

**PRINCE GEORGE'S COUNTY
OFFICE OF CENTRAL SERVICES
ADMINISTRATIVE SERVICES SECTION
RECORDS MANAGEMENT CENTER**

RECORDS RETENTION AND DISPOSAL SCHEDULE

Prince George's County Police

| DEPARTMENT/AGENCY | | DIVISION |
|-------------------|--|---|
| ITEM NO. | DESCRIPTION | RETENTION/DISPOSITION |
| 1. | Child Sex Offender Prints (304-2-2) | Retain 15 years. |
| 2. | Purchase Records (305-13) | Retain 3 years. |
| 3. | Field Purchase Orders (305-13-1) | Retain 3 years. |
| 4. | Purchase Orders (305-13-2) | Retain 3 years. |
| 5. | Hired Sworn Cases (306-2) | Retain 10 years. |
| 6. | Non-Hired Sworn Cases (306-2) | Retain 10 years. |
| 7. | Child Sexual Offender Records (307-6) | Retain 15 years. |
| 8. | Sex Predator Records (307-6) | Destroy 3 years after Registration Termination. |
| 9. | Departmental Shooting Cases (307-11) | Retain 5 years. |
| 10. | Repeat Offender Cases (307-11) | Retain 10 years. |
| 11. | Property Records (308-19) | Retain 5 years. |
| 12. | Drug Analysis Records (307-12) | Retain 15 years. |
| 13. | Property Recovery System (303-9) | Purge after 5 years. |
| 14. | Latent Print Records/No Value (304-4-4) | Destroy after 3 years. |
| 15. | Receipt Records (305-14-1) | Retain 3 years. |
| 16. | Receiving Reports (305-15) | Retain 3 years. |
| 17. | Requisition Records (305-16) | Retain 3 years. |
| 18. | Revenue Records (305-17) | Retain 3 years. |
| 19. | Special Fund Records (305-18) | Retain 3 years. |

John N. Spondouris

 SIGNATURE TITLE OF DEPT/AGENCY REPRESENTATIVE DATE
 John N. Spondouris, Director, Police Records Center January 30, 1998

Linda Quible

 SIGNATURE TITLE DATE
 Linda Quible COUNTY RECORDS MANAGER 3/3/98

SCHEDULE AUTHORIZED BY MARYLAND STATE ARCHIVES

Edward C. Saperstein

 SIGNATURE TITLE DATE
 Edward C. Saperstein STATE ARCHIVIST APR 9 1998

PRINCE GEORGE'S COUNTY
 RECORDS MANAGEMENT CENTER
 RECORDS RETENTION AND DISPOSAL SCHEDULE
 (CONTINUATION SHEET)

Prince George's County Police

| | |
|-------------------|----------|
| DEPARTMENT/AGENCY | DIVISION |
|-------------------|----------|

| ITEM NO. | DESCRIPTION | RETENTION/DISPOSITION |
|----------|---|---|
| 20. | Travel Voucher Records (305-19) | Retain 3 years. |
| 21. | Other Fiscal Records (305-20) | Minimum Retention 1 year. Maximum Retention 3 years. |
| 22. | Police Dissemination Records (307-30) | Retain 3 years. |
| 23. | Search Records (307-32) | Retain 3 years. |
| 24. | Clothing Allowance Records (308-4) | Retain 3 years. |
| 25. | Delivery/Receipt Records (308-6) | Retain 3 years. |
| 26. | Equipment Allowance Records (308-7) | Retain 3 years. |
| 27. | Lost Property Disposal Records (308-16-4) | Retain 1 year. |
| 28. | Property Receipt Records (308-20) | Retain 10 years. |
| 29. | Vehicle Tow Records (308-25) | Retain 3 years. |

304-2 Criminal Prints

Includes fingerprints
for adult, and juvenile
offender identifications.
(82.1.1)

