

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

Schedule No. C1164

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Agency HOWARD COUNTY GOVERNMENT

Division/Unit POLICE DEPARTMENT

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 be transferred to MSA on county's electronic document management system stored as "Tif" files with the retrieval software embedded on the county's electronic document management system.</p> <p>All recommended retention periods for police records date from the creation of the record material unless otherwise indicated. If the record is subject to audit and resolved audit questions remain at the expiration of the retention period, the records should be retained until all such questions have been resolved.</p>	

Schedule Approved by Department, Agency, or Division Representative.

Date: 06/24/2011 *8/24/11*

Signature: *Major Lee Lachman*

Typed Name: Major Lee Lachman

Title: Deputy Chief of Administration

Schedule Approved by County Records Management Representative.

Date *8/29/11*

Signature *P. Ditchett*

Schedule Authorized by State Archivist

Date *10/5/11*

Signature *Edward C. J. ...*

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Item No.	Description	Retention
1	<p><u>ARREST/CRIMINAL HISTORY FILES (ADULT AND JUVENILE)</u>            Informational file on each adult arrested by County police. In addition to a summary sheet, may also contain arrest reports, copies of offense reports, fingerprint cards, booking photograph, copies of booking sheet or commitment cards and other information pertinent to the arrest, incarceration, and disposition of each adult arrest.</p>	<p>Paper files on individuals arrested for misdemeanors and/or felonies – maintain at HCPD, until transferred to county’s electronic document management system as soon as possible. Destroy paper copy after the successful transfer to county’s electronic document management system has been verified and retain in county’s electronic document management system eighty (80) years, and then destroy. Destroy Expunged arrest reports immediately upon receipt of an expungement order.</p>
2	<p><u>OFFENSE REPORTS/INCIDENT REPORTS/COLLISION REPORTS</u> – Report written to document crimes and the results of an investigation. There are numerous forms utilized depending on the type of investigation being conducted. Such as: incident report, continuation reports, supplemental reports, property report, property and evidence report, audio tapes in electronic and paper format, polygraph test results, written statements, photograph prints and digital files, towed vehicle reports, video tapes, institutional receipts, animal cruelty case reports, National Crime Information Center (NCIC) teletypes and messages.</p>	<p>Transfer paper copies to county’s electronic document management system as soon as possible. Destroy paper copy after the successful transfer to county’s electronic document management system has been verified, with the following exception: Maintain original paper documents of all property and evidence chain of custody reports, written signed statements, and Advice of Rights forms for eighty (80) years, then destroy. Maintain county’s electronic documents in county’s electronic document management system for eighty (80) years and then destroy.</p>

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Item No.	Description	Retention
3	<u>FIELD INTERROGATION REPORTS (FIR)</u> - Reports on persons or vehicles stopped and interrogated by officers in the field because of suspicious behavior.	Transfer paper copies to county's electronic document management system as soon as possible. Can destroy paper copy after the successful transfer to county's electronic document management system has been verified. Retain on county's electronic document management system for five (5) years, then destroy.
4	<u>CITATIONS (State Citations, State Equipment Repair Order (SERO), HCPD Warnings, Civil, Criminal)</u>	Transfer paper copies to county's electronic document management system as soon as possible. Can destroy paper copy after the successful transfer to county's electronic document management system has been verified. Retain on county's electronic document management system for ten (10) years, then destroy
5	<u>TRAFFIC STOP DATA COLLECTION</u> - Reports and electronic database utilized in the collection and compilation for traffic stops data.	Maintain for ten (10) years, then destroy data.
6	<u>CRIMINAL HISTORY DISSEMINATION RECORDS</u> - Records that document the dissemination of criminal history and other law enforcement information to other agencies or criminal information systems	Retain three (3) years, then destroy.

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Item No.	Description	Retention
7	<u>TELETYPE FILES</u> – Teletype messages from other agencies or information network that is not placed in case or other scheduled department files.	Destroy immediately after receipt or within 48 hours of date of message, whichever comes first.
8	<u>Criminal Justice Information System (CJIS)/National Crime Information Center (NCIC) /Maryland Electronic Telecommunication Enforcement Resource System (METERS) ENTRY LOGS</u> – Logs or similar hard copy records which detail inquiries entered into law enforcement information networks; or requests made to other agencies involving missing persons, stolen vehicles and other property, etc.	Retain three (3) years, then destroy.
9	<u>CRIME ANALYSIS FILES</u> – Records created to anticipate, prevent, or monitor possible criminal activity, including crime patterns, crime analysis, and modus operandi reports; information on potential problems; forecasts; movement of known offenders; alerts from other agencies, etc.	Destroy paper copy after the successful transfer to county's electronic document management system has been verified. Retain in county's electronic document management system for ten (10) years, then destroy.
10	<u>MONTHLY PRODUCTIVITY SHEETS</u> – Reports or logs summarizing monthly duty assignments, overtime report forms, shift worked and general activity data and strength reports.	Destroy paper copy after county's electronic document management system transfer has been verified. Retain county's electronic document management system for five (5) years, and then destroy.
11	<u>ELECTRONIC SCHEDULING DATABASE</u> – Databases utilized in the creation of employee work schedule include in the Operations Command, Administration Command, Investigations and Special Operations Command, etc.	Retain for ten (10) years, then destroy.

