

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

Schedule No. C-855

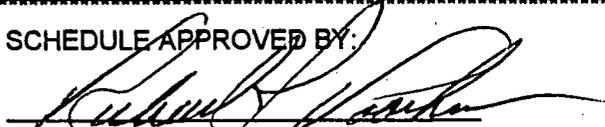
Page 1 of 11

AGENCY: St. Mary's County Sheriff's Office

Division: Records

ITEM #	DESCRIPTION	RETENTION
1	RECORDS MANAGEMENT - Contains a copy of applicable Filing and Retention Schedules. Record copy of all filing and retention schedules maintained by the Records Supervisor.	Retain the schedule as a perpetual file by updating when amended or revised.
2	GENERAL ORDERS - ACTIVE - Contains general orders issued by the Sheriff to announce policies affecting the Sheriff's Office.	Retained by originating authority until superseded, rescinded, or cancelled, then move to the inactive file.
2(a)	GENERAL ORDERS - INACTIVE - Contains general orders issued by the Sheriff which have been superseded, rescinded, or cancelled.	Retain for three years after order has been superseded, rescinded, or cancelled, then destroy.
3	SPECIAL ORDERS - ACTIVE - Contains special orders which affect specific segments of activities and are of a temporary or self-cancelling nature.	Retained by originating authority until superseded, rescinded, or cancelled, then move to inactive file.
3(a)	SPECIAL ORDERS - INACTIVE - Contains special orders issued by the Sheriff which have been superseded, rescinded, or cancelled.	Retain three years after order has been superseded, rescinded, or cancelled, then destroy.
4	MEMORANDUMS - ACTIVE - Contains memorandums issued by the Sheriff which provides information for Sheriff's Office personnel regarding agency matters.	Retain one year then move to inactive file.
4(a)	MEMORANDUMS - INACTIVE - Contains memorandums issued by the Sheriff which have been superseded, rescinded, or cancelled.	Retain three years after order has been superseded, rescinded, or cancelled, then destroy.

SCHEDULE APPROVED BY:


SHERIFF RICHARD J. VOORHAAR

DATE:

8/14/99

SCHEDULE AUTHORIZED BY

STATE ARCHIVIST

DATE:


SIGNATURE

JUN 22 1999

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

Schedule No. C-855

Page 2 of 11

AGENCY: St. Mary's County Sheriff's Office

Division: Records

ITEM #	DESCRIPTION	RETENTION
5	MILES MESSAGE LOG - Contains a record of monthly messages transmitted by the originating sources.	Retain three years, then destroy.
5(a)	MILES MESSAGES - TELETYPES - Contains information sent to us on the following categories: stolen vehicles, information from MVA on tags, fatalities, missing person, B&E, armed robberies, lost/stolen police property, stolen property, serious assault, homicide, detainers, administrative information, general police information, lost/stolen tags, executive summaries, attempt to locate, traffic reports, locate and hit confirmations.	Retain three years, then destroy.
5(b)	MILES/NCIC AUDIT REPORTS -	Retain two years, then destroy.
5(c)	MILES/NCIC - VALIDATIONS - Copies of receipt, certification letters and validation procedures.	Retain one year, then destroy.
5(d)	NCIC TRAINING CORRESPONDENCE - Letters relating to failure to recertify, failure to appear for NCIC training.	Retain two years, then destroy.
5(e)	DISSEMINATION LOGS (Criminal History, 10-27, 10-28) - Records of all criminal history record information that is released.	Retain three years, then destroy.
6	APPLICATION FOR ACCESS TO PUBLIC RECORDS - APPROVED - Contains all copies of approved Applications for Access to Public Records, for which the fee has been received and copies of the records have been sent.	Retain three years, then destroy.
6(a)	APPLICATION FOR ACCESS TO PUBLIC RECORDS - DENIED - Contains copies of Applications for Access to Public Records, which have been denied.	Retain three years, then destroy.
7	COMMAND MEETINGS - HEADQUARTERS - Contains minutes of meetings attended by supervisors	Retain three years, then destroy.