- | | | | |
|-----|---------------------------------------|-----|---|
| (1) | <u>Adult Prints</u> | 129 | Retain 1 MASTER fingerprint card until offenders become 99 years old, and then destroy. |
| | . File by ID#. | | |
| | . Keep apart from juvenile prints. | | |
| (2) | <u>Child Sex Offender Prints</u> | | Destroy prints 15 years from print date. |
| | . File by assigned #. | | |
| | . Keep apart from other prints. | | |
| (3) | <u>Juvenile Prints</u> | 129 | Retain prints until offenders become 21 years old, and then destroy. |
| | . File by ID#. | | |
| | . Keep apart from adult offenders. | | |

304-3 Deceased Prints

Includes 10-prints for
deceased adults, juveniles,
and victims. (82.1.1)

- | | | | |
|-----|---|-----|-----------------------------------|
| (1) | <u>Adult Prints</u> | 129 | Destroy prints after 10 years. |
| | . Keep by ID#. | | |
| | . Keep apart from juvenile offenders. | | |
| | . Notify Police Records Center, FBI, and MD. CJIS-CR. | | |

| | | | |
|---------------|---|--------------------------------------|--|
| <u>305-11</u> | <u>Payroll Records</u> | 99 Other Unit(s) | Unit 99: Destroy after 3 years. Other units: Destroy after 1 year. |
| | Includes daily personnel reports, time sheets, and other records for payroll. (22.2.1) | | |
| | . Unit 99: File A-Z by station, unit, squad, etc., and by payroll period, and fiscal year. | | |
| | . Other units: File by payroll period, and fiscal year. | | |
| | . Keep by type of leave and year date as needed. | | |
| <u>305-12</u> | <u>Petty Cash Records</u> | 99 Other Unit(s) | Retain 1 year, and until audited by County Auditor, then destroy. Other units: Destroy after 1 year. |
| | Includes payment requests, receipts, and cash reconciliation vouchers for petty cash operations. (17.4.2) | | |
| | . Keep by fiscal year. | | |
| <u>305-13</u> | <u>Purchase Records</u> | 22,99 131,145 Other Unit(s) | Unit 99: Destroy after 3 years. Other units: Destroy after 1 year. |
| | Includes purchase orders for supplies, equipment, and other services. | | |
| | . File by fiscal year. | | |
| (1) | <u>Field Purchase Orders</u> | 22,99 131,145 Other Unit(s) | Unit 99: Destroy after 3 years. Other units: Destroy after 1 year. |
| | Includes field purchase orders, invoices, and other related records for materials/supplies. | | |
| | . Case file A-Z by vendor, and fiscal year. | | |
| (2) | <u>Purchase Orders</u> | 22,99 131,145 Other Unit(s) | Unit 99: Destroy after 3 years. Other units: Destroy after 1 year. |
| | Includes purchase orders, invoices, and other related records for goods/service over \$300.00. | | |
| | . Attach/staple to applicable purchase order(s). | | |

306 PERSONNEL RECORDS

Includes employee career development, selection, recruitment, promotion, examination, training, grievance, health/safety, discipline, leave, evaluation, and other personnel-related records.

306-1 ADA Records

Includes ADA-related evaluations, surveys, forms, and other records for agency current services, programs, communications, policies, transportation systems, and practices associated with hiring/retaining/promoting individuals with disabilities.

- . File A-Z by title, and year date.

119
Other
Unit(s)

Unit 119:
Destroy after
3 years.

Other units:
Destroy after
1 year.

306-2 Background Investigation Records

Includes pre-employment/background investigations for civilian, and police personnel. (25.1.1/25.1.3) (26.1.8/32.2.1/32.2.3)

- . Keep in secure area.
- . Keep apart from personnel files.
- . Keep in locked file cabinets.
- . Limit access to authorized personnel.
- . Separate hired/non-hirees.
- . Case file A-Z by name/year date.
- . Keep rejection letters.

