RECORDS MANAGEMENT HANDBOOK

04/98

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C - 810

Page of

Agency: Queen Anne's County

Division/Unit: Office of the Sheriff

Item No	Description	Retention

Approved by Department, Agency, or Division Representative.

Date _____

Signature _____

Type Name _____

Title _____

Schedule Authorized by State Archivist.

Date APR 27 1998

Signature Edward C. Papenfuse

DGS 550-1 (Rev. 10/92)

QUEEN ANNE'S COUNTY SHERIFF'S OFFICE

RECORDS RETENTION SCHEDULE

APPROVED BY _____ 4/15/98
SHERIFF, QUEEN ANNE'S COUNTY DATE

APPROVED BY _____ 4/22/98
STATE ARCHIVIST DATE
MARYLAND STATE ARCHIVES

THE ABOVE SIGNATURES CONSTITUTE LEGAL APPROVAL OF THE RECORDS RETENTION SCHEDULE CONTAINED IN THIS HANDBOOK.

QUEEN ANNE'S COUNTY SHERIFF'S OFFICE
RECORDS MANAGEMENT PROGRAM
"RECORDS CREATION, MAINTENANCE AND DISPOSITION"

This directive establishes an agencywide records retention schedule for local ordinance and accreditation compliance.

Personnel concerned: all office employees handling paperwork and computer records.

Distribution: Departmental employees engaged in files management operations.

A sound records/information management system is recognized by business executives for efficient agency operations.

This handbook is designed to give police personnel:

Uniform filing practices
Paperwork reduction procedures
Computer file purges

This custom-made Records Management Program will:

Save premium office/storage space
Improve filing operations
Reduce filing equipment expenditures
Comply with legal retention mandates

Used frequently for reference, this handbook will help you perform your records management responsibility more efficiently.

INSTRUCTIONS FOR DISPOSAL OF RECORDS

1. Use of Records Retention Schedules

   a. Ensure that records to be destroyed match the description of the record retention schedule and that they are "due" for destruction.

   b. Regardless of schedule disposition criteria, agency personnel should not dispose of records if they are still needed by the agency for administrative, legal or fiscal purposes. If necessary, modify schedule by increasing retention period.

   c. If no existing schedule covers the records, they cannot be disposed of until a schedule has been prepared and approved by the State Archivist.

2. Screening for Disposal

   a. To dispose of a block of files, it may be necessary to remove certain folders or documents which have continuing value.

   b. Such removal is called screening and may involve either removal for retention or withdrawal of materials to be destroyed.

   c. Folder by folder screening can be avoided by immediately removing closed cases from the files and placing them in a closed file. Disposal of these files can then be accomplished as desired. Screening is costly and should be avoided when possible.

3. When to Dispose of Records

   a. Avoid interfering with current operations. Pick a slack period and during this period carry out a housecleaning of the files. Prepare records for disposal.

   b. If practical, disposal should be done once a year. A good time would be at the end of a calendar or fiscal year.

4. Methods of Disposal

   a. Police records should be destroyed by shredding, burning or other techniques which obliterate record content; such destruction to be witnessed by a Queen Anne's County Sheriff's Office employee aware of the records contents.

   b. Records that do not contain police information or are not privileged in nature, should simply be placed in a trash container.

5. Disposal Certification

a. Inclusion on an approved and currently valid records retention and disposal schedule coupled with expiration of the retention period applicable to records involved is authority for records disposal.

b. Following the actual physical destruction of records, a certificate of records disposal must be prepared.

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A. Adminstrative Records

Includes correspondence, audit reports, contracts, surveys, studies, minutes, plans, transmittals and other administrative records.

1. Audit records
   Includes internal/external audits, special reviews, surveys and other management control records.
   File A-Z by title/year date.
   *Destroy after 5 years

2. Civil/Criminal Logs
   Includes court initiated logs for documents associated with civil/criminal processes.
   File by year date
   *Minimum retention 30 days.
   Maximum retention 1 year.

3. Civil Subpoena Records
   Includes state/federal subpoenas.
   File by year date.
   *Minimum retention 30 days.
   Maximum retention 1 year.

