

CHARLES COUNTY GOVERNMENT  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

Schedule No.  
 C-1183

Page 1 of 9

Agency  
 CHARLES COUNTY GOVERNMENT

Division/Unit  
 Emergency Services

Item No.	Description	Retention
1	<p><b>This supersedes schedule C1155</b>  <b>GENERAL CORRESPONDENCE</b></p> <p>Subject arrangement of original incoming letters, outgoing letters, memorandum, and any and all copies of correspondence of the department or its division.</p>	<p>Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently any material that serves to document the origin, development, and accomplishments of the department or its divisions. Transfer annually to the MD State Archives.</p>
2	<p><b>TIME AND ATTENDANCE</b></p> <p>Files may contain some or all of the following: weekly time sheets or time cards, leave requests, comp time requests.</p>	<p>Retain for 3 years, then destroy.</p>
3	<p><b>EMPLOYEE PERSONNEL RECORDS</b></p> <p>Files may contain some or all of the following: evaluations, awards, training, written correspondence, certificates, incident reports, etc.</p>	<p>Retain for 3 years after termination, then destroy.</p>
4	<p><b>FISCAL YEAR BUDGETS</b></p> <p>Budget expenditure files for division, tracking of expenses, invoices, purchase orders, check request, etc.</p>	<p>Retain for 3 years, then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative  
 Signature *Roy E. Hancock*  
 Date 12-14-12  
 Typed Name Roy E. Hancock  
 Title Acting County Administrator

Schedule Authorized by State Archivist  
 Signature *Timothy D. Behr*  
 Date 1-18-13

CHARLES COUNTY GOVERNMENT  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE

(Continuation Sheet)

Schedule No.

C-1183

Page 2 of 9

Agency  
 CHARLES COUNTY GOVERNMENT

Division/Unit

Emergency Services

Item No.	Description	Retention
<b><u>ADMINISTRATION</u></b>		
5	<b>VISITOR SIGN-IN SHEET</b>  Sign-In sheets containing the printed/written names of visitors to the building.	Retain 3 years, then destroy
6	<b>STAFF MEETING MINUTES</b>  Meeting minutes of the management staff .	Retain 3 years, then transfer to Maryland State Archives.
7	<b>BI-MONTHLY REPORTS</b>  Reports written for the County Administrator of projects the Department/Division's are working on.	Retain 3 years, then destroy.
8	<b>BOARD OF FIRE AND RESCUE MINUTES</b>  Minutes of meetings.	Retain 1 year, then transfer to Maryland State Archives.
9	<b>APPROVED TEMPORARY ZONING PERMITS</b>  Copies of Temporary Zoning Permits approved by this Department and forwarded to volunteer chiefs for their review/distribution.	Retain 1 year, then destroy.
10	<b>MERIDIAN FINANCIAL MONTHLY REPORTS</b>  Financial Statements of the monthly revenues collected from the Basic Life Support (BLS)/Advanced Life Support (ALS) Ambulance Service.	Retain 3 years, then destroy

CHARLES COUNTY GOVERNMENT  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No.  
**C-1183**