4,119
132
Other
Unit(s)

Use disposition
standards
listed below:

1. Non-sworn cases:
Destroy after 5 years.
2. Hired sworn cases:
Destroy after 10 years.
3. Non-hired sworn cases:
Destroy after 10 years.

| | | | |
|--------------|---|--|---|
| <u>307-4</u> | <p><u>Canine Records</u></p> <p>Includes canine-related records for police dog injuries, and illnesses.</p> <p>. Case file A-Z by canine and/or handler.</p> | <p>109 Other Unit(s)</p> | <p>Destroy after 5 years.</p> |
| <u>307-5</u> | <p><u>Canine Training Records</u></p> <p>Includes canine training-related records.</p> <p>. Case file A-Z by canine name and/or handler.</p> | <p>109 Other Unit(s)</p> | <p>Destroy after 5 years.</p> |
| <u>307-6</u> | <p><u>Child Sexual Offender Records</u></p> <p>Includes notices, photographs, and registration records for convicted/non-convicted child/released sexual offenders registered with County Police.</p> <p>. Unit 131: File A-Z by registrant, and year date.</p> <p>. Other Units: Conform to unit filing practice(s).</p> | <p>131 Other Unit(s)</p> | <p>Unit 131: Destroy non-predator records after 15 years, and destroy predator records 3 years after registration termination by Circuit Court.</p> |
| <u>307-7</u> | <p><u>Condition Reports</u></p> <p>Includes condition reports for littering, debris, storm drain, and roadway hazards/ violations. (61.4.2)</p> <p>. File by year date.</p> <p>. Unit 131: Keep with Administrative File by year/date.</p> | <p>38,47 56,65 74,83 131,142 Other Unit(s)</p> | <p>Destroy after 1 year.</p> |

307-11 Criminal Investigation Records

- 20. Vandalism cases:
Destroy after 3 years.
- 21. Vehicle theft cases:
Destroy after 5 years.
- 22. Repeat offender cases:
destroy after 10 years.

307-12 Drug Analysis Records

93.

Includes chain of custody, drug analysis, and gas chromatography/mass spectrometer records.

Destroy after 15 years: 5 years in office/10 years off-site.

- . Keep in secure area.
- . Limit access to authorized personnel.
- . File by CCN.
- . Transfer periodically to off-site for inactive storage.

307-13 Expungement Records

131

Includes adult/juvenile offender records expunged by court orders.

Destroy after 3 years.

- . Keep in accessible place.
- . Store in locked file cabinets.
- . File A-Z, and year date.

307-11 Criminal Investigation Records

14. Minor sex offense cases:
Destroy after 3 years.
15. Missing person cases:
Destroy 3 years after person located.
16. Property Recovery cases:
Destroy after 3 years.
17. Runaway cases:
Destroy 3 years after person located/
found.
18. Suicide cases:
Destroy 3 years after case closed.
19. Traffic fatality cases:
Retain closed cases for 5 years, then destroy.

307-11 Criminal Investigation Records

- . Label file folder with F, and M cases.
 - . Use case management designations: open, suspended, closed, unfounded, etc.
 - . Use case status control system: investigator assigned, date assigned, etc.
 - . Case file A-Z by victim, CCN, sector, and beat as needed.
 - . Case file weapons, obscene, and hate cases A-Z by accused, and CCN.
 - . Case file A-Z by type of case: Homicide, Robbery, etc.
 - . Store off-site storage area.
 - . Separate case files by CLOSED or OPEN for off-site storage and/or destruction.
- 7. Vice/narcotics cases: Destroy after 25 years.
 - 8. Check/fraud closed cases: Destroy after 3 years.
 - 9. Check/fraud open cases: Destroy after 10 years.
 - 10. Death cases: Destroy 3 years after case closed.
 - 11. Departmental shooting cases: Destroy after 5 years.
 - 12. Hit/run cases: Destroy after 3 years.
 - 13. Juvenile offense cases: Destroy 3 years after case disposition date.

