DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE	Schedule No. C1205 Page 1 of 38

Agency	Division/Unit
Carroll County Sheriff's Office	Law Enforcement Records Unit

Item No.	Description	Retention
	Supersedes Schedule C1033	
1-0	**Administrative** These files consist of all correspondence, records, and reports, which relate to the internal management of the Carroll County Sheriff's Office.	
1	Records Management Contains a copy of applicable Filing and Retention Schedules. This file is maintained by the Office Executive Secretary.	Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
1-1	Request for New or Revised Forms Contains the record copy of all Requests for new or revised forms. This file is maintained by the Office Executive Secretary.	Maintain approved requests as long as the form is still in use. When form is no longer used, destroy. Unapproved requests are retained in the file for one year, then destroyed.
1-2	Receipt of Electronic Material Record This is an electronic file that employees verify receipt of all policies, procedures, and special orders for the Sheriff's Office manual. This file is maintained by the Chief, Management Services Bureau.	Retain for three years after separation, then destroy.
1-3	Freedom of Information Contains open Freedom Of Information Act requests. These files are maintained by the Office Executive Secretary.	Remain in file until information is released to authorized party, then place in the closed file. Maintain closed file for three years, then destroy.

Schedule Approved by Department, Agency, or Division Representative.	Schedule Authorized by State Archivist
Date March 20, 2013	Date 5/1/2013
Signature Kenneth L Tregoning	Signature Edward C. Spengler
Typed Name Kenneth L. Tregoning	
Title Sheriff	

DGS 550-1

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 2 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
2	General Orders Contains a copy of all General Orders issued by the Sheriff to announce policies affecting the entire Sheriff's Office. This file is maintained by the Office Executive Secretary.	Retain for five years, then transfer to the Maryland State Archives.
2-1	General Order Issuance Record Contains General Order Issuance record of issuing authority. This file is maintained by the Office Executive Secretary.	Retain for five years, then transfer to the Maryland State Archives.
3	Special Orders Contains a copy of all Special Orders, which affect specific segments of activities and are of a temporary or self-canceling nature. This file is maintained by the Office Executive Secretary.	Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
3-1	Special Order Issuance Record Contains Special Order Issuance record of issuing authority. This file is maintained by the Office Executive Secretary.	Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
4	Memorandums Contains a copy of all memorandum issued to disseminate information, which does not warrant a formal order. This file is maintained by the Office Executive Secretary.	Screen annually and destroy material that is no longer needed for current business. Any memorandums with historical value will be retained for five years, then transferred to the Maryland State Archives.
4-1	Memorandum Issuance Record Contains Memorandum Issuance record of issuing authority. This file is maintained by the Office Executive Secretary.	Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 3 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
5	Status Reports Contains copies of those reports prepared by commanders at originating source and used to produce annual reports, as well as to review the operating efficiency of individual sections within the Sheriff's Office. This file is maintained by the Office Executive Secretary.	Retain for three years, then destroy.
6	Sheriff's Office All Hazard/Special Event Plans Contains copies of documents relating to Critical Incident Management, Fire, Hazard Mitigation or comparable Emergency Evacuation Procedures. Originals are maintained by the Office Executive Secretary.	Retain for fifty years, then transfer to the State Archives.
7	Statistical Surveys Contains printouts from Uniform Crime Reports, Maryland Automated Accident Reporting System, Automated Incident Reporting System, Speed Survey, and related summaries. This file is maintained by the Office Executive Secretary.	Retain annual summaries for five years, then transfer to the Maryland State Archives. Retain support data such as monthly and quarterly summaries for five years, then destroy.
7-1	Uniform Crime Reports	See #7 above.
7-2	Maryland Automated Accident Reporting System	See #7 above.
7-3	Traffic Analysis	See #7 above.
7-4	Enforcement Activity Summary	See #7 above.
7-5	ExParte/Protective/Show Cause Order Stats	See #7 above.
7-6	Temporary Peace Orders/Peace Order Stats	See #7 above.
8	Maryland Electronic Telecommunications Enforcement Resource System (METERS)/Maryland Inter-Agency Law Enforcement System (MILES)/ National Crime Information Center (NCIC) Contains information regarding the Maryland Inter-Agency Law Enforcement System and the National Crime Information Center. This file is maintained by the Warrant Unit.	Retain for one year, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 4 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
8-1	METERS/MILES Message Log Contains records of monthly messages transmitted at the originating sources. This file is maintained by the Warrant Unit.	Retain one year, then destroy.
8-2	METERS/MILES Messages Contains the record copy of any METERS/MILES Message relating to the theft of firearms, where a serial number is known. This file is maintained by the Warrant Unit.	Retain until property is recovered or 25 years, whichever comes first, then destroy.
8-3	NCIC Contains memoranda from NCIC. This file is maintained by the Warrant Unit.	Retain open until closed or recalled by the court, then destroy.
8-4	Criminal Justice Information System (CJIS) Log Contains a log of all requests run through the Criminal Justice Information System to obtain information on a subject. This file is maintained by the Warrant Unit.	Retain for three years, then destroy.
9	Staff Inspections Review of Sheriff's Office facilities, property, administrative and operational activities ordered by the Sheriff or designee. This file is maintained by the Office Executive Secretary.	Retain for three years, then destroy.
9-1	Key Control Log Contains key control logs, which are reviewed annually by the Asst. Chief, Field Services Bureau and then forwarded to the Office Executive Secretary.	Retain for three years, then destroy.
10	Command Meeting Contains minutes of meetings attended by Sheriff's Office personnel. This file is maintained by the Office Executive Secretary.	Retain fifty years, then transfer to the State Archive.
10-1	Local Meeting Minutes Contains minutes of meetings attended by Sheriff's Office personnel. This file is maintained by the Office Executive Secretary.	Retain fifty years, then transfer to the State Archive.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 5 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

