

THIS SCHEDULE SUPERCEDES SCHEDULE C-695

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C-846

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RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY POLICE DEPARTMENT

DIVISION

Table with 3 columns: Item No., Description, Retention. Contains 7 items regarding police reports, photographic negatives, grand jury files, and investigation files.

Schedule Approved by
Records Management Officer

9/15/98
Date

L. W. Parker
Signature

Schedule Approved by
Chief Administrative Officer

9/16/98
Date

Signature
As to 70 items

Schedule Approved by
Agency, or Division Representative

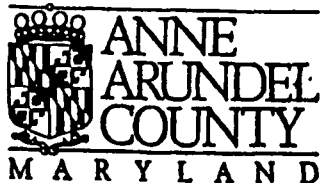
9/9/98
Date

Kary W. [Signature]
Signature

Schedule Approved by
State Archivist

NOV 30 1998
Date

Edward C. [Signature]
Signature

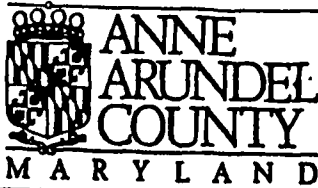


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Item No.	Description	Retention
8.	<u>CHEMIST'S NOTES</u> Notes and observations of chemist made during the analysis of suspected CDS, Serology Specimens and Trace Sections.	8. Retain for 25 years, then destroy.
9.	<u>CRIME SCENE CASE FILES WITH NOTES AND CHAIN OF CUSTODY FORMS</u> Each case processed by Crime Scene Technicians and the Crime Lab is documented with a case file. This file contains original and subsequent notes, a report, chain of custody forms, and other relevant information.	9. Retain for 25 years, then destroy.
10.	<u>LATENT PRINTS</u> When latent prints are recovered at a crime scene, they are filed until suspects are identified. Upon identification, they are retained as evidence, or destroyed if appropriate (victim's prints, etc.)	10. Retain for 25 years, then destroy.
11.	<u>RECOVERED PROPERTY FORMS</u> All forms used to list and document recovered property and evidence.	11. Retain for 25 years, then destroy.
12.	<u>ABANDONED AUTO FILES</u> Documentation of disposal of abandoned automobiles.	12. Retain for 25 years, then destroy.
13.	<u>NARCOTICS LEDGERS</u> Narcotics cases including suspect information.	13. Retain for 25 years, then destroy.
14.	<u>NARCOTICS MUG SHOT FILES</u> Positives and negatives of mug shots for all narcotics arrests.	14. Retain for 25 years, then destroy.
15.	<u>NARCOTICS EXPENSE STATEMENTS</u> Records of CDS purchases, informant payments, and investigative expenses.	15. Retain for 25 years, then destroy.



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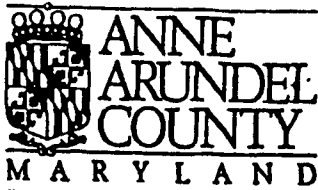
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16.	<u>CONFIDENTIAL INFORMANT FILE</u> Photos, name, address, criminal history, expenditure information, receipts, contact sheets.	16. Retain for 25 years, then destroy.
17.	<u>DRUG LOGS</u> Log books recording the receipt and release or destruction of CDS.	17. Retain for 25 years, then destroy.
18.	<u>CAREER CRIMINAL FILES</u> Copies of arrest warrants, investigative reports, lists of career criminals, criminal histories, alias and nickname files, extradition files, intelligence files, statistical files.	18. Retain for 25 years, then destroy.
19.	<u>ADULT CRIMINAL HISTORY RECORD INFORMATION</u> Microfilm files of persons arrested prior to 1984. Computer files of persons arrested since 1984. Records of arrest and disposition.	19. Retain for 80 years from date of birth or until proof of subject's death.
20.	<u>JUVENILE CRIMINAL HISTORY RECORD INFORMATION</u> Records of juvenile citations and arrests. Computer files of juveniles arrested.	20. Retain 5 years after juvenile's 18th birthday, then destroy.
21.	<u>MUG SHOTS</u> Mug shots are kept for all persons arrested by the department. Applicant mug shots are also kept in a separate file.	21. Retain for 80 years from date of birth or until proof of subject's death.
22.	<u>FINGERPRINT/PALMPRINT RECORDS</u> All persons arrested by the Department for misdemeanors and felonies have their fingerprint impressions recorded. Certain persons also have their palmprint impressions recorded.	22. Retain for 80 years from date of birth, or until proof of subject's death.