307-11 Criminal Investigation Records

Includes duplicate incident/
special reports, MILES/NCIC/
CHRI printouts, court summons,
investigator notes, statement
of charges, continuation reports,
arrest reports, latent print
examinations/results, finger-
prints, property records,
interview notes, habeas corpus
writs, commanders information
reports, injury diagrams,
warrants, crime scene reports/
sketches, investigation
summaries, evidence reports,
investigation reports, medical
records, investigator activity
summaries, lab requests/results,
investigative checklists/major
case checklists, line-up records,
photographs, supplemental investi-
gation reports, final investigation
reports, witness/victim statements,
advise of rights/waiver forms,
suspect/defendant statements/
confessions, correspondence, and
other case related records.
(42.1.3)

- . Source units: Send original
investigative reports to Police
Records Center for merger with
Incident Records (307-15).
- . Keep in secure place.
- . Keep cases in file folders.
- . Restrict access to authorized
personnel.
- . Keep vice/organized crime
investigations apart from
central records systems.

7,21
31,33
38,47
56,65
74,83
86,92
102,103
107,110
113,115
125,131
133,135
137,142
144,145
153
Other
Unit(s)

Use disposition
standards
listed below:

1. Closed
felony
cases:
Destroy 5
years after
court dispo-
sition date.
2. Open felony
cases:
Destroy
after 25
years.
3. Misdemeanor
cases:
Destroy 3
years after
court dispo-
sition date.
4. Unassigned
misdemeanor
cases:
Destroy
after 3
years.
5. Open
homicide
cases:
Destroy
after 50
years.
6. Killed
officer
case:
Destroy
after 50
years.

308-16 Property Disposal Records

(10) Weapons Disposals 5 Destroy 3 years
 126 after court
 Other disposition
 Unit(s) date.
 Includes non-serviceable/
 dismantled weapons/firearms
 melt-down records.
 . File by year date.

308-17 Property Notification Records 126 Destroy after
 3 years.
 Merge with applicable property
 records with same CCN (308-19).

308-18 Property Pick-Up Records 126 Destroy after
 3 years.
 Other
 Unit(s)
 Includes pick-up confiscated
 property held in courts for
 trials.
 . File by year date.

308-19 Property Records 38,47 Unit 131:
 56,65 Destroy after
 74,83 5 years.
 113,115
 126,131
 142
 Other
 Unit(s)
 Includes found/stolen/held/
 confiscated property records
 stored in Police Property
 Section.
 (61.2.5/72.5.3/72.5.9)
 (84.1.1/84.1.2/84.1.4/84.1.5)
 . Shelve, tag, and store in
 secure area.
 . Arrange property by type.
 . Code property for storage
 location.
 . Place jewelry, narcotics,
 currency, and other sensitive
 records in lock-seal envelope(s),
 and keep in safe vault(s).
 . Send white copy to Police
 Records Center (131).
 . Do not use rubber bands,
 paper clips, or tapes to
 secure property.

Other units:
 Destroy after
 1 year.

307-11 Criminal Investigation Records

20. Vandalism cases:
Destroy after 3 years.

21. Vehicle theft cases:
Destroy after 5 years.

22. Repeat offender cases:
destroy after 10 years.

307-12 Drug Analysis Records

93

Includes chain of custody, drug analysis, and gas chromatography/mass spectrometer records.

Destroy after 15 years: 5 years in office/10 years off-site.

- . Keep in secure area.
- . Limit access to authorized personnel.
- . File by CCN.
- . Transfer periodically to off-site for inactive storage.

307-13 Expungement Records

131

Includes adult/juvenile offender records expunged by court orders.

Destroy after 3 years.

