

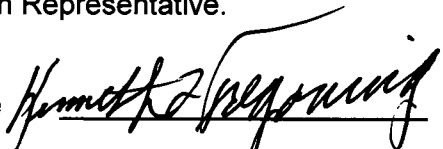
**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE**


Schedule No. C1033

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Agency Carroll County Sheriff's Office	Division/Unit Law Enforcement Records Unit
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Item No.	Description	Retention
	<u>Supersedes Schedule C909</u>	
1-0	Administrative These files consist of all correspondence, records, and reports, which relate to the internal management of the Carroll County Sheriff's Office. Admin. Files 1-0 through 12-3 are maintained by the Office Executive Secretary.	
1	<u>Records Management</u> Contains a copy of applicable Filing and Retention Schedules.	Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
1-1	Request for New or Revised Forms Contains the record copy of all Requests for new or revised forms.	Maintain approved forms as long as the form is still in use. When form is no longer used, destroy.
1-2	Receipt of Printed Material Record Contains record copy of employee verifying receipt of all policies/procedures and special orders for the Sheriff's Office manual.	Retain for three years after separation, then destroy.
1-3	Freedom of Information Contains open Freedom Of Information Act requests.	Remain in file until information is released to authorized party, then place in the closed file. Maintain closed file for three years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.
Date _____
Signature 
Typed Name Kenneth L. Tregoning
Title Sheriff

Schedule Authorized by State Archivist
Date 8 NOV 2010
Signature 

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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Agency

Carroll County Sheriff's Office

Division/Unit

Law Enforcement Records Unit

Item No.

Description

Retention

2

General Orders

Contains a copy of all General Orders issued by the Sheriff to announce policies affecting the entire Sheriff's Office.

Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.

2-1

General Order Issuance Record

Contains General Order Issuance record of issuing authority.

Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.

3

Special Orders

Contains a copy of all Special Orders, which affect specific segments of activities and are of a temporary or self-canceling nature.

Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.

3-1

Special Order Issuance Record

Contains Special Order Issuance record of issuing authority.

Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.

4

Memorandums

Contains a copy of all memorandum issued to disseminate information, which does not warrant a formal order.

Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.

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Item No.	Description	Retention
4-1	Memorandum Issuance Record Contains Memorandum Issuance record of issuing authority	Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
5	<u>Status Reports</u> Contains copies of those reports prepared by commanders at originating source and used to produce annual reports, as well as to review the operating efficiency of individual sections within the Sheriff's Office.	Retain current year plus one year, then destroy.
6	<u>Civil Defense/Disaster Plans</u> Contains copies of documents relating to Civil Defense, Fire or comparable Emergency Evacuation Procedures. Originals are maintained by the Office of Public Safety.	Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
6-1	Emergency Operations Plan Contains a copy of Carroll County Government's Emergency Operations Plan. Original is maintained by the Office of Public Safety.	Retain copy of document until amended or revised, then destroy.
7	<u>Statistical Surveys</u> Contains printouts from Uniform Crime Reports, Maryland Automated Accident Reporting System, Automated Incident Reporting System, Speed Survey, and related summaries.	Retain annual summaries as a permanent record. Retain support data such as monthly and quarterly summaries for five years, then destroy.
7-1	Uniform Crime Reports	See #7 above.
7-2	Maryland Automated Accident Reporting System	See #7 above.
7-3	Automated Incident Reporting System	See #7 above.
7-4	Speed Survey	See #7 above.
7-5	Enforcement Activity Summary	See #7 above.
7-6	ExParte/Protective/Show Cause Order Stats	See #7 above.
7-7	Temporary Peace Orders/Peace Order Stats	See #7 above.
7-8	Related Summaries	See #7 above.

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Agency Carroll County Sheriff's Office	Division/Unit Law Enforcement Records Unit
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Item No.	Description	Retention
8	<u>Maryland Inter-Agency Law Enforcement System (MILES)/ National Crime Information Center (NCIC)</u> Contains information regarding the Maryland Inter-Agency Law Enforcement System and the National Crime Information Center.	Retain for one year, then destroy.
8-1	MILES Message Log Contains records of monthly messages transmitted at the originating sources.	Retain one year, then destroy.
8-2	MILES Messages Contains the record copy of any MILES Message relating to the theft of firearms, where a serial number is known.	Retain until property is recovered or 25 years, whichever comes first, then destroy.
8-3	NCIC Contains memoranda from NCIC.	Retain open until closed or recalled by the court, then destroy.
8-4	Criminal Justice Information System (CJIS) Log Contains a log of all requests run through the Criminal Justice Information System to obtain information on a subject.	Retain for three years, then destroy.
9	<u>Staff Inspections</u> Contains copies of inspection reports conducted by the Supervisors and all related documentation in support of self-inspection activity and all related correspondence.	Retain annual line inspection reports, along with all supporting documentation, for three years from date of the annual inspection report, then destroy.
10	<u>Command Meeting</u> Contains minutes of meetings attended by Sheriff's Office personnel.	Retain fifty years, then transfer to the State Archive.
10-1	Local Meeting Minutes Contains minutes of meetings attended by Sheriff's Office personnel.	Retain fifty years, then transfer to the State Archive.

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Item No.	Description	Retention
11	<u>General Correspondence</u> Incoming/outgoing letters, memorandums, general and special orders and other materials related to the administration of the Carroll County Sheriff's Office.	Screen annually and retain permanently any material having administrative, legal or historical value that serves to document the origin, development, functions and accomplishments of the agency. Transfer periodically to the State Archives. Destroy other material no longer needed.
11-1	Sheriff's Sales Contains information regarding Sheriff's sales.	Retain for twelve years, then destroy.
12	<u>MILES/NCIC Audit Reports</u> Contains MILES/NCIC reports.	Retain for three years, then destroy.
12-1	MILES/NCIC Validations Contains copies of receipt/certification letters and Sheriff's Office procedures. These files are maintained by the Warrant Unit.	Retain for three years, then destroy.
12-2	NCIC Training Correspondence Contains letters relating to failure to re-certify, failure to appear for NCIC training.	Retain for three years, then destroy.
12-3	MILES/NCIC/CJIS Surveys Contains any survey which may involve these systems.	Retain for three years, then destroy.
13	<u>Use of Force Reports</u> Contains copies of the use of force reports. This file is maintained by the Chief, Administrative Services Bureau.	Retain fifty years, then transfer to the State Archive.

