

Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C-852

Page No.

1 of 18

RECORDS RETENTION AND DISPOSAL SCHEDULE

AGENCY		DIVISION
Item No.	Description	Retention
	This schedule supercedes Schedule #C-681. GENERAL ANNE ARUNDEL COUNTY SHERIFF'S OFFICE FORMS/FILES General forms/files used by more than one Bureau for record/file maintenance and for conducting Sheriff's Office business:	
1	AACOSO Form 001/Form 001B DAILY OPERATIONS/ACTIVITY LOG Identifies daily work assignment and hours worked by all members	Retain 1 calendar year plus 1 previous calendar year, then destroy
2	AACOSO Form 002/Form 002A BUCK SHEETS Intra-office memo sheets	Purge annually & destroy material no longer needed for current business
3	AACOSO Form 003 MONTHLY STATISTICAL REPORT Used to record monthly statistics of a unit's activities	Retain 5 years, then destroy
4	AACOSO Form 012 ROUTING SLIP & CO EXECUTIVE (02-22147 12/92) ROUTING SLIP Intra-office routing slip affixed to correspondence	Purge annually & destroy material no longer needed for current business
5	AACOSO Form 014 DAILY ROSTER Identifies Bureau personnel daily assignments and duty hours	Retain 1 calendar year, then destroy
6	AACOSO Form 029 WARNING BOOK A Book of 25 warning tickets to be issued as warnings of violations	Retain 5 years, then destroy
7	AACOSO Form 030 ASSISTANCE FORM Book of forms completed during the assist of another law enforcement officer	Retain 1 year from the date written, then destroy
8	AACOSO Form 051 ASSISTANCE REPORT A form identifying persons/agencies receiving assistance from a Deputy Sheriff	Retain 1 year from date written, then destroy

Schedule Approved by
 Records Management Officer

2/1/99
 Date

[Signature]
 Signature

Schedule Approved by
 Chief Administrative Officer

Feb 7, 1999
 Date

[Signature]
 Signature

Schedule Approved by
 Agency, or Division Representative

2/1/99
 Date

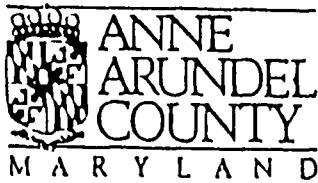
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Schedule Approved by
 State Archivist

JUN 8 1999
 Date

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Item No.	Description	Retention
9	AACOSO Form 09-40-7-1 INCIDENT REPORT/Form 09-13-60A INCIDENT REPORT SUPPLEMENTAL Used to report a commission of a crime or to document unusual circumstances	Retain 50 years, then destroy
10	AACOSO Form 062 RECOVERED PROPERTY FORM Incident report used to list property coming into the custody of the Sheriff's Office and the chain of custody, when necessary	Retain 50 years as attachment to Incident Report Form 09-40-7-1, then destroy
11	AACOSO Form 070 USE OF FORCE REPORT Used to immediately record instances of Use of Force that may or may not require additional investigation	Retain 50 years with Incident Report Files, then destroy
12	AACOSO Form 128 LIVESTOCK ESTIMATE/(Animal Control) LIVESTOCK DAMAGE CLAIM FORM Used as attachments to an Incident Report completed during a Livestock/Animal Kill appraisal	Retain 50 years as an attachment to Incident Report Form 09-40-7-1, then destroy
13	AACOSO Form 134 DEPARTMENTAL ACCIDENT INVESTIGATION SUMMARY A form attached as a cover sheet to any incident report 09-40-7-1 to summarize vehicular accidents	Retain 5 years with Safety Committee, then destroy. A copy attached to Incident Rpt. Form 09-40-7-1 is retained 50 years, then destroyed.
14	AACOSO Form 095 FAX COVER LETTER Used to address fax messages and give a confidential notice about the contents of the transmission	Destroy after transmittal of fax or until no longer needed for current business
15	AACOSO Form 109 SHERIFF'S OFFICE ACTIVITY CALENDAR FORM Used to book and document appointments & public activities	Purge annually and destroy when no longer needed for current business
16	AACOSO Form 131 AWARDS NOMINATION FORM - Used to nominate co-workers for a Sheriff's Office Award	Purge annually and destroy after awards are presented or when no longer needed for current business
17	MEETING MINUTES Records of proceedings for staff meetings, and respective meetings of the safety committee, background investigators, and field training officers (FTOs)	Retain 5 years, then destroy
18	GENERAL CORRESPONDENCE letters, memorandums, documents generated and received	Retain 5 years, then destroy



Anne Arundel County
OFFICE OF CENTRAL SERVICES
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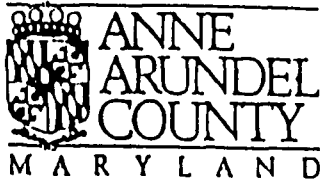
Schedule No

C-852

Page No.

