b>  (Includes on-line case files for adult offenders arrested/tried for criminal activities).	Retain on-line until offender becomes 75 years old. Convert to COM tape when offender has not been arrested within 10 years. Retain COM record until offender reaches age 75, then destroy.
302	<b>CAD Dispatch File/10-31 Cases</b>  (Includes on-line information exchanges between dispatchers/officers and citizens for police services w/o reports).	Retain on-line for 60 days. Convert to COM tape for 25 years retention, then destroy.
303	<b>CAD Dispatch File/10-32 Cases</b>  (Includes on-line information exchanges between dispatchers/officers and citizens for police services followed by incident reports.)	Retain on-line for 2 year. Convert to COM tape for 23 years retention, then destroy.
304	<b>CAN File</b>  (Includes on-line information for crime analysis.)	Retain on-line for 2 yrs. Convert to COM tape for 8 years retention, then destroy.
305	<b>Incident File</b>  (Includes on-line information for crimes against persons and property, including non-criminal events handled by police).	Retain on-line for 2 years. Convert to COM tape for 23 years retention, then destroy.
306	<b>Juvenile File</b>  (Includes on-line case files for juvenile offenders arrested for criminal activities).	Retain on-line until offender becomes 21 years old. Convert to COM tape for 9 years retention, then destroy.
307	<b>Persons File</b>  (Includes on-line information for persons/organizations associated with incident and <b>Special reports</b> ).	Retain on-line for 2 yrs. Convert to COM tape for 23 years retention, then destroy.
308	<b>Precious Metals/Pawn File</b>  (Includes on-line information for precious metals/pawned items bought/sold by dealers).	Retain on-line for 1 yr. Convert to COM tape for 5 years retention, then destroy.

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

Item No.	Description	Retention
309	Property File (Includes on-line information for recovered/lost/found property).	Retain on-line for 2 yrs. Convert to COM tape for 23 years retention, then destroy.
310	Vehicle File (Includes on-line information for stolen/recovered/impounded/other motor vehicles).	Retain on-line for 2 yrs. Convert to COM tape for 23 years retention, then destroy.
311	UCR File (Includes on-line victim/offender information collected for the National Uniform Crime Reporting Program).	Retain on-line for 2 yrs. Convert to COM tape for 8 years retention, then, destroy.
312	RAFIS Records (Includes computerized fingerprints for missing children, criminal identification, employment, and licensign purposes).	
A	Missing Children Prints (Includes computerized fingerprints for missing children ).	Retain on-line for 7 yrs. then delete.
B	Ten-Fingerprints (Sworn)	Retain on-line until employee separation, then delete.
C	Ten-Fingerprints (Adult) (Includes computerized fingerprints for adult criminal offenders).	Retain on-line until offender becomes 61 yrs. old, then delete.
D	Ten-Fingerprints (Juvenile)	Retain on-line until offender becomes 21 yrs. old, then delete.
E	Adult Fingerprints (Other LEA) (Includes computerized adult fingerprints collected from non-affiliated local, state, and federal law enforcement agencies).	Retain on-line until offender becomes 61 yrs. old, then delete.
F	Juvenile Fingerprints (Other LEA) (Includes computerized juvenile fingerprints collected from non-affiliated local, state, and federal law enforcement agencies).	Retain on-line until offender becomes 21 yrs. old, then delete.

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

Item No.	Description	Retention
400	<u>IDENTIFICATION RECORDS</u>  (Includes fingerprints/latent prints for missing children, criminal identification, employment, and licensing purposes).	
401	Criminal Photographs  (Includes positives and negatives for adult criminal identifications).	
A	Negatives (Adults)	Retain most recent/last taken photo/negative until offender becomes 75 years old. Destroy duplicate photo/negative after three years.
B	Positives (Adults)	Same as Item 401A above.
C	Photo Information Sheets	Same as Item 401A above.
402	Criminal Photographs  (Includes positives and negatives for juvenile criminal identifications).	
A	Negatives	Retain until offender becomes 21 years old, then destroy.
B	Positives	Same as item 402A above
C	Photo Information Sheets	Same as item 402A above.
403	Criminal Prints  (Includes fingerprints for adult and juvenile criminal identifications).	
A	Adult Prints	Retain 1 MASTER fingerprint card until offender becomes 75 years old. Microfilm additional prints. Destroy hardcopy prints after film inspection. Keep microfilmed prints until offender becomes 75 years old, then destroy.

