

Department of General Services
 Records Management Division
Records Retention and Disposal Schedule

Schedule No. C-978

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Agency: Harford County Sheriff's Office Division/Unit: Law Enforcement Records Unit

ITEM #	DESCRIPTION	RETENTION
REVISED SCHEDULE "SUPERCEDES SCHEDULE C808"		
1	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 Harford County Sheriff's Office.	Screen annually and destroy that material no longer needed for current business. Directives, policies, and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the archives.
2	GENERAL ACCOUNTING RECORDS - Files contain office copies of memoranda, expense/travel reports, requisitions, petty cash vouchers, mileage reports, and voucher orders. Bingo, Raffles, and other gambling receipts.	Retain for three (3) years, and then destroy.
3	PAYROLL - Contains copies of all time sheets, leave and overtime requests. Original are maintained by the Harford County Government.	Retain for three (3) years, and then destroy.
5	LEAVE AND TIME SHEETS - This file contains office copies of employee's annual leave and daily time recordings. Original maintained by the Harford County Government.	Retain for three (3) years, and then destroy.
6	BUDGET - This file contains information pertaining to the finances of the department and is used for the daily operation of the Sheriff's office. Originals are maintained by the Harford County Government.	Retain annual submissions for five (5) years, and then destroy.
7	STATISTICAL REPORTS - Monthly, quarterly and annual reports of productivity, to include Uniform Crime Reports.	Retain for three (3) years, and then destroy.

Approved by Department, Agency, or Division Representative.

Date: 6/3/02

Signature: Capt. T. H. French

Type Name: CAPTAIN T. FRENCH

Title: ADMINISTRATIVE CAPTAIN

Schedule Authorized by State Archivist.

JUL 26 2002

Date:

Signature: Edward C. Papenfuss

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REVISED SCHEDULE "SUPERCEDES SCHEDULE C808"		
ITEM #	DESCRIPTION	RETENTION
8	CJIS DISSEMINATION LOGS - Records of all Criminal History record information that is released.	Retain for three (3) years, and then destroy.
9	TELETYPES - Contains information sent to us on the following categories: Stolen Vehicles, information from MVA on tags, Fatafs, Missing Persons, B&E, Armed Robberies, Lost/Stolen Police Property, Stolen Property, Serious Assaults, Homicides, Adminstrative Information, General Police Information, General Police Information, lost/stolen Tags, Executive Summaries, Attempt to Locates, Traffic Reports.	Retain for one (1) year, and then destroy.
10	WARRANTS - Files contain original warrants, check off sheets with attached MILES/NCIC entry printout, Locates, Hit Confirmations, Detainer and Validation documentation.	Retain in file until warrant is served or recalled by courts.
11	WARRANT CONTROL BOOKS - Files includes numerical listings of control numbers for warrant entry into MILES/NCIC.	Retain books until no longer needed for Administrative purposes, and then destroy.
12	INCIDENT/OFFENSE REPORTS - Files include original incident and offense reports used to document official police actions regarding reported crimes and other situations requiring documented police involvement. Reports included are Offense Reports, K9 Reports, Vehicle Storage Reports, DWI Reports, Accident Reports, Missing Persons Reports, Domestic Violence Reports, etc.	Microfilm or put on Optical Disk. Destroy paper files after five (5) years. Retain microfilm and optical disk images for fifty (50) years, then destroy or delete as appropriate.
13	STATE OF MARYLAND TRAFFIC CITATIONS - File includes a single copy of each State Citation issued by Harford County Sheriff's Office, to include moving violations, warnings, Safety Equipment Repair Orders.	Retain for three (3) years after issue, and then destroy. Retain on computer file for fifty (50) years, then destroy or delete as appropriate.

Approved by Department, Agency, or Division Representative. Date: <u>6/3/02</u> Signature: <u>Capt. T. H. French</u> Type Name: <u>CAPTAIN T. FRENCH</u> Title: <u>ADMINISTRATIVE CAPTAIN</u>	Schedule Authorized by State Archivist. Date: <u>JUL 26 2002</u> Signature: <u>Edward C. Papenfuss</u>
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REVISED SCHEDULE "SUPERCEDES SCHEDULE C808"		
ITEM #	DESCRIPTION	RETENTION
14	HARFORD COUNTY SHERIFF'S OFFICE PARKING TICKETS - paid parking tickets	Retain for one (1) year after paid. Retain on computer file for fifty (50) years, then destroy or delete as appropriate.
15	HARFORD COUNTY SHERIFF'S PARKING TICKETS - unpaid parking tickets	Retain for three (3) years after issue, and then destroy. Retain on computer file for fifty (50) years, then destroy or delete as appropriate.
16	FIELD INTERVIEW REPORTS - File includes one copy of the FIR conducted by a Harford County Sheriff's Deputy.	Retain for three (3) years, and then destroy. Retain on computer files for fifty (50) years, then destroy or delete as appropriate.
17	JUVENILE ARREST RECORDS - This file contains Juvenile Citations, which are issued for a lesser offense and instructs the subject to go before an arbitrator. Juvenile Arrest Records, Juvenile Fingerprints, and Juvenile Photographs.	Retain files for three (3) years pass the subjects 18th birthday, and then destroy. Retain computer files for three (3) years pass the subjects 18th birthday, then delete or destroy as appropriate.
18	ADULT/JUVENILE CRIMINAL ARREST BOOKS - This book contains numeric numbers assigned to each arrest for juvenile and adult arrests. The file information is name, date of birth and arresting Deputy.	Retain Criminal Arrest books for three (3) years, and then destroy.

Approved by Department, Agency, or Division Representative.

Date: 6/3/02

Signature: Capt. T.A. French

Type Name: CAPTAIN T. FRENCH

Title: ADMINISTRATIVE CAPTAIN

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Signature: [Handwritten Signature]

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ITEM #	DESCRIPTION	RETENTION
19	ADULT CRIMINAL ARREST JACKETS - This contains Criminal Arrest Form #60, documenting all necessary information from the arrest including the fingerprint cards and photographs. This file also contains a dissemination log which will document to whom information was given, who gave out the information, what the information was for, and the date the information was disseminated.	Retain records in office in a Criminal Arrest for ten (10) years or until the subject is deceased, or order from the Court to expunge record is received, then destroy only after a quality control check is complete. Retain records on microfilm or Optical Disk for seventy-five (75) years, then destroy or delete as appropriate.
20	EXPUNGED RECORDS - Files expunged by the court are sealed and placed in a fireproof locked file cabinet. All reference to include criminal arrest forms, photos, print cards, and an offense report if applicable.	Retain sealed files for three (3) after expungement date, and then destroy.
21	TRAINING RECORDS - Training records shall include any and all records generated by the Training Academy to include but not limited to tests, lesson plans, attendance rosters.	Retain hard copies for five (5) years, Then destroy. Retain on computer file for fifty (50) years, then destroy or delete as appropriate.

Approved by Department, Agency, or Division Representative.

Date: 6/3/02

Signature: Capt. T. French

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