4. Criminal Arrest Logs
   *Destroy after 1 year.

5. Contract Records
   Includes contracts, compacts and other cooperative agreement records
   *Destroy 1 year after expiration or cancellation date.

6. Correspondence

   DOES NOT INCLUDE DIRECTIVES
   *Minimum retention 30 days.
   Maximum retention 1 year.

7. Court Decision Records
   Includes state/federal court decisions and rulings
   *Destroy when obsolete

8. Court Order Records
   Includes state/federal court orders
   *Destroy after 1 year.

9. Criminal Subpoena Records
   Includes state/federal subpoenas
   *Minimum retention 30 days.
   Maximum retention 1 year.

10. Directives Records
Includes internal/external policy memoranda, general orders, rules, regulations, manuals, handbooks, procedures and other instructional materials to direct present and future police operations.

Keep in 3-ring binder(s)
Store in bookcases(s)
Distribute to affected areas
Establish receipt procedures
Follow updating procedures
Purge obsolete issuances
Keep in accessible places
*Destroy when superseded or obsolete

11. Forms Files
Contains agency forms for internal/external information uses.
*Destroy when superseded or obsolete

12. Insurance Records
Includes correspondence for stolen/recovered property records.
*Destroy after 1 year

13. Inspection Records
Includes inspections for agency facilities, vehicles, equipment, records, personnel, investigative procedures, crime reporting practices, incident reports, and staff inspections for quality, efficient and effective operations.
*Destroy after 3 years

14. Legislative/Legal Records

Laws/Regulations & Ordinances
*Destroy when updated or obsolete

Circuit Court Cases
Federal Court Cases
Civil Suit Cases
*Destroy 3 years after final court date

15. Minutes Records
Includes minutes of meetings created by the Sheriff or other supervisors
*Transfer periodically to Maryland State Archives - Permanent

16. Organizational Charts
Includes staffing and organizational charts
*Destroy when superseded or obsolete

17. Organizational Records
Includes correspondence and other records created and/or received by/from agencies, associations, institutions, boards, committees, commissions, societies, clubs, unions, councils and other organized bodies.
*Destroy after 3 years

18. Permit Records
Includes permit-related records
*Destroy 1 year after permit expiration or cancellation date.

19. Printout Records
Includes printouts/reports/summaries/other machine/computer processed records
*Destroy when superseded or obsolete.

20. Project Records
Crime prevention, suppression, public relations, protection and other police related project records.
*Destroy 1 year after completion.

Federally/State funded projects
*Destroy 3 years after last grant date

21. Reports/Statistics
Includes management, narrative, administrative, statistical and informational reports.

Annual Reports
*Transfer periodically to Maryland State Archives - Permanent

Crime Analysis Reports
*Destroy after 30 days

Daily Reports
*Destroy after 30 days

Monthly Reports
*Destroy after 1 yr

Quarterly Reports
*Destroy after 1 yr

UCR Reports
*Destroy after 3 yrs

Weekly Reports
*Destroy after 30 days

Other Statistical Reports
*Minimum retention 30 days.
Maximum retention 1 year.

22. Security Records
Includes security-related records for agency offices/buildings
*Destroy after 1 year.

23. Student Intern Records
Includes correspondence with academic institutions for students enrolled in law enforcement programs.
*Destroy after 1 year

24. Study/Survey Records
Includes administrative studies/surveys
*Destroy after 3 years.

25. Visitor Records
Includes visitor-related records for controlled access to police facilities.
*Destroy after 1 year.

B. Communications Records
Includes communication records for internal/external information disseminations.

1. Accident Reports
Includes copies of motor vehicle accident reports for internal/external information
*Destroy after 30 days.

2. Arrest Reports
Includes copies of arrest-related reports
*Separate adults from juveniles
*Destroy after 30 days.

3. Audio Tapes
Includes recorded radio/telephone conversations.
Keep in secure area.
Keep police shootings, killed officers and other related special incidents.
Limit access to authorized personnel.
Protect against unauthorized alteration or and/or erasure.
*Delete after 1 year. Recycle tape for reuse.
Retain until court/investigation needs satisfied, then purge.