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

Item No.	Description	Retention
B	Juvenile Prints	Retain until offender becomes 25 years old, then destroy.
D	Identified Prints (Includes fingerprints for identified dead offenders).	Cutoff at end of calendar year. Retain for 10 years. Microfilm hardcopy. Destroy hardcopy after film inspection.
D	Non-identified Prints (Includes fingerprints for non-identified dead offenders).	Cutoff at end of calendar year. Retain for 25 years, then destroy.
404	Latent Prints  (Includes latent prints collected from crime scenes for suspect identifications).	
A	Latent Prints (Identified)  (Includes latent prints collected from crime scenes with positive suspect identifications).	Cutoff at end of calendar year. Retain for 10 years, then destroy.
B	Latent Prints W/O Values (Includes latent prints collected from crime scenes without identification values).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
B	Latent Prints  (Includes latent prints collected from homicide, rape, robbery, and kidnapping cases without positive suspect identifications).	Cutoff at end of calendar year. Retain for 10 years, then destroy.
405	Non-Criminal Prints  (Includes fingerprints for employment and licensing purposes).	
A	Civilian Employees  (Includes fingerprints for agency employees engaged in police support operations).	Retain until employee termination, then destroy.
B	Fortune Tellers  (Includes fingerprints for licensed persons engaged in fortune telling activities).	Cutoff at end of calendar year. Destroy 1 year after last printing.
B	Hackers/Taxi Drivers  (Includes fingerprints for licensed persons engaged in passenger carrying motor vehicles).	Cutoff at end of calendar year. Destroy 1 year after last printing.



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

Item No.	Description	Retention
D	Masseurs/Masseuses (Includes fingerprints for licensed massage establishment personnel).	Cutoff at end of calendar year. Destroy 1 year after last printing.
E	Missing Children (Includes fingerprints for missing children).	Cutoff at end of calendar year. Retain for 7 years, then destroy.
F	Studio Models (Includes fingerprints for licensed commercial model studio personnel).	Cutoff at end of calendar year. Destroy 1 year after last printing.
G	Sworn Employees (Includes fingerprints for agency sworn personnel engaged in law enforcement operations).	Retain until employee termination, then destroy.
406	Non-Affiliated LEA Prints (Includes adult/juvenile offender fingerprints/latents collected from non-affiliated local, state, and federal law enforcement agencies).	
A	Adult Fingerprints	Retain 1 MASTER fingerprint card until offender becomes 61 years old. Return duplicate prints to originating agency for disposal.
B	Juvenile Fingerprints	Retain until offender becomes 19 years old. Return to originating agency for disposal.
C	Latent Prints (Identified)	Return latents to originating agency for disposal.
407	Latent Case Records (Includes latent cases received by RAPIS SECTION)	Cutoff at end of calendar year. Retain for 75 yrs. Microfilm hardcopy. Destroy hardcopy after film inspection.

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

Item No.	Description	Retention
600	<u>PERSONNEL RECORDS</u>	
601	Correspondence (General)  (Includes internal/external correspondence for personnel management operations.)	Cutoff at end of calendar year. Retain for 2 years, then destroy.
602	Daily Personnel Reports  (Includes correspondence/personnel reports/time records for payroll preparation.)	Cutoff at end of calendar year. Retain for 2 years, then destroy.
603	Doctors' Certificates  (Includes correspondence/medical certificates for employee temporary disabilities.)	Cutoff at end of calendar year. Retain for 2 years, then destroy.
604	Hiring Records  (Includes records for employee hirings and releases.)	Cutoff at end of calendar year. Retain for 2 years, then destroy.
605	Injury Records  (Includes employee on-site temporary injury records.)	Cutoff at end of calendar year. Retain for 2 years, then destroy.
606	Leave Request Records  (Includes requests for authorized/non-authorized leave records.)	Cutoff at end of calendar year. Retain for 2 years, then destroy.
607	Police Leave Balance Records  (Includes bi-weekly employee leave balance records.)	Cutoff at end of calendar year. Retain for 1 year, then destroy.
600	<u>POLICE RECORDS</u>	
601	Arrest Number Records  (Includes daily transaction sheets for arrest/identification number issuances.)	Cutoff at end of calendar year. Retain for 3 years, then destroy.
602	Arrest Case Records  (Includes adult offender case files for criminal activities.)	Retain until offender becomes 75 years old. Microfilm hard-copy after file inspection. Destroy deceased records after death confirmation.

