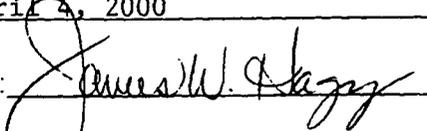


DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. C 912
RECORDS RETENTION AND DISPOSAL SCHEDULE	Page 1 of 17

Agency: Frederick County Sheriff's Office 7309 Grove Road Frederick, Maryland 21704	Division/Unit:
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Item No.	Description	Retention
01	Accident Reports Records Section Records Storage	2 YR + Current 8 YR - then destroy
02	Accident Reports Departmental Executive Assistant's Office/Executive Ofc.	8 YR - then destroy
03	Accreditation Files Current Accreditation Manager	3 YR - then destroy
04	Accreditation Files Pending Accreditation Manager	6 YR - then destroy
05	Annual Reports - Civil Process Civil Division	20 YR - then destroy
06	Annual Reports - Sheriff's Office Fiscal Services Director	20 YR - then destroy
07	Arrest Incident Files Records Section Records Storage	2 YR + Current 40 YR - then destroy
08	Arrest ID Files - Adult Records Section	40 YR - then destroy
09	Arrest ID Files - Juvenile Records Section	40 YR - then destroy
10	Arrest ID Photographs - Adult Records Section	40 YR - then destroy
11	Arrest ID Photographs - Juvenile Records Section	40 YR - then destroy

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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. <div style="font-size: 1.5em; font-family: cursive;">C 912</div>
RECORDS RETENTION AND DISPOSAL SCHEDULE	

Agency: Frederick County Sheriff's Office 7309 Grove Road Frederick, Maryland 21704	Division/Unit:
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Item No.	Description	Retention
12	BANK STATEMENTS & CANCELED CHECKS - CIVIL PROCESS CIVIL DIVISION	8 YR - then destroy
13	BANK STATEMENTS & CANCELED CHECKS - GENERAL FUND EXECUTIVE ASSISTANT'S OFFICE	8 YR - then destroy
14	BANK STATEMENTS & CANCELED CHECKS - LAW ENFORCEMENT AID FUND EXECUTIVE ASSISTANT'S OFFICE	8 YR - then destroy
15	BUDGET FILES - OPERATING & CAPITAL IMPROVEMENT PROJECTS FISCAL SERVICES DIRECTOR/ EXECUTIVE ASSISTANT'S OFFICE	10 YR - then destroy
16	BUDGET FILES - OPERATIONS BUREAU RECORDS SECTION	3 YR - then destroy
17	CHEMICAL TEST FOR ALCOHOL UNIT MONTHLY STATISTICS (MSP 34A) TRAFFIC ENFORCEMENT COORDINATOR	2 YR - then destroy
18	CITATION BOOK ISSUANCE CONTROL LEDGER RECORDS SECTION	3 YR + CURRENT then destroy
19	CITATIONS - CIVIL RECORDS SECTION RECORDS STORAGE	2 YR + CURRENT 3 YR - then destroy

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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. C912
RECORDS RETENTION AND DISPOSAL SCHEDULE	Page 3 of 17

Agency: Frederick County Sheriff's Office 7309 Grove Road Frederick, Maryland 21704	Division/Unit:
---	----------------

Item No.	Description	Retention
20	CITATIONS - EQUIPMENT REPAIR RECORDS SECTION ORDERS	Until Entered Into Computer-then destroy
21	CITATIONS - TRAFFIC RECORDS SECTION RECORDS STORAGE	2 YR + CURRENT 3 YR - then destroy
22	CITATIONS - WARNINGS RECORDS SECTION	Until Entered Into Computer - then destroy
23	CITATION TRANSMITTAL FORM (DISTRICT COURT)	RECORDS SECTION 1 YR + CURRENT then destroy
24	CIVIL PROCESS DOCUMENTS	CIVIL DIVISION 8 YR - then destroy
25	CIVIL PROCESS MONTHLY BILLING REPORTS	CIVIL DIVISION 8 YR - then destroy
26	CIVIL PROCESS TRANSMITTAL SHEETS	CIVIL DIVISION 8 YR - then destroy
27	CJIS LOGON IDENTIFICATION REPORTS	RECORDS SECTION 3 YR + CURRENT then destroy
28	CJIS LOGON IDENTIFICATION FILES	RECORDS SECTION 5 YR After Separation - then destroy
29	COMMERCIAL VEHICLE INSPECTION REPORTS	RECORDS SECTION 2 YR + CURRENT