4. Commanders Information Reports
Includes special reports for bomb, civil disturbances, civil rights, cross burning and injured persons incidents.
*Destroy after 30 days.

5. Communications Bulletins
Includes special/unusual incidents for police internal communications.
*Destroy after 3 years.

6. Crime Solvers Records
Includes periodic crime news releases for television, scripts and announcements
*Destroy after 3 years.

7. Incident Reports
Includes copies of juvenile, accident, incident and youth reports used by field operations units.
*Destroy after 30 days.

8. Internal Electronic Messages
Includes internal administration messages
*Destroy after 30 days.

9. Line-up Rosters
Includes suspect rosters for witness and victim identifications.
*Destroy when superseded or obsolete.

10. Missing Persons Logs
Includes records for missing persons and runaways.
*Destroy after 1 year.

11. Newsletter Records
Includes in-house publications/articles for internal and external information disseminations.
*Destroy after 1 year.

12. News/Press Releases
Includes media releases for major crimes and incidents handled by field operations
*Minimum retention 30 days.
Maximum retention 1 year.

13. Newspaper Clippings
Includes newspaper clippings for internal information.
*Destroy after 1 year.

14. Other Teletype Records
Includes received/replied/sent telex messages.
Keep by NCIC file #, day and year date
*Destroy after 1 year

15. Prisoner Log Records
Includes daily adult, alcohol, and juvenile arrest logs/records.
*Destroy after 3 year.

16. Radio Records
Includes records for radio and pager superseded unit assignments.
*Destroy when updated or superseded.

17. Roster/Directory Records
Includes personnel rosters, listings and registers for departmental personnel uses.
*Destroy when superseded or obsolete

Keep in 3-ring binder
Keep apart from other police records
Keep in accessible place

18. Telecommuications Records
Includes telecommunications messages for inter/intra state law enforcement operations
*Destroy after 5 year.

Keep by NCIC file category/year date
Merge gun/weapons related teletypes with
Incident Records

19. Telephone Records
Includes telephone messages/records for internal/external communications.
*Destroy after 30 days.

20. Teletype Write-up Records
Includes handwritten messages for internal/external recipients
*Destroy after 1 year.

21. Training Bulletins
Includes in-house training bulletins issued by Police Academy
*Destroy after 1 year.

22. Validation Records
Includes NCIC validation tapes/printouts for quality controls/audits.
*Minimum retention 30 days after certifications.
Maximum retention 5 years

23. Other Communication Records
Includes other records not listed in above file categories.
*Minimum retention 30 days.
Maximum retention 1 year.

C. Electronic Records
Includes machine/computer readable records and other non-paper media records.

1. Computerized fingerprints
Separate adult and juvenile prints

a. Adult Prints
*Delete records when offender becomes 99 years old

b. Deceased Prints
*Delete records after 1 yr

c. Civilian Prints
*Delete 1 yr after employee separation date

d. Juvenile Prints
*Delete records when offender becomes 21 years old

e. Missing Children Prints
*Delete records after 7 year from report date.

f. Police Prints
*Delete records after employee separation date.

2. Computer Aided Dispatch System
Includes on-line information for police/citizen calls for services
*Delete records after 30 days. Recycle purged disks/tapes

3. Documentation Records
Includes data systems specifications, file specifications, user guides, data files, output programs and other software-related documents for master files and/or data bases stored in mainframe/personal computers.

*Destroy or delete when superseded or obsolete

Keep backup files/disks for security against damage and accidental erasure.

Keep disk/tape drives clean and give them periodic preventive maintenance.

Keep foods and drinks away from storage media and equipment.

Store disks/tapes in vertical position in storage containers.

Store floppy disks under normal office conditions, avoiding extreme temperature/humidity fluctuations.

Do not store disks/tapes in direct sunlight, near heater, other heat sources or dusty conditions.

Keep disks/tapes away from strong electrical/magnetic fields, electric motors, or power transformers.