3 of 13

Item No.	Description	Retention
19	AGENCY AGREEMENTS Signed Agreements between government agencies	Retain current valid agreements Destroy when no longer current or valid.
20	COMPLAINT FILES Documentation of complaints against the AACO Sheriff's Office	Retain 50 years, then destroy
21	ID CARD LOG Numbered listing of paper ID cards issued to employees, civilian volunteers	Maintain master log 50 years, then destroy
22	KEY LOGS Lists of keys issued to Sheriff's Office personnel	Retain master logs 50 years, then destroy
23	MANUALS (GENERAL ORDERS, STANDARD OPERATING PROCEDURES, PERSONNEL ORDERS, SPECIAL ORDERS, WRITTEN DIRECTIVES, FTO MANUALS) Manuals and logs (Form 015) generated for reference and training	Master is maintained permanently and eventually transferred to state archives
AACOSO and County Forms or Files Pertaining to EQUIPMENT/VEHICLES:		
24	GENERAL PROPERTY RECORDS Documents relating to Sheriff's Office property (chairs, file cabinets, computers, etc.)	Retain 5 years or until property item is disposed of
25	PROCUREMENT CARD PURCHASE RECORDS original receipts, logs & statements of items purchased with Anne Arundel County procurement card	Retain 20 years per Anne Arundel Co. Purchasing Dept., then destroy
26	Quartermaster uniform records (uniforms, badges, patches, leather equipment, etc.)	Retain 50 years, then destroy
27	AACOSO Form 017a UNIFORM PAGE Used to list clothing sizes for ordering uniforms	Purge annually or when no longer needed for current business
28	AACOSO Form 071 INSPECTION FORM Used to document inspection of personnel and/or vehicles and equipment	Retain 1 year, then destroy
29	VEHICLE ACCIDENT OR DAMAGE REPORT A Risk Management form used to document a vehicle accident or damage	Orig. sent to Risk Management. Copy kept in vehicle and with Sheriff's Office until disposal of vehicle.



Anne Arundel County
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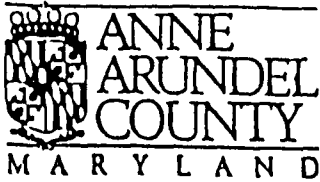
Schedule No.

C-852

Page No.

4 of 18

Item No	Description	Retention
30	AACOSO Form 031 TOWING FORM Completed when a civilian vehicle is towed	Retain 5 years, then destroy
31	AACOSO Form 065 WEAPON INVENTORY Use to inventory weapons belonging to the Sheriff's Office	Retain 10 years or until next inventory, whichever is longer, then destroy
32	AACOSO Form 088 WEAPON MALFUNCTION REPORT Used to report all weapon malfunction and corrective action taken	Retain 10 years, then destroy
33	AACOSO Form 098 PORTABLE RADIO SIGNOUT SHEET Used to identify portable radios and accessories when items are signed out by employees	Retain 10 years, then destroy
34	AACOSO Form 132 AMMUNITION INVENTORY Used to inventory ammunition, keeping a separate log for each type of ammunition	Retain 10 years, then destroy
CIVIL PROCESS Forms or Files:		
35	AACOSO Form 032 WRIT OF GARNISHMENT OF PROPERTY A court order directing the Sheriff's Office to attach certain Goods and Chattel, Lands and Tenements	Retain 20 years, then destroy
36	AACOSO Form 033 WRIT OF EXECUTION A court order directing the Sheriff's Office to cause a levy against certain Goods and Chattel, Lands and Tenements	Retain 20 years, then destroy
37	AACOSO Form 034 SHERIFF'S SALE NOTICE A note to the public regarding the offer for sale of property seized by the Sheriff's Office	Retain 20 years, then destroy



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

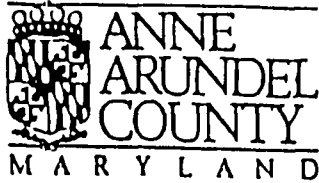
Schedule No.

C-852

Page No.

5 of 18

Item No.	Description	Retention
38	AACOSO Form 034-1 thru 034-9 SHERIFF'S SALE LETTERS #1 thru #9: Letter #1 SEIZURE A memorandum to appropriate persons requiring they execute a "Hold Harmless" agreement; Letter #2 A memorandum to appropriate persons notifying them that the Sheriff's Office has levied property; Letter #3 REQUEST RECEIVED A memorandum to appropriate persons notifying them that their request to go to sale on property levied has been received; Letter #4 SAMPLE ADVERTISEMENT An advertisement giving notice that the Sheriff's Office intends to sell a particular debtor's property; Letter #5 AFFIDAVIT An affidavit regarding the amount due on judgement and defendant's interest in the property; Letter #6 LEVIED/NOT SEIZED An affidavit informing appropriate persons that property levied will be sold at auction; Letter #7 PURCHASER'S AFFIDAVIT An affidavit by a purchase of auctioned property declaring they acted properly in their bids; Letter #8 TRANSMITTAL SHEET A transmittal record of proceeds from an auction delivered to Anne Arundel County, MD; Letter #9 EXECUTION SALE OF PROPERTY A memorandum to appropriate persons informing them that the Real Property in a particular case has been sold	Retain 20 years from completion of sale process, then destroy
39	AACOSO Form 034-10A REPORT OF REAL PROPERTY DISBURSEMENT A report by the Sheriff's Office to the Judge of the Circuit Court of Anne Arundel County regarding the sale of Real Property	Retain 20 years from completion of sale process, then destroy
40	AACOSO Form 034-10B SHERIFF'S SALE LETTER REPORT OF DISTRIBUTION OF PROCEEDS A report of the Sheriff's Office to the Judges of the Circuit Court of Anne Arundel County regarding the sale of goods and property	Retain 20 years from completion of sale process, then destroy
41	AACOSO Form 079 WRIT OF POSSESSION/WARRANT OF RESTITUTION Used to notify mortgage corporations regarding the date and time their Writ of Possession will take place	Retain 20 years, then destroy
42	AACOSO Form 079a NOTICE TO VACATE PREMISES Used to instruct residents to vacate premises or in lieu of having property being removed by the Sheriff's Office	Retain 20 years attached to Writ, then destroy
43	AACOSO Form 100 CASH/CHECK TRANSMITTAL DEPOSITS Used to record and account for cash and/or checks forwarded to Anne Arundel County	Retain 5 years, then destroy