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

Item No.	Description	Retention
603	Data Dissemination Records (Includes adult, juvenile, incident, photo, print, and FBI rap sheet information dissemination records.)	
A	Arrest Reports/Dispositions	Cutoff at end of calendar year. Retain for 3 years, then destroy.
B	Adult Name Searches	Same as Item 603A above.
C	Incident Disseminations (Includes microfilm look-up incident disclosures.)	Same as Item 603A above.
D	Juvenile Disseminations (Includes juvenile reports, photo, and print disclosures.)	Same as Item 603A above.
E	Photo/Print/FBI Rap Sheets (Includes adult photo, print, and FBI rap sheet disseminations.)	Same as Item 603A above.
604	Expungement Records (Includes adult/juvenile offender records expunged by court orders/waiver hearings.)	
A	Adult Expungements	Cutoff at end of calendar year. Retain for 5 years, then destroy.
B	Juvenile Expungements	Same as Item 604A above.
605	Firearms Records (Includes searches for illegal firearms.)	Cutoff at end of calendar year. Retain for 2 years, then destroy.
606	Incident Records (Includes crimes against persons and property, and other related reports.)	Microfilm hardcopy. Destroy hardcopy after film inspection. Retain microfilm cartridge for 25 years, then destroy.
607	Juvenile Case Records (Includes juvenile offender case files for criminal activities.)	Retain until offender becomes 25 years old, then destroy. For non-case files, microfilm hardcopy. Destroy cartridge at end of 10th year.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	Description	Retention
608	Pawnbroker Records (Includes seller/buyer records for personal property loaned/pawned to licensed dealers).	Cutoff at end of calendar year. Retain for 5 years, then destroy. See item 308 above.
609	Photographic Negatives (Includes photo negatives collected from crime scenes/incidents).	Cutoff at end of calendar year. Retain for 25 years, then destroy.
610	Property Inventory Records (Includes property inventory records for stolen recovered, confiscated, lost, or found property)	
A	White copies	Microfilm hardcopy. Destroy hardcopy after film inspection. Retain microfilm cartridge for 25 years, then destroy.
B	Canary Copies	Cutoff at end of calendar year. Retain for 3 years, then destroy.
C	Yellow Copies	See Item # 610B.
611	Ride-Along Records (Includes ride-along records for law enforcement applicants).	Cutoff at end of calendar year. Retain for 2 years, then destroy.
612	Security Records (Includes records for crime preventions).	Cutoff at end of calendar year. Retain for 10 years, then destroy.
7000	<u>PRINTOUT RECORDS</u> (Includes reports/other machine readable records processed by data processing systems/computers).	
701	Bicycle Registrations	Destroy when superseded or obsolete.
702	Citation Dispositions	Destroy when superseded or obsolete.
703	Dispatch Records (Includes computer generated data handled by communications and field operations personnel).	Microfilm hardcopy. Destroy hardcopy after film inspection. Retain microfilm cartridge for 25 yrs, then destroy.

**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
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Item No.	Description	Retention
704	Precious Metals/Pawn Reports	Destroy when superseded or obsolete.
705	Other Computer Printouts	Destroy when superseded or obsolete.
800	<u>TRAFFIC/PARKING RECORDS</u> (Includes records for motor vehicle violations).	
801	Accident Photo Negatives	Cutoff at end of calendar year. Retain for 3 years, then destroy.
802	Maryland Uniform Complaints/Citations (#2 copies)	Cutoff at end of calendar year. Retain for 3 years, then destroy.
803	Motor Vehicle Accident Reports	Cutoff at end of calendar year. Retain for 3 years, then destroy. See item # 805 above.
804	Parking Violations Notices	Cutoff at end of calendar year. Retain for 3 years, then destroy.
805	Safety Equipment Repair Orders	Cutoff at end of calendar year, <del>retain</del> retain for 2 years, then destroy.
806	Traffic Citation Transmittal Sheets	Cutoff at end of <sup>calendar</sup> year. Retain for <sup>3</sup> years, then destroy.
807	Traffic Subpoena	Cutoff at end of calendar year. Retain for 2 years, then destroy.
808	Warning Notices	Cutoff at end of calendar year. Retain for 2 years, then destroy.