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Item No.	Description	Retention
13-1	Discharge of Firearm Reports Contains copies of firearms reports. This file is maintained by the Chief, Administrative Services Bureau.	Retain fifty years, then transfer to the State Archive.
14	<u>Juvenile Detention Audit</u> Contains copies of audit reports bi-annually. This file is maintained by the Warrant Unit.	Retain for ten years, then destroy.
15	<u>Visitors Sign In Log</u> Contains copies of the visitor sign in log. This file is maintained by the Public Service Assistant.	Retain for three years, then destroy.
16	<u>Sheriff's Office Liaisons</u> Contains a list of Sheriff's Office Liaisons. This file is maintained by the Chief, Field Services Bureau.	Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
2-0	Personnel Administration	
1	<u>Deputy Activity Reports</u> Contains reports documenting monthly activities recorded on the Deputy Activity Report. These files are maintained by the Chief, Field Services Bureau.	Retain current plus one year, then destroy.
1-1	Activity Summaries Contains the Deputies activity summary tabulated monthly from data on the deputy activity reports and the original monthly activity summary totals. These files are maintained by the Chief, Field Services Bureau.	Retain current plus four years, then destroy.
2	<u>Employee Work and Leave Reports</u> Contains reports documenting hours worked and leave taken on a bi-weekly Employee Work and Leave Report. The master file is kept in the Payroll Department in the County Office Building. Copies are maintained by the Management Services Bureau.	Retain non-record copy until end of fiscal year, then destroy.

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Item No.	Description	Retention
3	<u>Leave and Duty Schedules</u> Contains monthly on and off duty status of personnel (leave sheets). These files are maintained by the Public Service Assistant.	Retain for current year plus one year, then destroy.
3-1	<u>Personnel Rosters</u> Contains copies of the Sheriff's Office rosters. These files are maintained by the Management Services Bureau. Update as needed.	Retain current roster as reference copy; destroy non-current rosters.
4	<u>Overtime and Compensatory Time Authorization</u> Contains documents used for the authorization and control of overtime and compensatory time. These files are maintained by the Employees Supervisor.	Retain for three months, then destroy.
5	<u>Official Personnel Files</u> Contains alphabetically filed personnel records for all Sheriff's Office personnel. These files are maintained under lock and key by the Chief, Management Services Bureau.	Retain for fifty years after separation, then destroy.
5-1	<u>Performance Evaluations and Promotions</u> Contains forms and communications related to job performance ratings, promotion requests and recommendations. These files are maintained in the official personnel file.	Retain for fifty years after separation, then destroy.
5-2	<u>Uniform Supplies and Equipment/Replacement Requests</u> Contains copies of completed forms submitted by Sheriff's Office personnel for uniform supplies and equipment/replacement requests. These files are maintained by the Logistical Services Assistant.	Retain for one year after separation, then destroy.
5-3	<u>Request for Transfer or Withdrawal</u> Contains requests from Sheriff's Office personnel requesting a transfer or withdrawal. Current requests are maintained by the Chief, Management Services Bureau. Original approved request is maintained in the official personnel file.	Retain current request during fiscal year, then destroy. Retain original for fifty years after separation, then destroy.

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Item No.	Description	Retention
5-4	Letters of Appreciation/Commendations Contains letters of appreciation or commendations from citizens regarding Sheriff's Office personnel. These files are maintained by the Chief, Management Services Bureau.	Retain original in official personnel file for fifty years after separation, then destroy.
5-5	Departmental Accidents The original accident report is located in the Office of Risk Management in the County Office Building. Copies are maintained by the Chief, Management Services Bureau.	Retain for three years, then destroy.
5-6	Personnel Information Form Contains forms for each employee with their personal information. These files are maintained in the official personnel file.	Retain for fifty years after separation, then destroy.
5-7	Personnel Orders Original personnel orders are located in the Personnel Order Book, which is maintained by the Chief, Management Services Bureau. Copies are maintained in the official personnel file.	Retain original for three years, then destroy. Retain copies for fifty years after separation, then destroy.
5-8	Request for Secondary Employment Contains the original request from Sheriff's Office personnel for secondary employment and are maintained in the official personnel file. These files are maintained by the Chief, Management Services Bureau.	Retain for fifty years after separation, then destroy.
5-9	Training Records Contains approved original official training records. These files are maintained by the Training Officer.	Retain original in official personnel file for fifty years after separation, then destroy.
5-10	Inspection Report – Personnel Contains uniform inspection reports and weapons inspection reports for Sheriff's Office sworn personnel. The uniform inspection reports are maintained by the Chief, Field Services Bureau and the weapons inspection reports are maintained by the Certified Weapons Inspector.	Retain for 3 years, then destroy.

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Agency Carroll County Sheriff's Office	Division/Unit Law Enforcement Records Unit
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Item No.	Description	Retention
5-11	Personnel Counseling Contains personnel counseling forms for Sheriff's Office employees. The original form is maintained by the Employee's Supervisor and a copy is maintained by the Chief, Management Services Bureau.	Maintain in supervisor's file for 1 year, then destroy.
5-12	Job Observation Records Contains job observation reports for Sheriff's Office personnel. This file is maintained by the Employee's Supervisor.	Maintain in supervisor's file for 1 year, then destroy.
5-13	Litigation Ledger Contains a ledger with a listing of lawsuits involving Sheriff's Office personnel. This file is maintained by the Chief, Management Services Bureau.	Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
5-14	Patrol Vehicle Activity Reports Contains copies of acknowledgement form, activity sheets and inspection reports for county owned patrol vehicles assigned to sworn personnel. This file is maintained by the Bureau Chief.	Retain for three years, then destroy.
6	<u>Recruitment</u> Contains application packets for employment. These files are maintained by the Chief, Management Services Bureau.	Retain for three years, then destroy.
7	<u>Random Drug Testing</u> Contains correspondence relating to random drug testing for employees of the Sheriff's Office. This file is maintained by the Chief, Management Services Bureau.	Retain for three years, then destroy.
8	<u>Internal Affairs</u> Contains all correspondence that pertains to Internal Affairs investigations of Sheriff's Office personnel. These files are maintained by the Chief, Administrative Services Bureau.	Maintain sustained investigations as a perpetual file. With the exception of legal expunged records, retain all other investigations for three years after final disposition, then destroy.

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Agency Carroll County Sheriff's Office	Division/Unit Law Enforcement Records Unit
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Item No.	Description	Retention
8-1	Internal Affairs Case Log Contains a log with all Internal Affairs cases. This log is maintained by the Chief, Administrative Services Bureau.	Maintain as a perpetual file by updating when amended or revised and destroying obsolete entries.
9	<u>Sheriff's Office Grants</u> Contains correspondence that pertains to grants awarded to the Sheriff's Office. These files are maintained by the Chief, Management Services Bureau.	Retain for ten years, then destroy.
3-0	Fiscal	
1	<u>Working Fund (Petty Cash)</u> Contains all items relating to the administration of the working petty cash fund recorded in the petty cash book and the petty cash receipts. These files are maintained by the Office Executive Secretary.	Retain for three years, then destroy.
1-1	Sheriff's Drug/Alcohol Program Contains correspondence on the adjudicated and non-adjudicated funds that are available in the Sheriff's Drug/Alcohol program. This file is maintained by the Office Executive Secretary.	Retain for three years, then destroy.
2	<u>Invoices Forwarded for Payment</u> Contains copies of voucher payments and purchase orders, which have been forwarded to the Bureau of Accounting for payment. These files are maintained by the Chief, Management Services Bureau.	Retain for three years, then destroy.
3	<u>Budget Request, Authorizations</u> Contains copies of documents relating to budget requests for equipment, personnel, and training. These copies are maintained by the Chief, Management Services Bureau.	Retain for three years, then destroy.

