

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

Schedule No. C1181

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**Agency- Montgomery County
Department of Police (MCPD)**

Division/Unit

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Schedule Approved by Department, Agency, or Division Representative.
 Date JULY 30 2012
 Signature Edward Buchanan
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Schedule Authorized by State Archivist
 Date Sept. 6, 2012
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1-1	<p><u>Field Training FTO (Field Training Officer) school administrative records</u></p> <p>Training</p> <p>This is an administrative record. This record contains lesson plans, roster sheets and score sheets for the Field training officer certification and recertification courses. These records are subject to audit by the Maryland Police Training Commission and CALEA (Commission on Accreditation for Law Enforcement Agencies).</p>	Permanent. Retain 10 years on-site from revision date or discontinue date, then transfer to Maryland State Archives for permanent retention.
1-2	<p><u>Uniform and Equipment Sign Out Sheets</u></p> <p>MCPD Supply</p> <p>Records of uniform and equipment issued to employees</p>	Retain 1 year from separation date, then destroy.
1-3	<p><u>Emergency Numbers System Board (ENSB) Correspondence</u></p> <p>Emergency Communications Center</p> <p>Correspondence incoming and outgoing to the Emergency Numbers System Board</p>	Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
Schedule Approved by Department, Agency, or Division Representative. Date <u>JULY 30 2012</u> Signature <u>Edward Buchanan</u> Typed Name <u>Edward Buchanan</u> Title <u>Government Records & Imaging Coordinator</u>		Schedule Authorized by State Archivist Date <u>Sept. 6, 2012</u> Signature <u>Edward C. Openfer</u>

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1-4	<p><u>General Correspondence</u></p> <p>Emergency Communications Center</p> <p>Correspondence incoming & outgoing for Director, Deputy Director, Citizens complaints and compliments</p>	Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
1-5	<p><u>Tour Requests</u></p> <p>Emergency Communications Center</p> <p>Requests for tour or sit-along from the public or County employees. Provides information for Emergency Communications Center Managers to run background checks prior to visit.</p>	Retain 1 year, then destroy
1-6	<p><u>Unit Administrative Files</u></p> <p>Fugitive Unit</p> <p>Correspondence & Unit Statistics- Unit receives copies of warrants and summonses from other jurisdictions for us to attain service. When we return the warrant to the other jurisdiction (for any reason) we keep a copy of the cover letter, the defendant information sheet and any notes the assigned officer had attached. The letter is a form letter with the unit supervisor's signature only.</p>	Statistics- Screen every 10 years and destroy all material not needed for conduct of business, for all other materials screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

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1-7	<p><u>Governor's Warrant Records</u></p> <p>Fugitive Unit</p> <p>Open & closed Governor's Warrant requests files include a copy of the cover letter to the State's Attorney's Office, a copy of the Tele Typewriter (TTY) or Fax advising the County the subject is fighting extradition, copies of the warrant, report, and if available, fingerprints and photographs. Governor's warrant: Refers to a warrant issued by the Governor's office and used to extradite a wanted suspect from another state, where they are being held under arrest, in order to be returned to the warrant-issuing state to face trial for a criminal act.</p>	Retain 1 year from date warrant is served, then destroy.
1-8	<p><u>Month/Weekly Report Record</u></p> <p>Special Investigations Division</p> <p>Reports on unit investigations, training and other activities.</p>	Screen every 5 years and destroy all material not needed for the conduct of business.
1-9	<p><u>Correspondence Record</u></p> <p>Special Investigations Division</p> <p>Internal and External correspondence received and copies of internal and external correspondence sent.</p>	Screen every 3 years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

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Item No.	Description	Retention
1-10	<p><u>Correspondence and Reference Material</u></p> <p>Office of the Chief - Legal and Labor Relations</p> <p>Files contain copies of correspondence between union representatives and management on issues and policies. Also reference manuals and policies.</p>	Screen every 5 years and then destroy
1-11	<p><u>ECC Work Schedules</u></p> <p>Emergency Communications Center</p> <p>Daily schedules of Emergency Communications Center Assignments and Leave/Overtime for all Emergency Communications Center employees with an emphasis on operations. Records are kept in department Telestaff Program maintained by Police Technology with daily files created and stored on Emergency Communications Center data server.</p>	Retain 3 years, then destroy.
1-12	<p><u>Police Firearms Inventory</u></p> <p>Training</p> <p>This is an administrative record. This record type contains an inventory of firearms, to whom they are assigned and tracks ammunition usage through each weapon.</p>	Permanent. Retain 10 years on-site from revision date or discontinue date, then transfer to Maryland State Archives for permanent retention.
1-13	<p><u>Technology Strategic Plan</u></p> <p>Technology Division</p> <p>Annual technology strategic plan which documents a five-year review of technological needs for MCPD, suggested technical options and recommendations for budgeting and programming.</p>	Screen every 3 years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

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Item No.	Description	Retention
1-14	<p><u>Weekly Incident Report</u></p> <p>Family Crimes Division – Administrator</p> <p>Child Abuse, Domestic Violence, Elder Abuse, Runaways, Pedophile case information received every Monday for previous week</p>	Retain 1 year, then destroy.
1-15	<p><u>Weekly Work Schedule</u></p> <p>Family Crimes Division – Administrator</p> <p>Officers & administrative staff Weekly Work Schedule done bi-weekly</p>	Retain 1 year from creation, then destroy
1-16	<p><u>U Visa Certifications</u></p> <p>Family Crimes Division –Administrator</p> <p>Supporting documents requesting U Nonimmigrant Status Certification</p>	Retain 10 years, then destroy.
1-17	<p><u>Mail Requests Lawyers and NonLawyers</u></p> <p>Records Management Section</p> <p>Log file of credits/debits for payments of requests from insurance companies and citizens for event reports, 911 tapes/cds, accident reports, background checks, case files, photos. And Log file of credits/debits for payments of requests for event reports, 911 tapes/cds, accident reports, background checks, case files, photos. from Lawyers Offices</p>	Retain 6 years from date of creation, then destroy.

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1-18	<u>Administrative Files</u> Animal Services Division Include correspondence, memos and reports.	Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
1-19	<u>Collision Reports</u> Data Management Section An incident report that documents a collision that has occurred in Montgomery County.	Retain 99 years from date of creation, then destroy.
1-20	<u>Officer Equipment Inspection</u> Criminal Investigation Division Inspection checklist of officer protective instruments, Personal Protective Equipment (PPE), and firearms.	Retain 1 year, then destroy.

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1-21	<p><u>Correspondence</u></p> <p>Major Crimes – Administration</p> <p>Incoming & outgoing correspondence</p>	Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
1-22	<p><u>School Safety Administrative Files</u></p> <p>School Safety Section</p> <p>Office Folders containing information on crossing guards, guard locations and times, safety patrol camp, patrol picnic, and other pertinent information for the school safety section. Contained in file cabinet</p>	Screen every 3 years and destroy all material not needed for conduct of business.
1-23	<p><u>County Facility Incident Reports</u></p> <p>Security Services</p> <p>Incident reports are written by security officers and County employees involving incidents on County property. Information includes the type of incident in detail including date, time, location, witness/subject information and complainant contact name and phone number.</p>	Retain 3 years, then destroy.
1-24	<p><u>Use of Force and Pursuit reports</u></p> <p>Policy and Planning</p> <p>We maintain all of the Use of Force and Pursuit reports.</p>	Permanent. Retain 3 years, then transfer to State Archives for permanent retention.

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1-25	<p><u>Telephone Reporting Unit (TRU) Event Reports</u></p> <p>Telephone Reporting Unit</p> <p>Event reports that are taken over the phone by the TRU (Telephone Reporting Unit)</p>	Retain 99 years, then destroy.
1-26	<p><u>CopLogic Reports</u></p> <p>Telephone Reporting Unit</p> <p>Events Reports that are written by citizens online</p>	Retain 99 years, then destroy.
1-27	<p><u>Entry Level Administrative Records</u></p> <p>Training</p> <p>This is an administrative record. The record type contains information regarding each individual entry level session such as schedules, programs of instructions, final grade sheets, class rankings, notices of probations and class rosters.</p>	Permanent. Retain 10 years on-site from revision date or discontinue date, then transfer to Maryland State Archives for permanent retention.
1-28	<p><u>Policy and Procedure</u></p> <p>Emergency Communications Center</p> <p>Divisional policy & procedures consisting of Administrative, Operational, Property Maintenance, and Security. Directs and guides the employee on work practices.</p>	Permanent. Screen every 10 years and transfer superseded versions to State Archives for permanent retention.
1-29	<p><u>Expungements</u></p> <p>Data Management Section</p> <p>Expunged reports and records. Updated Case Reports that have redacted information on persons and records expunged.</p>	Retain 2 years from date of expungement, then destroy.