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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. <div style="font-size: 1.5em; font-family: cursive;">C912</div>
RECORDS RETENTION AND DISPOSAL SCHEDULE	Page 4 of 17

Agency: Frederick County Sheriff's Office 7309 Grove Road Frederick, Maryland 21704	Division/Unit:
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Item No.	Description	Retention
30	COMMUNITY DEPUTY CONTRACT FILES FISCAL SERVICES DIRECTOR / EXECUTIVE ASSISTANT'S OFFICE	10 YR - then destroy
31	CONFIDENTIAL INFORMANT/ INTELLIGENCE FILES SPECIAL ASSIGNMENT UNIT	40 YR - then destroy
32	COP-POP MONTHLY REPORTS LAW ENFORCEMENT BUREAU CHIEF	1 YR + CURRENT then destroy
33	COURT INTAKES RECORDS SECTION	2 YR + CURRENT then destroy
34	COURTHOUSE SECURITY MONTHLY STATISTICS JUDICIAL OPERATIONS COMMANDER	1 YR - then destroy
35	CRIME PREVENTION REPORTS COMMUNITY SERVICES SECTION	20 YR - then destroy
36	CRIME PREVENTION LENDING LIBRARY RECORDS COMMUNITY SERVICES SECTION	20 YR - then destroy
37	CRIME SOLVERS FILES COMMUNITY SERVICES SECTION	40 YR - then destroy
38	DAILY ASSIGNMENT SHEETS DUTY DESK RECORDS SECTION	CURRENT 6 MO 2 YR + CURRENT then destroy

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 Typed Name: James W. Hagy
 Title: Sheriff, Frederick County, MD

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 Date: APR 27 2000
 Signature: *Edward C. [Signature]*

Agency: Frederick County Sheriff's Office 7309 Grove Road Frederick, Maryland 21704	Division/Unit:
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Item No.	Description	Retention
39	DETAINEE PROPERTY SHEETS COURTHOUSE COMMAND CENTER	1 YR - then destroy
40	DISCHARGE OF WEAPON REPORT EXECUTIVE OFFICER	40 YR - then destroy
41	DR-15A TALLY SHEETS & CONTROL LEDGER RECORDS SECTION	2 YR + CURRENT OR UNTIL AUDITED then destroy
42	ELECTRONIC SURVEILLANCE RECORDS SPECIAL ASSIGNMENT UNIT	40 YR - then destroy
43	EMERGENCY EVALUATION REPORTS CIVIL PROCESS UNIT	1 YR - then destroy
44	EMERGENCY PETITION FILES - ACTIVE DUTY DESK	UNTIL CLOSED then destroy
45	EMERGENCY PETITION FILES - CLOSED RECORDS SECTION	2 YR + CURRENT then destroy
46	EMERGENCY PETITION LOG DUTY DESK RECORDS SECTION	CURRENT 3 YR - then destroy
47	EMERGENCY PETITION SERVICE REPORTS CIVIL PROCESS UNIT	1 YR - then destroy
48	EVIDENCE DESTRUCTION LOG EVIDENCE COORDINATOR	20 YR - then destroy

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DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION

Schedule No.
C912

RECORDS RETENTION AND DISPOSAL SCHEDULE

Page 6 of 17

Agency: Frederick County Sheriff's Office
7309 Grove Road
Frederick, Maryland 21704

Division/Unit:

Item No.	Description	Retention
49	EVIDENCE QUARTERLY INVENTORY	EVIDENCE COORDINATOR 10 YR - then destroy
50	EVIDENCE REVIEW LOG	EVIDENCE COORDINATOR 20 YR - then destroy
51	EXPUNGEMENT FILES	RECORDS STORAGE 40 YR - then destroy
52	FALSE ALARM LETTERS	ALARMS/PERMIT UNIT 2 YR + CURRENT - then destroy
53	FILED INTERVIEW REPORTS	RECORDS SECTION 2 YR + CURRENT - then destroy
54	FIREARMS LICENSE CHECKS	RECORDS SECTION 3 YR + CURRENT - then destroy
55	GAMBLING PERMITS	ALARMS/PERMIT UNIT 1 YR + CURRENT - then destroy
56	GAMBLING REGULATIONS	EXECUTIVE OFFICER 20 YR - then destroy
57	GENERAL CORRESPONDENCE	ALL SECTIONS 3 YR - then destroy
58	GRANT FILES	FISCAL SERVICES DIRECTOR 15 YR - then destroy
59	HIRING PROCESS RECORDS	PERSONNEL ADMINISTRATIVE ASSISTANT'S OFFICE 40 YR - then destroy