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Agency Carroll County Sheriff's Office	Division/Unit Law Enforcement Records Unit
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Item No.	Description	Retention
3-1	Capital Equipment Inventory and Improvements Contains records relating to inventory of furniture, typewriters, files and related equipment; contains warranties, loss or damage to capital equipment, requests for repairs or salvage, improvements receipts, etc. These files are maintained by the Chief, Management Services Bureau.	Retain for three years, then destroy.
3-2	Ordnance Equipment – Inventory Contains records relating to handcuffs, leg-irons, etc. These files are maintained by the Training Officer.	Retain for three years, then destroy.
3-3	Tactical Equipment – Inventory Contains records relating to tactical equipment issued to personnel. These files are maintained by the Training Officer.	Retain for three years, then destroy.
3-4	Cost Analysis Worksheet Contains record copy of cost estimates associated with special operations and /or budget projects. These files are maintained by the Chief, Management Services Bureau.	Retain for three years, then destroy.
4	<u>Audit Report</u> Contains copies of the audit conducted by the Department of Management & Budget. The original documents remain with the Department of Management and Budget, with copies maintained by the Chief, Management Services Bureau.	Retain copies for three years, then destroy.
5	<u>Contracts</u> Contains contracts for leased office equipment, service contracts, etc. The originals are maintained by the County Purchasing Department. The office copies are maintained by the Chief, Management Services Bureau.	Retain office copies for three years or until the contract(s) are no longer valid, then destroy.
5-1	Office Equipment Contains the original manuals for all office equipment. This file is maintained by the Office Executive Secretary.	Retain until equipment is destroyed, then destroy.

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Item No.	Description	Retention
6	<u>Check Accountability Log</u> Contains a log of all checks written out of the Sheriff's Office checking account. This file is maintained by the Chief, Management Services Bureau.	Retain for seven years, then destroy.
6-1	<u>Check Accountability Form</u> Contains validated bank deposit slips with validated checks and the bank reconciliation correspondence. This file is maintained by the Chief, Management Services Bureau.	Retain for seven years, then destroy.
7	<u>Child Support Grant</u> Contains copies of all correspondence pertaining to the Child Support grant. This file is maintained by the Chief, Management Services Bureau.	Retain for ten years, then destroy.
8	<u>Circuit Court Receipts for Sheriff's Fees</u> Contains copies of all correspondence pertaining to circuit court fees for civil process service. This file is maintained by the Chief, Management Services Bureau.	Retain for seven years, then destroy.
4-0	Law Enforcement Operations	
1	<u>Motor Vehicle Administration</u> Contains MVA Forms AJ39 initiated by Deputies requesting the Motor Vehicle Administration to order the retesting of any Maryland licensed motor vehicle operator. Also contains any other correspondence regarding MVA. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
2	<u>Background Investigations</u> Contains a log listing all applicants for Sheriff's Services. This file is maintained by the Chief, Management Services Bureau.	Retain for three years after separation, then destroy for hired applicants. Non-hired, retain for three years, then destroy.

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Carroll County Sheriff's Office

Division/Unit
Law Enforcement Records Unit

Item No.	Description	Retention
3	<u>Warrants – Open</u> Contains all open warrants and related documents authorizing personnel to take into custody individuals named thereon. Open warrants, which were assigned for service but have been returned unserved, must have a copy of the Warrant/Summons Information Checklist attached. These files are maintained by the Warrant Unit.	Retain in open file until warrant is served or recalled by the court, then move to closed file.
3-1	<u>Warrants – Closed</u> Contains all closed warrants and related documents. These files are maintained by the Warrant Unit.	Retain for three years, then destroy.
3-2	<u>BI File</u> Contains body identification cards for each individual arrested by the Sheriff's Office. These files are maintained by the Warrant Unit.	Maintain as a perpetual file by updating when amended or revised
4	<u>Firearms Dealers Log</u> Contains a log listing investigations of applicants for firearm dealerships and investigation of complaints related to firearm dealer violations. This file is maintained by the Chief, Investigative Services Bureau.	Retain for three years after investigations are complete, then destroy.
5	<u>Federal Firearms License Renewal Application</u> Contains completed copies of federal firearms license renewal applications. File copy maintained by the Office Executive Secretary.	Retain applications for three years, then destroy.
6	<u>Firearms Report</u> Contains reports made by law enforcement personnel detailing facts concerning Stop and Frisk, Firearms Incidental to Arrest, and Trace Reports. File is maintained by the Office Executive Secretary.	Retain for three years, then destroy.
7	<u>Criminal and/or Other Summons</u> Contains summonses issued by competent authority mandating appearances before the authority. These files are maintained by the Warrant Unit.	Retain summons in open file until served or returned. Return original summons and related documents to the originating authority and retain a copy of the summons and related documents in the closed file.

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Division/Unit

Law Enforcement Records Unit

Item No.	Description	Retention
7-1	Criminal and/or Other Summons Log Contains a log of all criminal and/or other summons received by the Sheriff's Office. This log is maintained by the Warrant Unit.	Retain log for three years after proper disposition of all cases, then destroy.
7-2	Criminal and/or Other Summons – Closed Contains copies of the summons and relating documents that were served or returned. These files are maintained by the Warrant Unit.	Retain a copy of summons and related documents for three years from the date of service or return, then destroy.
7-3	Deputies Court Notification Log Contains a copy of the summonses, i.e., criminal/traffic, issued to Sheriff's Office personnel commanding their appearance in court. This file is maintained by the Chief, Management Services Bureau.	Retain a copy of the summons for one year, then destroy.
8	<u>Electronic Surveillance Equipment</u> Contains copies of correspondence relating to the registration of all electronic surveillance equipment. This file is maintained by the Chief, Investigative Services Bureau.	Retain for one year after equipment is no longer serviceable, then destroy.
9	<u>Report Ledgers</u> Contains a list of each report taken Incident Reports (IR), Criminal Investigation Reports (CIR), Vehicle Reports (VR), Missing Persons Reports (MPR) with a brief description and status of the report. This file is maintained by the Bureau Chief.	Retain for fifty years, then destroy.
10	<u>Incident Reports</u> Contains all Incident Reports with applicable supplementary reports attached. These files are maintained by the Chief, Field Services Bureau.	Retain open files until closed or suspended. Retain closed files for fifty years, then destroy.
10-1	Crime Prevention Reports Contains copies of all Commercial Security Surveys, Residential Security Surveys and Incident Reports relating to crime prevention. These files are maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.