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1-30	<p><u>General projects</u></p> <p>Policy and Planning</p> <p>Project Record for each project done by the division which includes: strategic plan, workload analysis, various research, etc</p>	Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
1-31	<p><u>Project Lifesaver Client Intake & Information</u></p> <p>Training</p> <p>This is an administrative record. This record type contains biographical information on Project Lifesaver clients.</p>	Retain 5 years after client leaves program, then destroy.
1-32	<p><u>Event Reports</u></p> <p>Data Management Section</p> <p>Non criminal and criminal police reports of all occurrences in Montgomery County</p>	Retain 99 years from date of creation, then destroy.
1-33	<p><u>Warrants</u></p> <p>Warrant Management Section</p> <p>Open warrants for wanted subjects</p>	Retain Warrant until served, then transfer to Circuit Court. Follow Circuit Court Retention Schedule.

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1-34	<p><u>Admin - Managers & Staff - Meeting Minutes</u></p> <p>Emergency Communications Center</p> <p>Manager and Staff Minutes taken at Emergency Communications Center's Manager and Staff Meetings.</p>	Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
1-35	<p><u>Station Tow Logs</u></p> <p>Abandoned Vehicle Section</p> <p>Tow logs collected from the district station at the end of each month. Ledger documenting each police towed vehicle. Log includes reason for tow, tow company, VIN (Vehicle Identification Number), description of vehicle and event number.</p>	Retain 4 years from end of calendar year, then destroy.
1-36	<p><u>Weekly Report</u></p> <p>Criminal Investigation Division</p> <p>weekly recap of cases and performance conducted by individual investigative sections</p>	Retain 3 years from submission date, then destroy.
1-37	<p><u>Destruction Notices</u></p> <p>Quality Assurance Manager</p> <p>Notice allows for the approved destruction of forensic evidence.</p>	Retain 99 years, then destroy.

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1-38	<p><u>Directive historical files</u></p> <p>Policy and Planning</p> <p>History and decision trail of the department policies.</p>	<p>Retain policies and procedures permanently. Transfer every 10 years to the Maryland State Archives. Screen remaining records every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
1-39	<p><u>Activity Sheets</u></p> <p>Warrants Management, Defendant Analysis, and Data Management</p> <p>Daily work activity log for the Warrants Management Unit, Defendant Analysis Unit, and Data Management Section. It consists of the work done by each employee of these sections such as reports entered or people entered. It is a way the managers can keep track of what each employee is doing on a daily basis.</p>	<p>Retain 30 days from date of creation, then destroy.</p>
1-40	<p><u>Citizen Academy student record</u></p> <p>Training</p> <p>This is an administrative record. This record type contains individual student files with biographical and background data on each student that attends the Citizen academy.</p>	<p>Permanent. Retain 10 years on site from revision date or discontinue date, then transfer to Maryland State Archives for permanent retention.</p>

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Item No.	Description	Retention
1-41	<p><u>Office of the Chief Correspondence</u></p> <p>Office of the Chief</p> <p>Letters from the Chief of Police</p>	Permanent. Retain 10 years on-site, then transfer to Maryland State Archives for permanent retention.
1-42	<p><u>Standard Operating Procedure Acknowledgement</u></p> <p>Emergency Communications Center</p> <p>Notification and acknowledgement of revised Standard Operating Procedures. Includes copy of new procedure and original signatures of employee acknowledgement of receipt</p>	Retain 15 years, then destroy.
1-43	<p><u>Internal Division Memoranda</u></p> <p>Emergency Communications Center</p> <p>Internal informational, instructional, or interim policy directions to employees, memorandum from Director, Deputy Director, Tech Mgr, Training Mgr, CAD Mgr and 9-1-1 Coordinator. Includes employee signature as acknowledgement of receipt.</p>	Retain 15 years, then destroy.
1-44	<p><u>Administrative Files</u></p> <p>Police Personnel</p> <p>Alphabetical personnel-related subject files, i.e. requisition/purchases for testing materials, giveaway items, multi-lingual, exit interviews</p>	Retain for 3 years then screen and destroy all material not needed for conduct of business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

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Item No.	Description	Retention
1-45	<p><u>Technology Division Standard Operating Procedure Booklet</u></p> <p>Technology Division</p> <p>Folder containing current standard operating procedures for the Technology Division.</p>	Permanent. Screen every 10 years and transfer superseded versions to the State Archives for permanent retention.
1-46	<p><u>Policies and Procedures</u></p> <p>Policy and Planning</p> <p>All departmental policies from the first version up to the current policy.</p>	Permanent. Screen every 10 years and transfer superseded versions to the State Archives for permanent retention.
1-47	<p><u>Regional Automated Fingerprint Identification System Standard Operating Procedure</u></p> <p>RAFIS - Regional Automated Fingerprint Identification System</p> <p>Procedures governing the functions and exams performed at RAFIS (Regional Automated Fingerprint Identification System).</p>	Permanent. Screen every 10 years and transfer superseded versions to State Archives.
1-48	<p><u>Bloodstain Pattern Procedures</u></p> <p>Forensic Services Section (Crime Scene Unit)</p> <p>Manual instructing the identification and classification of bloodstain evidence. Also defines the proper documentation and collection of bloodstain evidence.</p>	Permanent. Screen every 10 years and transfer superseded versions to State Archives for permanent retention.
1-49	<p><u>Chemistry procedures manual</u></p> <p>Crime Lab - Chemistry Unit</p> <p>Manual outlining the procedures to operate the chemistry lab and analyze criminal evidence for prosecution</p>	Permanent. Screen every 10 years and transfer superseded versions to State Archives for permanent retention.

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Item No.	Description	Retention
1-50	<p><u>Commercial Alarm User Registration Forms</u></p> <p>False Alarm Reduction Section</p> <p>Form that all commercial alarm users complete upon initial registration of their burglar alarm systems.</p>	Retain 3 years after account is inactive, then destroy.
1-51	<p><u>MCP 811</u></p> <p>Field Services Bureau</p> <p>Holding Facility Inspection Log- Required by the Commission on Accreditation for Law Enforcement Agencies (CALEA) to maintain accreditation.</p>	Retain 5 years from end of calendar year, then destroy.
1-52	<p><u>FTIR (Fourier transfer -Infrared) Standard Operating Procedure</u></p> <p>Crime Lab - Chemistry Unit</p> <p>Standard Operating Procedure for proper operation and calibration of the FTIR.</p>	Retain for lifetime of instrument plus 10 years, then destroy.
1-53	<p><u>GCMS (Gas Chromatograph/Mass Spectrometer) Standard Operating Procedure</u></p> <p>Crime Lab - Chemistry Unit</p> <p>Standard Operating Procedure for proper operation and calibration of the GSMS instrument.</p>	Retain for lifetime of instrument plus 10 years, then destroy.
1-54	<p><u>Alarm Business License</u></p> <p>False Alarm Reduction Section</p> <p>Copy of license that is issued by the FARS (False Alarm ReductionSection) to applicants for an alarm business license.</p>	Retain 3 years after account is inactive, then destroy.