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Typed Name: James W. Hagy
Title: Sheriff, Frederick County, MD

Schedule Authorized by State Archivist

Date: APR 27 2000

Signature: Edward C. Papenfuss Jr.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. <div style="font-size: 1.5em; font-family: cursive;">C 912</div>
RECORDS RETENTION AND DISPOSAL SCHEDULE	
Page 7 of 17	

Agency: Frederick County Sheriff's Office 7309 Grove Road Frederick, Maryland 21704	Division/Unit:
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Item No.	Description	Retention
60	HOSTAGE/BARRICADE REPORT HOSTAGE NEGOTIATOR TEAM LEADER	40 YR - then destroy
61	INCIDENT PHOTOGRAPHS RECORDS SECTION RECORDS STORAGE	2 YR + CURRENT 18 YR - then destroy
62	INCIDENT REPORTS - INVESTIGATIONS COPY CRIMINAL INVESTIGATIONS	1 YR - then destroy
63	INCIDENT REPORTS - ORIGINAL COPY RECORDS SECTION RECORDS STORAGE	2 YR + CURRENT 18 YR - then destroy
64	INTERNAL AUDIT REPORTS - CIVIL PROCESS CIVIL DIVISION	6 YR - then destroy
65	INTERNAL AUDIT REPORTS - GENERAL FUND EXECUTIVE ASSISTANT'S OFFICE	6 YR - then destroy
66	INTERNAL AUDIT REPORTS - LAW ENFORCEMENT AID FUND EXECUTIVE ASSISTANT'S OFFICE	6 YR - then destroy
67	INTERNAL INVESTIGATIONS EXECUTIVE OFFICER	40 YR - then destroy
68	INVENTORY RECORDS TRAINING COORDINATOR	3 YR - then destroy
69	INVESTIGATORS MONTHLY WORKLOAD REPORT CRIMINAL INVESTIGATIONS SUPERVISOR	1 YR + CURRENT then destroy

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Agency: Frederick County Sheriff's Office 7309 Grove Road Frederick, Maryland 21704	Division/Unit:
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Item No.	Description	Retention
70	JUVENILE LOCK-UP LOG - COURTHOUSE	COURTHOUSE COMMAND CENTER 1 YR - then destroy
71	JUVENILE LOCK-UP LOG - PATROL	RECORDS SECTION 5 YR + CURRENT then destroy
72	K-9 BASIC PATROL DOG TRAINING LOGS	K-9 SECTION 15 YR - then destroy
73	K-9 COMMANDERS INFORMATION REPORT (BITE)	K-9 SECTION 20 YR - then destroy
74	K-9 EXPLOSIVE DETECTION FORMS	K-9 SECTION 20 YR - then destroy
75	K-9 DRUG RETRAINING FORMS	K-9 SECTION 20 YR - then destroy
76	K-9 MONTHLY STATISTIC REPORT	K-9 SECTION 10 YR - then destroy
77	K-9 NARCOTIC DETECTION DOG TRAINING LOG	K-9 SECTION 15 YR - then destroy
78	K-9 PATROL RETRAINING FORMS	K-9 SECTION 20 YR - then destroy
79	K-9 SEARCH REPORTS	K-9 SECTION 20 YR - then destroy
80	LAWSUITS	EXECUTIVE OFFICER 40 YR - then destroy
81	LEDGERS & JOURNALS - CIVIL PROCESS	CIVIL DIVISION 40 YR - then destroy

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DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION

Schedule No.

