

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT SECTION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. C-919-A1 Page 1 of 7
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Agency: Charles County Sheriff's Office	Division/Unit:
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ITEM NO.	DESCRIPTION	RETENTION
1.	<p>ADMINISTRATIVE RECORDS - Includes correspondence, audit reports, contracts, surveys, studies, minutes, plans, and other administrative records.</p> <p>a. Audit Reports - Includes internal/external audits, special reviews, surveys, and other management control records.</p> <p>b. Contract Records - Includes contracts and other cooperative agreements.</p> <p>c. Correspondence Records - Includes correspondence for internal/external communications.</p> <p>d. Minutes Records - Includes minutes of meetings created by the Sheriff and Command Staff.</p> <p>e. Statistical Reports:</p> <p style="padding-left: 40px;"><u>Annual Reports</u></p>	<p>Destroy after 5 years.</p> <p>Destroy 1 year after contract expiration or cancellation.</p> <p>Destroy after 3 years.</p> <p>Retain permanently. Transfer to Maryland State Archives.</p> <p>Retain permanently. Transfer to Maryland State Archives.</p>

Schedule Approved by Department, Agency, or Division Representative.

Date DECEMBER 19, 2001

Signature *Lt. J. S. Whitcraft*

Typed Name LT. J.S. WHITCRAFT Title _____

CUSTODIAN OF RECORDS

Schedule Authorized by State Archivist

Date JAN 30 2002

Signature *Edward C. Papenfuss*

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	<u>UCR Reports</u> f. Study/Survey Records - Includes administrative studies and surveys. g. Forced Vehicle Entry Waiver of Liability h. Requests for Criminal History Record Information - Includes only those requests where no criminal history is on file. i. Miscellaneous Requests - Includes internal/external requests for police reports, event listings, accident reports, fingerprints, photographs, and other records. j. Transmittal Forms - Includes any and all internal/external transmittal forms utilized for official purposes. k. Facsimile Transmission Cover Sheet l. False Alarm Notifications - Includes only the pink copy retained in our agency records. The original is forwarded to the False Alarm Reduction Unit, Charles County Government	Retain for 3 years, then destroy. Retain for 3 years, then destroy. Retain for 3 years, then destroy. Retain for 1 year, then destroy. Retain for 3 years, then destroy. Retain for 3 years, then destroy. Retain for 3 months, then destroy. Retain for 3 months, then destroy.

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ITEM NO.	DESCRIPTION	RETENTION
2.	<p>COMMUNICATIONS RECORDS - Includes communication records for internal/external information dissemination.</p> <p>a. Audio Tapes - Includes recorded radio and telephone conversations. Keep departmental shootings and other special incidents indefinitely.</p> <p>b. Teletype Records - Includes received, sent and replied telex messages.</p> <p>c. Validation Records - Includes NCIC validation tapes/printouts for quality control/audits.</p>	<p>Purge after 1 year. Keep requested tapes until court/investigation needs are satisfied, then purge.</p> <p>Retain for 1 year, then destroy.</p> <p>Minimum retention: 30 days after certifications. Maximum retention: 5 Years.</p>
3.	<p>ELECTRONIC RECORDS</p> <p>a. Police Arrest Records - Includes computer records for adult and juvenile arrests.</p>	<p>Retain adult records until offender becomes 99 years old, then destroy.</p> <p>Retain juvenile records until offender becomes 21 years old, or 10 years after last arrest; whichever is later, then destroy.</p>

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4.	<p>FINGERPRINT RECORDS - Includes fingerprints and palm prints used for criminal and non-criminal identification.</p> <p>a. Adult Criminal Prints</p> <p>b. Juvenile Criminal Prints</p> <p>c. Deceased Adult and Juvenile Criminal Prints</p>	<p>Retain deceased records 1 year after death, then destroy.</p> <p>Retain for 50 years, then destroy.</p> <p>Retain for 20 years, then destroy.</p> <p>Retain until offender becomes 99 years old, then destroy.</p> <p>Retain until offender becomes 21 years old or 10 years after last arrest; whichever is later, then destroy.</p> <p>Retain 10 years after death, then destroy.</p>

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5.	FISCAL RECORDS - Includes records for agency budget preparation, bills, invoices, bids, payroll, purchase orders, and other fiscal records.	Retain for 3 years, then destroy.
6.	<p align="center">PERSONNEL RECORDS</p> <p>a. Personnel Files - Includes applications, employment examinations, resumes, conference forms, training records, awards, OSHA/MOSH records and other personnel records.</p> <p>b. Medical Records</p>	<p>Retain for 30 years after employee separation, then destroy.</p> <p>Retain for 30 years after employee separation, then destroy.</p>
7.	<p align="center">POLICE RECORDS</p> <p>a. Incident Reports - Includes reports for crimes against persons, crimes against property and other police related incidents.</p>	Scan into document imaging system or key into agency computer system. Retain hard copy for 2 years. Retain in document imaging system and agency computer system 50 years, then delete.

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	b. Accident Reports (MAARS)	Retain for 5 years, then destroy.
	c. Adult Arrest Files - Includes arrest cards, copies of charging documents and other arrest related information.	Retain until offender becomes 99 years old, then destroy.
	d. Juvenile Arrest Files - Includes arrest cards and other arrest related information.	Retain until offender becomes 21 years old, or 10 years after last arrest; whichever is later, then destroy.
	e. Expungement Records	Retain 3 years, then destroy.
	f. Traffic Citation Copy (yellow)	Retain 3 years, then destroy.
	g. Traffic Warnings	Retain 1 year, then destroy.
	h. Field Incident Reports	Retain 3 years, then destroy.
	i. Ex Parte Files - Includes copies of original ex partes, related protective orders and other related information.	Scan into document imaging system. Destroy hard copy 5 years after ex parte or related protective order has expired. Retain in document imaging system for 50 years, then delete.

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8.	j. Fugitive Files - Includes copies of arrest warrants and other information relevant to the identification and apprehension of fugitives.	Scan into document imaging system. Destroy hard copy 5 years after file is closed. Retain in document imaging system for 50 years, then delete.
	k. Property Recovery Records - Includes records for precious metals and pawn property bought/sold by dealers.	Retain for 5 years, then destroy.
	PROPERTY RECORDS	
	a. Fleet Records - Includes records for new, re-issued, and dismantled police vehicles.	Retain for 3 years after vehicle disposal, then destroy.
	b. Requisition Records - Includes requisitions for office supplies, equipment and services.	Retain for 3 years, then destroy.
	c. Monthly Vehicle Records - Includes monthly vehicle and fuel reports for agency vehicles.	Retain for 5 years, then destroy.