

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

Schedule No. C1045

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

SUPERCEDES SCHEDULE C978		
ITEM #	DESCRIPTION	RETENTION
1	<b>GENERAL CORRESPONDENCE</b> - Subject arrangement of original letters, copies of outgoing letters, memoranda, studies, reports, directives, policy 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. (State)
2	<b>GENERAL ACCOUNTING RECORDS</b> - 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	<b>PAYROLL</b> - 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.
4	<b>LEAVE AND TIME SHEETS</b> - 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.
5	<b>BUDGET</b> - 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.

Approved by Department, Agency, or Division Representative.

Date: 2/2/09

Signature: Captain Gary Vernon 144

Type Name: Captain Gary Vernon

Title: Administrative Services Commander

Schedule Authorized by State Archivist.

Date: 5/18/09

Signature: [Handwritten Signature]

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ITEM #	DESCRIPTION	RETENTION
6	<b>STATISTICAL REPORTS</b> - Monthly, quarterly and annual reports of productivity, to include Uniform Crime Reports.	Retain for three (3) years, and then destroy.
7	<b>CJIS DISSEMINATION LOGS</b> - Records of all Criminal History record information that is released.	Retain for three (3) years, and then destroy.
8	<b>TELETYPES</b> - Contains information sent to us on the following categories: Stolen Vehicles, information from MVA on tags, Fatais, Missing Persons, B&E, Armed Robberies, Lost/Stolen Police Property, Stolen Property, Serious Assaults, Homicides, Administrative 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.
9	<b>WARRANTS</b> - 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.
10	<b>WARRANT CONTROL BOOKS</b> - Files includes numerical listings of control numbers for warrant entry into Maryland Information Law Enforcement System (MILES) and the National Crime Information Center (NCIC).	Retain books until no longer needed for Administrative purposes, and then destroy.
11	<b>INCIDENT/OFFENSE REPORTS</b> - 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.

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ITEM #	DESCRIPTION	RETENTION
12	<b>STATE OF MARYLAND TRAFFIC CITATIONS</b> - 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 (SERO).	Retain Moving Violations for three (3) years after issue, and then destroy. Warnings and SERO's retain for one (1) year than destroy. Retain on computer file for fifty (50) years, then destroy or delete as appropriate.
13	<b>HARFORD COUNTY SHERIFF'S OFFICE PARKING TICKETS - paid parking tickets</b>	Retain for one (1) year after paid then destroy.. Retain on computer file for fifty (50) years, then destroy or delete as appropriate.
14	<b>HARFORD COUNTY SHERIFF'S PARKING TICKETS - unpaid parking tickets</b>	Retain for three (3) years after issue, and then destroy. Retain on computer file for fifty (50) years, then destroy or delete as appropriate.
15	<b>FIELD INTERVIEW REPORTS (FIR)</b> - 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.

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ITEM #	DESCRIPTION	RETENTION
16	<b>JUVENILE ARREST RECORDS</b> - 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.
17	<b>ADULT/JUVENILE CRIMINAL ARREST BOOKS</b> - 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.
18	<b>ADULT CRIMINAL ARREST JACKETS</b> - 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 Jacket until the subject is deceased, or order from the Court to expunge record is received, and then destroy only after a quality control check is complete.  Retain records on microfilm or Optical Disk for fifty (50) years, then destroy or delete as appropriate.
19	<b>EXPUNGED RECORDS</b> - 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) years after expungement date, and then destroy.

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ITEM #	DESCRIPTION	RETENTION
20	<b>TRAINING RECORDS</b> - Training records shall include any and all records generated by the Training Academy to include but not limited to tests, lesson plans, and 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.
21	<b>PERSONNEL FILES -</b>  A. Current Files: Files contain information on current employees. Files may contain, but are not limited to, copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, resumes, leave calendars, background booklet, change of personal information forms, position history, promotions, demotions, reclassifications, salary changes, letter of resignation.  B. Applications & Background Booklets: Applications for employment and background booklets by people who were not hired.	Retain items for three (3) years after termination, and then scan to CD. All paper files will then be destroyed. Retain CD for 50 years then destroy.  Retain for three (3) years, then destroy
22	<b>EMPLOYEE INCIDENT REPORT</b> - Supervisor Incident Report, OSHA Form 300, OSHA Form 300A and OSHA Form 301; documenting all employee related injuries/exposures. The files contain a list of reportable injuries to OSHA, non reportable injuries to OSHA, private citizen injuries, vehicle damage, county property damage and private property damage. The report lists how the incident occurred, when the incident occurred, what the injury was (if any) and what treatment was sought for said injury (if any).	File is to be retained for five (5) years following the year to which it pertains (toxic exposures are retained for employees job tenure +30 years) then destroy.
23	<b>RANDON DRUG TESTING</b> - this file contains a listing of all employees who were chosen through a random basis to perform a urine drug test per our agency's policy. The listing includes, name of employee, date and time of employee testing and the results of the employee drug test.	File is to be retained for 5 (five) years and then destroyed.

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	SUPERCEDES SCHEDULE C978	
ITEM #	DESCRIPTION	RETENTION
24	<b>FAMILY &amp; MEDICAL LEAVE ACT (FMLA)</b> -this file contains a listing of all employees that have been granted Family Medical Leave. The listing includes employee name, dates counted toward Family Medical Leave, all intermittent leave taken, copies of notice sent to employee and all related medical documentation.	File is to be retained for three (3) years and then destroyed.