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

Schedule No.

Page 3 of 11

AGENCY: St. Mary's County Sheriff's Office

Division: Records

ITEM #	DESCRIPTION	RETENTION
8	GENERAL CORRESPONDENCE - Subject arrangement of original letters, copies of outgoing letters, memoranda, studies, reports, directives, police and other materials related to the administration of the St. Mary's County Sheriff's Office.	Screen general correspondence and destroy material no longer needed for current business. Directives and policy changes retain permanently, to be sent to Maryland State Archives.
9	PERSONNEL RECORDS - Files contain information on current employees, files may contain, but are not limited to copies of applications, annual review, reprimands and disciplinary actions, awards, A&S reports, accident reports, resumes, etc.	Retain three years after termination, then transfer to County Personnel Office.
9(a)	DEPUTY ACTIVITY REPORTS - Contains reports documenting monthly activities recorded on Deputy Activity Reports.	Retain three years, then destroy.
9(b)	PAYROLL REPORTS - LEAVE & TIME SHEETS - Documents hours worked, overtime, and leave taken on the bi-weekly employee time sheet. Original copy maintained by Accounting Office at the Governmental Center	Retain Headquarters copy for three years.
9(c)	OVERTIME AND COMPENSATORY TIME RECORD - Contains documents used for the authorization and control of overtime and compensatory time. Original forwarded with time sheets to Accounting Office at the Governmental Center.	Retain Headquarters copy for three years.
9(d)	LEAVE AND DUTY SCHEDULE - Contains monthly duty status of personnel.	Retain ten years, then destroy.
9(e)	OFF DUTY USE LOG - Contains summary of data collected for off-duty vehicle use.	Retain three years, then destroy.
10	STATISTICAL REPORTS - Monthly, quarterly, and annual reports of productivity.	Retain permanently, to be sent to Maryland State Archives.
10(a)	MONTHLY UCR REPORTS - Contains copy of monthly UCR report.	Retain two years then destroy.

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

Schedule No. C-855

Page 4 of 11

AGENCY: St. Mary's County Sheriff's Office

Division: Records

ITEM #	DESCRIPTION	RETENTION
11	IMPOUND RECORDS - Reports on all vehicles taken into custody.	Retain three years, then destroy. If related to Part 1 crime, retain until case is destroyed.
11(a)	TOW LOGS - Report of all vehicles towed. Information contains date, time, tow company, CCN, and officer/civilian that requested the tow.	Retain three years, then destroy.
11(b)	TOW TRUCK SERVICE APPLICATION - OPEN - Contains all completed Tow Truck Service Applications which have been approved and all Tow Service Complaint Forms and accompanying documentation. Record copies will be maintained by the Traffic Safety Unit.	Retain until closed. Destroy after three years.
11(c)	TOW TRUCK SERVICE APPLICATION - DENIED - Contains all closed Tow Truck Service Applications that have been disapproved.	Retain three years, then destroy.
12	TELEPHONE MESSAGES - CARBON COPIES - Contains telephone messages taken by Police Communications Operators.	Retain three years, then destroy.
13	SECONDHAND PRECIOUS METALS AND GEMS DEALERS LICENSES - Contains a copy of the license for all precious metals and gems dealers. The licenses will be filed alphabetically.	Retain records pertaining to sales by each dealer three years, then destroy.
13(a)	CRIMINAL INVESTIGATOR CASELOAD LEDGER - Contains all pages of the Criminal Investigator Caseload Ledger.	Retain three years, then destroy.
14	COMPLAINT CONTROL LEDGER - Contains all pages of the Complaint Control Ledger in numerical sequence.	Retain three years, then destroy.
14(a)	COMPLAINT CONTROL CARDS - Daily complainant cards with information, (name, address, phone number, location, officer) of calls for service throughout the course of the day. NOTE: These cards are only used when the computer system is down.	Retain three years, then destroy.