Page 3 of 9

Agency  
 CHARLES COUNTY GOVERNMENT

Division/Unit  
 Emergency Services

Item No.	Description	Retention
<b><u>ANIMAL SHELTER</u></b>		
11	<p><b>PROFILE TICKETS - WHITE/YELLOW COPIES</b></p> <p>Contain animal ID #, description, status, cage # treatment given, color, age, test results, intake person and pick up location.</p>	Retain 3 years, then destroy
12	<p><b>CAGE CARDS</b></p> <p>Cards contain animal description, cage number, shots given, diet requirements, reclaim, rescue, adoption information and charges.</p>	Retain 3 years, then destroy.
13	<p><b>COMPLAINT TICKETS - YELLOW COPIES</b></p> <p>Contain complaint information, date, time, address, directions, contact name and dispatch time.</p>	Retain 3 years, then destroy.
14	<p><b>DAILY DEPOSIT RECORD/RECEIPT BOOKS</b></p> <p>Daily Deposit Report showing receipt of all monies collected at the Shelter.</p>	Retain 3 years and until all audit requirements met, then destroy
15	<p><b>YEARLY STAT AND EUTHANASIA BOOKS</b></p> <p>Books contain: monthly reports on stats and euthanasia. Stat Book will contain animal intake counts for each Animal Control Officer and each County.</p>	Retain 3 years, then destroy.
16	<p><b>DAILY COUNT RECORDS</b></p> <p>Contains physical and computer counts of all animals at the Shelter on a daily basis.</p>	Retain 1 year, then destroy
17	<p><b>ADOPTION CONTRACTS/APPLICATIONS</b></p> <p>Original adoption contracts/applications completed at time customer adopts animal.</p>	Retain 3 years, then destroy.
18	<p><b>RADIO LOG/LOST FOUND FAX/LOST-FOUND REP.</b></p> <p>Log of all radio calls taken each day. Lost and Found fax report faxed out 3 times a week. Lost and Found Reports taken over phone.</p>	Retain 3 years, then destroy

CHARLES COUNTY GOVERNMENT  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No.

**C-1183**

Page 4 of 9

Agency  
 CHARLES COUNTY GOVERNMENT

Division/Unit  
 Emergency Services

Item No.	Description	Retention
<b><u>ANIMAL SHELTER CON'T.</u></b>		
19	<p><b>BILLING RECORDS/OFFICE FILES</b></p> <p>Assorted billing records of all invoices, bills, expense vouchers, monthly reports for drugs, gasoline usage, work requests, purchase orders, check requests, traffic reports, license reports, test kit reports/useage, van mileage, vendor files, Veterinarian files, work schedules, etc.</p>	<p>Retain for 3 years and until all audit requirements met, then destroy.</p>
20	<p><b>CANCELLED CHECKS - IMPREST ACCOUNT</b></p> <p>All cancelled checks used to pay vets medical expenses for adopted animals, rabies reimbursements, rabies clinic expenses, refunds on adoptions, etc.</p>	<p>Retain for 3 years and until all audit requirements met, then destroy.</p>
21	<p><b>PAID VET BILLS/PINK CONTRACT COPIES</b></p> <p>Files contain check requests and pink copies of adoption contracts billed by Vets.</p>	<p>Retain for 3 years and until all audit requirements met, then destroy.</p>
22	<p><b>Volunteer In Community Services (VICS) WORKERS SIGN IN SHEET</b></p> <p>Sign in sheet for Volunteers in Community Service showing printed and written names.</p>	<p>Retain 1 year, then destroy.</p>
23	<p><b>VICS WORKERS FILES</b></p> <p>Vics workers Court referral forms from three (3) counties; liability Release and medical forms.</p>	<p>Retain until service completed and then return to VICS Office.</p>
24	<p><b>POLICY BOOKS/MEMORANDA BOOKS</b></p> <p>Policies of Tri-County Animal Shelter. Memos concerning procedures at the Shelter.</p>	<p>Retain until updated or superceded, then transfer to the MD State Archives.</p>

CHARLES COUNTY GOVERNMENT  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
 (Continuation Sheet)

Schedule No.

