

DEPARTMENT OF GENERAL SERVICES  
RECORDS MANAGEMENT DIVISION  
RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. C-1032

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HOWARD COUNTY GOVERNMENT

Division/Unit Howard County Sheriff's Office

Item No.	Description	Retention
	<p>All electronic media records will be created and stored using a system that is in compliance with Comar 14.18.04. Permanent records will transferred to MSA on CD stored as "Tif" files with the retrieval software embedded on the CD.</p>	

Schedule Approved by Department, Agency, or Division Representative.

Date 8/18/08  
Signature *Phyllis L. Pritchett*

Typed Name **Phyllis L. Pritchett**  
Title **Records Management Officer**

Schedule Authorized by State Archivist

Date 13 May 09

Signature *Edward C. Igenfuss*

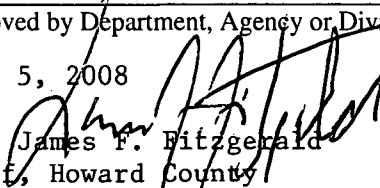
DEPARTMENT OF GENERAL SERVICES  
 RECORDS MANAGEMENT DIVISION  
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Agency: HOWARD COUNTY SHERIFF'S OFFICE  
 Division/Unit:

Item No.	Description	Retention
1	<u>WRIT OF EXECUTION</u> —case folders with correspondence, bills, and other information relating to the writ.	3 years, then destroy
2	<u>SUMMONS SERVICE RECORDS</u> —summons record entry in computer, records printed for storage, summons card. Includes Circuit Court Civil, Circuit Court Criminal, Circuit Court Writ of Execution, Police Summons, District Court Civil, District Court Criminal, District Court Writ of Execution, District Court Ejectment/Restitution	3 years, then destroy
3	<u>WARRANT RECORDS</u> —closed warrant files.	5 years, then destroy
4	<u>ADMINISTRATIVE</u> —general correspondence pertaining to and arising from the normal and routine administrative functioning of the programs, services, and projects of the Howard County Sheriff's Office. Screen annually for any material having administrative, legal, or historical value that serves to document the origin, development, functions and accomplishments of the agency and transfer periodically to the Maryland State Archives	4 years, then destroy; or for the term of office for the Sheriff. <b>See note for permanent records in description.</b>
5	<u>LANDLORD/TENANT</u> —copies of failure to pay rent, warrant of restitution, and other related correspondence.	After service, destroy
6	<u>DOMESTIC VIOLENCE</u> —files containing copies of peace orders/ex-parte orders, related correspondence, domestic violence logs.	2 years, then destroy
7	<u>RESEARCH/TRAINING</u> —in-service training records, questionnaires, correspondence related to either research or training.	5 years, then destroy
8	<u>LEAVE RECORDS</u> —requests, reports, summaries, authorizations, schedules, and similar records relating to sick, vacation, and other types of authorized leave for county employees.	2 years, then destroy
9	<u>TIME &amp; ATTENDANCE RECORDS</u> —reports or cards detailing hours worked or vacation, sick, or other time used by each county employee; or similar records that note exceptions to normally scheduled hours.	2 years, then destroy
10	<u>TIME CHANGE REQUEST</u> —requests and authorizations for overtime, time trading, and other reactions that affect normal work time, except leave records.	2 years, then destroy
11	<u>PERSONNEL REQUISITIONS</u> —forms used to request filling a vacant position and back-up documentation when an employee is selected.	5 years, then destroy

Schedule Approved by Department, Agency or Division Representative.  
 Date August 5, 2008  
 Signature   
 Typed Name James F. Fitzgerald  
 Title Sheriff, Howard County

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Agency: HOWARD COUNTY SHERIFF'S OFFICE  
Division/Unit:

Item No.	Description	Retention
12	<u>PERSONNEL POLICIES</u> —memoranda, reports, announcements, and similar records relating to the policies, rules, and regulations governing county personnel and county personnel systems.	Retain while effective, destroy when superseded
13	<u>BUDGET WORKING PAPERS</u> —records created exclusively for and used in the preparation of the annual budget or special budgets, including Departmental budget requests, estimates of anticipated revenue, work-up sheets, other working papers, and related correspondence and documentation.	3 years, then destroy
14	<u>ANNUAL BUDGET BOOK</u> —annual County budget book. This is a reference copy of the county's annual budget book. The Budget Office is the office of record for this book.	3 years, then destroy
15	<u>GRANTS</u> —files containing information regarding grants.	7 years, then destroy
16	<u>PURCHASING RECORDS</u> —copies of documents used to purchase supplies and materials for the office, including purchase orders, minor purchase orders, etc., and related correspondence.	3 years, then destroy
17	<u>EMPLOYEE CREDENTIAL RECORDS</u> —reports relating to the issuance of employee parking permits, keys, identification cards or badges, passes or similar instruments of identification and access.	3 years after expiration of instrument or termination of employee, whichever is sooner, then destroy
18	<u>COMMUNITY SERVICE</u> —adult files that are successfully closed, terminated, voided or rejected.	5 years, then destroy
19	<u>COMMUNITY SERVICE</u> —juvenile files that are successfully closed, terminated, voided or rejected.	5 years, then destroy
20	<u>COMMUNITY SERVICE</u> —files containing grant information.	5 years, then destroy
21	<u>COMMUNITY SERVICE</u> —miscellaneous records associated with community service, i.e. PADD, PDQ card logs and statistics.	5 years, then destroy
22	<u>COMMUNITY SERVICE</u> —records of audit reports, deposits made and all other financial records, to include general ledgers, receipts and disbursement reports.	5 years, then destroy
23	<u>FINANCIAL</u> —general ledgers, receipts and disbursement reports, audit reports, summons refund letters, district court transmittals. Credit card recaps, bill payments, and other financial information. General ledgers, books of final entry, and audit reports performed by external auditors should be separated out from the rest of the records and designated permanent. <b>for transfer to the State Archives.</b>	3 years, then destroy <b>See note for permanent records in description.</b>
24	<u>CHILD SUPPORT REIMBURSEMENT AGREEMENT</u> —files containing information regarding the State of Maryland, Department of Human Resources, Child Support Reimbursement Agreement.	3 years, then destroy