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

Schedule No. C-855

Page 5 of 11

AGENCY: St. Mary's County Sheriff's Office

Division: Records

ITEM #	DESCRIPTION	RETENTION
15	CRIMINAL INVESTIGATION REPORTS - Contains all Criminal Investigation Reports with applicable supplementary reports attached.	Retain reports based on the following schedule:
	PART 1	
15(a)	HOMICIDE - OPEN HOMICIDE - SUSPENDED/CLOSED	Retain 100 years. Retain 50 years, then destroy.
15(b)	RAPE - OPEN RAPE - SUSPENDED RAPE - CLOSED	Retain 100 years. Retain 50 years, then destroy. Retain five years then destroy. NOTE: Rapes that are reclassified as false reports retain three years, then destroy.
15(c)	ROBBERY - OPEN ROBBERY - SUSPENDED/CLOSED	Retain 100 years. Retain ten years then destroy. NOTE: Robberies where property value is under \$300 retain three years, then destroy.
15(d)	ASSAULT - OPEN (PART 1) ASSAULT - SUSPENDED (PART 1) ASSAULT - CLOSED (PART 1)	Retain until suspended/closed. Retain five years then destroy. Retain three years then destroy.
15(e)	BURGLARY - OPEN BURGLARY - SUSPENDED BURGLARY - CLOSED	Retain until suspended/closed. Retain five years then destroy. Retain three years then destroy.
15(f)	THEFT OVER \$300 - OPEN THEFT OVER \$300 - SUSPENDED THEFT OVER \$300 - CLOSED	Retain until suspended/closed. Retain five years then destroy. Retain three years then destroy.
15(g)	THEFT UNDER \$300 - OPEN THEFT UNDER \$300 - SUSPENDED/CLOSED	Retain until suspended/closed. Retain five years then destroy.
	PART 2	
15(h)	ASSAULT - OPEN (PART 2) ASSAULT - SUSPENDED/CLOSED	Retain until suspended/closed. Retain five years then destroy.
15(i)	BAD CHECKS - OPEN BAD CHECKS - SUSPENDED/CLOSED	Retain until suspended/closed. Retain five years then destroy.

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

Schedule No. C-855

Page 6 of 11

AGENCY: St. Mary's County Sheriff's Office

Division: Records

ITEM #	DESCRIPTION	RETENTION
PART 2 (CONTINUED)		
15(j)	EMBEZZLEMENT - OPEN EMBEZZLEMENT - SUSPENDED/CLOSED	Retain until suspended/closed. Retain five years then destroy.
15(k)	PROPERTY DESTRUCTION - OPEN PROPERTY DESTRUCTION - SUSPENDED/CLOSED	Retain until suspended/closed. Retain five years then destroy.
15(l)	WEAPONS VIOLATION - OPEN WEAPONS VIOLATION - SUSPENDED/CLOSED	Retain until suspended/closed. Retain ten years then destroy.
15(m)	PROSTITUTION - OPEN PROSTITUTION - SUSPENDED/CLOSED	Retain until suspended/closed. Retain five years then destroy.
15(n)	SEX ASSAULT - OPEN SEX ASSAULT - SUSPENDED/CLOSED	Retain until suspended/closed. Retain ten years then destroy.
15(o)	INDECENT EXPOSURE - OPEN INDECENT EXPOSURE - SUSPENDED/CLOSED	Retain until suspended/closed. Retain five years then destroy.
15(p)	POSSESSION CDS - OPEN POSSESSION CDS - SUSPENDED/CLOSED	Retain until suspended/closed. Retain five years then destroy.
15(q)	DISTRIBUTION CDS - OPEN DISTRIBUTION CDS - SUSPENDED/CLOSED	Retain until suspended/closed. Retain ten years then destroy.
15(r)	RX FORGERY - OPEN RX FORGERY - SUSPENDED/CLOSED	Retain until suspended/closed. Retain five years then destroy.
15(s)	POSSESSION PARAPHERNALIA - OPEN POSSESSION PARAPHERNALIA - SUS/CLOSED	Retain until suspended/closed. Retain five years then destroy.
15(t)	CHILD ABUSE - OPEN CHILD ABUSE - SUSPENDED/CLOSED	Retain until suspended/closed. Retain ten years then destroy.
15(u)	MISSING PERSON - OPEN MISSING PERSON - SUSPENDED MISSING PERSON - CLOSED	Retain until suspended/closed. Retain until closed. Retain three years then destroy.