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Item No.	Description	Retention
10-2	Vehicle Inspection Program Reports Contains all Vehicle Inspection Reports, Vehicle Inspections Appointment/Assignment Log and Incident Reports relating to the Vehicle Inspection program. These files are maintained by the Chief, Field Service Bureau.	Retain for three years, then destroy.
11	<u>Criminal Investigation Reports</u> Contains all Criminal Investigation Reports with applicable supplementary reports attached. These files are maintained by the Chief, Investigative Services Bureau.	Retain open files until closed or suspended. Retain closed and suspended files for fifty years, then destroy.
11-1	MILES/NCIC – Active File Contains open, closed or suspended Criminal Investigation Reports having active MILES/NCIC entries for wanted persons, stolen vehicles, boats, guns, articles, securities, tags, unidentified persons. These files are maintained by the Warrant Unit.	Retain reports in this file until MILES/NCIC entry is cleared, return reports to appropriate file (open, closed or suspended) and retain open until closed, then destroy.
11-2	Consent to Search and Seize (No Contraband Seized) Consent to Seize report contains only the information that a citizen granted permission to a member of the Sheriff's Office to conduct a warrantless search and no items were seized. This file is maintained by the Warrant Unit.	Retain for three years, then destroy.
11-3	Confidential Criminal Investigations Contains files on confidential criminal investigations. These files are maintained by the Chief, Investigative Services Bureau.	Retain open files until closed or suspended. Retain closed and suspended files for five years, then destroy.
12	<u>Missing Person Report</u> Contains all open Missing Person Reports with applicable supplementary reports attached. This file is maintained by the Chief, Investigative Services Bureau.	When case is closed, move to closed Missing Person Report file. Retain closed MPR's for fifty years, then destroy.

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Item No.	Description	Retention
13	<p><u>Vehicle Report</u> Contains all open Vehicle Reports with applicable supplementary reports attached. This file is maintained by the Chief, Field Services Bureau.</p>	<p>Retain until closed. Retain closed reports and attachments for three years from initial report, then destroy.</p>
13-1	<p><u>Abandoned Motor Vehicle</u> Contains copies of open vehicle reports dealing with abandoned vehicles, plus all attachments dealing with the disposition of abandoned vehicles. This file is maintained by the Chief, Field Services Bureau.</p>	<p>Retain until closed. Retain closed files for three years, then destroy.</p>
14	<p><u>Motor Vehicle Inventory Log</u> The log contains numerical listing of motor vehicles, which have been stored under the authority of Sheriff's Office personnel. This file is maintained by the Chief, Field Services Bureau.</p>	<p>Retain for three years, then destroy.</p>
15	<p><u>Tow Truck Service Application</u> Contains all completed Tow Truck Service Applications, which have been approved, and all Tow Service Complaint Forms and accompanying documentation. This file is maintained by the Chief, Field Services Bureau.</p>	<p>Retain until closed. Retain closed applications for three years, then destroy.</p>
15-1	<p><u>Towing Request Distribution Forms</u> Contains all completed Towing Request Distribution Forms. This file is maintained by the Chief, Field Services Bureau.</p>	<p>Retain for one year, then destroy.</p>
16	<p><u>Residential Premise Checks</u> Contains all closed residential premise check forms. This file is maintained by the Chief, Field Services Bureau.</p>	<p>Retain for one year, then destroy.</p>
16-1	<p><u>Commercial Premise Checks</u> Contains all closed commercial premise check forms. This file is maintained by the Chief, Field Services Bureau.</p>	<p>Retain for one year, then destroy.</p>

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Item No.	Description	Retention
16-2	Patrol Checks Contains all closed patrol check forms. This file is maintained by the Chief, Field Services Bureau.	Retain for one year, then destroy.
17	<u>Juvenile Criminal/Civil Citation</u> Contains all reports and related documents (except BI cards) concerning citations issued to juveniles for violations of certain alcoholic beverage laws. This file is maintained by the Warrant Unit.	Retain for three years, then destroy.
18	<u>Criminal/Civil Citation for Civil Offense</u> Contains all reports and related documents (except BI cards) concerning citations for civil offenses issued to persons between eighteen and twenty-one years old for violations of certain alcoholic beverage laws. This file is maintained by the Warrant Unit.	Retain for three years after closure, then destroy.
19	<u>Accident Reports</u> Contains all reports and related documents concerning vehicle collisions recorded through the Maryland Automated Accident Reporting System. They are filed by Accident Report number. This file is maintained by the Chief, Field Services Bureau.	Retain for fifty years, then destroy.
19-1	Detailed Crash Investigation Reports Contains copies of all reports relating to the investigation of a serious/fatal motor vehicle collision. They are filed by Accident Report number. These files are maintained by the Chief, Field Services Bureau.	Retain for fifty years, then destroy.
20	<u>Citation Book Issuance Control Ledger</u> Contains a record of citation books issued to deputies. Coded by citation number and issued in sequential order. This file is maintained by the Logistical Services Assistant.	Retain for three years, then destroy.

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Item No.	Description	Retention
20-1	Traffic Citation Transmittal Form Contains records of those citation copies, which are forwarded to District Court on a daily basis. Record copy maintained by the appropriate court. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
20-2	Traffic Data Collection Contains a copy of the monthly Traffic Data Collection reports. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
21	<u>Warnings</u> Contains copies of the official Sheriff's Office warning issued in lieu of a citation. This file is maintained by the Chief, Field Services Bureau.	Retain for three years after stats are gathered and recorded, then destroy.
21-1	Field Interview Report Contains copies of the Field Interview Reports when used as an intelligence-gathering document alone or in combination with a motor vehicle warning. If used as Intelligence document, maintained by the Chief, Investigative Services Bureau.	Retain for five years after closed or suspended, then destroy.
21-2	School Bus Violation Warning Contains a copy of school bus warning notices. This file is maintained by the Chief, Field Services Bureau.	Retain for three years after stats are gathered and recorded, then destroy.
21-3	Vehicle Pursuit Review Contains record copy of Carroll County Sheriff's Office vehicle pursuit reviews. This file is maintained by the Chief, Administrative Services Bureau.	Retain for three years, then destroy.
22	<u>Disabled Vehicle Daily Log Sheet</u> Contains a listing and description of those vehicles unattended/abandoned on public property. This file is maintained by the Chief, Field Services Bureau.	Retain for thirty days, then destroy.