Do not touch the recording surfaces of floppy disks, do not fold/bend them and do not write on paper jackets.

Do not allow unauthorized persons to access computer disks/tapes/files/documents.

Keep computer equipment in secure area for theft/damage prevention.

Restrict personal computers to agency-related business. Personal and other non-agency uses not authorized.

4. Electronic Mail System
   *Delete records after message display

5. Police Arrest System
   Includes computerized information system for arrested adult and juvenile offenders.

   *Retain until offender becomes 99 years old.
   Delete deceased records after 1 year.
   Delete records when juvenile offenders become 21 yrs old.

6. Police Incident System
   Includes computerized dispatch, incident, accident, alcohol, property, adult, juvenile and other incident-related records stored in main frame disks and tapes.

   *Delete records after 25 years.

7. Personal Computer System
   Includes on-line information processed by stand-alone personal computers paid for by county or personal funds.

   *Purge files when no longer needed. Re-use disks or tapes.

8. Word Processing System
   Includes office automation records processed by shared/ main frame word processing equipment

   *Purge files when no longer needed. Re-use disks or tapes.

9. Other Electronic Records
   Includes digitized records/other electronic images stored in optical devices/non-paper based systems not listed in above file categories.

   *Purge file when no longer needed. Re-use disks or tapes.

D. Fingerprint Records
Includes fingerprints and palm prints for criminal and non-criminal identifications.

1. Criminal Prints
Includes fingerprints for adult and juvenile offender identifications.

a. Adult Prints (keep apart from juvenile prints)
*Retain 1 master fingerprint card until offender becomes 99 years old, then destroy.

b. Child Sex Offender Prints (keep apart from other prints)
*Destroy prints 15 years from print date

c. Juvenile Prints (keep apart from adult offenders)
*Retain prints until offenders become 21 years old, then destroy.

2. Deceased Prints
Includes 10 prints for deceased adults, juveniles, victims

a. Adult Prints (keep apart from juvenile offenders)
Notify FBI and Md CJIS-CR
*Destroy prints after 10 years

b. Juvenile Prints (keep apart from adult offenders)
*Destroy prints after 10 years

c. Victims (keep apart from other prints)
*Destroy prints after 10 years

3. Latent Fingerprint Records
Includes latent prints collected from crime scenes for suspect identifications

a. Latent Prints (Identified)
*Destroy latents after 10 years

b. Latent Prints (Major Crimes)
Includes latent prints collected from homicide, rape, robbery and kidnapping cases without positive suspect identifications.
*Destroy latents after 25 years

c. Latent Prints (Without Value)
Includes latent prints collected from crime scenes without identification values.
*Destroy latents after 2 years.

d. Other Latent Prints
Includes other latent prints not listed with major crimes category
*Destroy latents after 10 years.

4. Non-Criminal Prints
Includes fingerprints for employment and licensing

a. Civilian employees
*Destroy 1 year after employee separation

b. Missing children
*Destroy after 7 years from date reported.

c. Police
Includes fingerprints for agency police personnel engaged in law enforcement operations
*Destroy 1 year after employee separation date.

E. Fiscal Records
Includes records for agency budget preparation, revenue collection, disbursement, payroll, procurement and other fiscal related records

1. Bad Check Records
Includes records for non-collectible checks (file by fiscal year)
*Destroy after 1 year

2. Bank Deposits
*Destroy after 1 year

3. Bills/Invoices
Includes receipts/bills/invoices for expenditures/ payments
*Destroy after 3 years

4. Budget Records
Includes estimates/requests/other records for operating budget preparations
*Destroy after 3 years

5. Capital Budget Records
Includes estimates/projections/other related records for capital improvement expenditures.
*Destroy after 3 years