Anne Arundel County
OFFICE OF CENTRAL SERVICES
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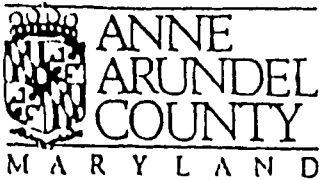
Schedule No.

C-852

Page No.

6 of 18

Item No.	Description	Retention
44	AACOSO Form 102a HOLD HARMLESS AGREEMENT REFERENCE FORM Used to document a Plaintiff holding the Sheriff's Office harmless in liability procedures	Retain 20 years with case, then destroy
45	AACOSO Form 103 OPERATIONS BUREAU SUPERVISOR ACTIVITY LOG Used to document daily activities by Operations Bureau Teams	Retain 1 year, then destroy
46	AACOSO Form 104 FEE FOR SERVICE LETTER Used to request payment for serving Civil Process papers	Retain 20 years, then destroy
47	AACOSO Form 106 SEIZED/FORFEITURE VEHICLE REPORT FORM Used to document the seizure of vehicles involved in drug trafficking	Retain 20 years in case file, then destroy
48	AACOSO Form 107 and 107a NOTIFICATION OF ABANDONED VEHICLES Used to notify MD State Police or Annapolis City Police that their request to "post" an abandoned vehicle has been accomplished	Retain 5 years, then destroy
49	AACOSO Form 119 NOTICE OF VEHICLE LEVY Used to post notification that a vehicle is in the custody of the Sheriff's Office by a Writ of Execution	Retain 20 years, then destroy
50	AACOSO Form 133 SHERIFF'S REPORT TO DISTRICT COURT/DISTRIBUTION OF PROPERTY Used to let the District Court know if monies were collected	Original sent to District Court. Keep copy with case file for 20 years, then destroy



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No
C-852
Page No.
7 of 13

Item No.	Description	Retention
51	<p>INTERNAL AFFAIRS The following Forms or Files are to be retained as needed in individual Internal Affairs Case files</p> <p>AACOSO Form 036 COMPLAINT OF BRUTALITY A sworn statement alleging a Complaint of Brutality; AACOSO Form 037 NOTIFICATION OF COMPLAINT A form notifying a deputy sheriff that a complaint has been filed against him/her; AACOSO Form 038 ADVISEMENT OF MIRANDA RIGHTS A form advising a person about their constitutional rights not to answer questions; AACOSO Form 039 NOTIFICATION OF CHARGE A form advising a sworn member that he/she has been charged with specific violations of the Rules and Regulations of the Sheriff's Office; AACOSO Form 040 WAIVER OF LAW ENFORCEMENT OFFICERS BILL OF RIGHTS AND ACCEPTANCE OF PUNISHMENT A voluntary waiver of rights for the purpose of disciplinary charges and acceptance of proposed punishment; AACOSO Form 041 NOTIFICATION OF EVIDENCE/DOCUMENT RECEIPT FORM An exchange notification from prosecutor to defense and defense to prosecutor regarding witnesses and documents to be used before an Administrative Hearing Board; AACOSO Form 042 NOTIFICATION OF HEARING Notification to a Respondent informing him/her that a hearing will be conducted; AACOSO Form 043 WITNESS SUMMONS/DUCES TECUM Notification to a witness directing appearing at a Hearing Board and acknowledgment or receipt of same; AACOSO Form 044 HEARING BOARD PROCEDURE A memorandum informing the Chairman of a Hearing Board of the Procedure in conducting a hearing; AACOSO Form 045 RECORD OF DISCIPLINARY ACTION A record of disciplinary action imposed on a respondent for violation of Sheriff's Office Rules, Policy, or Procedure; AACOSO Form 046 CONFIDENTIALITY AGREEMENT An agreement signed by an accused deputy sheriff to waive or retain specific rights; AACOSO Form 047 NOTIFICATION OF RIGHTS-WAIVER OF RIGHTS A notification to a deputy sheriff who is being investigated for improprieties regarding the processes of the law Enforcement Officer's Bill of Rights; (see next page)</p>	<p>If charges are unfounded or unsustainable, an individual case file may be expunged from the IA file cabinet <u>only upon written request</u> from the individual deputy or employee after a minimum of 3 years since the findings by the agency or administrative hearing board were determined. Otherwise, retain the individual case file for 50 years, then destroy. If charges <u>are</u> sustained, then retain individual case file for 50 years, then destroy.</p>