**C-1183**

Page 5 of 9

Agency  
 CHARLES COUNTY GOVERNMENT

Division/Unit  
 Emergency Services

Item No.	Description	Retention
<b><u>ANIMAL CONTROL</u></b>		
25	<b>DOG LICENSES</b> Individual Licenses issued to dogs in Charles County as per State Law.	Retain for 5 years, then destroy.
26	<b>CRUELTY INCIDENT REPORTS</b> Reports filed by officers - results of investigations.	Retain for 5 years, then destroy.
27	<b>ANIMAL CRUELTY NOTICES</b> Investigation/Seizures notices. Copies of notices given to citizens in violation of cruelty laws.	Retain for 5 years, then destroy.
28	<b>CITATIONS</b> Citations written for violation of animal regulations.	Retain 3 years, then destroy
29	<b>ANIMAL CONTROL BOARD FILES</b> Copies of subpoenae and complaints filed with the Animal Control Board.	Retain 3 years, then destroy
30	<b>EMPLOYEE VACCINATION RECORDS</b>  Files tracking rabies vaccination status of all Animal Control personnel and Charles County Humane Society employees.	Retain for 2 years after termination, then destroy.
31	<b>TRAINING RECORDS</b> Record of all training given to employees.	Retain for 3 years after termination, then destroy
32	<b>ANIMAL BITE REPORTS</b> Maryland State Bite Reports	Retain 1 year, then destroy.
33	<b>PHOTO/VIDEO/AUDIO FILES</b> Recorded investigation files.	Retain 5 years, then destroy.

CHARLES COUNTY GOVERNMENT  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No.  
 C-1183

Page 6 of 9

Agency  
 CHARLES COUNTY GOVERNMENT

Division/Unit  
 Emergency Services

Item No.	Description	Retention
34	<p style="text-align: center;"><u>911</u></p> <p><b><u>911 ADDRESSING</u></b></p> <p>911 Addressing files contains maps, field drawings, correspondence with post offices, fire departments, wireline and wireless phone system vendors as well as State and County government departments. Spreadsheets of addresses, road name approvals.</p>	<p>Screen annually. Destroy material having no further administrative, fiscal, legal, or operational value. Retain permanently and transfer to the Maryland State Archives any material that serves to document the origin, development, and accomplishments of the department or it's divisions.</p>
35	<p><b><u>PLATS</u></b></p> <p>Working copy of Preliminary and Record Plat Files within Charles County, contain information relative to assigned addresses. Originals held in Charles County Land Records, State Agency.</p>	<p>Retain until projects are completed and finalized and then mapped electronically in the Geographical Identification System to retain permanently, then destroy.</p>
36	<p><b><u>GEOGRAPHICAL IDENTIFICATION SYSTEM</u></b></p> <p>Contains preliminary and record plat files within Charles County containing information relative to assigned addresses.</p>	<p>Retain permanently and transfer annually to the Maryland State Archives.</p>
37	<p><b><u>SPECIAL PROJECTS</u></b></p> <p>Files may contain some or all of the following: 1) Capital Improvement Projects, 2) Countywide Drills / Training 3) Interoperability plan testing and validation, 4) Event Critiques</p>	<p>Retain until project is completed, plus 5 years, then destroy.</p>

CHARLES COUNTY GOVERNMENT  
 RECORDS MANAGEMENT DIVISION  
 RECORDS RETENTION AND DISPOSAL SCHEDULE  
 (Continuation Sheet)

Schedule No.  
 C-1183

Page 7 of 9

Agency  
 CHARLES COUNTY GOVERNMENT

Division/Unit  
 Emergency Services

Item No.	Description	Retention
<b><u>Emergency Management</u></b>		
38	<b>DISASTER PUBLIC ASSISTANCE</b>  FEMA project worksheets with the backup documentation, request for public assistance application, and applicant briefing notes.	Retain for 3 years after the close out of the public assistance application, then destroy.
39	<b>SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT (TITLE II) REPORTS</b>  These curiosity copy reports list the facility location, chemical types and quantities. The State has the official reports on file.	Retain for 3 years then destroy.
40	<b>OPERATIONAL PLANS</b>  Includes the emergency operations plan, hazard mitigation plans, annexes to the emergency operations plan, continuity operation plans, etc.	Retain for 3 years then destroy.
41	<b>SPECIAL NEEDS DISASTER REGISTRY</b>  Applications containing individuals personal contact information, medical information, and emergency contact information,	Retain for 3 years then destroy.

CHARLES COUNTY GOVERNMENT  
RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**  
(Continuation Sheet)

Schedule No.

