

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

Schedule No. C1098

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Agency Charles County Sheriff's Office
Supersedes Schedules C-1001

Division/Unit

Item No.	Description	Retention
1.	<p>ADMINISTRATIVE RECORDS – Includes correspondence, audit reports, contracts, surveys, studies, minutes, plans and other administrative records.</p> <p>a. Audit Reports – Includes internal/external audits, special reviews, surveys and other management control records.</p> <p>b. Contract Records – Includes contracts and other cooperative agreements.</p> <p>c. Correspondence Records – Includes correspondence for internal/external communications.</p> <p>d. Minutes Records – Includes minutes of meetings Created by the Sheriff and Command Staff.</p>	<p>Permanent. Retain for 5 years then transfer to the Maryland State Archives.</p> <p>Destroy 1 year after contract expiration or cancellation. *Exception for Grants with specific retention terms noted.</p> <p>Screen every 3 years and destroy material that is no longer needed for current business. Retain permanently any material that serves to document the origin, development and accomplishments of the office and has continuing administrative, fiscal, legal or historical value. Then transfer to the Maryland State Archives.</p> <p>Permanent, Retain for 5 years then transfer to</p>

Schedule Approved by Department, Agency, or Division Representative.

Date November 9, 2010

Signature Judith A. Torney

Typed Name Judith A. Torney #1144

Title Custodian of Records

Schedule Authorized by State Archivist

Date 23 NOV 10

Signature Edward C. Gump

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1. (cont.)	<ul style="list-style-type: none"> d. Continued e. Statistical Reports: <ul style="list-style-type: none"> 1. Annual Reports 2. Uniform Crime Reporting Reports f. Study/Survey Records – Includes administrative studies and surveys. g. Forced Vehicle Entry Waiver of Liability h. Requests for Criminal History Record Information – Includes only those requests where no criminal history is on file. i. Miscellaneous Requests – Includes internal/external request for police reports, event listings, accident reports, fingerprints, photographs, and other records. j. Transmittal Forms (non money) – Includes any and all internal/external transmittal forms utilized for official purposes. k. Transmittal forms (money) –Includes any transmittal forms utilized for Cash, checks, credit cards and receipts. l. Facsimile Transmission Cover Sheet and Fax logs 	<p>Maryland State Archives for permanent retention.</p> <p>Permanent, Retain for 5 years then transfer to Maryland State Archives for permanent retention.</p> <p>Retain for 5 years then destroy.</p> <p>Retain for 3 years then destroy.</p> <p>Retain for 3 years then destroy.</p> <p>Retain for 3 years then destroy.</p> <p>Retain for 2 years then destroy.</p> <p>Retain for 1 year then destroy.</p> <p>Retain for 3 years then destroy.</p> <p>Retain for 1 year then destroy.</p>

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1. (cont.)	<ul style="list-style-type: none"> m. False Alarm Notification – Includes only the pink copy retained in our agency records. The original is forwarded to the False Alarm Reduction Unit, Charles County Government. n. Validations – Includes validation printouts for quality control/audits. o. Police Visitor Log p. Report Sign In/Out sheet q. Criminal Justice Information Services Reports – includes all CJIS correspondence r. Mail receipts – includes delivery confirmations, certified mail receipts and domestic return receipts 	<ul style="list-style-type: none"> Retain for 3 months, and then destroy. Minimum retention: 30 days after certifications. Maximum retention: 5 years Retain 2 years, and then destroy. Retain 2 years, and then destroy. Retain 2 years, and then destroy. Retain 2 years, and then destroy.
2.	<p>COMMUNICATION RECORDS – Includes communication records for internal/external information dissemination.</p> <ul style="list-style-type: none"> a. Audio Tapes – Routine (Includes recorded radio and telephone conversations). b. Audio Tapes - Departmental shootings and other special incidents, i.e. barricade, hostage negotiation or those incidents that have the potential for litigation, prosecutorial value or media exposure. c. Teletype Records – Includes received, sent and replied telex messages. 	<ul style="list-style-type: none"> Purge after 1 year. Keep requested tapes until all court/investigative needs are satisfied plus 1 additional year, then purge. Retain for 50 years, and then destroy. Retain for 1 year, and then destroy.