6. Expense Reimbursement
Includes employee expense reimbursement records
*Destroy after 2 years

7. Journal Entry Records
Includes expense records for abandoned vehicles and narcotic funds
*Destroy after 3 years

8. Payment Records
Includes payments for goods/services purchased from vendors
*Destroy after 2 years

9. Pay Schedule Records
Includes salary information for sworn and general personnel
*Destroy when superseded or obsolete

10. Payroll Records
Includes daily personnel reports, time sheets and other records for payroll.
*Destroy after 3 years

11. Petty Cash Records
    Includes payment requests, receipts and cash reconciliation vouchers for petty cash operations
    *Destroy after 1 year

12. Purchase Records
    Includes purchase orders for supplies, equipment and other services
    *Destroy after 2 years

13. Receipt Records
    Includes receipts for clothing, equipment and other revenues/ expenditures
    *Destroy after 2 years

14. Receiving Reports
    *Destroy after 2 years

15. Requisition Records
    Includes requisitions for consumable office supplies, equipment and other services.
    *Destroy after 2 years

16. Revenue Records
    Includes receipts, transmittals and bank deposits for police record sales and property auction sales.
    *Destroy after 2 years.

17. Special Fund Records
    Includes expenditure records for vice, drugs and organized crime operations
    *Retain for 2 years, and until audited, then destroy

18. Travel Voucher Records
    Includes employee travel expense records
    *Destroy after 2 years

19. Other Fiscal Records
    Includes other fiscal related records not listed in above file categories
    *Minimum retention 1 year; Maximum retention 2 years

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

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.
*Destroy after 1 year

2. Background Investigation Records
Includes pre-employment background investigations for civilian and police personnel.
Keep in secure area.
Keep apart from personnel files.
Keep in locked file cabinets.
Limit access to authorized personnel.
Separate hired/non-hirees.
Keep rejection letters.

*Non-sworn cases - destroy after 5 years
*Hired sworn cases - destroy after 25 years
*Non-hired sworn cases - destroy after 10 years

3. Case Disposition Records
Includes conduct/performance investigations with case dispositions
*Destroy after 5 years

4. Disciplinary Records
Includes disciplinary records for conduct and performance related actions not covered by LEOBR. Limit access to authorized persons.
*Destroy 3 years after final completion date.

5. Drug Test Records
Includes drug test records for employee illegal drugs/ abuse prescribed medications in workplaces.
Keep in secure area.
Keep in locked file cabinet(s).
Limit access to authorized personnel.
Keep apart from other files.
*Destroy 3 years after employee termination date.

6. Eligibility Lists
Includes lists for employees eligible for hiring or promotion.
*Destroy after 1 year

7. Employment Application Records
Includes employment applications/resumes.
*Non-selected applicants destroy after 5 years.
Selected applicants-place in personnel file.

8. Examination Records
Includes oral/written examination records for civilian, recruitments, sworn applicants, promotions and other related records. Keep apart from personnel files.
*Destroy after 3 years

9. Field Training Records
*Destroy after 5 years

10. Hazardous Substances Records
Includes records/lists for toxic/hazardous chemicals used/ stored in work sites.
*Destroy after 40 years

11. Health/Safety Records
Includes medical referrals/doctors' certificates/workmen's compensation reports for county disability examinations and employee temporary disability records.
*Destroy after 5 years

12. Hiring Records
Includes requests for vacant police, civilian, temporary and crossing guard positions.
*Destroy after 3 years

13. Internal Investigation Records
Includes internal investigations for agency employee misfeasance, malfeasance, non-feasance complaints, criminal misconduct and disciplinary infractions contained in hardcopy/non-hardcopy formats. Keep apart from personnel records.
*Exonerated cases; Destroy 3 years after disposition date.
Sustained cases; Destroy 5 years after employee separation date.

14. Job Interview Records
Includes job-related interview records for employee selections/non-selections.
*Destroy after 1 year

15. Job Opportunity Records
Includes job, transfer and promotion opportunities for vacant positions. Post in conspicuous place.
*Destroy after 1 year

16. Lesson Plan Records
Includes lesson plans for police officers certified by MPTC.
*Destroy after 5 years.

17. Medical/Psychological Records
Includes client, communicable disease and exit interview records. (Destroy by shredding/burning)
*Client records - Destroy 5 years from creation date.
Exit records - Destroy 1 year after employee separation date.
Medical records - Destroy 30 years after employee separation date.