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1-55	<p><u>Abandoned Vehicle Case Files</u></p> <p>Abandoned Vehicle Section</p> <p>Case files for vehicles impounded and stored at the Abandoned Vehicle Section. Records contains owner and vehicle information, Motor Vehicle Administration/National Crime Information Center computer data, correspondence and disposition information.</p>	Retain 4 years from end of calendar year, then destroy.
1-56	<p><u>MCP 810</u></p> <p>Field Services Bureau</p> <p>Prisoner Detention Log- Required by the Commission on Accreditation for Law Enforcement Agencies (CALEA) to maintain accreditation.</p>	Retain 3 years from incarceration date, then destroy.
1-57	<p><u>Forensic Biology Manual</u></p> <p>Crime Lab - Biology Unit</p> <p>Manual outlining the procedures and methods needed to conduct analysis of evidence and operate laboratory.</p>	Permanent. Screen every 10 years and transfer superseded versions to State Archives for permanent retention.
1-58	<p><u>MCP 526</u></p> <p>Field Services Bureau</p> <p>Evidence Submission Log- Required by the Commission on Accreditation for Law Enforcement Agencies (CALEA) to maintain accreditation.</p>	Retain for lifetime of instrument plus 10 years, then destroy.

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Item No.	Description	Retention
1-59	<p><u>Upload Files</u></p> <p>False Alarm Reduction Section</p> <p>Files that are created and electronically sent to the Police CAD (Computer Aided Dispatch) system, which contain data on all alarm users and alarm companies. Incremental files contain any changes that were made to specific records. Full files contain every alarm user - currently 71,000 users and every alarm company - currently 450.</p>	Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
1-60	<p><u>Crime Scene Unit Procedures and Protocols</u></p> <p>Forensic Services Section (Crime Scene Unit)</p> <p>Manual of procedures and protocols for processing crimes scenes for the collection of forensic evidence.</p>	Permanent. Screen every 10 years and transfer superseded versions to State Archives for permanent retention.
1-61	<p><u>Forensic Services Operations Manual</u></p> <p>Forensic Services Section (Crime Scene Unit)</p> <p>Manual of procedures and protocols entailing forensic services both in the field (crime scenes) and the office (lab)</p>	Permanent. Screen every 10 years and transfer superseded versions to State Archives for permanent retention.
1-62	<p><u>Procedural Manual for Footwear and Tire Track Evidence</u></p> <p>Forensic Services Section (Crime Scene Unit)</p> <p>Manual of procedures for obtaining, documenting, identifying and comparing shoe and tire impressions.</p>	Permanent. Screen every 10 years and transfer superseded versions to State Archives for permanent retention.
1-63	<p><u>Firearms and Toolmarks Unit Procedures and Protocols</u></p> <p>Firearms and Toolmarks Unit</p> <p>Manual of procedures for obtaining, documenting, identifying, test firing and comparing firearms, ballistic, and toolmark evidence</p>	Permanent. Screen every 10 years and transfer superseded versions to State Archives for permanent retention.

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1-64	<p><u>Alarm Business License Application and Renewal Forms</u></p> <p>False Alarm Reduction Section</p> <p>Application form completed by alarm and monitoring companies to apply for an Alarm Business License for Montgomery County. This allows them to install, monitoring, repair and respond to burglar alarms.</p>	Retain 3 years after account is inactive, then destroy.
1-65	<p><u>Reinstatement Letters</u></p> <p>False Alarm Reduction Section</p> <p>When an alarm users satisfies a violation that put them into a suspended police response status, we send letters to the alarm user, alarm company and monitoring company advising the violation was satisfied and they can start getting police response again.</p>	Retain 3 years after account is inactive, then destroy.
1-66	<p><u>Suspension Notices</u></p> <p>False Alarm Reduction Section</p> <p>Copies of letters sent to alarm users, alarm companies and monitoring companies when an alarm user is placed in a suspended police response status for violation of Chapter 3A, Alarms.</p>	Retain 3 years after account is inactive, then destroy.
1-67	<p><u>Upgrade Certificates</u></p> <p>False Alarm Reduction Section</p> <p>Upgrade form that certifies a licensed alarm company has upgraded an alarm system to meet current county installation standards as defined by law upon the 6th false alarm in a calendar year.</p>	Retain 3 years after account is inactive, then destroy.
1-68	<p><u>Firearms Exam Unit Administrative Manual</u></p> <p>Firearms Exam Unit</p> <p>Manual to describe administrative procedures associated with the firearms exam unit.</p>	Permanent. Screen every 10 years and transfer superseded versions to State Archives.

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Item No.	Description	Retention
1-69	<p><u>Inspection Certificates</u></p> <p>False Alarm Reduction Section</p> <p>Inspection sheet that certifies a licensed alarm company has inspected the alarm system upon the 3rd false alarm in a calendar year – required by Chapter 3A, Alarms.</p>	Retain 3 years after account is inactive, then destroy.
1-70	<p><u>Correspondence</u></p> <p>Family Crimes Division – Administrator</p> <p>Copies of incoming & outgoing general correspondence</p>	Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
1-71	<p><u>Residential Alarm User Registration Forms</u></p> <p>False Alarm Reduction Section</p> <p>Form that all residential alarm users complete upon initial registration of their burglar alarm systems.</p>	Retain 3 years after account is inactive, then destroy.
1-72	<p><u>ARCHIVE DOCUMENTS</u></p> <p>Financial and Grants Management</p> <p>LIST OF FILES SENT TO ARCHIVES, Used to transfer the custody of Records to the Montgomery County Record Center.</p>	Retain for 7 years or until all audit requirements have been fulfilled, whichever is later, then destroy.

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RECORDS MANAGEMENT DIVISION
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Agency **Montgomery County Government
Police Department (MCPD)**

Division/Unit
Administrative Record Series

Item No.	Description	Retention
1-73	<p><u>Dispatch Rate Reports</u></p> <p>False Alarm Reduction Section</p> <p>Reports on the false alarm dispatch rates for alarm companies licensed by Montgomery County</p>	Retain 4 years, then destroy.
1-74	<p><u>Chemistry Unit Training Manual</u></p> <p>Crime Lab - Chemistry Unit</p> <p>Manual outlining the procedures to train analyst to work in the lab and qualify as experts in the chemistry discipline.</p>	Permanent. Screen every 10 years and transfer superseded versions to State Archives for permanent retention.
1-75	<p><u>Alarm User Renewals</u></p> <p>False Alarm Reduction Section</p> <p>Alarm user registration renewal forms that are filed once every two years for both residential and commercial alarm users.</p>	Retain 3 years after account is inactive, then destroy.
1-76	<p><u>Laundry Manifest</u></p> <p>Field Services Bureau</p> <p>Manifest of laundry submissions to vendor and returns</p>	Retain 1 year from end of calendar year, then destroy.
1-77	<p><u>Budget Record</u></p> <p>Special Investigations Division</p> <p>Documentation created to determine and support budget submissions.</p>	Screen every 5 years and destroy all material not needed for the conduct of business.
1-78	<p><u>False Alarm Tracking and Billing (FATB) Software User, Network and Administrator Guides</u></p> <p>False Alarm Reduction Section</p> <p>Guides for the FATB system for users, network settings and Administrators</p>	Destroy 1 year after system is superseded or obsolete.

