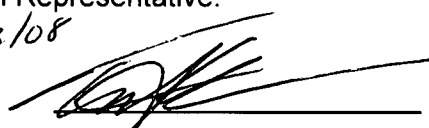



DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE		Schedule No. C-1034 Page 1 of 12
Agency	St. Mary's County Sheriff's Office	Division/Unit Records
Item No.	Description	Retention
1	RECORDS MANAGEMENT - Contains a copy of applicable Filing and Retention 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issued by the Sheriff to announce policies affecting the Sheriff's Office	Retained by originating authority until superseded, rescinded, or cancelled, then moved to Inactive file.
2(a)	GENERAL ORDERS – INACTIVE - Contains general orders issued by the Sheriff which have been superseded, rescinded, or cancelled.	Retain three (3) yrs after order has been superseded, rescinded, or cancelled, then destroy.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 canceling nature.	Retained by originating authority until superseded, rescinded, or cancelled, then moved to Inactive file.
3(a)	SPECIAL ORDERS – INACTIVE - Contains special orders issued by the Sheriff which have been superseded, rescinded, or canceled.	Retain three (3) yrs after order has been superseded, rescinded, or cancelled, then destroy.
4	MEMORANDUMS – ACTIVE - Contains memorandums issued by the Sheriff which provides info for Sheriff's Office personnel regarding agency matters.	Retain one (1) yr then move to inactive file.
4(a)	MEMORANDUMS – INACTIVE - Contains memorandums issued by the Sheriff which have been superseded, rescinded, or cancelled	Retain three (3) yrs after order has been superseded, rescinded, or cancelled, then destroyed.
Schedule Approved by Department, Agency, or Division Representative. Date <u>10/3/08</u> Signature <u></u> Typed Name Timothy K. Cameron Title <u>Sheriff</u>		Schedule Authorized by State Archivist Date <u>13 May 09</u> Signature <u></u>

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

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Item No.	Description	Retention
5	MILES (Maryland Inter-Agency Law Enforcement System) MESSAGE LOG-Contains a record of monthly messages transmitted by the originating sources	Retain three (3) yrs, then destroy
5(a)	MILES MESSAGES – TELETYPES - Contains information sent to us on the following: stolen vehicles, info from MVA on tags, fatals, missing persons, B&E, armed robberies, lost/stolen police property, stolen property, serious assault, homicides, detainees, admin info, general police info, lost/stolen tags, executive summaries, attempt to locate, traffic reports, locate & hit confirmations	Retain three (3) yrs, then destroy
5(b)	MILES/NCIC (Nat'l Crime Info Center) AUDIT REPORTS	Retain two (2) yrs, then destroy
5(c)	MILES/NCIC (Nat'l Crime Info Center)-VALIDATIONS	Retain one (1) yrs, then destroy
5(d)	NCIC TRAINING CORRESPONDENCE- Letters relating to failure to recertify, failure to appear for NCIC training	Retain two (2) yrs, then destroy
5(e)	DISSEMINATION LOGS (Criminal History, 10-27, 10-28) Records of all criminal history record information that is released	Retain three (3) yrs, then destroy
6	APPLICATION FOR ACESS 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.	Requests filed with the original report. Retain three (3) yrs, then destroy.
6(a)	Application for access to Public Records-Denied. Contains all copies of applications for Access to Public Records, which has been denied.	Denial filed with the original report. Retain three (3) yrs, then destroy.
7	Command Meetings-Headquarters-Contains minutes of meeting attended by supervisors	Retain permanently, transfer periodically to State Archives.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
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Item No.

Description

Retention

8

GENERAL CORRESPONDENCE-Subject arrangement of original letters, copies of outgoing letters, memoranda, studies, reports, directives, policy 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 MD State Archives

9

PERSONNEL RECORDS -Files containing information on current employees, files may contain but are not limited to copies of applications, annual review, reprimands & disciplinary actions, awards, A&S reports, accident reports, resumes, etc

Retain three (3) yrs after separation, then transfer to County Personnel Office

9(a)

DEPUTY ACTIVITY REPORTS-Contains reports documenting monthly activities recorded on Deputy Activity Reports

Retain ten (10) yrs, then destroy.

9(b)

PAYROLL REPORTS – LEAVE & TIME SHEETS Document hours worked, overtime, and leave taken on the bi-weekly employee time sheet. Original copy maintained by the Accounting Office

Retain Headquarters copy ten (10) yrs, then destroy

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

Retain Headquarters copy ten (10) yrs, then destroy

9(d)

LEAVE AND DUTY SCHEDULE-Contains monthly duty status of personnel

Retain ten (10) yrs, then destroy.