C 912

RECORDS RETENTION AND DISPOSAL SCHEDULE

Page 9 of 17

Agency: Frederick County Sheriff's Office
7309 Grove Road
Frederick, Maryland 21704

Division/Unit:

Item No.	Description	Retention
82	LEDGERS & JOURNALS - GENERAL FUND EXECUTIVE ASSISTANT'S OFFICE	40 YR - then destroy
83	LEDGERS & JOURNALS - LAW ENFORCEMENT AID FUND EXECUTIVE ASSISTANT'S OFFICE	40 YR - then destroy
84	MAGLOCLLEN FORMS RECORDS SECTION	5 YR - then destroy
85	MEDICAL & PSYCHOLOGICAL FILES EXECUTIVE OFFICERS ADMINISTRATIVE ASSISTANT'S OFFICE	40 YR - then destroy
86	MEMORANDUMS OF UNDERSTANDING - EXPIRED EXECUTIVE ASSISTANT'S OFFICE	8 YR - then destroy
87	MILES MESSAGE LOG DUTY DESK RECORDS SECTION	CURRENT 3 YR + CURRENT then destroy
88	MISSING PERSON REPORTS - OPEN RECORDS SECTION	TRANSFERRED TO CLOSED FILE
89	MISSING PERSON REPORTS - CLOSED RECORDS SECTION RECORDS STORAGE	2 YR + CURRENT 3 YR - then destroy
90	MOTOR POOL RECORDS EXECUTIVE OFFICER	40 YR - then destroy
91	MOTOR VEHICLE ADMIN. CORRESPONDENCE EXECUTIVE OFFICER	20 YR - then destroy
92	MULTI-YEAR PLANS FISCAL SERVICES DIRECTOR	20 YR - then destroy

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Title: Sheriff, Frederick County, MD

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Date: APR 27 2000

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DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION

Schedule No.

C 912

RECORDS RETENTION AND DISPOSAL SCHEDULE

Page 10 of 17

Agency: Frederick County Sheriff's Office
7309 Grove Road
Frederick, Maryland 21704

Division/Unit:

Item No.	Description	Retention
93	MUTUAL AID AGREEMENTS - EXPIRED FISCAL SERVICES DIRECTOR	8 YR - then destroy
94	NEIGHBORHOOD WATCH RECORDS COMMUNITY SERVICES SECTION	20 YR - then destroy
95	OVERTIME REPORTS PERSONNEL SERVICES ADMINISTRATIVE ASST.	3 YR + CURRENT then destroy
96	PATROL CHECK FORMS DUTY DESK	UNTIL CLOSED then destroyed
97	PATROL INSPECTIONS (MO.) IMMEDIATE PATROL TEAM SUPERVISOR	1 YR + CURRENT then destroy
98	PAWN RECEIPTS CRIMINAL INVESTIGATIONS SECTION	1 YR - then destroy
99	PERSONNEL COMPLAINT INQUIRIES EXECUTIVE OFFICER	40 YR - then destroy
100	PERSONNEL EQUIPMENT / UNIFORM ISSUANCE RECORDS TRAINING COORDINATOR	UNTIL SEPARATION then destroy
101	PERSONNEL FILES PERSONNEL SERVICES ADMINISTRATIVE ASSISTANT'S OFFICE	40 YR - then destroy

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Title: Sheriff, Frederick County, MD

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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. C 912
RECORDS RETENTION AND DISPOSAL SCHEDULE	Page 11 of 17

Agency: Frederick County Sheriff's Office 7309 Grove Road Frederick, Maryland 21704	Division/Unit:
--	-----------------------

Item No.	Description	Retention
102	PERSONNEL BACKGROUND INVESTIGATIONS - HIRED EXECUTIVE OFFICER ADMINISTRATIVE ASSISTANT'S OFFICE	40 YR - then destroy
103	PERSONNEL BACKGROUND INVESTIGATIONS -NON- HIRED EXECUTIVE OFFICER ADMINISTRATIVE ASSISTANT'S OFFICE	40 YR - then destroy
104	PERSONNEL BACKGROUND INVESTIGATIONS - VOLUNTEERS BACKGROUND INVESTIGATOR	40 YR - then destroy
105	PERSONNEL TRANSFER RECORDS EXECUTIVE OFFICER	40 YR - then destroy
106	PETTY CASH FUND RECORDS EXECUTIVE ASSISTANT'S OFFICE	6 YR - then destroy
107	POLICY DEVELOPMENT & REVISIONS (GENERAL & SPECIAL ORDERS) FISCAL SERVICES DIRECTOR	PERMANENT - Transfer Periodically to MD State Archivist
108	POLYGRAPH EXAMINATION FILES POLYGRAPH EXAMINER'S OFFICE	40 YR - then destroy
109	PRELIMINARY BREATH TEST/DRIVING WHILE INTOXICATED LOG (62G) TRAFFIC ENFORCEMENT COORDINATOR	3 YR - then destroy
110	PRELIMINARY BREATH TEST - ADVICE OF RIGHTS (62D) TRAFFIC ENFORCEMENT COORDINATOR	3 YR - then destroy

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Title: Sheriff, Frederick County, MD

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DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION

Schedule No.