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Agency Montgomery County Government Police Department (MCPD)		Division/Unit Administrative Record Series
Item No.	Description	Retention
1-79	<u>Detail/Event records</u> Emergency Services Section Records of special events and details throughout the county to include: the county fair, special olympics torch run, national night out, July 4 th fireworks, Golf tournaments, safety patrol picnic and camp, police station open houses.	Screen every 10 years and destroy records no longer needed for the conduct of business.
1-80	<u>False Alarm Reduction Statistical Reports</u> False Alarm Reduction Section Statistical reports, including graphs, that show monthly and year-to-date statistics on the reduction of false alarms in Montgomery County.	Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
1-81	<u>Interstate Agreement on Detainers Files</u> Fugitive Unit Open & closed Interstate Agreement on Detainers (IAD) files contain unit IAD pick up/return form, the "detainers form VI", request for funds, release action form from the facility, when the subject is returned the release action form from our department, information about the inmate, the notification to our jail not to release subject, info about the inmate, may contain other miscellaneous documents.	Retain 5 years from date prisoner returned to facility, then destroy.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit Administrative Record Series
Item No.	Description	Retention
1-82	<u>Intra-departmental Correspondence</u> Field Services Bureau Memos/documents issued within the organization through Command Staff/Assistant Chief	Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
1-83	<u>Detail/Event records</u> Emergency Services Section Correspondence sent in relation to False Alarm Reduction Section program for Police Department, County Attorney, County Executive, etc.	Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
1-84	<u>Lab Standard Operating Procedures (SOP)</u> Quality Assurance Manager Manual with standard operating procedures that are germane to all aspects of crime laboratories and Forensic Services Section.	Permanent. Screen every 10 years and transfer superseded versions to State Archives.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit Administrative Record Series
Item No.	Description	Retention
1-85	<p><u>Log Files</u></p> <p>False Alarm Reduction Section</p> <p>When files are uploaded from FATB (False Alarm Reduction Section custom software) to Computer Aided Dispatch (CAD) there is a log of that transaction that is maintained. This log files provides the activity that occurred during the transfer. For example, if we created 500 records to go to CAD and 20 deletions the log file will tell us if that number actually processed or not.</p>	Retain 7 years or until all audit requirements have been met, whichever is later, then destroy.
1-86	<p><u>FARS Standard Operating Procedure</u></p> <p>False Alarm Reduction Section</p> <p>Standard Operating Procedure for the False Alarm Reduction Section</p>	Permanent. Screen every 10 years and transfer superseded versions to State Archives for permanent retention.
1-87	<p><u>False Alarm Reduction Annual Report</u></p> <p>False Alarm Reduction Section</p> <p>Annual report on the activities, successes and failures of the false alarm reduction program - required by law to be submitted to the council by March 1 of each year</p>	Permanent. Retain 10 years then transfer to State Archives for permanent retention.
1-88	<p><u>Download Files</u></p> <p>False Alarm Reduction Section</p> <p>These files contain a daily record of all alarm activity that occurred the previous day and that came through the police 9-1-1 center. These calls for service form the basis for any billing done by the False Alarm Reduction Section. These calls are electronically dumped into the appropriate alarm user record which triggers the custom software to create an invoice or other applicable letter or notice.</p>	Retain 7 years or until all audit requirements have been met, whichever is later, then destroy.

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Agency Montgomery County Government Police Department (MCPD)		Division/Unit Administrative Record Series
Item No.	Description	Retention
1-89	<u>Station Correspondence</u> Field Services Bureau Official correspondence from the Commanders/Assistant Chief to individuals/groups outside agency	Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit Compliance Record Series
Item No.	Description	Retention
3-1	<p><u>American Society of Crime Lab Director (ASCLD)/Quality Assurance Records</u></p> <p>Electronic Crimes Unit (Financial Crimes Section)</p> <p>Records of compliance with accreditation standards for the digital image laboratories.</p>	Retain 2 years from last Accreditation Inspection/Review, then destroy
3-2	<p><u>National Capital Region (NCR) -- Law Enforcement Information Exchange (LInX)</u></p> <p>Technology Division</p> <p>Each member of the Montgomery County Police Department that requests access to the National Capital Region (NCR) – Law Enforcement Information Exchange (LInX) must sign the user agreement prior to taking training. This user agreement must remain on file with the Montgomery County Police Department.</p>	Retain 99 years from signature date, then destroy.
3-3	<p><u>CALEA files</u></p> <p>Policy and Planning</p> <p>Commission on Accreditation for Law Enforcement Agencies files, including standards and proof of compliance, for the current cycle and the previous inspection. Inspections are every 3 years.</p>	Retain 6 years, then destroy.

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Agency **Montgomery County Government
Police Department (MCPD)**

Division/Unit
Facility Record Series

Item No.	Description	Retention
5-1	<p><u>Work Request Processing</u></p> <p>Capital Development and Facilities</p> <p>Work Request Processing Database for recording and tracking all facilities work requested through CD&F Section including building maintenance, Electrical, Plumbing, HVAC, Cleaning, Trash Removal, Landscaping, Renovations, Telephone, Data, Moving Services, Furniture, etc.</p>	Retain 7 years after facility is vacated by Montgomery County Police Department, then destroy.
5-2	<p><u>Recycling</u></p> <p>Capital Development and Facilities</p> <p>Documents used to compile recycling statistics and historical monthly, quarterly, and annual reports for tracking trends/progress.</p>	Retain 7 years after facility is vacated by Montgomery County Police Department, then destroy.
5-3	<p><u>Security</u></p> <p>Capital Development and Facilities</p> <p>Alarm Codes, Alarm Registrations, Cipher Lock Codes, Department Wide Security Initiatives.</p>	Retain 7 years after facility is vacated by Montgomery County Police Department, then destroy.
5-4	<p><u>Facility Records</u></p> <p>Capital Development and Facilities</p> <p>CIP, Drawings/Plans, Equipment/Furniture, Maintenance, Photos, Projects, Safety & Health, Security, Utilities.</p>	Screen annually and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archives for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

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Agency **Montgomery County Government
Police Department (MCPD)**

Division/Unit
Facility Record Series

Item No.

Description

Retention

5-5

Telecom

Capital Development and Facilities

Phone Lists for all MCPD facilities generated and maintained by CD&F section due to frequent personnel transfers. Audit of telephone lines at all MCPD facilities that are billed to MCPD.

Retain 7 years after facility is vacated by Montgomery County Police Department, then destroy.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit Personnel Record Series
Item No.	Description	Retention
8-1	<u>Promotional Files</u> Police Personnel Promotional eligible lists, tests, and other material related to the promotion process for sworn personnel.	Retain 5 years or when administrative value ends, whichever is later, then destroy.
8-2	<u>Recruitment Files</u> Police Personnel Position recruitment files for both civilian and sworn positions.	Retain 5 years or when administrative value ends, whichever is later, then destroy.
8-3	<u>Background Files</u> Police Personnel Background files for sworn and civilian applicants.	Retain 75 years, then destroy.
8-4	<u>Psychological Tests</u> Police Personnel Psychological tests for Police Officer and Public Safety Comm. Specialists positions	Retain 75 years after Hire Date, then destroy.

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Agency **Montgomery County Government
Police Department (MCPD)**

Division/Unit
Animal Services Record Series

Item No.	Description	Retention
9-1	<p><u>Chameleon Software Database</u></p> <p>Animal Services Division</p> <p>Contains records for calls of service; pet licensing data; contains investigatory information, including names, address, phone numbers of complaints and respondents as well as animal information.</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>
9-2	<p><u>Rabies Certificates</u></p> <p>Animal Services Division</p> <p>Rabies Certificate given to patrons when they have received either a rabies shot good for one year or three years. 5" 1/2" X 3" 1/2" is actual size of rabies certificate.</p>	<p>Retain 5 years, then destroy.</p>
9-3	<p><u>Animal Information Log (IAL)</u></p> <p>Animal Services Division</p> <p>Records of all animals received by Montgomery County Humane Society including all action taken on the animal, i.e., attempts to locate owner of animal, adoption of animal and final disposition of animal (returned to owner, adopted or euthanized).</p>	<p>Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.</p>

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit Animal Services Record Series
Item No.	Description	Retention
9-4	<p><u>Rabies Surveillance Files</u></p> <p>Animal Services Division</p> <p>Documentation concerning circumstances resulting in laboratory confirmed cases of rabies in Montgomery County. Monthly statistical reports and Animal Information Log (AIL) of animals submitted for rabies testing.</p>	Retain 5 years, then destroy.
9-5	<p><u>Investigatory Case Files</u></p> <p>Animal Services Division</p> <p>Reports of investigations of complaints made by Montgomery County residents and animal related problems. Case file may include but not limited to: initial bite report or complaint, notes, rabies vaccination information, correspondence from Director, if applicable, i.e., Potential Dangerous Dog letter, affidavits, citations and possibly photos.</p>	Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
9-6	<p><u>Commercial Kennel License Files</u></p> <p>Animal Services Division</p> <p>All documentation regarding Pet Shop, Riding Stables, Commercial Kennels, and Dog Fancier Kennel Licenses, i.e., initial license application, inspection sheet completed by ASO, printed license issued by ASD, log of pets and vaccines when applicable.</p>	Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