18. Outside Employment Records
Includes records for police officers engaged in secondary/ private employment.
*Destroy after 3 years.

19. Performance Appraisal/Evaluation Records
Include copy in applicable agency Personnel File.
*Transfer to County Personnel Office 10 days after employee separation date.

20. Personnel Files
Includes applications/resumes/employment examinations/ score sheets, job descriptions, pre-employment physical reports, benefit forms, disciplinary actions, performance ratings, employee position audits, employee action forms, injury reports, job-related commendation letters, training certifications, employee action notices, counseling forms, workmen's compensation forms, service awards and other job-related records.
*Transfer to County Personnel Office 10 days after employee separation date.

*Destroy derogatory records after 3 years by employee written request.

*Destroy disciplinary records up to 3 days suspension after 18 months by employee written request.

21. Personnel Pension Plans
Includes plans for police pension and retirement.
*Destroy when superseded or obsolete

22. Position Description Records
Includes positions/job descriptions specifications for employee performance management.
*Destroy when superseded, obsolete or abolished.

23. Student Personnel Records
Includes training records for recruit police candidates.
*Destroy 5 years after training date.

24. Training Records (MPTC)
Includes in/out-service training records for civilian/ police personnel development and certification by MPTC.
*Destroy 5 years after training date.

25. Work Schedule Records
Includes employee work/court/assignment schedule records.
*Minimum retention 30 days; Maximum retention 1 year.

G. Police Records
Includes liquor citation, criminal investigation, expungement, firearm, incident, intelligence, narcotics, security, traffic and other police related records for law enforcement operations.

1. Accident Photographs
Includes motor/non-motor vehicle related photographs.
*Holding units; destroy after 1 year.

2. Accident Scene Negatives
Includes motor/non-motor vehicle accident scene-related negatives.
*Destroy after 5 years.

3. Blood Specimen Records
Includes blood analysis records for drunk drivers
*Destroy after 1 year

4. Canine Records
Includes canine-related records for police dog injuries and illnesses.
*Destroy after 5 years.

5. Canine Training Records
Includes canine training-related records.
*Destroy after 3 years.

6. Child Sexual Offender Records
Includes notices, photographs and registration records for convicted/non-convicted child sexual offenders registered with Queen Anne's County Sheriff's Office.
*Destroy after 10 years.

7. Crime/Incident Scene Negatives
*Destroy after 25 years.

8. Crime Scene Processing Reports
*Destroy after 25 years.

9. Criminal History Record
Includes arrest reports/citations/supplements for adult offenders. Keep apart from juvenile records.
*Retain until offender becomes 99 years old. Destroy deceased file after 1 year.

10. 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, fingerprints, 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 investigation reports, final investigation reports, witness/victim statements, advise of rights/waiver forms, suspect/defendant statements/confessions, correspondence and other case related records.

*Closed felony cases - Destroy 5 years after court disposition date.
*Open felony cases - Destroy after 25 years.
*Misdemeanor cases - Destroy 3 years after court disposition date.
*Unassigned misdemeanor cases - Destroy after 3 years.
*Open homicide cases - Destroy after 50 years.
*Killed officer case - Destroy after 50 years.
*Vice/narcotics cases - Destroy after 25 years.
*Check/fraud closed cases - Destroy after 3 years.
*Check/fraud open cases - Destroy after 10 years.
*Death cases - Destroy 3 years after case closed.
*Departmental shooting cases - Destroy after 50 years.
*Hit/run cases - Destroy after 3 years.
*Juvenile offense cases - Destroy 3 years after case disposition date.
*Minor sex offense cases - Destroy after 3 years.
*Missing person cases - Destroy 3 years after person located.
*Property recovery cases - Destroy after 3 years.
*Runaway cases - Destroy 3 years after person located/found.
*Suicide cases - Destroy 3 years after case closed.
*Traffic fatality cases - Retain closed cases for 5 years, then destroy.
*Vandalism cases - Destroy after 3 years.
*Vehicle theft cases - Destroy after 5 years.