10

STATISTICAL REPORTS-Monthly, quarterly, and annual reports of productivity.

Annual Retain permanently, to be sent to Maryland State Archives. Monthly/Quarterly retain for ten (10) years, then destroy.

10(a)

Monthly UCR Reports-Contains copy of monthly UCR Reports

Retain two (2) yrs then destroy.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

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Agency St. Mary's County Sheriff's Office	Division/Unit Records
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Item No.	Description	Retention
11	IMPOUND RECORDS-Reports on all vehicles taken into custody (Note: Part 1 Offenses/Crime Index are Homicide, Rape, Robbery, Agg. Assault, Burglary, Theft and Motor Veh Theft)	Retain three (3) yrs, then destroy. If related to a Part I crimes, retain until the case is destroyed.
11(a)	TOW LOGS-Report of all vehicles towed. Info contains date, time, tow company, CCN, and officer/civilian that requested tow	Retain three (3) yrs, then destroy.
11(b)	TOW TRUCK SERVICE APPLICATIONS – OPEN - Contains all completed tow truck service applications which have been approved and all tow service complaints forms and accompanying documentation. Record copies will be maintained by the Traffic Safety Unit.	Retain three (3) yrs, then destroy.
11(c)	TOW TRUCK SERVICE APPLICATIONS – DENIED - Contains all closed Two Truck Service applications that have been disapproved	Retain three (3) yrs, then destroy.
12	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 (3) yrs, then destroy.
12(a)	CRIMINAL INVESTIGATOR CASELOAD LEDGER- Contains all pages of the Criminal Investigator Caseload Ledger	Retain three (3) yrs, then destroy.
13	COMPLAINT CONTROL LEDGER-Contains all pages of the Complaint Control Ledger in numerical sequence	Retain three (3) yrs, then destroy.

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)**

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Agency St. Mary's County Sheriff's Office	Division/Unit Records
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Item No.	Description	Retention
14	CRIMINAL INVESTIGATION REPORTS-Contains all Criminal Investigation Reports with applicable supplementary reports attached.	Retain reports based on the following schedule.
15(a) (b)	HOMICIDE - Open HOMICIDE - Suspended-Closed	Retain 100 yrs, then destroy Retain 50 years, then destroy
16(a) (b) (c)	RAPE - Open RAPE - Suspended RAPE - Closed	Retain 100 yrs, then destroy Retain 50 yrs, then destroy Retain 5 yrs, then destroy NOTE: Rapes that are reclassified as false reports retain (3) yrs, then destroy.
17(a) (b)	ROBBERY - Open ROBBERY - Suspended/Closed	Retain 100 yrs, then destroy Retain 10 yrs, then destroy NOTE: Robberies where the property value is under \$300 retain 3 yrs, then destroy.
18(a) (b) (c)	ASSAULT (Part 1) - Open ASSAULT (Part 1) - Suspended ASSAULT (Part 1) - Closed	Retain until suspended/closed Retain 5 yrs, then destroy Retain 3 yrs, then destroy
19(a) (b) (c)	BURGLARY - Open BURGLARY - Suspended BURGLARY - Closed	Retain until suspended/closed Retain 5 yrs, then destroy Retain 3 yrs, then destroy

**DEPARTMENT OF GENERAL SERVICES
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20(a)	THEFT OVER \$300 – Open	Retain until suspended/closed
(b)	THEFT OVER \$300 – Suspended	Retain 5 yrs, then destroy.
(c)	THEFT OVER \$300 - Closed	Retain 3 yrs, then destroy.
21(a)	THEFT UNDER \$300 – Open	Retain until suspended/closed
(b)	THEFT UNDER \$300 – Suspended/Closed	Retain 5 yrs, then destroy.
22(a)	ASSAULT (Part 2) – Open	Retain until suspended/closed
(b)	ASSAULT (Part 2) – Suspended/Closed	Retain 5 yrs, then destroy.
23(a)	BAD CHECKS - Open	Retain until suspended/closed
(b)	BAD CHECKS – Suspended/Closed	Retain 5 yrs, then destroy.
24(a)	EMBEZZLEMENT – Open	Retain until suspended/closed
(b)	EMBEZZLEMENT – Suspended/Closed	Retain 5 yrs, then destroy.
25(a)	PROPERTY DESTRUCTION – Open	Retain until suspended/closed
(b)	PROPERTY DESTRUCTION – Suspended/Closed	Retain 5 yrs, then destroy.
26(a)	WEAPONS VIOLATION – Open	Retain until suspended/closed
(b)	WEAPONS VIOLATION – Suspended/Closed	Retain 5 yrs, then destroy.
27(a)	PROSTITUTION – Open	Retain until suspended/closed
(b)	PROSTITUTION – Suspended/Closed	Retain 5 yrs, then destroy.
28(a)	SEX ASSAULT – Open	Retain until suspended/closed
(b)	SEX ASSAULT – Suspended/Closed	Retain 10 yrs, then destroy.