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Agency Montgomery County Government Police Department (MCPD)		Division/Unit Animal Services Record Series
Item No.	Description	Retention
9-7	<u>Animal Matters Hearing Board Case Files</u> Animal Services Division Includes: Initial Appeal or Complaint application, notice of hearing date to parties, any and all correspondence relating to the case, Boards Findings of Facts and Order, exhibits and transcript if applicable.	Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
9-8	<u>Animal Adoption Contracts</u> Animal Services Division Initial Application for Adoption, Contract, any past history on animal as well as veterinary records, evaluations, give up sheets, approval sheet.	Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)		Schedule No. C1181
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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit Citation Record Series
Item No.	Description	Retention
10-1	<u>Automated Red Light Citations</u> Automated Traffic Enforcement Unit Automated Red Light Citations include photos as well as time/date and location information	Retain photos three years from payment or court dismissal, then destroy, retain photos from unpaid citations and data from all citations 99 years, then destroy.
10-2	<u>Civil Citations</u> False Alarm Reduction Section Copies of all civil citations written to alarm companies or alarm users for violation of Chapter 3A, Alarms, of the Montgomery County Code, including backup documentation, court notifications and payment information	Retain 3 years from citation date, then destroy.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit Criminal Investigative Record Series
Item No.	Description	Retention
11-1	<u>Criminal Case Files</u> Police Community Action Team (PCAT B) Files contain all Criminal event reports and court dates.	Retain on-site 3 years, then transfer to the County Records Center and retain 99 years, then destroy.
11-2	<u>SWAT Case Files</u> Tactical Section Files contain raid reports, raid diagrams, tactical databases.	Retain on-site 3 years, then transfer to the County Records Center and retain 99 years, then destroy.
11-3	<u>MCP 526</u> Central Property Evidence MCP526 Evidence and Recovered property- This is a form that tracks and shows the chain of possession of all evidence gathered by the police department. The form begins when evidence is collected and ends when evidence is returned or destroyed. It usually becomes a part of the investigative file.	Retain until no longer needed for adjudication or 99 years, whichever is later, then destroy.
11-4	<u>Arrest Reports</u> Warrant Management Section Reports of arrestees (513 reports), which has arrest info (Offender's name, race/sex, date of birth, address, arresting agency, officer's involved, charges, additional warrants, arrest data, offender's identification, employment, offender's associated persons, and property).	Retain 99 years, then destroy.
11-5	<u>Pedophile Investigation Case Files</u> Pedophile Section police reports, notes, arrest reports, photographs, interviews, statements, MCP50, medical records, search warrants, probation reports, sex offender classification, conviction date and conditions, fingerprint cards, notice to registrant, DVD's, maps, notification flyers and dates of notification	Retain 99 years after case is closed, then destroy.

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Agency **Montgomery County Government
Police Department (MCPD)**

Division/Unit
Criminal Investigative Record Series

Item No.	Description	Retention
11-6	<p><u>Child Abuse/Sex Assault Team 2 Investigative Case Files</u></p> <p>Child Abuse/Sex Assault Team 2</p> <p>Police reports, notes, arrest reports, photographs, interviews, statements, MCP 50 forms ("Advice of Rights Form"), medical records, search warrants, probation reports, criminal history records, conviction dates and conditions, fingerprint cards, vehicle registration information, DVD's, and maps.</p>	Retain 99 years after case is closed, then destroy.
11-7	<p><u>Child Abuse Shift 1 Case Files</u></p> <p>Child Abuse Shift 1</p> <p>Police reports, notes, arrest reports, photographs, interviews, statements, MCP 50 form ("Advice of Rights Form"), medical records, search warrants, probation report, polygraph reports, computer examination reports</p>	Retain 99 years after case is closed, then destroy.
11-8	<p><u>Runaway Case File</u></p> <p>Family Outreach Section</p> <p>Runaway Case Files include Entry Form, Incident Report, Supplement/Cancellation and notes.</p>	Retain on-site until child turns 18, then transfer to district detective bureau
11-9	<p><u>Child Abduction Case File</u></p> <p>Family Outreach Section</p> <p>Abduction case files include entry/incident report, supplement, cancellation form and notes.</p>	Retain until child turns 18, then destroy.
11-10	<p><u>Criminal Investigations Case File</u></p> <p>Criminal Investigation Division</p> <p>Case file - complete record of a criminal case to include event report, statements, photographs, and investigators notes. This applies for District Investigative Sections, Centralized Auto-Theft Team, Firearms Investigations Unit, Financial Crimes Section</p>	Retain on-site 3 years, then retain at Montgomery County Records Center 75 years, then destroy.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit Criminal Investigative Record Series
Item No.	Description	Retention
11-11	<p><u>Victim Case Record</u></p> <p>Victim Assistance Unit</p> <p>Primarily various paper items where contact with victims are noted about referrals, follow up and applications to compensation programs.</p>	Retain 5 years from date case closed, then destroy.
11-12	<p><u>Fraud Database</u></p> <p>Criminal Investigation Division</p> <p>Confidential database used to catalog and link cases, suspects and modus operandi of fraud/financial crimes. Access database built inhouse.</p>	Continuous record. Maintain as a perpetual file by updating when amended.
11-13	<p><u>Robbery Investigative Case Files</u></p> <p>Robbery Section</p> <p>Open and closed robbery case files. Investigative file containing reports, suspect and victim info; investigative notes, copies of photos, possibly audio/video interviews.</p>	Retain onsite for 3 years, then transfer to County Records Center for 99 years, then destroy.
11-14	<p><u>Family Outreach Case Files</u></p> <p>Family Outreach Section</p> <p>Cases contain incident report, notes (victim, witnesses, suspect and officers) charging document, photos, 911 CD, posters (child interviews) and incidental documents.</p>	Retain 99 years after case is closed, then destroy.
11-15	<p><u>Mugshots</u></p> <p>Records Management Section</p> <p>Photos of arrestee</p>	Retain 99 years, then destroy.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit Criminal Investigative Record Series
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Item No.	Description	Retention
11-16	<p><u>Open/Closed Homicide Investigative Case Files</u></p> <p>Homicide/Sex Section</p> <p>Investigative file containing reports, suspect and victim info; investigative notes, copies of photos, possibly audio/video interviews.</p>	Retain onsite 3 years from case closed/inactive, send to Montgomery County Records Center and retain 99 years, then destroy.
11-17	<p><u>Cold Case Homicide & Rape Cases</u></p> <p>Cold Case Section</p> <p>Investigative file containing reports, suspect and victim info; investigative notes, copies of photos, possibly audio/video interviews.</p>	Retain onsite 3 years from case closed/leads exhausted, send to Montgomery County Records Center and retain 99 years, then destroy.
11-18	<p><u>Juvenile Booking</u></p> <p>Records Management Section</p> <p>Juvenile Arrest Information. It consists of Name, date of birth, race/sex, Juvenile number, school juvenile is attending, officer name, alias names, date of arrest, charges, and case number.</p>	Retain until Juvenile is 18, then destroy.