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

Schedule No. C-855

Page 7 of 11

AGENCY: St. Mary's County Sheriff's Office

Division: Records

ITEM #	DESCRIPTION	RETENTION
	PART 3	
15(v)	LIQUOR VIOLATIONS - OPEN LIQUOR VIOLATIONS - SUSPENDED/CLOSED	Retain until suspended/closed. Retain three years then destroy.
15(w)	SUICIDE - OPEN SUICIDE - SUSPENDED SUICIDE - CLOSED	Retain until suspended/closed. Retain 20 years then destroy. Retain ten years then destroy.
15(x)	TRESPASSING - OPEN TRESPASSING - SUSPENDED/CLOSED	Retain until suspended/closed. Retain three years then destroy.
15(y)	DISORDERLY - OPEN DISORDERLY - SUSPENDED/CLOSED	Retain until suspended/closed. Retain three years then destroy.
15(z)	MISCELLANEOUS - OPEN MISCELLANEOUS - SUSPENDED/CLOSED	Retain until suspended/closed. Retain three years then destroy.
16	INCIDENT REPORTS - Contains all Incident Reports with applicable supplementary reports attached.	Retain open reports until suspended/closed. Retain suspended closed reports three years then destroy.
17	JUVENILE CRIMINAL/CIVIL CITATIONS - Contains all reports and related documents concerning citations issued to juveniles for violations of certain alcohol beverage laws. Filed in case folder by complaint control number.	Retain three years then destroy.
18	CRIMINAL/CIVIL CITATION FOR CIVIL OFFENSES - Contains all reports and related documents concerning citations for civil offenses issued to persons between 18 and 21 years old for violations of certain alcohol beverage laws.	Retain three years then destroy.

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

Schedule No. C-855

Page 8 of 11

AGENCY: St. Mary's County Sheriff's Office

Division: Records

ITEM #	DESCRIPTION	RETENTION
19	ACCIDENT REPORTS - Contains all reports and related documents concerning vehicle collisions recorded through the St. Mary's County Sheriff's Office.	Retain three years then destroy.
20	TRAFFIC CITATIONS - OPEN - Contains all open citations (other than driving while intoxicated).	Retain five years then destroy.
20(a)	TRAFFIC CITATIONS - CLOSED - Contains all closed citations (other than driving while intoxicated)	Retain three years then destroy.
20(b)	DRIVING WHILE INTOXICATED CASES - OPEN - Contains all open alcohol influence reports and all documents related to same. For a statted case on file for one year, solicit, in writing, a decision from the State's Attorney's Office on the question of closing the case or retaining it on file and reassessing it in one year. For open cases on file for five years that do not involve personal injury, fatalities, property damage, the Records Supervisor will close the cases administratively and destroy the case files 30 days after informing the State's Attorney's Office of the cases scheduled for destruction and the date they will be destroyed. The State's Attorney's Office must inform the Records Supervisor within 30 days of any cases that should not be destroyed.	
20(c)	DRIVING WHILE INTOXICATED CASES - CLOSED - Contains all closed alcohol influence reports and all related documents.	Retain three years after final adjudication then destroy.
20(d)	EQUIPMENT REPAIR ORDERS - Contains Equipment Repair Orders issued by deputies.	Retain one year then destroy.
20(e)	WARNINGS - Contains warning issued by deputies for traffic violations.	Retain six months then destroy.