Item No.	Description	Retention
23.	<u>PAT CARD FILE</u> Each person arrested by the Department has a PAT Card completed. This is a 4x6 card with the fingerprint impressions taken of the right hand and containing certain identifying data, such as Henry classifications, local, state, and FBI numbers and SS numbers on the reverse side is a brief description of the charge. Applicants also have a PAT Card in the file.	23. Retain for 80 years from date of birth or until proof of subject's death.
24.	<u>PRINTED TRAINING MANUALS</u> Manuals and handouts used in the development and delivery of police training.	24. Retain 1 copy of each for 30 years, then destroy.
25.	<u>LESSON PLANS</u> Detailed lesson plans of Police Academy courses.	25. Retain for 30 years, then destroy.
26.	<u>RECRUIT CLASS RECORDS</u> Records of recruit classes.	26. Retain for 30 years, then destroy.
27.	<u>IN SERVICE TRAINING RECORDS</u> Records of in service training of sworn personnel.	27. Retain 30 years from date of training.
28.	<u>DEPARTMENT PERSONNEL FILES</u> Local, departmental records of employees of the police department.	28. Retain for 5 years from last year of service.
29.	<u>APPLICANT BACKGROUND FILES</u> Files on applicants processed but not hired.	29. Retain 5 years, then destroy.
30.	<u>OVERTIME SLIPS</u> Record of overtime worked.	30. Retain 3 year, then destroy.
31.	<u>ABSENTEE RECORD CARDS</u> Recorded absence records.	31. Retain 3 years, then destroy.



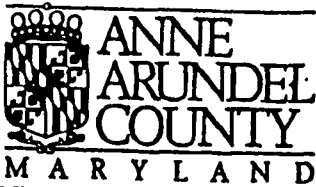
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32.	<u>CROSSING GUARD FILES</u> Personnel and payroll records for all present and former crossing guards.	32. Retain for 30 years, then destroy.
33.	<u>RESERVE OFFICER AND VIP FILES</u> Records of Reserve officers and volunteers in Police Service.	33. Retain for 30 years, then destroy.
34.	<u>STATE CITATIONS AND TICKET BOOK LOGS</u> Copies of State of Maryland Uniform Citations and records of Ticket Books logged out to officers.	34. Retain until State ordered purge (approx 5 years), then destroy.
35.	<u>DR-15 AND DR-15 LOGS</u> Copies of form DR-15 issued during arrest for DWI of DUI including temporary drivers license, logs of citations issued to officers.	35. Retain until State ordered purge, then destroy.
36.	<u>CRIMINAL/CIVIL CITATION</u> State of Maryland Uniform Criminal/Civil Citation issued in lieu of physical arrest and logs of citations issued to officers.	36. Retain 4 years, then destroy.
37.	<u>NON-MOVING CITATION FILE AND LOG</u> Summons issued for illegal parking within AA County and logs of citations issued to officers.	37. Retain 6 months if paid, 3 years if uncollected, then destroy.
38.	<u>PRISONER INITIAL ENTRY FORM AND PERSONAL PROPERTY INVENTORY</u> Form completed at district station for each arrest.	38. Retain 2 years, then destroy.
39.	<u>CELL BLOCK LOG</u> Log of prisoners incarcerated and released.	39. Retain 4 years, then destroy.



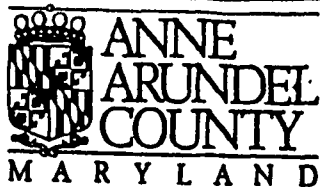
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40.	<u>JUVENILE ARREST/DETENTION LOG</u> Log of juvenile arrest and detention activities through release of individual.	40. Retain 4 years, then destroy.
41.	<u>DETAINER</u> Notice of warrant for prisoner by another jurisdiction.	41. Retain until 3 years after release of prisoner or transfer, then destroy.
42.	<u>CASH RECEIPT REPORTS</u> Reports of cash receipts for police reports provided to the public and from payment of non-moving violations.	42. Retain 3 years, then destroy.
43.	<u>PIR DAILY PRINTOUT SHEETS</u> Daily printout of calls for service from CAD (Computer Aided Dispatch) Computer.	43. Retain 3 years, then destroy.
44.	<u>STATISTICS</u> Monthly, Quarterly, and Annual reports used for UCR (uniform Crime Reports) and departmental activity reporting.	44. Retain for 5 years, then destroy.
45.	<u>RECEIPT COPIES OF PAWN TRANSACTIONS</u> Copies of receipts for pawned items forwarded from pawnshops as required by law.	45. Retain for 5 years, then destroy.
46.	<u>CAD BACKUP TAPES</u> Backup tapes of calls for service from Computer Aided Dispatch (CAD) Computer.	46. Retain 3 years, then destroy.
47.	<u>COPIES OF PHONE BILLS</u> Local and long distance telephone bills and detail.	47. Retain 2 years, then destroy.
48.	<u>COMPUTER SYSTEM UPDATES</u> Update tapes for computer systems. These tapes include updates to operating system and applications software.	48. Retain 3 generations of updates (including most recent update), thereafter destroy.