11-19	<p><u>Vehicle Seizure Record</u></p> <p>Special Investigations Division</p> <p>Contains documentation specific to one instance of a conveyance seizure and the forfeiture proceedings connected to a criminal investigation.</p>	Retain 10 years from date of Vehicle Disposition, then destroy.
11-20	<p><u>Fatality Case files</u></p> <p>Collision Reconstruction</p> <p>Case files to include: statements, DVD's, CD's, crash scene diagrams, Maryland Accident Analysis Reporting System (MAARS) Report, recovered property forms.</p>	Retain on-site 3 years, then transfer to the County Records Center and retain 99 years, then destroy.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit Criminal Investigative Record Series
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Item No.	Description	Retention
11-21	<p><u>Firearms Exam Unit Case Files</u></p> <p>Firearms Exam Unit</p> <p>File encompassing exams performed, results, and conclusions of the examiner.</p>	Retain on site 2 years from conclusion of exam or end of appeal process then transfer to Montgomery County Records Center for 99 years, then destroy.
11-22	<p><u>Currency Seizure Record</u></p> <p>Special Investigations Division</p> <p>Contains documentation specific to one instance of currency seizure and the forfeiture proceedings connected to a criminal investigation.</p>	Retain 10 years from date of Currency Disposition, then destroy.
11-23	<p><u>Regional Automated Fingerprint Identification System Case Files</u></p> <p>RAFIS - Regional Automated Fingerprint Identification System</p> <p>File encompassing latent fingerprint cards and record of any comparisons or other exams.</p>	Retain 99 years from completion of the exam or receipt of cards, then delete.
11-24	<p><u>Informant Record</u></p> <p>Special Investigations Division</p> <p>Sometimes referred to as an Special Informant or Confidential Informant (SI or CI) file, this record contains detailed information about one individual's cooperation with law enforcement in furtherance of criminal investigation.</p>	Retain 20 years from date of last activity, then destroy.
11-25	<p><u>Criminal Case File</u></p> <p>Field Services Bureau</p> <p>Case file maintained by officers and investigators assigned to all FSB Districts and Divisions. Cases include Traffic (DUI, driving suspended, accidents) and Criminal (minor offenses of theft, vandalism, drugs, disorderly, etc.). Files include pictures, report copies, statements, MCP form copies, search warrants, officer notes.</p>	Retain on-site 3 years, then transfer to the County Records Center and retain 99 years, then destroy.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit Criminal Investigative Record Series
Item No.	Description	Retention
11-26	<p><u>Intelligence Record</u></p> <p>Special Investigations Division</p> <p>This record contains information about actual or suspected criminal activity of an individual or group.</p>	Retain 5 years from date initiated, then destroy (per guidelines of 28 CFR Part 23 - 28 CFR 23 is the section of the Code of Federal Regulations that is entitled "Criminal Intelligence Systems Operating Policies.")
11-27	<p><u>Special Investigations Case Record</u></p> <p>Special Investigations Division</p> <p>Formerly know as a Classified File or Investigative File, this record contains documentation of a criminal investigation from beginning to end.</p>	Retain 20 years from Sentencing Date of Last Defendant in Case, then destroy.
11-28	<p><u>Electronic Crimes Case Files</u></p> <p>Electronic Crimes Unit (Financial Crimes Section)</p> <p>Digital file of evidence of images, text and other information retrieved from a computer, cell phone or other electronic device.</p>	Retain 75 years from date case charged, then destroy.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit Emergency Communications Record Series
Item No.	Description	Retention
12-1	<p><u>9-1-1 Telephone Call Records</u></p> <p>Emergency Communications Center</p> <p>Electronic call records of all incoming and outgoing phone traffic through the 9-1-1 phone systems at the Emergency Communications Center and Alternative Emergency Communications Center. Records are stored in two databases.</p>	Retain 1 year from time of call, then destroy.
12-2	<p><u>Computer Aided Dispatch (CAD) Event & Unit Histories</u></p> <p>Emergency Communications Center</p> <p>CAD Event and Unit history records for Law Enforcement Agencies in the County using the County CAD System. 13 months of data is kept in the live system and 37 months of data are kept in the online MIS (Management Information System) system. Systems operated and maintained by DTS PSDS (Montgomery County Department of Technology Services, Public Safety Data Systems)</p>	Retain 37 months from time of event, then destroy.
12-3	<p><u>ECC Call and Event Historical Records & Performance Measures</u></p> <p>Emergency Communications Center</p> <p>9-1-1 Phone system, CAD dispatch, Emergency Communications Center staffing statistics and historical reports to include inputs to MCPSTAT and County STATS. Also contained within this data is Emergency Communications Center Operations Annual Workload Analysis studies.</p>	Continuous Record. Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit	Emergency Communications Record Series
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Item No.	Description	Retention
12-4	<p><u>Mobile Data Gateway (MDG) Messages & METERS (Maryland Electronic Telecommunications Enforcement Resource System) Queries</u></p> <p>Emergency Communications Center</p> <p>MDG person to person and broadcast messages sent between Law Enforcement Mobile Data Computers, and Queries of the State Criminal Justice Systems, created as part of Police Dispatch operations systems are maintained by Montgomery County Department of Technology Services, Public Safety Data Systems. These are system and administrative messages (person to person, person to group, workstation to workstation, and workstation to workstation group) (akin to instant messaging and email, but within the CAD/Mobile Message Switch systems) plus history showing METERS (MILES) queries run from Mobile Data Computers (MDCs).</p>	Retain 30 days, then destroy.
12-5	<p><u>Computer Aided Dispatch (CAD) Automatic Vehicle Locator (AVL)Data</u></p> <p>Emergency Communications Center</p> <p>Records of AVL data for Law Enforcement vehicles operating as part of the County Computer Aided Dispatch system and created as part of Police Dispatch Operations. Systems are maintained by Montgomery County Department of Technology Services, Public Safety Data Systems.</p>	Retain 120 days, then destroy.
12-6	<p><u>Computer Aided Dispatch (CAD) Mail & Messages</u></p> <p>Emergency Communications Center</p> <p>CAD person to person and workstation to workstation mail and messages created as part of Police Dispatch Operations Systems are operated and maintained by DTS PSDS (Montgomery County Department of Technology Services, Public Safety Data Systems). These are system and administrative messages (person to person, person to group, workstation to workstation, and workstation to workstation group) (akin to instant messaging and email, but within the CAD/Mobile Message Switch systems)</p>	Retain 30 days from message time, then destroy.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit	Emergency Communications Record Series
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Item No.	Description	Retention
12-7	<p><u>9-1-1 Telephone & Radio Audio Recordings</u></p> <p>Emergency Communications Center</p> <p>Electronic recordings of all telephone traffic through the 9-1-1 phone systems at the Emergency Communications Center and Alternative Emergency Communications Center and select screen shots of CAD (Computer Aided Dispatch) entry for incoming calls. System consists of multiple services located at the Emergency Communications Center & Alternative Emergency Communications Center</p>	Retain 1 year from time of call, and destroy.