Item No.	Description	Retention
(51)	(Continuation of Internal Affairs Forms or Files) AACOSO Form 048/048A/048B SUMMARY PUNISHMENT ACTION: 048 MINOR Outlines adverse action taken against a member for a minor violation, 048A MAJOR Outlines adverse action taken against a member for a major violation; 048B LESSER Outlines adverse action taken against a member for less serious transgressions; AACOSO Form 049 COMPLAINT AGAINST PERSONNEL REPORT Used in a complaint against a member to identify the complainant, deputies involved, and witness information; AACOSO Form 049a COMPLAINT AGAINST PERSONNEL A form used to document that a complaint has been made against an employee; AACOSO Form 060 RECORDED INTERVIEW WORK SHEET Used to assist an investigator in advising an interviewee of his/her rights in reference to giving a statement; AACOSO Form 093 SEXUAL HARASSMENT COMPLAINT FORM Used to report a complaint of sexual harassment; AACOSO Form 129 WITNESS STATEMENT/Form 130 VICTIM STATEMENT Used to record witness/victim statements during an internal investigation; AACOSO Form 135 INTERNAL INVESTIGATION SUMMARY & CONCLUSION Use to summarize and note final concurrence with investigator's findings.	If charges are unfounded or unsustainable, an individual case file may be expunged from the IA file cabinet <u>only upon written request</u> from the individual deputy or employee after a minimum of 3 years since the findings by the agency or administrative hearing board were determined. Otherwise, retain the individual case file for 50 years, then destroy. If charges are sustained, then retain individual case file for 50 years, then destroy.
52	AACOSO Form 113 INTERNAL AFFAIRS FILE SIGN OUT LOG BOOK Used to document where and when Internal Affairs Files are removed from the file cabinet. SECURITY BUREAU Forms or Files:	Retain as a permanent log in Internal Affairs file cabinet.
53	TELETYPES - Incoming and outgoing teletype transmissions	Retain 1 year, then destroy
54	AACOSO Form 006 COURTROOM DISPOSITION Information to the Anne Arundel County Detention Center regarding the court disposition about a particular defendant	Retain 3 years after release or transfer of prisoner, then destroy
55	AACOSO Form 009/086 MAJOR or MINOR REPAIR REQUEST Maintenance/Repair/Purchase requests (major or minor) for the Judicial Center	Retain 3 years or until repair is completed, then destroy
56	AACOSO Form 014A DAILY ROSTER Identifies daily assignments and duty hours of Security Bureau personnel	Retain 1 calendar year, then destroy
57	AACOSO Form 018 COURTHOUSE EMPLOYEE ID BADGE APPLICATION Used to apply for a Courthouse ID badge	Retain 10 years, then destroy



**ANNE
ARUNDEL
COUNTY**

M A R Y L A N D

**Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division**

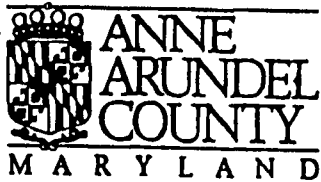
Schedule No

C-852

Page No.

9 of 18

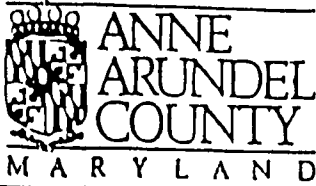
Item No.	Description	Retention
58	AACOSO Form 050 NON-COURTHOUSE EMPLOYEE ID BADGE APPLICATION Application submitted by non-courthouse employees whose work requires them to regularly enter the Circuit Courthouse	Retain 50 years, then destroy
59	AACOSO Form 050a APPLICATION FOR CIRCUIT COURTHOUSE ID CARD Application submitted to provide information necessary for obtaining an ID card to enter the Circuit Courthouse	Retain 50 years, then destroy
60	AACOSO Form 061 INMATE LOG Used to document inmates arriving a Circuit Courthouse for judicial process and disposition of case.	Retain 6 years, then destroy
61	AACOSO Form 066h/r/s HANDGUN/RADIO/SHOTGUN SIGNOUT LOGS Used to document the issuance and return of S&W Model 6946 handguns, Radios, and Shotguns belonging to the Sheriff's Office	Retain 10 years, then destroy
62	AACOSO Form 080 VENDOR SIGN IN LOG Used to record identification of vendors visiting the Circuit Courthouse; Form 081 LAW ENFORCEMENT SIGN IN LOG Used to record identification of law Enforcement Officers visiting the Circuit Courthouse	Retain 1 year, then destroy
63	AACOSO Form 089 DISPATCH LOG SHEET Used to record times, location, assignment and disposition of radio transmissions and assignments	Retain 5 years, then destroy
64	AACOSO Form 110 INMATE VISITOR LOG Used to document persons visiting inmates while in custody of the Sheriff's Office	Retain 1 year, then destroy
65	AACOSO Form 137 CIRCUIT COURT DAILY ASSIGNMENTS Used to indicate Deputy/Judge courtroom assignments for each day	Retain 3 years, then destroy
66	PROPERTY ENVELOPE FORM 91-364 Used to document personal property of prisoners in custody	Retain front of envelope 3 years, then destroy
67	DOCKET RECORDS (Court Statistics)-JUVENILE & CIVIL DOCKETS	Retain 3 years, then destroy
68	DOCKET RECORDS (Court Statistics)-CRIMINAL, DR DOCKETS	Retain 12 years, then destroy
69	PRISONER RELEASE/PRISONER COMMITMENT RECORDS (Court Statistics)	Retain 3 years, then destroy