C-1183

Page 8 of 9

Agency  
CHARLES COUNTY GOVERNMENT

Division/Unit  
Emergency Services

Item No.	Description	Retention
	<b><u>EMERGENCY MEDICAL SERVICES/HAZMAT/TRT</u></b>	
42	<b>EMS BILLING</b>  May Include: EMS Billing Statistics (Electronic Files and Paper Copies) Refunds (Memos, Copies of Checks, Correspondence, etc.) Vendor Correspondence Lockbox Deposits (Transmittal forms, Copies of Checks, etc.) EMS Billing Memos	Retain for 3 years and until all audit requirements have been fulfilled, then destroy.
43	<b>PATIENT CARE REPORTS (EMAIS)</b>	Retain for 7 years, then destroy.
44	<b>MEDICAL RECORDS</b>  May include: All physicals for Hazmat and EMS Divisions, employee exposure records	Retain for 30 years after termination of employment, then destroy.
45	<b>QA/QI REPORTS (QUALITY ASSURANCE/QUALITY IMPROVEMENT)</b>  May include any reports or investigations conducted on EMS Division personnel for the purpose of quality assurance and quality improvement	Retain for 3 years after termination of employment, then destroy.
46	<b>NARCOTIC "CHAIN OF CUSTODY" LOGS</b>	Retain for 1 year, then destroy.
47	<b>RELEASE OF PROTECTED HEALTH INFORMATION REQUEST</b>  May include: Requests for environmental assessments, Requests for EMAIS reports by attorneys or individuals	Retain for 1 year, then destroy.
48	<b>TACTICAL RESPONSE TEAM (TRT) REPORTS</b>  May include: Tactical Emergency Medical Services (TEMS) Mission Reports, TEMS call reports, Special Ops reports, TRT call reports, Product Research, Site Pre-Plans, After Action Reports	Retain for 7 years, then destroy

CHARLES COUNTY GOVERNMENT  
 RECORDS MANAGEMENT DIVISION  
**RECORDS RETENTION AND DISPOSAL SCHEDULE**

(Continuation Sheet)

Schedule No.

C-1183

Page 9 of 9

Agency  
 CHARLES COUNTY GOVERNMENT

Division/Unit  
 Emergency Services

Item No.	Description	Retention
<b><u>FALSE ALARM REDUCTION UNIT (FARU)</u></b>		
49	ALARM USER INFORMATION  May Include: Initial Registration Form Annual Renewal Forms Alarm User Correspondence	Retain for 3 years electronically after account has closed with document imaging software, then remove from network. Destroy hard copies upon verification into said system.
50	ALARM BUSINESS INFORMATION  May Include: Initial Alarm Business License Application Alarm Business Renewal Forms Alarm Business Correspondence	Retain for 3 years electronically after account has closed with document imaging software, then remove from network. Destroy hard copies upon verification into said system.
51	FALSE ALARM INFORMATION  May Include: False Alarm Doorhangers Charles County Sheriff's Office Listing of Doorhangers Appeal Granted/Denied Letters	Retain for 3 years, then destroy. Should items be retained electronically with document imaging software, retain for three years, then remove from network. Destroy hard copies upon verification into said system.
52	FARU FINANCIAL INFORMATION  May Include: Payment Tally Sheets Returned Check Letters and Documentation Refunds Statistics Aging Reports County Attorney Memos regarding Delinquent Accounts Unidentifiable Returned Mail Audits of Appeal Hearings	Retain for 3 years and until all audit requirements have been fulfilled, then destroy. Should items be retained electronically with document imaging software, retain for three years, then remove from network. Destroy hard copies upon verification into said system.
53	SYSTEM GENERATED INVOICES AND LETTERS  Electronic Files and Paper Copies	Retain for 5 years and until all audit requirements have been fulfilled, then destroy. Should items be retained electronically with document imaging software, retain for five years, then remove from network. Destroy hard copies upon verification into said system.
54	MISCELLANEOUS ADMINISTRATIVE FILES  May Include: Petty Cash Reconciliations and Receipts Access Card Request Forms for Deactivated Employees/Cardholders	Retain for 3 years and until all audit requirements have been fulfilled, then destroy. Should items be retained electronically with document imaging software, retain for three years, then remove from network. Destroy hard copies upon verification into said system.