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3.	<p>ELECTRONIC RECORDS</p> <ul style="list-style-type: none"> a. Police Arrest Records – Includes computer records for adult and juvenile arrests. b. Police Incident Records – Includes computerized dispatch, incident, accident, and other similar records. c. Property Recovery Records – Includes computer records for precious metals and pawn property bought/sold by dealers. 	<p>Retain until the offender becomes 99 years old, and then destroy.</p> <p>Retain for 50 years, and then destroy.</p> <p>Retain for 20 years, and then destroy.</p>
4.	<p>FINGERPRINT RECORDS – Includes fingerprints and palm prints used for criminal and non-criminal identification.</p> <ul style="list-style-type: none"> a. Adult Criminal Prints b. Juvenile Criminal Prints c. Deceased Criminal Prints 	<p>Retain until the offender becomes 99 years old, and then destroy.</p> <p>Retain until the offender becomes 21 years old or 10 years after last arrest; whichever is later, then destroy.</p> <p>Retain 10 years after death, and then destroy.</p>
5.	<p>FISCAL RECORDS – Includes records for agency budget preparation, bills, invoices, bids, payroll, purchase orders, and other fiscal records.</p>	<p>Retain for 3 years, and then destroy.</p>

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6.	<p>PERSONNEL RECORDS – FILES</p> <ul style="list-style-type: none"> a. Employees – Includes applications, employment examinations, resumes, conference forms, training records, awards, and other personnel records. b. Applications only – Includes applications, employment examinations, resumes, conference forms, training records, awards, and other personnel records to include polygraph. c. Applications (not selected for background) d. Occupational Safety & Health Administration/Maryland Occupational Safety & Health Records e. Medical Records 	<p>Retain for 7 years after employee separation, and then destroy.</p> <p>Retain for 4 years, and then destroy.</p> <p>Retain for 1 year, and then destroy.</p> <p>Retain for 30 years after employee separation, and then destroy.</p> <p>Retain for 30 years after employee separation, and then destroy.</p>
7.	<p>POLICE RECORDS</p> <ul style="list-style-type: none"> a. Incident Reports – Includes reports for crimes against persons, crimes against property, Juvenile Offense Reports and other police related incidents. b. Accident Reports (MAARS) c. Adult Arrest Files – Includes arrest cards, copies of charging documents, Request for Criminal History Checks and any other arrest related information. 	<p>Scan into document imaging or key into agency computer system. Retain hard copy for 2 years, and then destroy. Retain in document imaging system and agency computer system 50 years, then delete.</p> <p>Scan into document imaging system; retain hard copy for 2 years, than destroy. Retain image file 50 years then delete.</p> <p>Retain until offender becomes 99 years old, and then destroy.</p>

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7. (cont.)	<ul style="list-style-type: none"> d. Juvenile Arrest Files – Includes arrest cards and other arrest related information. e. Department of Juvenile Services Notification letter. f. Expungement Records g. Traffic Citation Copy (yellow) h. County Parking Citations i. Field Incident Reports/Warning/Security Notice j. SERO (Safety Equipment Repair Order) k. Juvenile Civil Citation/Adult l. DWI/DUI Reports m. Protective Order Files – Includes copies of exparte and protective orders. Also, interim, temporary and protective orders and other related information. n. Peace Order Files – Includes copies of temporary peace orders and peace orders. Also, interim, temporary and protective orders and other related information. o. Fugitive Files – Includes copies of arrest warrants and other information relevant to the identification and apprehension of fugitives. 	<p>Retain until offender becomes 21 years old or 10 years after last juvenile arrest; whichever is later, then destroy.</p> <p>Retain 2 years, and then destroy.</p> <p>Retain 3 years, and then destroy.</p> <p>Retain 3 years, and then destroy.</p> <p>Retain 3 years, and then destroy.</p> <p>Retain 1 year, and then destroy.</p> <p>Retain 1 year, and then destroy.</p> <p>Retain 5 years, then destroy</p> <p>Retain 1 year after final disposition, and then destroy.</p> <p>Destroy 4 years after order has expired.</p> <p>Destroy 4 years after order has expired.</p> <p>Scan into document imaging system. Destroy hard copy 5 years after file is closed.</p>