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.
 C-852
 Page No.
 10 of 18

Item No.	Description	Retention
	WARRANT Forms or Files:	
70	WARRANT FILES Paper copies of <u>unserved</u> Warrants issued for the arrest of named persons	Retain for 50 years, then destroy
71	AACOSO Form 019 POSTAL ADDRESS INFORMATION REQUEST Request for changed address or boxholder information needed for service of legal papers	Destroy when no longer needed. If required for summons, form is sent to Domestic Relations, out of county, not retained here.
72	AACOSO Form 072 CONSENT TO SEARCH PREMISES WITHOUT A SEARCH WARRANT Used to document instances where citizens consent to permit Deputies to search and seize property without a court-ordered search warrant	Retain 50 years with <u>unserved</u> warrant, then destroy
73	AACOSO Form 111 SUSPECT PROFILE Used to document all pertinent identification factors regarding a suspect	Retain for 50 years with <u>unserved</u> warrant, then destroy. If warrant is served, retain electronically 10 years, then delete.
74	AACOSO Form 127 REQUEST FOR UNLISTED PHONE NUMBER CHECK Used to obtain phone information to serve warrants	Destroy when no longer needed
75	AACOSO Form 064 FUGITIVE TOP HOTLINE LEAD Used to document information provided by callers regarding Wanted persons	Destroy when no longer needed
76	AACOSO Form 069 WARRANT INFORMATION UPDATE Used to document & update information relating to Arrest Warrants in custody of the Sheriff's Office	Destroy when no longer needed
77	AACOSO Form 084 ARREST REPORT Scanned electronically into computer; used in-house only used to record the identity of an arrested person, the charges, and other judicial information	Retain archive electronically for 10 years, then delete.
78	AACOSO Form 097 OVERNIGHT SIGNOUT SHEET FOR WARRANTS Used to identify defendant and Deputy on warrants removed overnight from the Sheriff's Office	Retain until warrant is returned to the Anne Arundel Co. Sheriff's Office.
79	AACOSO Form 101 ARREST NOTIFICATION FORM Used to document the arrest of a subject on the Sheriff's Office Most Wanted List	Destroy when no longer needed



Anne Arundel County
OFFICE OF CENTRAL SERVICES
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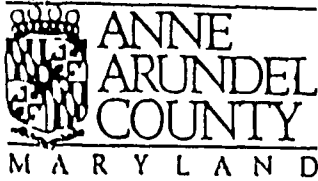
Schedule No.

C-852

Page No.

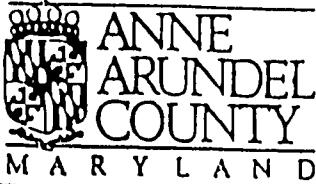
11 of 18

Item No	Description	Retention
80	AACOSO Form 114 MOST WANTED CHECKOFF LIST Used to document steps taken to verify that a warrant for a Most Wanted taping is still active	Purge annually and destroy when no longer needed for current business.
81	AACOSO Form 120 UCR REPORT FORM Used to enter statistics which are sent to Central Records Division of MD State Police	Retain 2 years per state policy, then destroy
82	AACOSO Form 121 DOMESTIC RELATIONS TEAM WEEKLY TIMESHEET Used to document hourly breakdown of DR activities for the week	Retain 10 years, then destroy
FINANCIAL/BUDGETARY/PURCHASING Forms or Files:		
83	AACOSO Form 010 PURCHASE ORDER REQUEST Identifies the item(s) to be purchased, suggested vendor, approval, account to be charged, item cost and total costs	Retain current fiscal year plus 1 previous fiscal year, then destroy
84	AACOSO Form 052/052a/052b/052c ADDITIONAL EMPLOYEE REQUEST FORMS: 052 A budgetary form requesting additional employees; 052a NARRATIVE A budgetary form for narrative and justification to request additional employees; SUMMARY OF NEW POSITION REQUEST A budgetary form used to summarize new position requests; 052c EXPLANATION AND JUSTIFICATION A budgetary form used to further discuss, explain and justify additional employee requests	Retain current Fiscal year plus 1 previous Fiscal year, then destroy
85	AACOSO Form 052d OVERTIME/SPECIAL PAY JUSTIFICATION A budgetary form used to justify overtime/special pay during budget preparation	Retain current Fiscal year plus 1 previous Fiscal year, then destroy
86	AACOSO Form 053 DESCRIPTIVE COMMENTS (MISSION STATEMENT) A budgetary form used to describe the Mission Statement of a department/bureau/division	Retain current Fiscal year plus 1 previous Fiscal year, then destroy
87	AACOSO Form 054 GRANT ABSTRACT A budgetary form used to describe the important points of a Grant	Retain current Fiscal year plus 1 previous Fiscal year, then destroy
88	AACOSO Form 055 PERFORMANCE INDICATORS A budgetary form used to describe performance goals and achievements	Retain current Fiscal year plus 1 previous Fiscal year, then destroy