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Item No.	Description	Retention
29(a)	INDECENT EXPOSURE – Open	Retain until suspended/closed
(b)	INDECENT EXPOSURE – Suspended/Closed	Retain 5 yrs, then destroy
30(a)	POSSESSION CDS	Retain until suspended/closed
(b)	POSSESSION CDS	Retain 5 yrs, then destroy
31(a)	DISTRIBUTION CDS- Open	Retain until suspended/closed
(b)	DISTRIBUTION CDS- Suspended/Closed	Retain 5 yrs, then destroy
32(a)	RX FORGERY – Open	Retain until suspended/closed
(b)	RX FORGERY - Suspended/Closed	Retain 5 yrs, then destroy
33(a)	POSSESSION PARAPHERNALIA – Open	Retain until suspended/closed
(b)	POSSESSION PARAPHERNALIA - Suspended/Closed	Retain 5 yrs, then destroy
34(a)	CHILD ABUSE – Open	Retain until suspended/closed
(b)	CHILD ABUSE - Suspended/Closed	Retain 10 yrs, then destroy
35(a)	MISSING PERSON - Open	Retain until suspended
(b)	MISSING PERSON - Suspended	Retain until closed
(c)	MISSING PERSON - Closed	Retain 3 yrs, then destroy
36(a)	LIQUOR VIOLATIONS – Open	Retain until suspended/closed
(b)	LIQUOR VIOLATIONS- Suspended/Closed	Retain 3 yrs, then destroy
37(a)	SUICIDE - Open	Retain until suspended/closed
(b)	SUICIDE – Suspended/Closed	Retain 10 yrs, then destroy

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Item No.	Description	Retention
38(a)	TRESPASSING - Open	Retain until suspended/closed
(b)	TRESPASSING - Suspended/Closed	Retain three (3) yrs, then destroy.
39(a)	DISORDERLY- Open	Retain until suspended/closed
(b)	DISORDERLY Suspended/Closed	Retain three (3) yrs, then destroy.
40(a)	MISCELLANEOUS- Open	Retain until suspended/closed
(b)	MISCELLANEOUS- Suspended/Close	Retain three (3) yrs, then destroy.
41(a)	INCIDENT REPORTS – Open -Contains all Incident Reports with applicable supplementary reports attached.	Retain until suspended/closed
(b)	INCIDENT REPORTS – Suspended/Closed	Retain three (3) yrs, then destroy.
42	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 (3) yrs, then destroy.
43	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 (3) yrs, then destroy.
44	RACIAL PROFILING DATA	Retained in HTE (HTE Company) software for five (5) years, then destroyed.
45	ACCIDENT REPORTS-Contains all reports and related documents concerning vehicle collisions recorded thru the SMC Sheriff's Office	Retain three (3) yrs, then destroy.

**DEPARTMENT OF GENERAL SERVICES
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Agency St. Mary's County Sheriff's Office	Division/Unit Records
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Item No.	Description	Retention
46	TRAFFIC CITATIONS-All citations other than driving while intoxicated	
(a)	TRAFFIC CITATIONS - Open	Retain five(5) yrs, then destroy
(b)	TRAFFIC CITATIONS Closed	Retain 3 yrs, then destroy
47	DWI CASES	
(a)	OPEN - Contains all open alcohol influence reports and all documents related to same.	Cases that do not involve personal injury, fatalities, or property damage are retained for five (5) yrs. Cases involving personal injury, fatalities, or property damage are held until closed.
(b)	CLOSED	Retain three (3) years after final adjudication, then destroy.
48	EQUIPMENT REPAIR ORDERS – Contains Equipment Repair Orders issued by deputies.	Not retained by SMCSO, forwarded to Maryland State Police
49	WARNINGS – Contains warning issued by deputies for traffic violations	Retain six (6) months, then destroy.
50	CITATION BOOK DR-15A CONTROL LEDGER-Contains a record of citation books and DR-15A issued to officers	Retain three (3) yrs, then destroy
51	TRAFFIC CITATION TRANSMITTAL FORM-Contains record of those citations submitted to District Court	Retain three (3) months then destroy.
52(a)	PROPERTY RECORDS - Open	Retain until closed
(b)	PROPERTY RECORDS - Closed	Retain five (5) yrs then destroy
53	PROPERTY RECORDS CONTROL LOG-Contains a listing of property record numbers in sequence along with other pertinent info	Maintained on HTE system, retain 100 yrs., then destroy