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

Schedule No. C-855

Page 9 of 11

AGENCY: St. Mary's County Sheriff's Office

Division: Records

ITEM #	DESCRIPTION	RETENTION
20(f)	CITATION BOOK DR-15A CONTROL LEDGER - Contains a record of citation books and DR-15A issued to officers.	Retain three years then destroy.
20(g)	TRAFFIC CITATION TRANSMITTAL FORM - Contains record of those citations submitted to District Court.	Retain three months then destroy.
21	PROPERTY RECORDS - OPEN - Contains open property records filed consecutively by property record number, with related documents.	Retain until closed.
21(a)	PROPERTY RECORDS - CLOSED - Contains all completely closed property records and all attachments.	Retain five years then destroy.
21(b)	PROPERTY RECORD CONTROL LOG - Contains a listing of property record numbers in sequence, along with other pertinent information.	Retain 75 years.
22	K-9 ACTIVITIES - Contains copies of records of activities generated by K-9 personnel assigned to field installations.	Retain three years then destroy.
23	VEHICLE STORAGE REPORT - OPEN - Contains all open Vehicle Storage Reports.	Retain until closed.
23(a)	VEHICLE STORAGE REPORT - CLOSED - Contains all closed Vehicle Storage Reports.	Retain five years then destroy.
24	WARRANTS - OPEN - Contains original open warrant and printout of entry into MILES/NCIC.	Retain until warrant is served or dismissed by the courts.
24(a)	CRIMINAL SUMMONS - Issued by courts for criminal offenses. Once served by the deputy, original is returned to appropriate court. Arrest report completed.	Retain 25 years then destroy.
25	ADULT ARREST REPORTS - Contains arrest report listing name, address, physical information, photograph and offense.	Retain 25 years then destroy.

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

Schedule No. C-855

Page 10 of 11

AGENCY: St. Mary's County Sheriff's Office

Division: Records

ITEM #	DESCRIPTION	RETENTION
26	ADULT PHOTOGRAPHS - (Maintained by Crime Lab)	Retain 25 years then destroy.
27	JUVENILE OFFENSE AND ARREST REPORTS - Contains report of all criminal activity and arrest reports involving juveniles.	Retain ten years then destroy.
28	FIELD INTERVIEW REPORT - Contains copies of FIR's completed by deputies.	Retain three years then destroy.
29	COURT SUBPOENAS/SUMMONSES - Issued by the courts and assigned to civil process servers. Original subpoena/summons returned to appropriate court.	Retain face sheet of subpoena/summons one year then destroy.
29(a)	DEPUTY COURT NOTIFICATION LOG - Contains a log of the subpoenas/summons issued to deputies commanding their appearance in court.	Retain completed log one year then destroy.
30	DETENTION LOG - Contains copy of detention log for adults and juveniles.	Retain three years then destroy.
31	PREMISE CHECKS - Contains all closed premise checks.	Retain three months then destroy.
31(a)	BURGLAR ALARM LOG - Contains history of responses to specific alarms.	Retain one year then destroy.
32	APPLICANTS INVESTIGATIONS - Contains investigative reports of deputy sheriff, corrections, and civilian applicants, along with related reports. Record copy maintained by Internal Affairs Unit.	Retain three years after non-selected applicant investigations are complete then destroy.
33	CRIMINAL POLYGRAPH - Contains graphs, copy of examiner's findings and all related data dealing with polygraph examinations involving criminal matters. Record copy maintained by the appropriate polygraph operator.	Retain five years after final adjudication and until no longer needed then destroy.
33(a)	NON-CRIMINAL POLYGRAPH - Contains graphs, copy of examiner's findings and all related data dealing with polygraph examinations involving non-criminal matters. Record copy maintained by Internal Affairs Unit.	Retain five years and until no longer needed then destroy.