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Item No.	Description	Retention
23	<u>Speed Computer Calibration/Inspection and Certification Report</u> Contains completed speed computer calibration/inspection and certification reports, which detail the accuracy of speed computers and certification of the operator on a monthly basis. This file is maintained by the Chief, Field Services Bureau. Each deputy is to keep his/her own speedometer record in his/her patrol vehicle at all times.	Retain for three years after the life of the vehicle, then destroy.
23-1	<u>Speed Computer Data Concerning Repairs, Bulletins, Correspondence</u> Contains all correspondence and reports received pertaining to speed computer operations and maintenance. This file is maintained by the Chief, Field Services Bureau.	Retain for one year after disposal of equipment, then destroy.
24	<u>Speed Device Arrest Data</u> Contains records of violations involving radar arrests recorded on speed device arrest data. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
24-1	<u>Radar Data Concerning Repairs, Bulletins, and Correspondence</u> Contains all correspondence and reports received pertaining to radar equipment and maintenance. This file is maintained by the Chief, Field Services Bureau.	Maintain in maintenance file while equipment is operable. Destroy once equipment is inoperable.
25	<u>Driving While Intoxicated Cases</u> Contains all open alcohol influence reports and all documents related to same, Alcohol Influence Report, State of Maryland Chemical Test Report, Preliminary Breath Test Advice of Rights and Disposition of Alcohol Chemical Test Case. This file is maintained by the Chief, Field Services Bureau.	Retain open files until closed. Retain DWI closed files for three years, then destroy.
25-1	<u>Breath Testing Instrument Report</u> Contains a copy of Breath Test Field Inspection Reports or Field Maintenance Inspection Report Intoximeter 3000; Chemical Test Equipment Repair Report or Intoximeter 3000 Repair Report. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.

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Item No.	Description	Retention
25-2	Instrument Certification File Contains copies of certification on breath testing instruments, semi-annual certifications, and re-certifications after repairs. This file is maintained by the Chief, Field Services Bureau.	Maintain in the equipment file while operable, then destroy.
25-3	Certification Material Contains a copy of the Alcohol Reference Solution certification letter and a copy of Ampoule Analyses Report. This file is maintained by the Chief, Field Services Bureau.	Retain until all related cases are adjudicated, then destroy.
25-4	Chemical Testing Data Repairs, Bulletins, and Related Correspondence Contains all correspondence and reports received pertaining to chemical testing. This file is maintained by the Chief, Field Services Bureau.	Maintain in equipment file while operable, then destroy.
25-5	Breath Test Operators Log Contains log of breath tests performed by each operator recorded on the Breath Test Operators Log. This file is maintained by the Chief, Field Services Bureau.	Retain as long as operator is certified, plus three additional years, then destroy.
25-6	Alcohol Influence Yearly Summary Contains copies of Alcohol Influence Yearly Summary. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
25-7	Preliminary Breath Test Log Contains a log of all preliminary breath tests offered. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
25-8	DR-15A Book Issuance Control Ledger Contains a record of DR-15A books issued to deputies. Coded by form number and issued in sequential order. This file is maintained by the Logistical Services Assistant.	Retain completed forms for three years, then destroy.

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Item No.	Description	Retention
25-9	DR-15A/Allied Law Enforcement Agencies Contains copies of DR-15A's received from allied law enforcement agencies for service by the Sheriff's Office. This file is maintained by the Logistical Services Assistant.	Retain for one year after service, then destroy.
25-10	DR-49 Citation Control Ledger Contains a record of DR-49 books issued to deputies. Coded by form number and issued in sequential order. This file is maintained by the Logistical Services Assistant.	Retain completed forms for three years, then destroy.
26	<u>Criminal Arrest Juvenile Detention Log</u> Contains record of juvenile arrests. Contains copy of Detention Log for juvenile detentions only, for use in capturing data. These files are maintained by the Warrant Unit.	Retain for three years, then destroy.
26-1	Semi-Annual Report On Juveniles Held in Lockups/Cells Contains completed copy of the Semi-Annual Report on juveniles held in lockups/cells. These files are maintained by the Warrant Unit.	Retain for three years, then destroy.
27	<u>Monthly Uniform Crime Reports (UCR)</u> Contains non-record copy of the Sheriff's Office monthly Uniform Crime Report (UCR) reports. This file is maintained by the Chief, Investigative Services Bureau.	Retain for three years, then destroy.
27-1	Crime Analysis Feedback Contains an analysis of all crimes occurring in Carroll County. This file is maintained by the Assistant Chief, Investigative Services Bureau.	Retain for three years, then destroy.
28	<u>Property Records</u> Contains open property records filed consecutively by property record number, with related documents such as Crime Laboratory Division Evidence Receipt, Court Receipt for Property, Request for Laboratory Examination, and/or Request for Laboratory Controlled Dangerous Substance (CDS) Examination. These files are maintained by the Chief, Investigative Services Bureau.	Retain open records until closed. Retain closed records for three years, then destroy.

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Item No.	Description	Retention
28-1	Property Record Log (Seized & Found) Contains a listing of property record numbers in sequence, along with other pertinent information concerning property records issued to Sheriff's office personnel recorded on the Property Record Control Log. This file is maintained by the Chief, Investigative Services Bureau.	Retain found property record log for three years after last closed record, then destroy. Retain seized property record log for twelve years, then destroy.
28-2	Evidence Property Log Contains data itemizing all material being held by the Sheriff's Office and disposition of same. This file is maintained by the Chief, Investigative Services Bureau.	Maintain until the case is closed and released by the Evidence Manager. Retain for three years after last closed record, then destroy.
28-3	Quarterly Property Record Inventory Contains the current quarterly property record inventory. This file is maintained by the Chief, Investigative Services Bureau.	Retain for three years, then destroy.
28-4	Evidence Room Record Inventory Contains the current evidence room inventory. This file is maintained by the Evidence Manager.	Retain for three years, then destroy.
28-5	Property Room Admittance Log Contains a log of personnel admitted into the Property Room to admit or retrieve property. This file is maintained by the Chief, Investigative Services Bureau.	Retain for three years, then destroy.
28-6	Evidence Room Admittance Log Contains a log of personnel admitted in to the Evidence Room to admit or retrieve evidence. This file is maintained by the Evidence Manager.	Retain for three years, then destroy.
29	<u>Criminal Polygraph</u> Contains a copy of examiner's findings regarding polygraph examinations involving criminal matters. This file is maintained by the Chief, Investigative Services Bureau.	Retain with related Criminal Investigation Report.
29-1	Non-Criminal Polygraph Contains a copy of examiner's findings regarding polygraph examinations involving non-criminal matters. These files are maintained by the Polygraph Examiner.	Retain for three years, then destroy.