**DEPARTMENT OF GENERAL SERVICES
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Item No.

Description

Retention

54

K-9 ACTIVITIES-Contains copies of records of activities generated by K-9 personnel assigned to field installations

Retain three (3) years, then destroy.

55

VEHICLE STORAGE REPORTS-Contains all Vehicle Storage Reports

(a)

Open

Retain until closed

(b)

Closed

Retain five (5) yrs, then destroy.

56

WARRANTS- Contains original open warrant and printout of entry into MILES/NCIC

Retain until warrant is served or dismissed by the courts, then destroy

57

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.

58

ADULT ARREST REPORTS-Contains arrest report listing name, address, physical info, photo, and offense

Retain 25 years, then destroy.

59

ADULT PHOTOGRAPHS-(Maintained by the Crime Lab)

Retain 25 years, then destroy.

60

JUVENILE OFFENSE AND ARREST REPORTS-Contains report of all criminal activity and arrest reports involving juveniles

Retain ten (10) years, then destroy.

61

FIELD INTERVIEW REPORTS-Contains copies of F.I.R.'s completed by Deputies

Retain three (3) yrs, then destroy.

62

COURT SUBPOENA/SUMMONSES-Issued by the courts and assigned to civil process servers. Original subpoena/summons returned to appropriate court

Retain face sheet of subpoena/summons 1 yr, then destroy

63

DEPUTY COURT NOTIFICATION LOG-Contains a log of the subpoena/summons issued to deputies commanding their appearance in court.

Retain completed log 1 yr, then destroy.

64

DETENTION LOG-Contains copies of detention log for adults and juveniles

Retain 3 yrs, then destroy

**DEPARTMENT OF GENERAL SERVICES
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Item No.

Description

Retention

65

PREMISE CHECKS-Contains all closed premise checks

Retain three (3) months, then destroy.

66

BURGLAR ALARM LOG-Contains history of responses to specific alarms

Retain one (1) year, then destroy.

67

APPLICANTS INVESTIGATIONS-Contains investigative reports of deputy sheriff, corrections and civilian applicants, along with related reports. Record copy maintained by IA Unit

Retain three (3) years, then destroy.

68

POLYGRAPH-Contains graphs, copy of examiners finding and all related data dealing with polygraph examinations involving criminal/non-criminal matters.

(a)

CRIMINAL - Record copy maintained by the appropriate polygraph operator

Retain five (5) yrs after final adjudication and until no longer needed then destroy.

(b)

NON-CRIMINAL – Record copy maintained by Internal Affairs Unit.

Retain ten (10) yrs after final adjudication and until no longer needed then destroy.

69

PRESS RELEASES

Retain permanently, transfer periodically to State Archives

70

ARE YOU OK PROGRAM Contains all open field interview forms of subscribers participating in the program in addition to consent forms and waiver forms. Also includes daily summary printout and computer alerts.

Retain three (3) yrs, then destroy.

71

SALT/TRIAD (Seniors & Law Enforcement Together/Triad (3 entities working together: Seniors, Law Enforcement and Community Services) - Contains publications, notes, related material, meeting minutes, projects

Retain permanently, transferred periodically to State Archives

72

BUDGET- Contains info 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 Office

Retain annual submissions for 7 yrs, then destroy

**DEPARTMENT OF GENERAL SERVICES
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Agency
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Item No.	Description	Retention
73	GENERAL ACCOUNTING RECORDS-Contains office copies of goods received, memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, pd bills and voucher orders. Originals maintained in the Finance Office	Retain three (3) years then destroy.
74	DEFENSE REUTILIZATIONS AND MARKETING OFFICE (DRMO) - Contains info on obtaining federal property	Retain 25 years, then destroy.
75	MISCELLANEOUS FORMS Contains forms that are not directly related to any reports/records outlined in this policy	Retain three (3) years then destroy.