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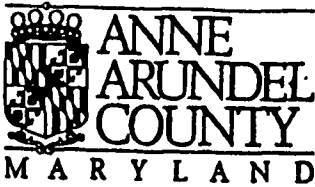
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49.	<u>COMMUNICATIONS AUDIO DISKS</u> Recordings of conversations with 911 call takers and police dispatchers.	49. Retain 3 months, then reuse.
50.	<u>LINE UP SHEETS</u> Shift log of officers present with assignments and those not present with reasons for absence.	50. Retain 3 years, then destroy.
51.	<u>EQUIPMENT SERVICE LOGS</u> Logs of equipment and communication line problems and significant CAD events.	51. Retain 2 years, then destroy.
52.	<u>ACCOUNTABILITY SHEETS</u> Records of personal accountability for department equipment.	52. Retain until item is returned, destroyed, or otherwise out of service, then destroy.
53.	<u>ACTIVITY LOGS</u> Logs Recording Day-to Day Operational Activities of Units.	53. Retain 4 years, then destroy.
54.	<u>RADAR CALIBRATION CERTIFICATES</u> Copies of calibration certificates.	54. Retain 10 years, then destroy.
55.	<u>PHOTO LOGS</u> Each time a person is photographed in the Department, their name and local identification number are entered onto the Photo Log. On completion of each page of the log, it is sent to the ID Unit as a cross reference to locate mug shots if they are missing.	55. Retain 5 years, then destroy.
56.	<u>DAILY ARREST REPORT</u> the Daily Arrest Report is used to verify that the required booking data is received by the Booking supervisor. The data is checked off and then processed.	56. Retain 10 years, then destroy.
57.	<u>BUDGET FILES</u> Records of budgets submitted and approved and monthly expenditure reports.	57. Retain 4 years, then destroy.



Item No.	Description	Retention
58.	<u>PROJECT FILES</u> Accreditation and Grant application files.	58. Retain Accreditation files 5 years, Grant files 3 years, then destroy.
59	<u>ADMINISTRATIVE SERVICES BUDGET FILES</u> Departments approved budget, department budget requests.	59. Retain department budget requests and approved budget 2 years, then destroy.
60.	<u>VEHICLE FILES (DEPARTMENTAL)</u> Vehicle Accident reports (county long form), information pertaining to confiscated vehicles, list of departmental vehicles.	60. Retain 4 years, then destroy.
61.	<u>CASH RECEIPTS</u> Receipts and backup information for restitution, vehicle proceeds, county forfeitures and seizures, deposits made to general fund, sub item budget reimbursements.	61. Retain 4 years, then destroy.
62.	<u>WRITTEN DIRECTIVES AND ACCOUNTABILITY SHEETS</u> General Orders, Special Orders, Memoranda, and associated accountability sheets.	62. Retain permanently, periodically transfer to Archives.
63.	<u>RECORDS OF INSPECTIONS</u> Records of routine inspection of facilities and equipment.	63. Retain 3 years, then destroy.
64.	<u>PURCHASE ORDERS</u> Purchase orders for services, supplies and equipment.	64. Retain 3 years, then destroy.
65.	<u>PETTY CASH TRANSACTIONS</u> Records of petty cash (under \$25.00) purchases.	65. Retain 3 years, then destroy.





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66.	<u>SUSPECT, MODUS OPERANDI, CRIME ANALYSIS FILES</u> these are files compiled to assist in the investigation of cases or pattern crimes.	66. Retain as part of a specific case file if appropriate. If not part of a specific case, may be destroyed after 5 years.
67.	<u>FLSA SHEETS</u> Weekly hours time records of employees covered by FLSA regulations.	67. Retain 4 years or until replaced by new payroll system, then destroy.
68.	<u>MSA TIME SHEETS</u> Time records for employees.	68. Retain 1 year, then destroy.
69.	<u>CORRESPONDENCE</u> General correspondence, both interoffice and letterhead, in personal and department files.	69. Retain 4 years, then destroy.
70.	<u>OFFICER'UNIFORM/EQUIPMENT FILES</u> Records the equipment issued to the officer along with the serial numbers of the equipment, and records the uniforms issued to the officer.	70. Retain 2 years after the officer resigns or retires, then destroy