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7. (cont.)	<p>p. Property Recovery Records – Includes records for precious metals and pawn property bought/sold by dealers.</p> <p>q. Court Security Video Tapes – VHS video tapes from the security cameras at the Charles County Courthouse.</p> <p>r. Analog Mobile Video Tapes and logs – Video/audio recordings from police cruiser mounted cameras and logs documenting the receipt of tapes.</p> <p>s. Digital mobile video (ICOP) – recordings from Police cruiser mounted cameras.</p> <p>t. Intelligence Files – Resumes, investigative reports, bulletins, other supporting documents related to Intelligence investigations.</p> <p>u. Traffic Stop Data Book Receipts</p>	<p>Retain in document imaging system and agency computer system 50 years, then delete.</p> <p>Retain for 2 years after property disposition, and then destroy.</p> <p>Retain for 90 days and either reuse or destroy.</p> <p>Routine: Retain for 13 months, and then destroy. Evidentiary: Retain for 10 years, and then destroy/erase after conferring with State's Attorney's Office.</p> <p>Routine: Retain for 13 months, then delete. Evidentiary: Retain for 10 years then delete.</p> <p>Retain 3 years, then revalidate per 28 Code of Federal Regulations, if still valid maintain file per CFR regulations, if no longer valid, then destroy.</p> <p>Retain 1 year, and then destroy.</p>
8.	<p>PROPERTY MANAGEMENT</p> <p>a. Fleet Records – Includes records for new, re-issued, and dismantled police vehicles.</p> <p>b. Requisition Records – Includes requisitions for office supplies, equipment and services.</p>	<p>Retain for 3 years, and then destroy.</p> <p>Retain for 3 years, and then destroy.</p>

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9.	<ul style="list-style-type: none"> c. Monthly Vehicle Records – Includes monthly vehicle and fuel reports for Agency vehicles. 	Retain for 3 years, and then destroy.
	<ul style="list-style-type: none"> d. Property Held Reports 	Retain 2 years after the property is disposed of then destroy.
	<p align="center">INMATE RECORDS</p>	
	<ul style="list-style-type: none"> a. Court Records – To include bond hearings, arrest papers, commitment records, release records, bench warrants, etc., and any other relevant documents generated by court proceeding. 	Scan into document imaging system. Destroy hard copy in 2 years. Retain scanned image until the offender reaches 99 years old, then delete.
	<ul style="list-style-type: none"> b. Disciplinary Actions (in custody) – To include inmate disciplinary actions and any behavioral problems encountered resulting from disciplinary action taken subsequent to incarceration. 	Same as 9a
	<ul style="list-style-type: none"> c. Cash and Property Records – To include currency/valuables/property record and all monetary transactions. 	Same as 9a
	<ul style="list-style-type: none"> d. Program Participation – To include records of inmate's involvement in programs during incarceration such as work release, home detention, religious services/seminars, alcoholic/narcotic counseling, remedial education programs, etc. 	Same as 9a
<ul style="list-style-type: none"> e. Intake/Inmate requests – To include inmate history, inmate requests, release of inmate to detainer/writ, and inmate classification form. 	Scan into document imaging system. Destroy hard copy in 2 years. Retain scanned image until the offender reaches 99 years old, then delete.	
<ul style="list-style-type: none"> f. Medical Records – To include medical screening, history and physical, lab results, sick call, 	Same as 9e	

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9. (cont.)	<p>dental records, intervention notes, x-ray, pharmacy records, refusal of treatment, consent to treatment, physician orders, and any other summaries and medical review.</p> <p>g. Miscellaneous (Inmate Records) – To include same correspondence reports and/or forms that are not directly related to any reports/records outlined in this schedule.</p> <p>h. Random Urinalysis (Inmates) – negative results</p> <p>i. Detention Center Logs – Includes laundry log, daily logs, audits, visiting logs, kitchen inspection/kitchen utensils logs, professional visiting logs and civil issue logs.</p>	<p>Same as 9e</p> <p>Retain 3 years, and then destroy.</p> <p>Retain 3 years, and then destroy.</p>
10.	<p>INTERNAL AFFAIRS DOCUMENTS: Investigative reports and supporting investigative documents (i.e. complaint, correspondence, statements, evidence, notes, investigative log, investigative checklist)</p> <p>a. Investigative reports with any sustained violations, including all supporting investigative documents and/or exhibits.</p> <p>b. Conference Forms</p> <p>c. Investigative reports with findings of unfounded, exonerated, and/or non-sustained, including all supporting investigative documents/exhibits.</p> <p>d. All cases heard by a hearing board, as defined by statute, that were dismissed, the officer was acquitted or found not guilty.</p> <p>e. Use of force reports</p>	<p>Retain for 30 years from the date of disposition, then destroy</p> <p>Retain the current year and one year previous then destroy.</p> <p>Retain 5 years from the date of disposition and then destroy.</p> <p>Retain 5 years from the date of disposition, and then destroy.</p> <p>Retain for 5 years from the date of the use of force then</p>

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10. (cont.)	<p>f. Agency property loss/damage reports</p> <p>g. Random urinalysis – positive results (employee)</p> <p>h. Random urinalysis – negative results (employee)</p>	<p>destroy.</p> <p>Retain the current year and one year previous then destroy.</p> <p>If attached to an internal affairs investigation, retain for 30 years from disposition, then destroy. For all others, retain for 2 years, then destroy.</p> <p>Retain the current year and one year previous.</p>