- . Keep in accessible place.
- . Store in locked file cabinets.
- . File A-Z, and year date.

| | | | |
|---------------|--|--|--|
| <u>303-9</u> | <u>Property Recovery System</u> | 9,12 14,16 22,27 36,38 47,56 65,74 83,126 129,131 132,142 154 Other Unit(s) | Purge files after 5 years. |
| | Includes computerized precious metals, and pawn property bought/sold by dealers. | | |
| | . For system access, see <u>Property Recovery Manual.</u> | | |
| <u>303-10</u> | <u>Word Processing System</u> | 8,9 12,14 16,21 27,38 47,56 65,74 83,95 99,107 108,113 119,122 154 | Purge files when no longer needed. Re-use disks or tapes. |
| | Includes office automation records processed by shared/ main frame word processing equipment. | | |
| <u>303-11</u> | <u>Other Electronic Records</u> | Appli- cable Unit(s) | Purge file when no longer needed. Re-use disks or tapes. |
| | Includes digitized records/ other electronic images stored in optical devices/ non-paper based systems not listed in above file categories. | | |

304-4 Latent Fingerprint Records

- | | | | |
|-----|--|-----|---------------------------------|
| (4) | <u>Latent Prints (Without Value)</u> Includes latent prints collected from crime scenes without identification values. . File by CCN, and year date. | 129 | Destroy latents after 3 years. |
| (5) | <u>Other Latent Prints</u> Includes other latent prints not listed with major crimes category. . File by CCN, and year date. | 129 | Destroy latents after 10 years. |

304-5 Non-Affiliated LEA Prints

Includes adult, and juvenile prints collected from non-affiliated local, state, and federal law enforcement agencies. (82.1.1)

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|-----|--|-----|--|
| (1) | <u>Adult Prints</u> . Keep by file #, and agency #. . Keep apart from juvenile prints. | 129 | Retain 1 MASTER fingerprint card until offenders become 99 years old. Return duplicate prints to originating agency for destruction. |
| (2) | <u>Juvenile Prints</u> . Keep by file #, and agency #. . Keep apart from adult prints. | 129 | Retain until offenders become 18 years old. Return to originating agency for destruction. |

305-14 Receipt Records

Includes receipts for clothing, equipment, police report sales, and other revenues/expenditures.

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|-----|--|---|---|
| (1) | <u>Clothing Allowances</u> <ul style="list-style-type: none"> . Conform to unit filing practice(s). | 145 Other Unit(s) | Destroy after 3 years. |
| (2) | <u>Equipment Allowances</u> <ul style="list-style-type: none"> . Conform to unit filing practice(s). | 145 Other Unit(s) | Destroy after 3 years. |
| (3) | <u>Report Sales</u> <ul style="list-style-type: none"> . Unit 99: Merge with Revenue Records (305-17). . Unit 131: File by fiscal year. | 26,38 47,56 65,74 83,99 131,142 Other Unit(s) | Unit 99: Destroy after 3 years. Other units: Destroy after 1 year. |
| (4) | <u>Vehicle Impounds</u> <p>Includes receipts for vehicle impound storage/towing fees.</p> <ul style="list-style-type: none"> . Conform to unit filing practice(s). | 155 | Destroy after 3 years. |

305-15 Receiving Reports

- . Attach/staple to applicable purchase order (305-13).

99
Other
Unit(s)

Unit 99:
Destroy after
3 years.
Other units:
Destroy after
1 year.

305-16 Requisition Records

Includes requisitions for consumable office supplies, equipment, and other services.

- . Unit 99: File A-Z by district station, and fiscal year.
- . Other units: File by fiscal year.

38,47
56,65
74,83
99,124
131,154
Other
Unit(s)

Unit 99:
Destroy after
3 years.
Other units:
Destroy after
1 year.

305-14 Receipt Records

Includes receipts for clothing, equipment, police report sales, and other revenues/expenditures.