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Item No.	Description	Retention
25	<u>BANK ACCOUNT RECORDS</u> —bank statements, deposit slips, reconciliation papers, and similar records.	3 years, then destroy
26	<u>PAYROLL TIME SHEETS</u> —copies of time sheets submitted to Payroll each pay period.	2 years, then destroy
27	<u>EMPLOYMENT APPLICATIONS</u> —applications received from persons interested in employment with the Howard County Sheriffs Office.	1 year, then destroy
28	<u>INTERNAL AFFAIRS RECORDS</u> —closed Internal Affairs records.	5 years, then destroy
29	<u>GENERAL ORDERS</u> —active policies, special orders, and memoranda.	Retain until superseded, rescinded, or cancelled, then move to inactive file
30	<u>GENERAL ORDERS</u> —inactive policies, special orders, and memoranda.	Designate permanent with eventual transfer to the MD archives
31	<u>MEMORANDA</u> —Active.	Retain until superseded, rescinded, or cancelled, then move to the inactive file.
32	<u>MEMORANDA</u> —Inactive.	Designate permanent with eventual transfer to the MD archives
33	<u>MILES / NCIC AUDIT REPORTS</u> —MSP warrant and domestic violence audit reports and related documents.	3 years, then destroy
34	<u>MILES / NCIC VALIDATIONS</u> —copies of receipts, certification letters, and validation procedures.	1 year, then destroy
35	<u>DEPUTY ACTIVITY REPORTS</u> —monthly log of deputy activities / assignments.	1 year, then destroy
36	<u>STATISTICAL REPORTS</u> —monthly, quarterly, and annual reports of productivity. Annual reports should be designated permanent with eventual transfer to the MD archives.	3 years, then destroy <b>See note for permanent records in description.</b>
37	<u>MONTHLY UCR REPORTS</u> —copies of Uniform Crime Reports, submitted to the state on a monthly basis.	2 years, then destroy
38	<u>INCIDENT REPORTS</u> —all incident reports with summary reports attached.	Retain open reports until suspended or closed. Retain suspended or closed reports for 3 years, then destroy
39	<u>ARREST REPORTS</u> —copies of arrest reports.	5 years, then destroy
40	<u>MUG SHOTS</u> —Photos of prisoners and persons arrested.	5 years, then destroy

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Item No.	Description	Retention
41	<u>TRAFFIC CITATIONS</u> —Closed.	3 years, then destroy
42	<u>TRAFFIC CITATION TRANSMITTAL FORM</u> —form used to transmit traffic citations to the state.	1 year, then destroy
43	<u>TRAFFIC CITATION BOOK LEDGER</u> —record of citation books and the deputies to whom they are assigned.	3 years, then destroy
44	<u>TRAFFIC CITATION LEDGER</u> —record of citations issued by deputies.	3 years, then destroy
45	<u>PROPERTY RECORDS</u> —Closed.	5 years, then destroy
46	<u>BACKGROUND INVESTIGATIONS</u> —contains investigative reports of deputy sheriff and civilian applicants, along with related reports.	Non-selected applicants—3 years, then destroy  Selected applicants—3 years after termination, then destroy
47	<u>ATTORNEY SIGN-IN LOG</u> —sign-in sheet for attorneys visiting clients.	1 year, then destroy
48	<u>COURTHOUSE PASS</u> —log of courthouse passes issued by the Howard County Sheriffs Office.	5 years, then destroy
49	<u>TRIAD</u> —records and information relating to the TRIAD function.	3 years, then destroy
50	<u>LOCK-UP DAILY PRISONER LOG</u> —records relating to prisoners that are held in the lock-up.	3 years, then destroy
51	<u>QUARTERMASTER RECORDS</u> —equipment, uniforms, etc. issued to employees.	3 years, then destroy
52	<u>DISABILITY LEAVE CONVERSION</u> —documentation regarding the disability leave conversion benefit.	2 years, then destroy
53	<u>JOB DESCRIPTIONS</u> —job descriptions for each employee of the Howard County Sheriffs Office.	Retain while employed, then destroy
54	<u>OSHA LOGS</u> —records and reports regarding OSHA related incidents.	5 years, then destroy
55	<u>SECONDARY EMPLOYMENT REQUESTS</u> —request forms and related information for employees who work second jobs.	3 years, then destroy
56	<u>SERVICE AWARDS DOCUMENTATION</u> —files containing documentation regarding the annual service awards ceremony and employees receiving awards.	Designate permanent with eventual transfer to the MD archives
57	<u>MANAGEMENT PAYROLL REPORTS</u> —Payroll report indicating employee name and amount paid for the pay period.	2 years, then destroy
58	<u>EXPUNGEMENT RECORDS</u> —files containing expungement petitions and orders and supporting documentation.	3 years, then destroy

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Item No.	Description	Retention
59	<p><u>PRISONER TRANSPORTATION RECORDS</u>—records of prisoners transported by the Howard County Sheriffs Office to and from the Howard County Detention Center and other facilities.</p> <p>All electronic media records will be created and stored using a system that is in compliance with Comar 14.18.94. Permanent records will be Transferred to MSA on CD stored as 'Tif' files with the retrieval software Embedded on the CD.</p>	3 years, then destroy