11. Expungement Records
Includes adult/juvenile offender records expunged by court orders.
*Destroy after 3 years.

12. Firearms Records
*Destroy after 1 year.

13. Incident Records
Includes original crimes against persons, vehicles, property, society, and other police incident related reports.
*Destroy after 25 years.

14. Informant Records
Includes adult/juvenile informant related records for criminal investigations. Supervise destruction by Unit Commander. Keep locked, limit access to authorized personnel, keep juveniles apart from adult informants and other police records.
*Destroy when no longer needed by burning or shredding.

15. Intelligence Records
Includes records relating to organized criminal activities, subversive activities, vice/drug activities, terrorism and civil disorders.
*Destroy inactive files after 5 years by burning or shredding.

16. Juvenile Citations
Includes offenses committed by juveniles.
Merge with Juvenile Arrest Records

17. Juvenile Civil Citations
Includes alcoholic beverages offenses committed by juvenile offenders.
Merge with Juvenile Arrest Records.

18. Juvenile Arrest Records
Includes crimes against persons, property and society committed by juvenile offenders. Keep apart from adult records.
*Destroy when offenders become 21 years old or destroy 10 years from arrest date, whichever is later.
*Destroy deceased records after 1 year.

19. Laboratory Examination Records
Includes crime scene lab examination requests. Attach to applicable incident reports.
*Destroy after 25 years.

20. Latent Fingerprint Examinations
Includes evidence records for latent examinations. Attach to applicable incident reports.
*Destroy after 25 years.

21. Narcotics Records
Includes controlled dangerous substances samples for drug examination/analysis records.
*Misdemeanor cases - Destroy after 3 years.
*Closed felony cases - Destroy after 10 years.
*Open felony cases - Destroy after 25 years.

22. Offender Registration Records
Includes release notices, registration notices, photographs, fingerprints, and other records for convicted/released child sexual offenders.
*Destroy after 15 years.

23. Parolee Records
Includes parolee registration records for persons released by D.C. Parole Board and Federal prisons.
*Destroy after 3 years.

24. Photo/Negative Records
Includes photographs/negatives for suspects, accused, special events and other occasions. Keep juvenile photos/negatives apart from adult negatives/photos

1. Accident Negatives-Destroy after 5 years.
2. Adult Negatives - Destroy 10 years after arrest date.
3. Crime Scene Negatives - Destroy after 25 years.
4. Incident Scene Negatives - Destroy after 25 years.
5. Juvenile Negatives - Destroy when offenders become 21 years old.
6. Special Event Negatives - Transfer periodically to Maryland State Archives - Permanent

26. Police Dissemination Records
Includes adult, student, sex offender, juvenile, photo and print information dissemination records for criminal justice operations.
*Destroy after 3 years

27. Ride-Along Records
Includes applications, waivers and authorizations for passengers in police vehicles.
*Destroy after 3 years.

28. Security Survey Records
Includes commercial/residential security surveys for crime reduction operations.
*Destroy after 5 years.

29. Traffic Violation Records
Includes vehicle accidents, citations, warnings, license suspensions and other traffic-related records.

Return partially used ticket books to MVA.

Citation books/tickets cannot be reassigned, lent, borrowed or shared.
*Accident Negatives - Destroy after 5 years.
*Accident Photographs - Destroy after 1 year.
*Accident Reports/MAARS - Destroy after 3 years.

*Driver License Suspension Orders
Includes driver license suspension/certification orders for DWI violations/other related records. Destroy after 3 years.
*Citation copy #2 (Yellow) - Destroy after 3 years.
*Citaton copy #3 (Pink) - Destroy after court disposition date.

*Citation Tally Records
Includes citation books/receipts issued to police personnel - Destroy after 3 years.
*Driver Re-examination Records - Destroy after 1 yr.
*Equipment Repair Orders - Destroy after 1 year.
*Suspension Orders - Destroy after 1 year.
*Traffic Citation Transmittals -Destroy after 3 yrs.
*Warning Notices - Destroy after 1 year.
*Witness Summons - Destroy after 1 year.
*Other Records - Includes other traffic records not listed above - Destroy after 1 yr.