- | | | | |
|---------------|--|--|---|
| (1) | <u>Clothing Allowances</u> <ul style="list-style-type: none"> . Conform to unit filing practice(s). | 145 Other Unit(s) | Destroy after 3 years. |
| (2) | <u>Equipment Allowances</u> <ul style="list-style-type: none"> . Conform to unit filing practice(s). | 145 Other Unit(s) | Destroy after 3 years. |
| (3) | <u>Report Sales</u> <ul style="list-style-type: none"> . Unit 99: Merge with Revenue Records (305-17). . Unit 131: File by fiscal year. | 26,38 47,56 65,74 83,99 131,142 Other Unit(s) | Unit 99: Destroy after 3 years. Other units: Destroy after 1 year. |
| (4) | <u>Vehicle Impounds</u> <p>Includes receipts for vehicle impound storage/towing fees.</p> <ul style="list-style-type: none"> . Conform to unit filing practice(s). | 155 | Destroy after 3 years. |
| | | | |
| <u>305-15</u> | <u>Receiving Reports</u> <ul style="list-style-type: none"> . Attach/staple to applicable purchase order (305-13). | 99 Other Unit(s) | Unit 99: Destroy after 3 years. Other units: Destroy after 1 year. |
| | | | |
| <u>305-16</u> | <u>Requisition Records</u> <p>Includes requisitions for consumable office supplies, equipment, and other services.</p> <ul style="list-style-type: none"> . Unit 99: File A-Z by district station, and fiscal year. . Other units: File by fiscal year. | 38,47 56,65 74,83 99,124 131,154 Other Unit(s) | Unit 99: Destroy after 3 years. Other units: Destroy after 1 year. |

| | | | |
|---------------|---|--|--|
| <u>305-17</u> | <u>Revenue Records</u> | 38,47 56,65 74,83 99,126 131,142 | Unit 99: Destroy after 3 years. Other units: Destroy after 1 year. |
| | Includes receipts, transmittals, and bank deposits for police records sales, and property auction sales. | | |
| | <ul style="list-style-type: none"> . Unit 99: Keep by unit, month, and fiscal year. . Other units: File by fiscal year. . Keep applicant revenue separately. | | |
| <u>305-18</u> | <u>Special Fund Records</u> | 135 Other Unit(s) | All Units: Retain for 3 years, and until audited by County Auditor, then destroy. |
| | Includes expenditure records for vice, drugs, and organized crime operations. (17.4.2/43.1.3) | | |
| | . File by fiscal year. | | |
| <u>305-19</u> | <u>Travel Voucher Records</u> | 99 Other Unit(s) | Unit 99: Destroy after 3 years. Other units: Destroy after 1 year. |
| | Includes employee travel expense records. | | |
| | . File by fiscal year. | | |
| <u>305-20</u> | <u>Other Fiscal Records</u> | Other Unit(s) | Minimum retention 1 Year. Maximum retention 3 years. |
| | Includes other fiscal related records not listed in above file categories. | | |
| | . Conform to unit filing practice(s). | | |

| | | | |
|---------------|---|--|---|
| <u>305-17</u> | <u>Revenue Records</u> | 38,47 56,65 74,83 99,126 131,142 | Unit 99: Destroy after 3 years. Other units: Destroy after 1 year. |
| | Includes receipts, transmittals, and bank deposits for police records sales, and property auction sales. | | |
| | . Unit 99: Keep by unit, month, and fiscal year. . Other units: File by fiscal year. . Keep applicant revenue separately. | | |
| <u>305-18</u> | <u>Special Fund Records</u> | 135 Other Unit(s) | All Units: Retain for 3 years, and until audited by County Auditor, then destroy. |
| | Includes expenditure records for vice, drugs, and organized crime operations. (17.4.2/43.1.3) | | |
| | . File by fiscal year. | | |
| <u>305-19</u> | <u>Travel Voucher Records</u> | 99 Other Unit(s) | Unit 99: Destroy after 3 years. Other units: Destroy after 1 year. |
| | Includes employee travel expense records. | | |
| | . File by fiscal year. | | |
| <u>305-20</u> | <u>Other Fiscal Records</u> | Other Unit(s) | Minimum retention 1 Year. Maximum retention 3 years. |
| | Includes other fiscal related records not listed in above file categories. | | |
| | . Conform to unit filing practice(s). | | |