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

Agency
Carroll County Sheriff's Office

Division/Unit
Law Enforcement Records Unit

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

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 7 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
3	Leave and Duty Schedules Contains daily and monthly on and off duty status of personnel. These files are maintained by the Watch Commander.	Retain for current year plus one year, then destroy.
3-1	Sick Leave Log Contains original Accident and Sick Leave Reports (Forms #17). This file is maintained by the Chief, Management Services Bureau.	Retain for three years, then destroy.
3-2	Personnel Rosters Contains copies of the Sheriff's Office rosters. These files are maintained by the Management Services Bureau. Update as needed.	Retain current roster and update as personnel changes dictate; destroy non-current rosters.
4	Overtime and Compensatory Time Authorization Contains documents used for the authorization and control of overtime and compensatory time. These files are maintained by the Employees Supervisor.	Retain current fiscal year, then destroy.
5	Official Personnel Files Contains alphabetically filed personnel records for all Sheriff's Office personnel. These files are maintained under lock and key by the Chief, Management Services Bureau.	Retain for fifty years after separation, then destroy.
5-1	Performance Evaluations and Promotions Contains forms and communications related to job performance ratings, promotion requests and recommendations. These files are maintained in the official personnel file.	Retain for fifty years after separation, then destroy.
5-2	Uniform Supplies and Equipment/Replacement Requests Contains copies of completed forms submitted by Sheriff's Office personnel for uniform supplies and equipment/replacement requests. These files are maintained by the Logistical Services Assistant.	Retain for one year after separation, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 8 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
5-3	Request for Transfer or Withdrawal Contains requests from Sheriff's Office personnel requesting a transfer or withdrawal. Current requests are maintained by the Chief, Management Services Bureau. Original approved request is maintained in the official personnel file.	Retain current request during fiscal year, then destroy. Retain approved original for fifty years after separation, then destroy.
5-4	Letters of Appreciation/Commendations Contains letters of appreciation or commendations from citizens regarding Sheriff's Office personnel. These files are maintained by the Chief, Management Services Bureau.	Retain original in official personnel file for fifty years after separation, then destroy.
5-5	Departmental Accidents The original accident report is located in the Office of Risk Management in the County Office Building. Copies are maintained by the Chief, Management Services Bureau.	Retain for three years, then destroy.
5-6	Personnel Information Form Contains forms for each employee with their personal information. These files are maintained in the official personnel file.	Retain for fifty years after separation, then destroy.
5-7	Personnel Orders Original personnel orders are located in the Personnel Order Book, which is maintained by the Chief, Management Services Bureau. Copies are maintained in the official personnel file.	Retain reference copy for three years, then destroy. Retain original for fifty years after separation, then destroy.
5-8	Request for Secondary Employment Contains original approved request from Sheriff's Office personnel for secondary employment and are maintained in the official personnel file. These files are maintained by the Chief, Management Services Bureau.	Retain for fifty years after separation, then destroy.
5-9	Training Records Contains approved original official training records. These files are maintained by the Training Officer.	Retain original in official personnel file for fifty years after separation, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 9 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
5-10	Line Inspection Report – Personnel and Vehicle Contains personnel inspection reports and motor vehicle inspection reports for Sheriff's Office sworn personnel. These files are maintained by the Chief, Field Services Bureau.	Retain for 3 years, then destroy.
5-11	Firearms Inspection Reports Contains copies of annual armorer's inspection. This file is maintained by the Training Supervisor.	Maintain in the Training Supervisor's file until the firearm is removed from service, then destroy.
5-12	Job Observation Records Contains job observation reports, counseling forms, and reference copies of training certificates, awards and letters of appreciation and other documents relating to employee performance. This file is maintained by the Employee's Supervisor.	Maintain in Supervisor's file for current evaluation cycle, then destroy.
5-13	Litigation Ledger Contains a ledger with a listing of lawsuits involving Sheriff's Office personnel. This file is maintained by the Chief, Management Services Bureau.	Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
5-14	Patrol Vehicle Activity Reports Contains copies of acknowledgement form and activity sheets documenting non-duty related police activity. This file is maintained by the Support Services Supervisor.	Retain for three years, then destroy.
6	Recruitment Contains application packets for employment. These files are maintained by the Chief, Management Services Bureau.	Retain for three years, then destroy.
6-1	Background Investigations Contains all records that pertain to applicant investigations for Sheriff's Services. This file is maintained by the Chief, Management Services Bureau.	Retain for three years after separation, then destroy for hired applicants. Non-hired, retain for three years after investigation is complete, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 10 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
7	Random Drug Testing Contains correspondence relating to random drug testing for employees of the Sheriff's Office. This file is maintained by the Chief, Management Services Bureau.	Retain for three years, then destroy.
8	Internal Affairs Contains all correspondence and files that pertains to Internal Affairs investigations. These files are maintained by the Chief Deputy.	Retain sustained investigations for 50 years, then transfer to the Maryland State Archives. Retain all other investigative files and correspondence for three years after the date of final disposition and then destroy.
3-0	**Fiscal**	
1	Working Fund (Petty Cash) Contains all items relating to the administration of the working petty cash fund recorded in the petty cash book and the petty cash receipts. These files are maintained by the Office Executive Secretary.	Retain for three years, then destroy.
1-1	Sheriff's Drug/Alcohol Program Contains correspondence on the adjudicated and non-adjudicated funds that are available in the Sheriff's Drug/Alcohol program. This file is maintained by the Office Executive Secretary.	Retain for three years, then destroy.
1-2	Criminal Justice Information Systems (CJIS) Live Scan Pre-Registration Applications Contains completed Live Scan Pre-Registration Applications of citizens that were fingerprinted at the Sheriff's Office. This file is maintained by the Chief, Management Services Bureau.	Retain for three years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 11 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
2	Invoices Forwarded for Payment Contains copies of invoices, voucher payments and purchase orders, which have been forwarded to the Bureau of Accounting for payment. These files are maintained by the Fiscal Coordinator.	Retain for three years, then destroy.
3	Budget Request, Authorizations Contains copies of documents relating to budget requests for equipment, personnel, and training. These copies are maintained by the Chief, Management Services Bureau.	Retain for three years, then destroy.
3-1	Capital Equipment Inventory and Improvements Contains records relating to inventory of furniture, typewriters, files and related equipment; contains warranties, loss or damage to capital equipment, requests for repairs or salvage, improvements receipts, etc. These files are maintained by the Chief, Management Services Bureau.	Retain for three years, then destroy.
3-2	Ordnance Equipment – Inventory Contains records relating to handcuffs, leg-irons, etc. These files are maintained by the Logistical Services Assistant.	Retain for three years, then destroy.
3-3	Tactical Equipment – Inventory Contains records relating to tactical equipment issued to personnel. These files are maintained by the Crisis Response Team Commander.	Retain for three years, then destroy.
4	Audit Report Contains copies of the audit conducted by the Department of Management & Budget. The original documents remain with the Department of Management and Budget, with copies maintained by the Chief, Management Services Bureau.	Retain copies for three years, then destroy.

