

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Prince George's County Sheriff's Dept.

Item No.	Description	Retention
1.	<p><u>GENERAL CORRESPONDENCE RECORDS</u> consisting of general correspondence files; training records; incident reports; budget preparation documentation; and other related records.</p> <p>1978 - Present</p>	<p>Cut off at end of fiscal year; retain for three additional years; then destroy. Maintain training records permanently.</p>
2.	<p><u>DEPARTMENTAL PERSONNEL RECORDS</u> consisting of copies of Active Personnel Records documentation; inactive personnel records; and Applicant Personnel Record files.</p> <p>1970 - Present</p>	<p>When no longer active, microfilm, then destroy original by shredding.</p>
3.	<p><u>WARRANT CASE RECORDS</u>: These records consist of criminal fingerprint card; photograph; investigation sheet; copy of warrant served; and other related documents.</p> <p>1965 - Present</p>	<p>Permanent. Cut off at end of fiscal year after warrant is served. Microfilm for updating; maintain original film permanently; destroy hard copy by shredding.</p>
4.	<p><u>RADIO DISPATCH CARDS</u>: These are 3-1/4" x 8-1/4" cards (PGC Form #1892) which reflect time/date Deputy Sheriff is dispatched to respond to civil, warrant serving, off-duty, or miscellaneous calls.</p> <p>1978 - Present</p>	<p>Cut off at end of calendar year; hold for one additional year, then destroy.</p>
5.	<p><u>CIVIL SUMMONS ASSIGNMENT CARDS</u>: Consisting of PGC Form #589 in two (2) copies. The original (white) is filed in the Sheriff's office; the second copy (yellow) is attached to the Civil Records Summons record. This information is transferred to the District Court Summons Form and is used for internal control purposes only.</p> <p>1974 - Present</p>	<p>Cut off at end of month; hold for three additional months; then destroy.</p>

continued-----

Schedule approved by Department, Agency or Division Representative

JAMES V. ALUISI Signature Sheriff, Prince George's Co. Title December 15, 1981 Date

Schedule Authorized by Hall of Records Commission

Disposal Authorized by Board of Public Works

3/1/81 Date [Signature] Archivist December 28, 1981 Date [Signature] Chief Adm. Secretary Officer

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