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Records Management Division

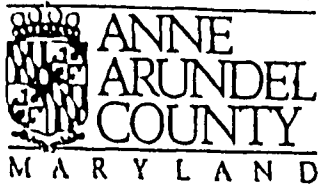
Item No.	Description	Retention
89	BLANKET PURCHASE RELEASE Finance form used to purchase articles of services not to exceed \$100	Retain current fiscal year plus 1 previous fiscal year, then destroy
90	DIRECT PAYMENT FORMS Finance form used to authorize the Office of Finance to make a direct payment to the person indicated	Retain current fiscal year plus 1 previous fiscal year, then destroy
91	Anne Arundel County EXPENSE STATEMENT A finance form used to obtain reimbursement for personal monies expended for Anne Arundel County business	Retain current fiscal year plus 1 previous fiscal year, then destroy
92	AUTHORIZATIONS FOR PAYROLL, PAA, TIMESHEETS, PETTY CASH, FUNDS Used to provide authorization signature to corresponding county departments	Retain current valid authorizations until personnel are terminated or if authorizations change, then destroy.
93	PRINTING & GRAPHICS REQUISITIONS (060936) Used to request print jobs from the county print shop	Retain current fiscal year plus 1 previous fiscal year, then destroy
94	STORE REQUISITIONS Used to obtain items from the county stockroom	Retain current fiscal year plus 1 previous fiscal year, then destroy
95	PETTY CASH VOUCHERS, REPLENISHMENT & RECONCILIATION FORMS Used to document petty cash funds	Retain current fiscal year plus 1 previous fiscal year, then destroy
96	TRANSFER OF FUNDS REQUEST Used to request transfer of funds within a specific department	Retain current fiscal year plus 1 previous fiscal year, then destroy
97	TELEPHONE BILLS generated by C&P telephone company	Retain 18 months per C&P, then destroy
98	GRANT FILES Signed grants issued to the Sheriff's Office by outside agencies	Retain current grant in effect, plus 1 previous fiscal year, then destroy



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.
C-852
Page No.
13 of 18

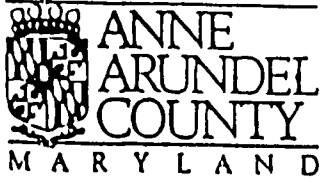
Item No.	Description	Retention
	AACOSO VOLUNTEER APPLICATION PACKET Forms or Files:	Retain 5 years after termination, then destroy
99	AACOSO Form 004 WAIVER OF CLAIM & RELEASE An agreement to hold harmless the Anne Arundel County government or Sheriff's Office for any acts against persons or property while in the course of volunteer work or engaging in a ride-along program	Retain 5 years after completion of volunteer or ride-along status, then destroy
100	AACOSO Form 020 VOLUNTEER APPLICATION FORM Application containing background and skill-hobby information for volunteer work	Retain 5 years after termination, then destroy
101	AACOSO Form 021 VOLUNTEER DEPUTY ID FORM Completed by volunteer to provide information for creation of an ID card	Retain 5 years after termination, then destroy
102	AACOSO Form 022 VOLUNTEER DEPUTY CALENDAR TIMESHEET Used to record monthly recap of work performed by a volunteer	Retain 5 years after termination, then destroy
103	AACOSO Form 023 VOLUNTEER DEPUTY CHECKOFF FORM Used to record background information about a volunteer deputy	Retain 5 years after termination, then destroy
104	PERSONNEL RECORDS FILES Contain copies of documents such as performance evaluations, position description, PAAs, awards/commendations, Sheriff's Office Personnel Orders, and related correspondence	If hired, retain 5 years from last year of service, then destroy. If not hired, retain 5 years, then destroy.
105	Anne Arundel County Sheriff's Office PART-TIME DEPUTY JOB APPLICATION PACKET : Consists of the Sheriff's Office Personal History Statement booklet (blue book) and the following forms completed by the applicant: Anne Arundel County GOVERNMENT EMPLOYMENT APPLICATION Personnel form used to apply for employment; EMPLOYMENT ELIGIBILITY VERIFICATION I-9 - A U.S. Dept. of Justice Immigration & Naturalization Service Form to establish employment eligibility/citizenship; EXECUTIVE REGULATION 87.2 County Executive's Drug Abuse Control Policy Statement and the Acknowledgment of Receipt of same	If hired, retain 5 years from last year of service, then destroy. If not hired, retain 5 years, then destroy.