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

Schedule No. C-855

Page 11 of 11

AGENCY: St. Mary's County Sheriff's Office

Division: Records

ITEM #	DESCRIPTION	RETENTION
34	PRESS RELEASE -	Retain three years then destroy.
35	ARE YOU O.K. PROGRAM - Contains all open field interview forms of subscribers participating in the program, in addition to consent forms and waiver forms	Retain until closed, then destroy after three years.
35(a)	ARE YOU O.K. DAILY SUMMARY COMPUTER PRINTOUT	Retain three years then destroy.
35(b)	ARE YOU O.K. COMPUTER ALERTS	Retain three years then destroy.
35(c)	SALT/TRIAD - Contains publications, notes, related material, meeting minutes, projects.	Retain three years then destroy.
36	BUDGET - Contains information pertaining to the finances of the department and is used for the daily operation of the Sheriff's Office. Originals are maintained in the Finance Department at the Governmental Center.	Retain annual submissions for five years then destroy.
36(a)	GENERAL ACCOUNTING RECORDS - Contains office copies of goods received, memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills and voucher orders. Originals maintained by Finance Office at the Governmental Center.	Retain three years then destroy.
37	DEFENSE REUTILIZATION AND MARKETING OFFICE (DRMO) - Contains information on obtaining federal property.	Retain 25 years.
37	MISCELLANEOUS FORMS - Contains forms that are not directly related to any reports/records outlined in this policy.	Retain three years then destroy.

<p>Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>1</u> OF <u>3</u></p>
<p>1. Department/Agency</p> <p>St. Mary's County Sheriff's Office</p>	<p>2. Division</p> <p>Special Operations</p>	<p>3. Unit</p> <p>Records</p>
<p>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p>Offense and Incident Reports - Warrants & Arrest Reports</p>	<p>5. Earliest Year/Latest Year</p> <p><u>1960</u> s to <u>present</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>Reports taken by officers from victims. Documentation that a particular offense/incident occurred.</p> <p>Warrants and arrest reports. Documentation of persons arrested and their offense.</p>		
<p>7. Record Series Format(s)</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input checked="" type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p>Number _____</p> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify) _____</p> <p><u>14</u></p> <p>Number</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>	<p>12. File Becomes Inactive After</p> <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>See retention schedule</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Two years in Records Room, older files retained in storage area of Detention Center.</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Criminal Investigations and State's Attorney</p>	
<p>15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(If Yes, cite Law(s) & Regulation(s))</p> <p>Public Information Act</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Prism computer system. Pentium Computer</p>	<p>18. Recommended Retention</p> <p>See retention schedule</p>	
<p>Name and Title of Preparer</p> <p>Deborah M. Zylak Records Supervisor</p>	<p>20. Telephone Number</p> <p>301-475- 4522</p>	<p>21. Date</p> <p>May 1, 1998</p>

<p>Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>2</u> OF <u>3</u></p>
<p>1. Department/Agency St. Mary's County Sheriff's Office</p>	<p>2. Division Administrative</p>	<p>3. Unit Fiscal</p>
<p>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title Budget, Procurement, Invoices.</p>	<p>5. Earliest Year/Latest Year <u>1982</u> to <u>present</u></p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series. Budget for fiscal year, documentation of equipment purchased, invoices paid.</p>		
<p>7. Record Series Format(s)</p> <p><input checked="" type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm <input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape <input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk <input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape <input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input checked="" type="checkbox"/> Alphabetical <input type="checkbox"/> Numerical <input type="checkbox"/> Chronological <input type="checkbox"/> Geographical <input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p>Number _____</p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p> <p>10. Annual Accumulation</p> <p>Number <u>8</u></p> <p><input checked="" type="checkbox"/> File Drawer(s) <input type="checkbox"/> Microfilm Reel(s) <input type="checkbox"/> Computer Tape(s) <input type="checkbox"/> Other (specify)</p>
<p>11. File is Used</p> <p><input checked="" type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>	<p>12. File Becomes Inactive After</p> <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>See Retention Schedule</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Fiscal Office</p>	<p>14. Is Record Series Duplicated Elsewhere? (If yes, specify agency or office)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Accounting & Procurement Governmental Center</p>	
<p>15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If Yes, cite Law(s) & Regulation(s))</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Pentium computer/excel programs</p>	<p>18. Recommended Retention</p> <p>See Retention Schedule</p>	
<p>Name and Title of Preparer Deborah M. Zylak Records Supervisor</p>	<p>20. Telephone Number 301-475-4522</p>	<p>21. Date May 1, 1998</p>