C 912

RECORDS RETENTION AND DISPOSAL SCHEDULE

Page 12 of 17

Agency: Frederick County Sheriff's Office
7309 Grove Road
Frederick, Maryland 21704

Division/Unit:

Item No.	Description	Retention
111	PREMISE CHECKS -COMMERCIAL COMMUNITY SERVICES SECTION	10 YR - then destroy
112	PREMISE CHECKS - RESIDENTIAL COMMUNITY SERVICES SECTION	10 YR - then destroy
113	PRESS RELEASES DUTY DESK RECORDS SECTION	CURRENT 1 YR + CURRENT then destroy
114	PRISONER TRACKING FORMS - ADULT COURTHOUSE COMMAND CENTER	1 YR - then destroy
115	PROMOTIONAL PROCESS RECORDS PERSONNEL SERVICES ADMINISTRATIVE ASSISTANT'S OFFICE	40 YR then destroy
116	PROPERTY HELD FORM - EVIDENCE COPY EVIDENCE COORDINATOR	40 YR then destroy
117	PROPERTY HELD LOG DUTY DESK EVIDENCE COORDINATOR	CURRENT 40 YR - then destroy
118	RADAR CERTIFICATION OF ACCURACY TRAFFIC ENFORCEMENT COORDINATOR	LIFE OF RADAR UNIT then destroy
119	RADAR CERTIFICATION BI-ANNUAL REPORT (62E) TRAFFIC ENFORCEMENT COORDINATOR	3 YR - then destroy

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Typed Name: James W. Hagy

Title: Sheriff, Frederick County, MD

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Agency: Frederick County Sheriff's Office 7309 Grove Road Frederick, Maryland 21704	Division/Unit:
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Item No.	Description	Retention
120	RADAR/LASER SIGN OUT LOG TRAFFIC ENFORCEMENT COORDINATOR	3 YR - then destroy
121	RADAR REPAIR PAPERWORK TRAFFIC ENFORCEMENT COORDINATOR	LIFE OF RADAR UNIT - then destroy
122	RECEIPTS & DISBURSEMENT RECORDS - GENERAL FUND EXECUTIVE ASSISTANT'S OFFICE	8 YR - then destroy
123	RECEIPTS & DISBURSEMENT RECORDS - LAW ENFORCEMENT AID FUND EXECUTIVE ASSISTANT'S OFFICE	8 YR - then destroy
124	RECEIPTS LEDGER - OPERATIONS BUREAU RECORDS SUPERVISOR	8 YR - then destroy
125	RECEIPTS TRANSMITTAL - OPERATIONS BUREAU RECORDS SUPERVISOR	8 YR - then destroy
126	RECORDED PHONE LINE TAPES RECORDS SECTION	3 YR + CURRENT then destroy
127	RIDE ALONG APPLICATIONS RECORDS SECTION	2 YR + CURRENT then destroy
128	SCHOOL BUS VIOLATION WARNING NOTICE COMMUNITY SERVICES SECTION	5 YR - then destroy

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DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. C 912
RECORDS RETENTION AND DISPOSAL SCHEDULE	Page 14 of 17

Agency: Frederick County Sheriff's Office 7309 Grove Road Frederick, Maryland 21704	Division/Unit:
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Item No.	Description	Retention
129	SECONDARY EMPLOYMENT RECORDS PERSONNEL SERVICES ADMINISTRATIVE ASSISTANT'S OFFICE	40 YR - then destroy
130	SHERIFF SALE RECORDS EXECUTIVE ASSISTANT'S OFFICE	8 YR - then destroy
131	SIGN OFF SHEETS INDIVIDUAL UNITS IMMEDIATE SUPERVISOR	2 YR + CURRENT then destroy
132	SPECIAL SERVICES TEAM MONTHLY REPORT SPECIAL OPERATIONS COMMANDER	40 YR - then destroy
133	SPECIAL SERVICES TEAM OPERATIONS REPORT SPECIAL OPERATIONS COMMANDER	40 YR then destroy
134	SPEEDOMETER RECERTIFICATION (62C) TRAFFIC ENFORCEMENT COORDINATOR	3 YR - then destroy
135	STAFF INSPECTIONS ACCREDITATION MANAGER	5 YR - then destroy
136	STAFF MEETING MINUTES EXECUTIVE OFFICER	5 YR - then destroy
137	STATE'S ATTORNEY TRANSMITTAL RECORDS SECTION	1 YR + CURRENT then destroy

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DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION

Schedule No.