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Item No.	Description	Retention
30	<u>K-9 Activities</u> Contains copies of records of activities generated by K-9 personnel assigned to road patrol or court security. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
30-1	<u>K-9 Activity Summary</u> Contains copies of K-9 activities. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
30-2	<u>K-9 Handlers Daily Activity Report</u> Contains copies of K-9 handlers daily activity reports. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
31	<u>Petitions for Emergency Evaluations</u> Contains copies of Petitions for Emergency Evaluations issued by the courts that the Sheriff's Office served. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
32	<u>Civil Process</u> Contains all correspondence that pertains to service of civil process. This file is maintained by the Chief, Management Services Bureau.	Retain for twelve years, then destroy.
33	<u>ExParte/Protective Order</u> Contains all open ExParte and Protective Orders and all correspondence that pertains to Domestic Violence cases. This file is maintained by the Domestic Violence Unit.	Once the order is served, place in the closed file. Retain closed ExParte/Protective Orders for three years, then destroy.
34	<u>Child Support</u> Contains all correspondence that pertains to Child Support cases. This file is maintained by the Chief, Investigative Services Bureau.	Retain for ten years, then destroy.
35	<u>Request for Police Service</u> Contains a copy of a citizen's request for police service and lead sheets. The original file is maintained by the Chief, Field Services Bureau.	Retain until no longer current, then destroy.

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Item No.	Description	Retention
35-1	<p>Child Identification Card The child identification card is presented at the time of fingerprinting. No file is maintained.</p>	<p>The Child Identification Card is presented to the parent/guardian at time of fingerprinting. No record copy retained.</p>
35-2	<p>Roll Call Contains roll call information for patrol deputies. This file is maintained by the Chief, Field Services Bureau.</p>	<p>Retain for three years, then destroy.</p>
35-3	<p>Roll Call Training Contains lesson plans, instructional materials and student roster(s). This file is maintained by the Support Services Supervisor.</p>	<p>Retain for three years, then destroy.</p>
35-4	<p>Briefing Reports Contains briefing reports from each patrol shift. This file is maintained by the Chief, Field Services Bureau.</p>	<p>Retain for three years, then destroy.</p>
36	<p><u>Intelligence File</u> Contains original Intel report, bulletins, and other identifying information. This file is maintained by the Chief, Investigative Services Bureau.</p>	<p>Retain for five years after last entry, then destroy.</p>
37	<p><u>Parking Violations</u> Contains correspondence that pertains to parking violations issued by the Sheriff's Office. This file is maintained by the Chief, Field Services Bureau.</p>	<p>Retain for three years, then destroy.</p>
38	<p><u>Respirator Medical Clearance</u> Contains correspondence that pertains to the use of respirators for emergency law enforcement use only. This file is maintained by the Chief, Management Services Bureau.</p>	<p>Retain for as long as equipment is in use, then destroy.</p>
39	<p><u>Court Security</u> Contains correspondence that pertains to security procedures used in the Circuit and District Courthouses. This file is maintained by the Chief, Investigative Services Bureau.</p>	<p>Retain current information and destroy when outdated.</p>

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Item No.	Description	Retention
39-1	Briefing Reports Contains briefing reports for Circuit and District Courts. This file is maintained by the Chief, Investigative Services Bureau.	Retain for three years, then destroy.
40	<u>Constable Program</u> Contains correspondence that pertains to the constable program for the Sheriff's Office. This file is maintained by the Chief, Field Services Bureau.	Retain for twelve years, then destroy.
41	<u>Race, Religious or Ethnic Incidents</u> Contains copies of criminal investigation reports involving racial, religious or ethnic incidents. This file is maintained by the Chief, Investigative Services Bureau.	Retain for three years, then destroy.
42	<u>Vehicle Search Report</u> Contains reports that pertain to vehicle searches performed by the Sheriff's deputies. This file is maintained by the Chief, Field Services Bureau.	Retain in related case file following retention schedule for that file.
43	<u>Speed Awareness Trailer</u> Contains correspondence that pertains to the speed awareness trailer. This file is maintained by the Chief, Field Services Bureau.	Retain current year, then destroy.
44	<u>Mobile Command Center</u> Contains correspondence that pertains to the mobile command center. This file is maintained by the Support Services Supervisor.	Retain for three years, then destroy.
45	<u>Critical Incident Review</u> Contains correspondence that pertains to critical incidents, which occurred in Carroll County. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
46	<u>Crisis Response Team</u> Contains correspondence that pertains to the Carroll County Crisis Response Team. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.

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Item No.	Description	Retention
47	<u>Noise Ordinance 05-08</u> Contains correspondence that pertains to the noise ordinance. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
48	<u>A Child Is Missing</u> Contains correspondence that pertains to A Child Is Missing program. This file is maintained by the Chief, Investigative Services Bureau.	Retain for three years, then destroy.
49	<u>Juvenile Traffic Violations</u> Contains copies of parental notifications for juveniles that were issued citations for traffic violations. This file is maintained by the Chief, Field Services Bureau.	Retain for one year, then destroy.
50	<u>Auxiliary Volunteer Program</u> Contains correspondence that pertains to the Carroll County Sheriff's Office Auxiliary Volunteer program. This file is maintained by the Chief, Management Services Bureau.	Retain for three years after separation, then destroy.
51	<u>Adult Drug Treatment Court Program</u> Contains copies of adult drug treatment court program participant information forms. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
5-0	Legal These files contain copies of Federal, State, County, City and local laws and amendments, which have, or if enacted, may have, a direct impact on the Sheriff's Office operations. Included are correspondence, interpretations, decisions, and opinions of the Attorney General's Office and other legal authorities. These files are maintained by the Office Executive Secretary.	
1	<u>U.S. Laws</u> Self explanatory.	Retain as reference copies until repealed, then destroy.
2	<u>State Laws</u> Self explanatory.	Retain as reference copies until repealed, then destroy.

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Item No.	Description	Retention
3	<u>County Ordinances</u> Self explanatory.	Retain as reference copies until repealed, then destroy.
4	<u>City Ordinances</u> Self explanatory.	Retain as reference copies until repealed, then destroy.
5	<u>Local District</u> Regulations created by the county or city government. Regulations that affect Sheriff's Office operations.	Retain as reference copies until repealed, then destroy.
6	<u>Attorney General's Opinion</u> Self explanatory.	Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
7	<u>Proposed Legislation</u> This file contains legislation that the Sheriff is proposing for the next year.	Retain for one year, then destroy.
6-0	Liaison These files include miscellaneous correspondence with other government agencies, which does not relate to any other category in this filing system. These files are maintained by the Office Executive Secretary.	
1	<u>Federal Agencies</u> Self explanatory. Create files as needed.	Maintain for three years or until no longer needed, then destroy.
2	<u>State Agencies Excluding Courts</u> Self explanatory. Create files as needed.	Maintain for three years or until no longer needed, then destroy.
2-1	<u>Carroll County Advocacy & Investigative Center (CCAIC)</u> Contains information that pertains to the CCAIC.	Retain for three years or until no longer needed, then destroy.