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No
C-852
Page No.
14 of 18

Item No.	Description	Retention
106	(Part-time Deputy and All Full-time Deputies/employees) MW 507 EMPLOYEE'S MD WITHHOLDING EXEMPTION CERTIFICATE Used to denote MD taxes to be withheld	If hired, retain 5 years from last year of service, then destroy. If not hired, retain 5 years, then destroy.
107	(Part-time Deputy and All Full-time Deputies/employees) W-4 EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE Used to denote Federal taxes to be withheld	If hired, retain 5 years from last year of service, then destroy. If not hired, retain 5 years, then destroy.
108	APPLICANT BACKGROUND PACKET Contains the Anne Arundel County Sheriff's Office Personal History Statement (blue book) and the following documents used in performing the background investigation of an applicant: AACOSO Form 068 AUTHORITY FOR RELEASE OF INFORMATION Used to document authorization by an applicant or current employee to obtain information in connection with a personnel background investigation or for continued employment with the Anne Arundel County Sheriff's Office; AACOSO Form 085 CONFIDENTIAL QUESTIONNAIRE Used to record information provided by a "reference" about an applicant; AACOSO Form 092 EMPLOYMENT INFO/QUESTIONNAIRE Used to verify employment of an applicant; AACOSO Form 096 APPLICANT PROCESSING CHECKLIST Used as a worksheet during background investigations; AACOSO Form 115 REFERENCE CHECK FORM Used by a job applicant to list character references; AACOSO Form 118 NEIGHBORHOOD INVESTIGATION Used in the hiring process to perform background investigations; AACOSO Form 122/123 AUTHORIZATION FOR RELEASE OF MILITARY/CIVILIAN RECORDS Used in the hiring process to obtain military/civilian records; AACOSO Form 124 RECEIPT OF PERSONAL HISTORY STATEMENT Used in the hiring process to acknowledge receipt of a Personal History Statement booklet; AACOSO Form 125 TRANSCRIPT REQUEST Cover letter used in hiring process to request transcripts; AACOSO Form 126 EDUCATIONAL BACKGROUND QUESTIONNAIRE Used in the hiring process to request transcripts; AACOSO Form 136 NEW EMPLOYEE NOTIFICATION SEQUENCE FORM - Used to notify Sheriff's Office staff of information regarding a new hire; AACOSO FINGERPRINT CARD (black ink) Used to fingerprint individual job applicant	If hired, retain 5 years from last year of service, then destroy. If not hired, retain 5 years, then destroy.



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

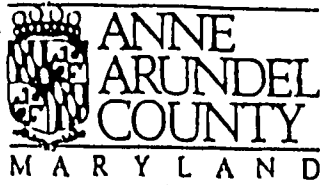
Schedule No.

C-852

Page No.

15 of 18

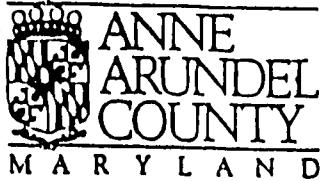
Item No.	Description	Retention
Other Personnel Files or Forms:		
109	AACOSO Form 005 OFF DUTY WEAPON REQUEST Request to Carry Personal Weapon while off-duty	Retain 5 years from last year of service, then destroy
110	AACOSO Form 11A ACKNOWLEDGMENT OF RECEIPT OF WEAPON AND/OR AMMO Acknowledgment of receipt of a weapon and/or ammunition	Retain 5 years from last year of service, then destroy
111	AACOSO Form 025 AGREEMENT FOR PERSONAL VEHICLE USAGE Agreement to utilize a private vehicle in furtherance of official duties for an established mileage allowance	Retain 5 years from last year of service, then destroy
112	AACOSO Form 090 REQUEST TO CARRY PERSONAL PAGER Used to request authorization for personnel to carry and use a personal pager while on duty	Retain 5 years from last year of service, then destroy
113	AACOSO Form 027/027A APPLICATION FOR SECONDARY EMPLOYMENT AUTHORIZATION/LIABILITY AGREEMENT Application to participate in secondary employment listing duties to be performed	Retain 5 years from last year of service, then destroy
114	AACOSO Form 057 HIRE/EXIT CHECKOFF LIST A form filed in an employee's personnel file to document procedures & issued equipment when hired, and to document the return of items upon termination	Retain 5 years from last year of service, then destroy
115	AACOSO Form 090 REQUEST TO CARRY PERSONAL PAGER Used to request authorization for personnel to carry and use a personal pager while on duty	Retain 5 years from last year of service, then destroy
116	AACOSO Form 116 CREDIT CARD AGREEMENT FORM Used to document employee's acknowledgment statement regarding the proper use of Sheriff's Office gas credit cards	Retain 5 years from last year of service, then destroy
117	PERSONNEL ACTION AUTHORIZATION (PAA Form PE 90-02) A Personnel form used to initiate/change information regarding personnel such as rate of pay, hire/exit, change of address, etc.	Retain 5 years from last year of service, then destroy
118	POSITION DESCRIPTION FORM A Personnel form used to define job responsibilities	Retain current and all prior descriptions 5 years from last year of service, then destroy