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Agency **Montgomery County Government
Police Department (MCPD)**

Division/Unit
Equipment Record Series

Item No.	Description	Retention
13-1	<p><u>Intoximeter and PBT Records</u></p> <p>Chemical Test for Alcohol Unit</p> <p>All maintenance and calibration records for all Intoximeter machines and PBT's (portable breath test) for the Montgomery County Police Department.</p>	Retain 20 years after equipment is no longer in use, then destroy.
13-2	<p><u>ECU Lab Equipment Records</u></p> <p>Electronic Crimes Unit (Financial Crimes Section)</p> <p>Record of equipment calibration and function tests.</p>	Retain for lifetime of equipment plus 10 years, then destroy.
13-3	<p><u>Supervisor inspection files</u></p> <p>Training</p> <p>This is an administrative record. This record type contains equipment inventory information and maintenance information for each employee.</p>	Permanent. Retain 10 years on-site from revision date or discontinue date, then transfer to Maryland State Archives for permanent retention.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit Incident Report Record Series
Item No.	Description	Retention
14-1	<p><u>Police Reports</u></p> <p>Security Services</p> <p>Police reports are written by police officers involving incidents on County property. Information includes the type of incident in detail including date, time, location, witness/subject information and complainant contact name and phone number, and if an arrest was made, and police report number with officer's name.</p>	Retain 3 years, then destroy.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit	Information Request Record Series
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Item No.	Description	Retention
15-1	<p><u>Criminal Histories</u></p> <p>Records Management Section</p> <p>Criminal history requests from government agencies, military, FBI (Federal Bureau of Investigations) and other police agencies, and people with prior arrest histories that need their dispositions that is no longer available at District Court. It consists of persons name, race/sex, date of birth, address, requesting agency and dates of arrest, charges, and dispositions.</p>	Retain 3 years from creation date, then destroy.
15-2	<p><u>Tape requests and fulfillment logs</u></p> <p>Emergency Communications Center</p> <p>Requests, including receipt acknowledgement, for 9-1-1 recordings made by citizens or attorneys. Subpoenas accompany some requests. Includes electronic tape log of recordings made.</p>	Retain 3 years, then destroy.
15-3	<p><u>Citizens Request</u></p> <p>Customer Service</p> <p>Requests of reports, photos, background checks, arrest disposition, and 911 recordings</p>	Retain 3 months from date of creation, then destroy.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit Internal Affairs Record Series
Item No.	Description	Retention
16-1	<u>Formal Files</u> Internal Affairs Complaints from citizens and others pertaining to officers violating department rules.	Retain Sustained Records onsite five years past the officer leaving the department, then destroy. Retain Not sustained records 3 years on-site, then destroy.
16-2	<u>Intake Files</u> Internal Affairs Files contain complaints of Montgomery County Police Department staff from citizens and other with regards to department rule violations.	Retain 1 year from date investigation is completed, then destroy.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit Laboratory Record Series
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Item No.	Description	Retention
17-1	<u>Biology Unit Case Files</u> Crime Lab - Biology Unit Serology and DNA casework files.	Retain on site 2 years from conclusion of exam or end of appeal process then transfer to Montgomery County Records Center for 99 years, then destroy.
17-2	<u>Chemistry Unit Case File</u> Crime Lab - Chemistry Unit Results/findings of tested materials to include weight, identified substances, and analyst's notes.	Retain 2 years on-site after end of statute of limitations for court appeal, then retain at Montgomery County Records Center 20 years, then destroy.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit Legal and Labor Relations Record Series
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Item No.	Description	Retention
18-1	<p><u>Employee Relations</u></p> <p>Office of the Chief - Legal and Labor Relations</p> <p>Files of notes, correspondence, memos regarding employee relations issues.</p>	Retain 10 years, then destroy.
18-2	<p><u>Collective Bargaining Files</u></p> <p>Office of the Chief - Legal and Labor Relations</p> <p>Collective bargaining files contain memos of understanding, agreements, side letters, memos, meeting notes, proposals, and collective bargaining contracts.</p>	Retain 10 years from conclusion of bargaining session, then destroy.
18-3	<p><u>Grievance File</u></p> <p>Office of the Chief - Legal and Labor Relations</p> <p>File contains copy of grievance filed by the Union or employee, the department's response to the grievance, copy of the County Attorney's Office decision, copy of settlement agreement, notes, arbitration request.</p>	Retain 10 years from date grievance is filed, then destroy.
18-4	<p><u>Equal Employment Opportunity (EEO) Complaint Files</u></p> <p>Office of the Chief - Legal and Labor Relations</p> <p>Equal Employment Opportunity Complaints filed by department employees. Contains copies of charges, memos, notes</p>	Retain 10 years from date complaint is closed, then destroy.
18-5	<p><u>Arbitration Decisions</u></p> <p>Office of the Chief - Legal and Labor Relations</p> <p>Archive of arbitration decisions on grievances filed by the union.</p>	Retain 10 years from issuance of the arbitration decision, then destroy.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit Media Record Series
Item No.	Description	Retention
19-1	<u>Police Media Records</u> Police Media Services Division (PIO Office) The Police Media files include all official Police Media News Clips, Media Criminal Summaries and Press Releases.	Permanent. Retain 75 years on-site, then transfer to Maryland State Archives for permanent retention.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit NCIC (National Crime Information Center) Record Series
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Item No.	Description	Retention
20-1	<p><u>National Crime Information Center (NCIC) Certification Training Records</u></p> <p>Technology Division</p> <p>Each member of the Montgomery County Police Department that has been granted access to the National Crime Information Center (NCIC) must receive initial certification training within the first 6 months of access and recertification training every 2 years thereafter.1 We are audited every year alternately by the FBI (Federal Bureau of Investigations) and MSP (Maryland State Police). They require original documentation with original signatures-</p>	Retain 99 years from training date, then destroy.
20-2	<p><u>NCIC/METERS Files</u></p> <p>Records Management Section</p> <p>METERS (Maryland Electronic Telecommunications Enforcement Resource System)/NCIC (National Crime Information Center) files consists of NCIC/METERS messages such as Hit Confirmations and Incoming/Outgoing Messages</p>	Retain 6 years from date of creation, then destroy.
20-3	<p><u>Validation</u></p> <p>Citizen Reporting</p> <p>A monthly record that allows the NCIC coordinator to keep track of NCIC (National Crime Information Center) validations disseminated and returned after completion.</p>	Retain 4 months from date of creation, then destroy.
20-4	<p><u>NCIC (National Crime Information Center) Entry</u></p> <p>Records Management Section</p> <p>NCIC (National Crime Information Center) entry/modification/cancellation of missing person or stolen items (vehicles, tags, articles, guns)</p>	Retain 99 years, then destroy..

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Agency **Montgomery County Government
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Division/Unit
NCIC (National Crime Information
Center) Record Series

Item No.	Description	Retention
20-5	<p><u>MRC Daily Log</u></p> <p>Records Management Section</p> <p>METERS (Maryland Electronic Telecommunications Enforcement Resource System)/NCIC (National Crime Information Center) daily activity log of work done on the METERS/NCIC terminal.</p>	Retain 6 years from date of creation, then destroy.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit NCIC (National Crime Information Center) Record Series
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Item No.	Description	Retention
21-1	<p><u>International Standards Organization (ISO) Quality Manual</u></p> <p>Quality Assurance Manager</p> <p>Manual with guidelines and accreditation standards for overall crime laboratory. Includes quality measurement and inspection criteria to evaluate labs effectiveness.</p>	Permanent. Screen every 10 years and transfer superseded versions to State Archives.
21-2	<p><u>Crime Scene Unit, Chemistry Lab and Biology Lab Health & Safety Manual</u></p> <p>Quality Assurance Manager</p> <p>Manual with guidelines outlining safety measures to insure the health and welfare of lab personnel and the safe operation of equipment and chemicals during the course of lab operations.</p>	Permanent. Screen every 10 years and transfer superseded versions to State Archives.
21-3	<p><u>CODIS (Combined DNA Index System) Manual</u></p> <p>Quality Assurance Manager</p> <p>Manual with standards and criteria for entering DNA profiles of known and unknown DNA profiles of crime suspects into the national CODIS database. Required to have manual on-site.</p>	Continuous Record. Maintain as a perpetual file by updating when amended.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit Record Transmittal Record Series
Item No.	Description	Retention
22-1	<u>Archive Transmittals</u> Family Crimes Division – Administrator Yearly Archive transmittal sheets w/locator numbers maintained in the Montgomery County Records Center.	Keep until Records have reached retention schedule disposal date, then destroy.

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Agency **Montgomery County Government
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Division/Unit
Training Record Series

Item No.	Description	Retention
23-1	<p><u>Chemical Test for Alcohol Unit (CTAU) Training Records</u></p> <p>Chemical Test for Alcohol Unit</p> <p>Records for all Driving While Intoxicated (DWI), Standardized Field Sobriety Test (SFST), Drug Recognition Experts (DRE), Advanced Roadside Impaired Driving Enforcement (ARIDE), and Alcohol Enforcement Section (AES) training classes taught to Police Officers, Police recruits and civilians at the Police training Academy</p>	Retain on-site 3 years, then transfer to the County Records Center and retain 99 years, then destroy.
23-2	<p><u>Field Training and Evaluation Record</u></p> <p>Training</p> <p>This is a training record. The record type contains individual check off sheets for tasks completed during the Field Training & Evaluation Program (on the job training portion of police training), tests administered during Field Training & Evaluation Program and printed Daily Observation Reports.</p>	Retain 10 years from Separation Date, then destroy.
23-3	<p><u>Forensic Biology Analyst Training Manual</u></p> <p>Crime Lab - Biology Unit</p> <p>Manual outlining the procedures and methods needed to properly train an analyst for the Biology Unit.</p>	Permanent. Screen every 10 years and transfer superseded versions to State Archives for permanent retention.
23-4	<p><u>Field Training and Evaluation historic DOR (Daily Observation Reports) record</u></p> <p>Training</p> <p>This is a training record. This record type contains the electronic Daily Observation Reports completed by Field Training Officers on students in the Field Training Program.</p>	Retain 10 years from Separation Date, then destroy.