Agency
Carroll County Sheriff's Office

Division/Unit
Law Enforcement Records Unit

Item No.	Description	Retention
5	Contracts Contains contracts for leased office equipment, service contracts, etc. The originals are maintained by the County Purchasing Department. The office copies are maintained by the Chief, Management Services Bureau.	Retain office copies for three years after the contract (s) are no longer valid, then destroy.
5-1	Office Equipment Contains the original manuals for all office equipment. These files are maintained by the individual operating the equipment.	Retain until equipment is destroyed, then destroy.
6	Check Accountability Log Contains a log of all checks written out of the Sheriff's Office checking account. This file is maintained by the Chief, Management Services Bureau.	Retain for seven years, then destroy.
6-1	Check Accountability Form Contains validated bank deposit slips with validated checks and the bank reconciliation correspondence. This file is maintained by the Chief, Management Services Bureau.	Retain for seven years, then destroy.
7	Sheriff's Office Grants Contains correspondence and documentation pertaining to grants awarded to the Sheriff's Office. This file is maintained by the Chief, Management Services Bureau.	Retain for ten years, then destroy.
8	Court Receipts for Sheriff's Fees Contains copies of all correspondence pertaining to court fees for civil process. This file is maintained by the Chief, Management Services Bureau.	Retain for seven years, then destroy.
4-0	**Law Enforcement Operations**	
1	Motor Vehicle Administration Contains MVA Forms AJ39 initiated by Deputies requesting the Motor Vehicle Administration to order the retesting of any Maryland licensed motor vehicle operator. Also contains any other correspondence regarding MVA. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 13 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
2	Warrants – Open Contains all open warrants and related documents authorizing personnel to take into custody individuals named thereon. Open warrants, which were assigned for service but have been returned unserved, must have a copy of the Warrant/Summons Information Checklist attached. These files are maintained by the Warrant Unit.	Retain in open file until warrant is served or recalled by the court, then move to closed file.
3	Warrants – Closed Contains all closed warrants and related documents. These files are maintained by the Warrant Unit.	Retain for three years, then destroy.
3-1	Master Name Index Electronic File This file contains Sheriff's Office Master Name Index cards, completed and maintained in a Master Name Index Electronic file. Data captured from the victim, suspect, and accused generated from criminal investigations, criminal summonses, and warrants. The electronic index cards serve as a cross reference to information maintained elsewhere and provide identifying descriptors and information as well as complaint control numbers for related reports and warrants. These files are maintained by the Warrant Unit.	Retain electronic file for thirty-five years since last entry, then destroy.
3-2	Federal Firearms License Renewal Application Contains completed copies of federal firearms license renewal applications. File copy maintained by the Office Executive Secretary.	Retain applications for three years, then destroy.
4	Firearms Report Contains reports made by law enforcement personnel detailing facts concerning Stop and Frisk, Firearms Incidental to Arrest, and Trace Reports. File is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
5	Criminal and/or Other Summons Contains summonses issued by competent authority mandating appearances before the authority. These files are maintained by the Warrant Unit.	Retain summons in open file until served or returned. Return original summons and related documents to the originating authority and retain a copy of the summons and related documents in the closed file.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 14 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
5-1	Criminal and/or Other Summons Log Contains a log of all criminal and/or other summons received by the Sheriff's Office. This log is maintained by the Warrant Unit.	Retain log for three years after proper disposition of all cases, then destroy.
5-2	Criminal and/or Other Summons – Closed Contains copies of the summons and relating documents that were served or returned. These files are maintained by the Warrant Unit.	Retain a copy of summons and related documents for three years from the date of service or return, then destroy.
5-3	Deputies Court Notification Log Contains a copy of the summonses, i.e., criminal/traffic, issued to Sheriff's Office personnel commanding their appearance in court. This file is maintained by the Chief, Field Services Bureau.	Retain a copy of the summons for one year, then destroy.