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Item No.	Description	Retention
3	<u>State Courts</u> Self explanatory.	Retain for three years or until no longer needed, then destroy.
4	<u>Municipal Governments</u> Contains informative data concerning local police departments, city health agencies, and related organizations.	Retain for three years or until no longer needed, then destroy.
5	<u>County Governments</u> Contains informative data concerning county police departments and related organizations.	Retain for three years or until no longer needed, then destroy.
6	<u>Board of Education</u> Contains correspondence from the Board of Education.	Retain for three years or until no longer needed, then destroy.
7	<u>Emergency Communications Center</u> Contains correspondence relating to the Emergency Communications Center.	Retain for three years or until no longer needed, then destroy.
8	<u>CALEA (Commission on Accreditation of Law Enforcement Agencies)</u> Contains correspondence relating to CALEA for the Carroll County Sheriff's Office.	Retain for three years or until no longer needed, then destroy.
9	<u>Carroll Community College</u> Contains correspondence relating to Carroll Community College.	Retain for three years or until no longer needed, then destroy.
10	<u>Carroll Community Television</u> Contains correspondence pertaining to Carroll Community Television.	Retain for three years or until no longer needed, then destroy.
11	<u>Carroll Hospital Center</u> Contains correspondence relating to Carroll Hospital Center.	Retain for three years or until no longer needed, then destroy.

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Item No.	Description	Retention
12	<u>Carroll County Health Department</u> Contains correspondence relating to the Health Department.	Retain for three years or until no longer needed, then destroy.
13	<u>Carroll County Public Library</u> Contains correspondence relating to the library.	Retain for three years or until no longer needed, then destroy.
14	<u>Carroll County Public Schools</u> Contains correspondence relating to the public schools.	Retain for three years or until no longer needed, then destroy.
15	<u>Central Booking</u> Contains correspondence relating to the Central Booking Unit.	Screen annually, then destroy. Retain material with historical value fifty years, then transfer to the State Archive.
16	<u>Chamber of Commerce</u> Contains correspondence relating to the Chamber of Commerce.	Retain for three years or until no longer needed, then destroy.
17	<u>Community Fire Companies</u> Contains correspondence relating to all the fire companies in Carroll County.	Retain for three years or until no longer needed, then destroy.
18	<u>County Attorney</u> Contains correspondence relating to the County Attorney's Office.	Retain for three years or until no longer needed, then destroy.
19	<u>County Commissioners</u> Contains correspondence relating to the County Commissioners.	Retain for three years or until no longer needed, then destroy.
20	<u>Correspondence from Municipal Police Agencies</u> Self explanatory.	Retain for three years or until no longer needed, then destroy.

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21	<u>Correspondence from Other Police Agencies</u> Self explanatory.	Retain for three years or until no longer needed, then destroy.
22	<u>Mid-Western Region Highway Traffic Safety Task Force</u> Contains correspondence relating to the Mid-Western Region Highway Traffic Safety Task Force organization.	Retain for three years or until no longer needed, then destroy.
23	<u>Drug Abuse Resistance Education (DARE) Program</u> Contains correspondence relating to the (DARE) program in the Middle Schools throughout Carroll County.	Retain for three years or until no longer needed, then destroy.
24	<u>Detention Center</u> Contains correspondence relating to the Carroll County Detention Center.	Retain for three years or until no longer needed, then destroy.
25	<u>Diplomatic Immunity</u> Contains correspondence relating to diplomatic immunity.	Retain for three years or until no longer needed, then destroy.
26	<u>Domestic Violence Unit</u> Contains correspondence relating to the Domestic Violence Unit.	Retain for three years or until no longer needed, then destroy.
27	<u>Drug Task Force</u> Contains correspondence relating to the Carroll County Drug Task Force.	Retain for three years or until no longer needed, then destroy.
28	<u>Firearms Training Facility</u> Contains correspondence relating to the Firearms Training Facility.	Retain for three years or until no longer needed, then destroy.
29	<u>Fraternal Order of Police</u> Contains correspondence relating to the Fraternal Order of Police.	Retain for three years or until no longer needed, then destroy.
30	<u>Grand Jury</u> Contains correspondence pertaining to the Grand Jury.	Retain for three years or until no longer needed, then destroy.

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Item No.	Description	Retention
31	<u>Home Detention</u> Contains correspondence relating to the Home Detention program in the Detention Center.	Retain for three years or until no longer needed, then destroy.
32	<u>Immigration and Customs Enforcement (I.C.E.)</u> Contains correspondence relating to the ICE program in the Detention Center.	Retain for three years or until no longer needed, then destroy.
33	<u>International Association for Chief's of Police</u> Contains correspondence relating to the International Association for Chief's of Police.	Retain for three years or until no longer needed, then destroy.
34	<u>Junction, Inc.</u> Contains correspondence relating to Junction, Inc.	Retain for three years or until no longer needed, then destroy.
35	<u>Keystone</u> Contains correspondence relating to the Keystone computer system.	Retain for three years or until no longer needed, then destroy.
36	<u>Local Government Insurance Trust</u> Contains correspondence relating to the Carroll County Governments insurance carrier.	Retain for three years or until no longer needed, then destroy.
37	<u>Local Management Board</u> Contains correspondence relating to the Local Management Board, in which a member of the Sheriff's Office sits on the committee.	Retain for three years or until no longer needed, then destroy.
38	<u>Maryland Chief's of Police Association</u> Contains correspondence relating to the MD Chief's of Police.	Retain for three years or until no longer needed, then destroy.
39	<u>Maryland Department of the Environment</u> Contains correspondence relating to the MD Department of the Environment.	Retain for three years or until no longer needed, then destroy.

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40	<u>Maryland Police & Correctional Training Commission</u> Contains correspondence relating to the MD Police & Correctional Training Commission.	Retain for three years or until no longer needed, then destroy.
41	<u>Maryland State Bar Association</u> Contains correspondence relating to the Maryland State Board Association.	Retain for three years or until no longer needed, then destroy.
42	<u>Maryland Sheriff's Association</u> Contains correspondence relating to the Maryland Sheriff's Association.	Retain for three years or until no longer needed, then destroy.
43	<u>Maryland State Police</u> Contains correspondence relating to the Maryland State Police.	Retain for three years or until no longer needed, then destroy.
44	<u>Motor Vehicle Administration</u> Contains correspondence relating to the Motor Vehicle Administration.	Retain for three years or until no longer needed, then destroy.
45	<u>National Association for the Advancement of Colored People</u> Contains correspondence relating to the NAACP.	Retain for three years or until no longer needed, then destroy.
46	<u>National Sheriff's Association</u> Contains correspondence relating to the National Sheriff's Association.	Retain for three years or until no longer needed, then destroy.
47	<u>Pre-Trial Services</u> Contains correspondence relating to the Pre-Trial Services program in the Detention Center.	Retain for three years or until no longer needed, then destroy.
48	<u>Rape Crisis</u> Contains correspondence relating to the Rape Crisis Center.	Retain for three years or until no longer needed, then destroy.