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.
C-852
Page No.
16 of 13

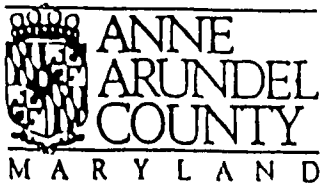
Item No.	Description	Retention
119	LEAVE SHARING APPROVAL FORM A county Form to indicate leave recipient, leave donor, and approvals if an employee has exhausted all forms of paid leave	Retain copy in recipient's file & donor's file 5 years from last year of service, then destroy
120	ANNUITY & SICK PAY REQUEST FOR MD INCOME TAX WITHHOLDING Used to denote annuity/sick pay payment	Retain 5 years from last year of service, then destroy
121	AACO DRUG/ALCOHOL TEST ORDER FORM PE91-09 Used to order drug/alcohol tests on employees	Retain 5 years from last year of service, then destroy
122	VARIABLE PAY AUTHORIZATION-TEAM AWARD- Personnel form authorizing monetary award	Retain 5 years from last year of service, then destroy
123	VARIABLE PAY AUTHORIZATION-SPECIAL RECOGNITION AWARD- Personnel form authorizing monetary award	Retain 5 years from last year of service, then destroy
124	AACOSO Form 073 DESIGNATION OF AUTHORITY Used to document instances where supervisors designate subordinates to act in their positions during times of absence	Retain 5 years from last year of service, then destroy
125	PERSONNEL MEDICAL RECORDS-Doctor's notes, First Report of Injury, Lost Day Report	Retain for term of employment plus 30 years, then destroy
126	RANDOM DRUG TESTING RECORDS - Required for Law Enforcement personnel	Retain 5 years from last year of service, then destroy
127	WORKERS COMPENSATION EMPLOYERS' FIRST REPORT OF INJURY OR ILLNESS A Risk Management form used to document and authorize medical treatment for an employee	Retain xerox copy in medical file 5 years from last year of service, then destroy
Personnel-related files not kept in Personnel Files:		
128	AACOSO Form 011 ACKNOWLEDGMENT OF RECEIPT Acknowledgment of receipt of a General Orders Manual, FTO Manual, or any designated written directive	Retain 5 years from last year of service, then destroy
129	WORKER'S COMPENSATION OCCURRENCE LOG A log generated by Risk Management which records occurrence of Worker's Compensation cases by Department	Retain 5 years, then destroy
130	Anne Arundel County PERSONNEL REQUISITION A Personnel form used to request hiring additional personnel	Retain current fiscal year plus 1 previous fiscal year



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No. C-852
Page No. 17 of 18

Item No.	Description	Retention
131	REQUEST FOR REALLOCATION STUDY OF AN OCCUPIED POSITION/REQUEST REALLOCATION OF VACANT POSITION A Personnel form used to request a reallocation study/reallocation of a vacant position	Retain current fiscal year plus 1 previous fiscal year, or until reallocation is completed/denied, then destroy
132	AACOSO Form 059 OFFICE ID CARD FORM Used to document information recorded on paper ID cards (prior to installation of Circuit Court ID computer)	Retain 50 years, then destroy.
133	AACOSO Form 067 RECORD OF EMPLOYEE COUNSELING Used to document employee counseling by a supervisor	Retain 1 year, then destroy
PAYROLL FILES AND FORMS:		
134	FSLA TIMESHEETS Two-sided forms generated by Payroll to record hours worked	Retain originals 2 years, then destroy
135	PAYROLL TIMESHEETS Carbonized forms generated by Payroll to record and submit hours worked (used instead of automated Time & Attendance)	Retain copies 2 years, then destroy
136	HOURS REGISTERS Reports generated by Payroll to indicate hours worked & leave taken by all employees	Retain copies for current calendar year plus 2 previous years, then destroy
137	AACOSO Form 008 OVERTIME TIME SHEET Informational form submitted with pay Sheet identifying date, hours, and specific duty performed while in overtime status	Retain 2 years, then destroy
138	AACOSO Form 008A COMPENSATORY LEAVE Informational form submitted with pay sheet identifying date, hours, and specific duty performed to justify compensatory leave	Retain 2 years, then destroy
139	AACOSO Form 013 LEAVE APPROVAL FORM Used by employee to request leave approval of any kind	Retain 2 years from date of request, then destroy



Anne Arundel County
OFFICE OF CENTRAL SERVICES
Records Management Division

Schedule No.

C-852

Page No.

18 of 18

Item No.	Description	Retention
140	TRAINING FILES All individual employee records of training including in-service records, tests and associated test scores, attendance, lesson plans, and the following forms: AACOSO Form 091 COMPUTER TRAINING NEEDS Used to identify needed computer training and other training needs for new/transferred employees; AACOSO Form 108 FIREARMS RANGE PERFORMANCE REPORT Used to document a deputy sheriff's performance on the firearms range; AACOSO Form 112/112A FIELD TRAINING RECRUIT OBSERVATION REPORT/FIELD TRAINING RECORD Used to document manner in which tasks were performed by recruits	Retain 30 years from date of training event, then destroy
141	MARYLAND POLICE & CORRECTIONAL TRAINING COMMISSIONS' YEAR-END REPORTS	Original sent to MD Police & Correctional Training Commissions. Retain copy 30 years from date of report, then destroy