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Item No.	Description	Retention
12	<u>SEX OFFENDER REGISTRATION FILES</u> – Reports, Registration Statements, Offender Compliance Notification, correspondence, photographs, etc.	Inactive files- (defined as files of registrants no longer residing with the jurisdiction) Destroy paper copy after county’s electronic document management system transfer has been verified. Retain in county’s electronic document management system for ten (10) years, then destroy.
13	<u>INTELLIGENCE RECORDS</u> - Records containing anonymous tips, unconfirmed information, possible relationships between persons and events and observations made during investigations.	Files are repeatedly reviewed. Active files are retained until the status is changed to inactive, as determined by a supervisor. At the 30 day supervisory review any inactive files are destroyed immediately. At the 12 month supervisory review any inactive files are destroyed immediately. At the 60 month supervisory review any inactive files are destroyed immediately.
14	<u>INTERNAL AFFAIRS CASE FILES</u> – Records relating to internal affairs investigations of alleged officer/civilian employee misconduct, including all records and databases relating to the initiation, investigation and disposition of each case.	UNFOUNDED, EXONERATED, ADMINISTRATIVELY CLOSED and NOT SUSTAINED CASES transferred to county’s electronic document management system or maintained in hard copy form are retained permanently, unless if after three (3) <sup>years</sup> request for deletion is received then the record is destroyed immediately. Records Expunged under Law Enforcement Officer Bill of Rights (LEOBR) are destroyed immediately Retain SUSTAINED CASES (paper and county’s electronic document management system) permanently. Transfer every 5 years to MSA.

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Item No.	Description	Retention
15	<u>TRAINING RECORDS (CLASS)</u> – Records and reports relating to group training classes, including group evaluation reports, drill reports, rosters, grade sheets, schedules and course lesson plans.	Retain paper format for five (5) years then transfer to county’s electronic document management system, retain on county’s electronic document management system for fifty (50) years, then destroy.
16	<u>TRAINING RECORDS (INDIVIDUAL)</u> – Records and reports relating to individual employees’ training including: Police Academy records, In-service tests and certificates, other training completion documents, certificates of achievements.	Retain paper format for five (5) years then transfer to county’s electronic document management system, retain on county’s electronic document management system for fifty (50) years, then destroy.
17	<u>GENERAL AND OPERATIONAL ORDERS</u> – Official orders, policy statements and directives governing the organization and operation of the department or the procedures and standards of behavior of officers and department employees	Maintain paper and copy in the county’s electronic document management system permanently. Transfer every five (5) years to MSA.
18	<u>STATISTICAL REPORT FILES</u> – Quarterly, Semi-annual or monthly statistical reports and summaries of crime incidents, accidents or other law enforcement related activities.	Maintain paper and copy in the county’s electronic document management system permanently. Transfer every five (5) years to MSA.
19	<u>UNIFORM CRIME REPORTS</u> – Statistical monthly reports as required by the FBI detailing various crimes.	Maintain paper and copy in the county’s electronic document management system permanently. Transfer every five (5) years to MSA.

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Item No.	Description	Retention
20	<u>IMPOUNDED VEHICLE RECORDS</u> – Records and/or electronic database relating to the impoundment of motor vehicles or abandonment of motor vehicles as reported by garage keepers, including impoundment reports, and copies of notifications of impoundment and abandonment sent to owners and lien holders.	Retain for three (3) years, then destroy.
21	<u>PROPERTY RECORDS</u> – Reports, cards, logs or similar records that document evidential, stolen, or recovered property held by the department, including records relating to the release of returned or reclaimed property.	After final disposition destroy paper copy after successful transfer to county’s electronic document management system has been verified. Maintain on county’s electronic document management system for fifty (50) years, then destroy.
22	<u>PROPERTY SALES RECORDS</u> – Lists, notices, letters of inquiry, property tags, receipts and similar records concerning the sale or auction of unclaimed or impounded property.	After sale destroy paper copy after successful transfer to county’s electronic document management system has been verified. Maintain on county’s electronic document management system for fifty (50) years, then destroy.
23	<u>PAWN SHOP TICKETS</u> – Duplicates of electronic and paper pawn shop records prepared by pawn shop personnel.	Destroy paper copy after successful transfer to county’s electronic document management system has been verified. Retain in county’s electronic document management system for one (1) year, then destroy.