30. Vehicle Impound Notices
Includes records for abandoned/impounded motor vehicles.
*Destroy after 3 years.

31. Vehicle Inspection Records
Includes safety inspection records for trucks.
*Destroy after 3 years.

32. Video Tapes
Includes motor vehicle fatality cases processed by camrecording equipment.
*Destroy after 5 years. (Delete & recycle tape)

33. Warrant Authorized Records
Includes court-authorized warrants for accused/wanted persons.
*Destroy after 1 year.

34. Warrant Records
Includes arrest warrants served by Sheriff's Department.
*Destroy after 1 year.

35. Weapons Teletype Records
Includes stolen/recovered weapons teletypes. Attach to applicable incident report. Destroy with report when applicable.

36. Youth Field Records
Includes anti-loitering, traffic and other offenses committed by juvenile offenders. Keep apart from other police records.
*Destroy 5 years from creation date.

37. Other Police Records
Includes other police related records not listed in the above categories.

*Minimum retention 30 days; Maximum retention 1 yr.

H. Property Records
Includes property inventory, fuel, delivery, equipment, weapons, maintenance, metals, disposals, narcotics, vehicles and other personal property in police custody.

1. Badge Records
Includes badge records for promotions, retirements, resignations and purchases.
*Destroy 1 year after employee separation.

2. Ballistic Vest Records
Includes bullet proof records/other materials for vests.
*Destroy after vests replaced or officers retired.

3. Clothing Allowance Records
Includes clothing allowance records for uniformed personnel.
*Destroy after two years.

4. Daily Fuel Records
Includes motor vehicle fuel consumption records.
*Destroy after one year.

5. Delivery/Receipt Records
Includes delivery records for supplies/equipment purchases from outside vendors.
*Destroy after two years.

6. Equipment Allowance Records
Includes equipment allowances records for law enforcement operations.
*Destroy after two years.

7. Equipment Custody Records
Includes state-funded equipment purchase receipts.
*Destroy after one year.

8. Firearms Tracing Records
Includes lost/stolen firearms traced with ATF registration for ownership information.
*Destroy after one year.

9. Lost/Missing Property Reports
Includes missing/lost property records.
*Destroy after one year.

10. Maintenance Records
Includes weapons, office, vehicle, property, ground, space and facility maintenance/repair records.
*Destroy after one year.

11. Physical Inventory Records
Includes acquisition records for inventoried personal property.
*Destroy when superseded or updated.

12. Property Recovery Records
Includes seller/buyer records for personal property sold/loaned to licensed dealers.
*Destroy after one year.

13. Prisoner Property Records
*Destroy after one year.

14. Property Claim Records
Includes claim letters for property released to owners.
*Destroy after 3 years.

15. Property Disposal Records
Includes records for personal property disposal operations.
*Destroy after 3 years.

16. Property Pick-up Records
Includes pick-up confiscated property held in courts for trials.
*Destroy after 3 years.

17. Property Records
Includes found/stolen/held/confiscated property records stored in Police Property Section
*Destroy after 5 years or 3 years after property disposal/release date.

18. Property Receipt Records
Includes evidentiary/confiscated property transfers for court trials.
*Destroy 5 years from creation date or destroy 3 years after property release date.

19. Traffic Equipment Records
Includes traffic enforcement/measurement equipment/devices, maintenance, inspection, training, certification and calibration records.
*Destroy after 3 years.

23. Vehicle Impound Records
Includes records for repossessed vehicles by private companies.
*Destroy after 3 years.

24. Vehicle Repossession Records
Includes police records for repossessed vehicles.
*Destroy after 3 years.

25. Vehicle Tow Records
Includes vehicle records for impounded/disposed/claimed/ inventoried motor vehicles held in private/police storage areas.

*Destroy after 3 years.

26. Other Property Records
Includes other property-related records not listed in above file categories

*Minimum retention 30 days; maximum retention 1 yr.