C 912

RECORDS RETENTION AND DISPOSAL SCHEDULE

Page 15 of 17

Agency: Frederick County Sheriff's Office
7309 Grove Road
Frederick, Maryland 21704

Division/Unit:

Item No.	Description	Retention
138	TELEPHONE REPORTING SYSTEM LOG DUTY DESK RECORDS SECTION	CURRENT 2 YR + CURRENT then destroy
139	TRS REPORTS RECORDS SECTION RECORDS STORAGE	2 YR + CURRENT 18 YR - then destroy
140	TRAFFIC COMPLAINT LOG TRAFFIC ENFORCEMENT COORDINATOR	3 YR - then destroy
141	TRAINING ATTENDANCE ROSTERS TRAINING COORDINATOR	40 YR then destroy
142	TRAINING LESSON PLANS TRAINING COORDINATOR	40 YR then destroy
143	TRAINING RECORDS - INDIVIDUAL TRAINING COORDINATOR STORAGE	3 YR + CURRENT 5 YR FROM SEPARATION then destroy
144	TRESPASS LETTERS DUTY DESK	1 YR - then destroy
145	TUNING FORK CERTIFICATION OF ACCURACY TRAFFIC ENFORCEMENT COORDINATOR	LIFE OF RADAR UNIT - then destroy
146	UNIFORM CRIME REPORTS RECORDS SECTION	20 YR - then destroy
147	USE OF FORCE REPORTS EXECUTIVE OFFICER	40 YR - then destroy

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Date: _____

Signature: _____

Typed Name: James W. Hagy

Title: Sheriff, Frederick County, MD

Schedule Authorized by State Archivist

Date: APR 27 2000

Signature: *Edward C. Spangenberg*

Agency: Frederick County Sheriff's Office 7309 Grove Road Frederick, Maryland 21704	Division/Unit:
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Item No.	Description	Retention
148	USE OF PERSONAL EQUIPMENT APPROVAL TRAINING COORDINATOR	UNTIL SEPARATION - then destroy
149	VALIDATION RECORDS RECORDS SECTION	2 YR + CURRENT then destroy
150	VEHICLE PURSUIT REPORTS EXECUTIVE OFFICER	40 YR - then destroy
151	VEHICLE SEIZURE FILES SPECIAL ASSIGNMENT UNIT	5 YR - then destroy
152	VEHICLE STORAGE LOG DUTY DESK RECORDS SECTION RECORDS STORAGE	OPEN 2 YR + CURRENT 3 YR - then destroy
153	VEHICLE STORAGE REPORTS - OPEN RECORDS SECTION	UNTIL CLOSED - then destroy
154	VEHICLE STORAGE REPORTS - CLOSED RECORDS SECTION RECORDS STORAGE	2 YR + CURRENT 3 YR - then destroy
155	WARRANTS DUTY DESK	40 YR - UNLESS SERVED - TRANSFERRED TO ARREST FILES - then destroy

Schedule Approved by Department, Agency, or Division Representative

Date: _____

Signature: _____

Typed Name: James W. Hagy

Title: Sheriff, Frederick County, MD

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Signature: *Edward C. [Signature]*

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION	Schedule No. <div style="font-size: 1.5em; font-family: cursive;">C912</div>
RECORDS RETENTION AND DISPOSAL SCHEDULE	
Page 17 of 17	

Agency: Frederick County Sheriff's Office 7309 Grove Road Frederick, Maryland 21704	Division/Unit:
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Item No.	Description	Retention
156	WARRANT SIGN OUT LOG RECORDS SECTION	3 YR + CURRENT - then destroy
157	WARRANT TRANSMITTAL RECORDS SECTION	1 YR + CURRENT - then destroy
158	WEAPONS QUALIFICATION RECORDS TRAINING COORDINATOR	40 YR - then destroy
159	WRITS OF EXECUTION - SERVED EXECUTIVE ASSISTANT'S OFFICE	12 YR - then destroy

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