6	Electronic Surveillance Equipment Contains copies of correspondence relating to the registration of all electronic surveillance equipment. This file is maintained by the Chief, Field Services Bureau.	Retain for one year after equipment is no longer serviceable, then destroy.
7	Report Ledgers Contains a list of each offense report taken with a brief description and status of the report. This file is maintained by the Bureau Chief.	Retain for fifty years, then destroy.
8	Field Reports Contains all Field Reports with applicable supplementary reports attached. These files are maintained by the Chief, Field Services Bureau.	Retain open files until closed or suspended. Retain closed files for fifty years, then destroy.
8-1	Crime Prevention Reports Contains copies of all Commercial Security Surveys, Residential Security Surveys and Incident Reports relating to crime prevention. These files are maintained by the Bureau Chief.	Retain for three years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 15 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
8-2	Pool/Specialty Vehicle Inspection Reports Contains all pool and specialty vehicle inspection reports for vehicles not individually assigned. (Mobile Command Center, Armored Personnel Carrier, All Terrain Vehicles, Pool Cars, etc.) These files are maintained by the Chief, Field Service Bureau.	Retain for three years, then destroy.
8-3	Common Language Code Card The common language code card is to be maintained in each patrol car for the deputy's use when communicating on the radio.	Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.
9	Criminal Investigation Reports Contains all Criminal Investigation Reports with applicable supplementary reports attached. These files are maintained by the Chief, Field Services Bureau.	Retain open files until closed or suspended. Retain closed and suspended files for fifty years, then destroy.
9A	Child Fatality Review Team Reports Contains reports that involve child fatality investigations forwarded to the Child Fatality Review Team. These files are maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
9-1	METERS/MILES/NCIC – Active File Contains open, closed or suspended active METERS/MILES/NCIC entries for wanted persons, stolen vehicles, boats, guns, articles, securities, tags, unidentified persons. These files are maintained by the Warrant Unit.	Retain reports in this file until METERS/MILES/NCIC entry is cleared, return entry sheet to appropriate file. Retain open entry sheets until closed. Destroy closed after three years.
9-2	Consent to Search and Seize (No Contraband Seized) Consent to Seize report contains only the information that a citizen granted permission to a member of the Sheriff's Office to conduct a warrantless search and no items were seized. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
9-3	Confidential Criminal Investigations Contains files on confidential criminal investigations. These files are maintained by the Chief, Field Services Bureau.	Retain open files until closed or suspended. Retain closed and suspended files for five years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 16 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
10	Missing Person Report Contains all open Missing Person Reports with applicable supplementary reports attached. This file is maintained by the Chief, Field Services Bureau.	When case is closed, move to closed Missing Person Report file. Retain closed MPR's for fifty years, then destroy.
11	Vehicle Report Contains all open Vehicle Reports with applicable supplementary reports attached. This file is maintained by the Chief, Field Services Bureau.	Retain until closed. Retain closed reports and attachments for three years from initial report, then destroy.
11-1	Abandoned Motor Vehicle Contains copies of open vehicle reports dealing with abandoned vehicles, plus all attachments dealing with the disposition of abandoned vehicles. This file is maintained by the Chief, Field Services Bureau.	Retain until closed. Retain closed files for three years, then destroy.
12	Motor Vehicle Inventory Log The log contains numerical listing of motor vehicles, which have been stored under the authority of Sheriff's Office personnel. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
13	Tow Truck Service Application Contains all completed Tow Truck Service Applications, which have been approved, and all Tow Service Complaint Forms and accompanying documentation. This file is maintained by the Chief, Field Services Bureau.	Retain until closed. Retain closed applications for three years, then destroy.
13-1	Towing Request Distribution Forms Contains all completed Towing Request Distribution Forms. This file is maintained by the Chief, Field Services Bureau.	Retain for one year, then destroy.
14	Residential Premise Checks Contains all closed residential premise check forms. This file is maintained by the Chief, Field Services Bureau.	Retain for one year, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 17 of 38
Agency **Carroll County Sheriff's Office**	**Division/Unit** **Law Enforcement Records Unit**