<p>Instructions - Type or Print a separate form for each new or revised record series, forward with Record Retention Schedule (DGS 550-1)</p>	<p>DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION 7275 WATERLOO ROAD P.O. BOX 275 JESSUP, MARYLAND 20794</p>	<p>AGENCY RECORDS INVENTORY</p> <p>PAGE <u>3</u> OF <u>3</u></p>
<p>1. Department/Agency</p> <p>St. Mary's County Sheriff's Office</p>	<p>2. Division</p> <p>Administrative</p>	<p>3. Unit</p>
<p>DEFINITION - RECORD SERIES - A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes.</p>		
<p>4. Record Series Title</p> <p>General correspondence, Standard Operating Procedures</p>	<p>5. Earliest Year/Latest Year</p> <p>1982 to present</p>	
<p>6. Record Series Description (Briefly describe the types of information/documents/forms found in the series. Include the purpose or function of the series.)</p> <p>General correspondence concerning Sheriff's Office matters. General Orders, Special Orders, Memorandums, etc. describing operating procedures for the Sheriff's Office.</p>		
<p>7. Record Series Format(s)</p> <p><input type="checkbox"/> Letter Size <input type="checkbox"/> Microfilm</p> <p><input type="checkbox"/> Legal Size <input type="checkbox"/> Computer Tape</p> <p><input type="checkbox"/> Bound Book <input type="checkbox"/> Floppy Disk</p> <p><input type="checkbox"/> Audio Tape <input type="checkbox"/> Video Tape</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>8. Record Series Sequence</p> <p><input type="checkbox"/> Alphabetical</p> <p><input type="checkbox"/> Numerical</p> <p><input type="checkbox"/> Chronological</p> <p><input type="checkbox"/> Geographical</p> <p><input type="checkbox"/> Other (specify) _____</p>	<p>9. Volume</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <p>Number _____</p> <p>10. Annual Accumulation</p> <p><input checked="" type="checkbox"/> File Drawer(s)</p> <p><input type="checkbox"/> Microfilm Reel(s)</p> <p><input type="checkbox"/> Computer Tape(s)</p> <p><input type="checkbox"/> Other (specify)</p> <p>8</p> <p>Number _____</p>
<p>11. File is Used</p> <p><input type="checkbox"/> Daily <input type="checkbox"/> Weekly <input type="checkbox"/> Monthly</p>	<p>12. File Becomes Inactive After</p> <p>Number _____ <input type="checkbox"/> Month(s) <input type="checkbox"/> Year(s)</p> <p>See Retention Schedule</p>	
<p>13. Current Location(s) (Bldg., Floor, Room)</p> <p>Sheriff's Office</p>	<p>14. Is Record Series Duplicated Elsewhere?</p> <p>(If yes, specify agency or office)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Human Resources Governmental Center</p>	
<p>15. Access Restrictions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>(If Yes, cite Law(s) & Regulation(s))</p> <p>Secretary, Command Staff, Supervisors</p>	<p>16. Audit Requirements</p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Independent</p>	
<p>17. Is an Index System Used? (If yes, explain briefly and describe any hardware/software)</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Pentium computer/Excel & Word 97</p>	<p>18. Recommended Retention</p> <p>See Retention Schedule</p>	
<p>Name and Title of Preparer</p> <p>Deborah M. Zylak Records Supervisor</p>	<p>20. Telephone Number</p> <p>3012475-4522</p>	<p>21. Date</p> <p>May 1, 1998</p>