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49	<u>Safe Haven</u> Contains correspondence relating to the Safe Haven House for women.	Retain for three years or until no longer needed, then destroy.
50	<u>State's Attorney's Office</u> Contains correspondence relating to the Carroll County State's Attorney's Office.	Retain for three years or until no longer needed, then destroy.
51	<u>State Highway Administration</u> Contains correspondence relating to the State Highway Administration.	Retain for three years or until no longer needed, then destroy.
52	<u>State of Maryland</u> Contains correspondence relating to the State of Maryland.	Retain for three years or until no longer needed, then destroy.
53	<u>State of Maryland – Task Force Public Safety</u> Contains correspondence relating to the Task Force Public Safety Office.	Retain for three years or until no longer needed, then destroy.
54	<u>Triad Program</u> Contains correspondence relating to the Triad Program.	Retain for three years or until no longer needed, then destroy.
55	<u>U.S. Department of Justice</u> Contains correspondence relating to the U.S. Department of Justice.	Retain for three years or until no longer needed, then destroy.
7-0	Supply and Services These files consist of correspondence and documents for supplies, equipment and utilities, which are used by the Sheriff's Office.	
1	<u>Requisitions – Open Non-Capital Equipment</u> Contains copies of requests for materials not yet received. This file is maintained by the Chief, Management Services Bureau.	Retain until closed, then transfer to Requisitions – Closed non-capital equipment.
2	<u>Requisitions – Closed Non-Capital Equipment</u> Contains copies of requests for materials, which have been filled. This file is maintained by the Chief, Management Services Bureau.	Retain for three years, then destroy.

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Item No.	Description	Retention
8-0	Public Relations These files are maintained by the Office Executive Secretary.	
1	<u>Organizations</u> Contains copies of correspondence from organizations concerning ceremonies, escorts, parades, ride-a-longs and other requests for Sheriff's Office participation.	Retain for one year after the assignment is complete, then destroy.
2	<u>Press Releases</u> Contains those authorized notice released for public dissemination.	Retain for fifty years, then transfer to Maryland State Archives.
3	<u>Public Officials</u> Contains names, addresses, telephone numbers and titles of local public officials and agencies to which citizens can be referred for matters not handled by the Sheriff's Office.	Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
4	<u>Public Inquiries and Requests</u> Miscellaneous file which encompasses all non-specific requests and correspondence with the public.	Retain for three years after completed, then destroy.
5	<u>Proposed Legislation</u> Contains all correspondence that pertains to proposed legislation.	Retain until no longer active and then destroy.
6	<u>Community Conferencing</u> Contains correspondence pertaining to the Community Conferencing Program.	Retain with related investigative case file, following retention schedule for that file.
9-0	Training Documents in this file consist of brochures, announcements, schedules and reports requiring attendance at, or participation in, training programs conducted at police academies and various civilian institutions. These files are maintained by the Chief, Management Services Bureau.	Retain in training file and retain for three years after separation, then destroy.

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RECORDS MANAGEMENT DIVISION
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Item No.	Description	Retention
1	<u>Academies and Special Courses</u> Contains informative materials relating to special schools available to Sheriff's Office personnel.	Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
1-1	Request for Special Assignment/Training Reports Contains copies of requests for training or special assignment reports.	Retain until completed and then place in training file.
2	<u>College Programs</u> Contains informative materials concerning college programs available to Sheriff's Office personnel.	Retain until no longer current, then destroy obsolete materials.
3	<u>Tactical Training</u> Contains information relating to tactical training conducted by and for Sheriff's Office personnel.	Maintain in training file and retain for three years after separation, then destroy.
10-0	Medical Records Any documents containing information about the medical condition (past or present), details of sick leave use, medications, etc. of an employee are maintained as follows. These files are maintained by the Chief, Management Services Bureau. A. Medical records will be filed separately from any other documents. B. The storage location will be locked in a file in a locked office preventing access to the medical information while other non-related files are being accessed. C. Handling and access to the actual records will be limited to an individual designated by the commander/director. D. All medical information and records concerning any Sheriff's Office employee will be considered confidential.	Retain in medical file for fifty years after separation, then destroy.

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Item No.	Description	Retention
1	<p>E. Supervisors may be advised of restrictions on or modifications to the work or duties of a particular employee, but NOT the reasons for those changes or restrictions.</p> <p>F. Emergency services personnel may be apprised of a medical condition should that information assist at a time that emergency treatment of the employee is necessary and the employee is not capable of providing the information.</p> <p>G. Properly authorized representatives of the Equal Employment Opportunity Commission, the body charged with enforcing the requirements of the American with Disabilities Act, may be provided relevant information upon request.</p> <p>H. Relevant information may be provided to the State Worker's Compensation Commission or "second injury" funds in accordance with State Worker's Compensation Commission Laws.</p> <p>I. Upon request, the properly authorized employee of the Medical Services Section, DHR may be provided information from the local file.</p> <p>J. Locally, the medical file will contain a folder for each assigned employee arranged alphabetically.</p> <p>K. The employee's local medical file will accompany the employee if transferred between departments.</p> <p><u>Sick Leave Log</u> Contains the originals of the Accident and Sick Leave Reports (Forms #17) for each employee. This file is maintained by the Chief, Management Services Bureau.</p>	Retain for three years, then destroy.

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Item No.	Description	Retention
2	<p><u>Medical Status and Medication Report</u> The employee will fill out FMLA paperwork, Essential Functions – Medical Release to Full Duty Report and an Accident and Sick Leave Report for any and all sick leave. If an employee is out of work for more than five days on sick leave, that employee will be put on FMLA through the Department of Human Resources. If the employee is out on sick leave for more than five days, that employee needs to provide the employer with a Medical Practitioner's Certificate.</p>	Retain for fifty years after separation, then destroy.
3	<p><u>Duty Related Illness or Injury</u> If an employee becomes ill or injured on the job, the employee or his/her immediate supervisor will contact the Office of Risk Management. The supervisor will fill out Worker's Compensation paperwork, an Accident & Sick Leave Report and if out for more than five days the Essential Job Functions – Medical Release to Full Duty paperwork must be forwarded to the Office of Risk Management and placed in the employee's medical file.</p>	Retain for fifty years after separation, then destroy.