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Item No.	Description	Retention
24	<u>WRECKER PERMITS</u> – Copies of permits, inspection reports, evaluation reports and similar records pertaining to wrecker services regulated by or contracted for or by Howard County.	Retain for two (2) years, then destroy.
25	<u>WRECKER SERVICE RECORDS</u> – Logbooks or similar records which document the dispatch and/or towing of vehicles by wrecker services as the result of accident or impoundment.	Retain for one (1) year, then destroy.
26	<u>FINGERPRINT CARDS</u> – Cards made each time a person is arrested and charged.	Retain permanently, unless expungement has been completed per State statute or court order. Expunged record will be destroyed immediately. Transfer every five (5) years to MSA.
27	<u>AUTOMATED ENFORCEMENT DATA (WITH PHOTOGRAPHS)</u> – On-line information, pay information and other related documents.	Maintain for twelve (12) months on-site then transfer to offsite vendor storage and retain for an additional three (3) years, then destroy.
28	<u>PERSONNEL FILES</u> – The Personnel Section maintain files, paper and electronic database on members of the Police Department in a secure area containing addresses and emergency phone numbers, transcripts, letters or recommendations, performance evaluations, training, annual and sick leave, salary information and confidential background information.	Transfer paper to county's electronic document management system maintain county's electronic document management system and electronic database for fifty (50) years beyond active duty then destroy.



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29	<u>COMMUNICATION RECORDINGS</u> – Digital data storage recordings of all phone and radio positions in the Communication Center. All phone and radio conversations are recorded and stored in this manner. Recordings include all 911 calls and Administrative line calls	Maintain for nine (9) months, then destroy.
30	<u>REQUEST FOR COMMUNICATIONS TAPE COPY</u> – Requests received in writing for copies of phone and/or radio conversations.	Retain for three (3) years, then destroy.
31	<u>AUTOMATIC VEHICLE LOCATION (AVL) DATA</u> – Data maintained to determine the geographic location, speed, travel route, etc. of a vehicle.	Maintain for nine (9) months, then destroy.
32	<u>DOMESTIC VIOLENCE TRACKING DATA</u> – Reports, logs, and electronic data documenting domestic violence information.	Maintain for ten (10) years, then destroy.
33	<u>JUVENILE OFFENDER TRACKING DATA</u> – Database utilized by the Youth Services Section for the tracking of juvenile offender information inclusive of offense detail, case disposition, and offender identifiers, etc.	Retain till 19 <sup>th</sup> birthday of offender, then destroy .
34	<u>RECRUITMENT AND BACKGROUND TRACKING FILES and DATABASE</u> – Documents/files and Database utilized in the assignment and tracking of applicants during recruitment and background process.	Retain tracking database entries and paper files for ten (10) years then destroy files of non-hired individuals, for hired individuals paperwork is part of their Personnel file. Retention in item #28.

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35	<u>INTERPRETER TRACKING LOG/DATABASE</u> – Reports, logs, database for tracking employee interpreters.	Maintain for two (2) years, then destroy.
36	<u>AVIATION FLIGHT DATABASE/FILES</u> – Reports, logs, database documenting the activities of the Departmental aviation equipment utilization.	Retain for Twenty (20) years, then destroy.
37	<u>AVIATION FLIGHT PHOTOGRAPHIC RECORDINGS</u> – photographs and/or video recording.	Maintain for nine (9) months, then destroy.
38	<u>VEHICLE PURSUIT FILES</u> – Reports, logs, database documenting vehicle pursuits.	Retain for ten (10) years, then destroy.
39	<u>SCHEDULING / PAYROLL DATABASE</u> –Electronic database utilized in scheduling and payroll for Departmental employees.	Maintain data for fifteen (15) years, then delete.
40	<u>OFFICE OF THE CHIEF MEETING MINUTES/CORRESPONDENCE</u> Official records, reports and correspondence generated by the Office of the Chief that document the history of the department.	Maintain paper and in county's electronic document management system permanently. Forward every five (5) years to MSA.
41	<u>COMPUTER INVENTORY FILES</u> – Records and electronic database(s) utilized for inventory control and tracking of Mobile Data Terminals (MDT), Central Processing units (CPU), Printer(s) and other computer equipment.	Retain record one (1) year after equipment has been surplusd, then delete.
42	<u>FLEET MAINTENANCE</u> – Records and electronic database(s) utilized for inventory control and tracking of department fleet vehicles.	Retain three (3) years after disposal date of vehicle, then destroy.

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Item No.	Description	Retention
43	<u>K-9 UNIT TRAINING RECORDS</u> – Records and electronic database(s) utilized for tracking and training documentation for the K-9 dogs.	Retain five (5) years after the dog is retired, then destroy.
44	<u>MOBILE DATA COMPUTER MESSAGES AND CHAT LOGS</u> – Records and communications between mobile data computers.	Maintain for nine (9) months, then destroy.
45	<u>VEHICLE VIDEO RECORDING</u> – Electronic digital recording from the vehicle video recording system.	Maintain for nine (9) months, then destroy.
46	<u>ANIMAL CONTROL CASE FILES</u> – Records and electronic database(s) containing information such as animal data sheets, cash receipts, nuisance reports, Animal Matters Hearing Board (AMHB) reports.	Maintain for seven (7) years, then destroy.