

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. <div style="font-size: 2em; font-weight: bold; text-align: center;">C 909</div> Page 1 of 5
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Agency Carroll County Sheriff's Office	Division/Unit Law Enforcement Records Unit
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Item No	Description	Retention
1	General Correspondence-incoming/outgoing letters, memorandums, general & special orders and other materials related to the admin of the Carroll County Sheriff's Office.	Screen annually, then destroy. Anything with historical value refer to State Archivist.
2.	General Accounting Records-files contain office copies of billing invoices, purchase orders, voucher payments and partial receiving reports.	3 years, then destroy.
3.	Payroll, Leave & Time Sheets-office copies of time sheets, leave and overtime requests and daily time recordings. Originals maintained by Carroll County Government.	1 year, then destroy.
4.	Personnel Files-files contain information on current employees. Files may contain, but not limited to applications, annual reveiws, reprimands, disiplinary actions, awards, accident reports, etc.	3 years after termination, then destroy.
5.	Budget-files contain information pertaining to office finances and are used for the daily operation. Originals are maintained by the county government.	3 years, then destroy
6.	Writs of Execution (Civil)-files regarding the levy and seizure of personal and real properties	12 years, then destroy

Approved by Department, Agency, or Division Representative.

Date 1/05/00

Signature *Kenneth L. Tregonning*

Type Name Kenneth L. Tregonning

Title Sheriff

Schedule Authorized by State Archivist.

Date JAN 27 2000

Signature *Edward C. Papenfuss*

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Item No	Description	Retention
7.	Failure to Pay Rent (Civil)-files regarding the service of District Court document pertaining to landlord/tenant disputes.	3 years, then destroy.
8.	Non-Est-District and Circuit Court summons which were returned as unservable after numerous attempts.	1 year, then destroy
9.	Transmittals-a listing of all District Court civil process received by the Sheriff's Office.	3 years, then destroy.
10.	Bank Statements/Cancelled Checks-documents received regarding the refunding of monies pertaining to civil process performed by the office.	7 years, then destroy
11.	Criminal Investigative Reports/Offense Reports-files used to document police actions of criminal matters which remain open, suspended and closed	retain closed and suspended files 5 years, then destroy. Open-indefinite
12.	Incident Reports-files of reports used to document non-criminal matters regarding police involvement. Included are: Vehicle Storage, DWI's, Accidents, Missing Persons, Domestic Violence Reports and Emergency Evaluations.	3 years, then destroy
13.	Warrant Files-contain original warrants, worksheets, MILES/NCIC entry printouts, etc.	Retain open until closed or recalled by the court then destroy.
14.	Teletypes-information sent to this agency regarding law enforcement matters of importance.	Retain until cancelled or 1 year, then destroy
15.	CJIS Dissemination-records of Criminal History.	2 years, then destroy
16.	Statistical Reports-all reports of productivity regarding Sheriff Services to include UCR & radio logs.	current plus 1 year, then destroy

TOTAL P.03

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17.	Traffic Citations/Ledgers-file includes copy of State Citations to include moving violations. Record copy maintained by court.	3 months, then destroy
18.	Warnings, SERO, School Bus Violations, Civil Citations-contains copies issued in lieu of citations	30 days after stats are gathered & recorded, then destroy
19.	Traffic Citation transmittals- copies of those citations forwarded to District Court. Records are also maintained by appropriate Court.	3 months, then destroy
20.	Suspect/Victim Index Cards-files contain name, address and related case number.	3 years, then destroy
21.	Juvenile Arrest Records/Log-file contains Juvenile citations, arrest records, fingerprints, and photographs. The log is used to capture data for Juvenile Justice Advisory Council.	3 years, then destroy
22.	Daily Assignment Sheet-file contains assignments and activities of Sheriff Service personnel.	current plus 1 year, then destroy
23.	DR15A Tally Sheet/Ledger-contains records of books issued to deputies coded by the form number.	current plus 2 years, then destroy
24.	Evidence Destruction Log-record of items seized and held until adjudicated by the court.	10 years, then destroy
25.	Evidence Inventory Log-record maintained of evidence held and inventoried semi-annually.	10 years, then destroy
26.	Expungement Files-files expunged by the courts including arrest records, photos, prints, etc.	3 years after expungement then destroy
27.	Grant Files-contain forms and copies of applications requests & records of reports.	10 years, then destroy

TOTAL F.03

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28.	Internal Investigations-reports conducted regarding allegations of wrong doing placed against employees of the Sheriff's Office.	3 years after length of employment, then destroy
29.	Equipment Inventory/Report Files-contain records of equipment issued/replaced to employees of the office.	3 years, then destroy
30.	K-9 Files-copies of records and activities generated by K-9 personnel	retain active reports related to operations 2 years, then destroy
31.	Personnel Background Investigations-file copies of reports & information gathered for employment purposes	2 years after length of employment, then destroy
32.	PBT Logs-contains logs of all preliminary breath tests	3 years, then destroy
33.	Press Releases-information released to the news media regarding Sheriff's Office operations.	current plus 1 year, then destroy
34.	Property Held Log-contains a listing of Property Held numbers along with other information concerning Property Held records issued by Sheriff's Office personnel.	retain until completed plus 5 years, then destroy
35.	Radar Logs-contains records & reports received pertaining to equipment and maintenance.	3 years, then destroy
36.	Secondary Employment Request-contains requests from personnel for outside employment during off-duty hours.	current, then destroy 1 year after expiration
37.	Speedometer Recertification File-reports contain accuracy of speedometers & recertification of operators on a monthly basis	3 years, then destroy

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38.	Training Files-contain records and hours of personnel training while employed with the Sheriff's Office.	3 years after termination or seperation, then destroy