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Agency **Montgomery County Government
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Division/Unit
Training Record Series

Item No.	Description	Retention
23-5	<p><u>Firearms Examiner Training Manual</u></p> <p>Firearms Exam Unit</p> <p>Manual to describe the qualifications and procedures to be certified as a firearms examiner for Montgomery County.</p>	Permanent. Screen every 10 years and transfer superseded versions to State Archives.
23-6	<p><u>Web ADORE (Automated Observation Reports and Evaluations)Field Training Daily Observation Report database</u></p> <p>Training</p> <p>This is a training record. This record type contains daily observation reporting data that is entered by field training officers for new officers that are in the field training program rating them on their performance in a variety of different work categories.</p>	Retain 10 years after Separation Date, then destroy.
23-7	<p><u>Civilian In Service Attendance Record</u></p> <p>Training</p> <p>This is a training record. This record type contains class rosters for civilian classes, sign in sheets, test response sheets, observable test check off sheets, course evaluations.</p>	Retain 10 years after class date, then destroy.
23-8	<p><u>Individual Training Certificate Record</u></p> <p>Training</p> <p>This is a training file. The record type contains certificates of completion for course individual students have received.</p>	Retain 10 years after Separation date, then destroy.
23-9	<p><u>Elective Course Attendance Record</u></p> <p>Training</p> <p>This is a training record. This record type contains elective class rosters, sign in sheets, test response sheets, observable test check off sheets, course evaluations.</p>	Retain 10 years after class date, then destroy.

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Division/Unit
Training Record Series

Item No.	Description	Retention
23-10	<p><u>K-9 Files</u></p> <p>K-9</p> <p>Training records for each dog and respective handler, apprehension reports, K-9 narcotic training records and seizures, K-9 explosive training records and detection, bloodhound missing person detections reports</p>	<p>Retain on-site 3 years, then transfer to the County Records Center and retain 99 years, then destroy.</p>
23-11	<p><u>In-Service Training Attendance Records</u></p> <p>Training</p> <p>This is a training record. This record type contains class rosters, sign in sheets, test response sheets, observable test check off sheets, course evaluations.</p>	<p>Retain 10 years after class date, then destroy.</p>
23-12	<p><u>Firearms Technician Training Manual</u></p> <p>Firearms Exam Unit</p> <p>Manual to describe the qualifications and procedures to be certified as a firearms technician for Montgomery County.</p>	<p>Permanent. Screen every 10 years and transfer superseded versions to State Archives.</p>
23-13	<p><u>Forensic Specialist Training Manual</u></p> <p>Crime Lab - Biology Unit</p> <p>Manual outlining the procedures and methods needed to train a forensic specialist and what qualifies a person to meet the standard of forensic specialist.</p>	<p>Permanent. Screen every 10 years and transfer superseded versions to State Archives for permanent retention.</p>
23-14	<p><u>TDD Employee Training</u></p> <p>Emergency Communications Center</p> <p>Employee remedial training on the functions and operation of a TDD system. Used daily in conjunction with 9-1-1 and non-emergency calls from LEP (Limited English Proficiency) individuals. This training is conducted bi-annually for ADA compliance & verification of employee's abilities.</p>	<p>Retain 6 years from the date of creation, then destroy.</p>

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Division/Unit
Training Record Series

Item No.	Description	Retention
23-15	<p><u>Sworn In-Service Lesson Plans</u></p> <p>Training</p> <p>This is a training record. This record type contains lesson plans, powerpoints and training materials used in sworn in-service training.</p>	Permanent. Retain 10 years on-site from revision date or discontinue date, then transfer to Maryland State Archives for permanent retention.
23-16	<p><u>ECU Standard Operating Manual.</u></p> <p>Electronic Crimes Unit (Financial Crimes Section)</p> <p>Document describing methods, procedures, and polices for examiners to follow in retrieving electronic and digital evidence.</p>	Permanent. Screen every 10 years and transfer superseded versions to State Archives for permanent retention.
23-17	<p><u>Firearms Technician Training Manual</u></p> <p>Electronic Crimes Unit (Financial Crimes Section)</p> <p>Document describing methods, procedures, and polices for examiners to follow in retrieving electronic and digital evidence.</p>	Permanent. Screen every 10 years and transfer superseded versions to State Archives for permanent retention.
23-18	<p><u>Police Explorer Membership</u></p> <p>Training</p> <p>This is an administrative file. This record type contains membership forms and personal documentation for youths involved in the Police Explorer Program.</p>	Retain 3 years from date youth separates from program, then destroy.
23-19	<p><u>Sergeant Mentoring Program Individual Record</u></p> <p>Training</p> <p>This is a training record. This record type contains task check off sheets, tests/quizzes, weekly progress reports and written assignments completed during the Sgt mentoring program.</p>	Retain 10 years after Separation Date, then destroy.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit Training Record Series
Item No.	Description	Retention
23-20	<u>Leadership Development Institute Curriculum Files</u> Training This is a training file. The record type contains Leadership Development Institute lesson plans and PowerPoint presentations.	Permanent. Retain 10 years on-site from revision date or discontinue date, then transfer to Maryland State Archives for permanent retention.
23-21	<u>Entry Level Lesson Plans</u> Training This record is a training file. The record type contains lesson plans for courses that are taught in Police Entry Level Training. The purpose of the record is to show what information was taught to police recruits in each class they receive instruction on. These records are subject to review by third parties such as the State's Attorney's Office, defense counsel and the court system upon appropriate request.	Permanent. Retain 10 years on-site from revision date or discontinue date, then transfer to Maryland State Archives for permanent retention.
23-22	<u>Civilian In Service Training Lesson Plans</u> Training This is a training record. This record type contains lesson plans, powerpoints and training materials used in civilian in-service training.	Permanent. Retain 10 years on-site from revision date or discontinue date, then transfer to Maryland State Archives for permanent retention.
23-23	<u>LEOSA (Law Enforcement Officer's Safety Act) Training Records</u> Training This is a training record. The record type contains individual firearms training and qualification dates for LEOSA (Law Enforcement Officer's Safety Act) qualified retirees. The purpose of the record is to serve as proof that LEOSA retirees have completed the required training and received a qualifying shooting score.	Retain 7 years after Inactive Status Date, then destroy.

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Agency	Montgomery County Government Police Department (MCPD)	Division/Unit Training Record Series
Item No.	Description	Retention
23-24	<p><u>Employee Training Records</u></p> <p>Emergency Communications Center</p> <p>Individual employee ECC (Emergency Communications Center) training certificates, test papers and training correspondence</p>	Retain 6 years from date employee separates from Emergency Communications Center, then destroy.
23-25	<p><u>ECC Training Program Records</u></p> <p>Emergency Communications Center</p> <p>Contains program overview, individual lesson plans, hand-outs, tests, quizzes, presentations, recordings, and all associated reference materials for new hire and tenured employee training..</p>	Screen every three years and destroy material that is no longer needed for current business with the following exception: Transfer to the Maryland State Archive for permanent retention any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal, or historical value.
23-26	<p><u>Entry Level Individual Student Training Record</u></p> <p>Training</p> <p>This record is a training file. The record type contains individual response sheets for police recruit exams, quizzes and check off sheets for practical exercises that were completed during police entry level training. the purpose of the record is to provide proof that each individual recruit was tested on the all the material presented in the 6 month police academy. these records are subject to an audit by a third party (Maryland Police and Correctional Training Commissions).</p>	Retain 10 years after separation date, then destroy.

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Agency Montgomery County Government Police Department (MCPD)		Page 58 of 58 Division/Unit Training Record Series
Item No.	Description	Retention
23-27	<u>Regional Automated Fingerprint Identification System (RAFIS) Training Manual</u> RAFIS - Regional Automated Fingerprint Identification System Manual describing the qualifications, functions and procedures for latent fingerprint examiners.	Permanent. Screen every 10 years and transfer superseded versions to State Archives.
23-28	<u>In-Service/Elective Historic Records</u> Training This record is a training record. This record type contains individual entries for courses completed by officers prior to 2001 when automated system was put in place.	Retain 10 years from separation date, then destroy.
23-29	<u>Skills Manager Training Records</u> Training This is a training file. Skills Manager is a database that contains all active and inactive employees of the police department (sworn and nonsworn) and all of the courses they have taken at the police academy or off site. Records on outside agency personnel that attend course at Montgomery County Police training academy also included.	Retain 10 years after Separation Date, then destroy..
23-30	<u>Elective Course Lesson Plans</u> Training This is a training record. This record type contains lesson plans, powerpoints and training materials used in elective training courses.	Permanent. Retain 10 years on-site from revision date or discontinue date, then transfer to Maryland State Archives for permanent retention.