Item No.	Description	Retention
14-1	Commercial Premise Checks Contains all closed commercial premise check forms. This file is maintained by the Chief, Field Services Bureau.	Retain for one year, then destroy.
14-2	Patrol Checks Contains all closed patrol check forms. This file is maintained by the Chief, Field Services Bureau.	Retain for one year, then destroy.
15	Juvenile Criminal/Civil Citation Contains all reports and related documents (except BI cards) concerning citations issued to juveniles for violations of certain alcoholic beverage laws. This file is maintained by the Warrant Unit.	Retain for three years, then destroy.
16	Criminal/Civil Citation for Civil Offense Contains all reports and related documents (except BI cards) concerning citations for civil offenses issued to persons between eighteen and twenty-one years old for violations of certain alcoholic beverage laws. This file is maintained by the Warrant Unit.	Retain for three years after closure, then destroy.
17	Accident Reports Contains all reports and related documents concerning vehicle collisions recorded through the Maryland Automated Accident Reporting System. They are filed by Accident Report number. This file is maintained by the Chief, Field Services Bureau.	Retain for fifty years, then destroy.
17-1	Detailed Crash Investigation Reports Contains copies of all reports relating to the investigation of a serious/fatal motor vehicle collision. They are filed by Accident Report number. These files are maintained by the Chief, Field Services Bureau.	Retain for fifty years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 18 of 38
Agency **Carroll County Sheriff's Office**	**Division/Unit** **Law Enforcement Records Unit**

Item No.	Description	Retention
18	Citation Book Issuance Control Ledger Contains a record of citation books issued to deputies. Coded by citation number and issued in sequential order. This file is maintained by the Support Services Supervisor.	Retain for three years, then destroy.
18-1	Traffic Citation Transmittal Form Contains records of those citation copies, which are forwarded to District Court on a daily basis. Record copy maintained by the appropriate court. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
18-2	Traffic Data Collection Contains a copy of the monthly Traffic Data Collection reports. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
19	Warnings Contains copies of the official Sheriff's Office warning issued in lieu of a citation. This file is maintained by the Chief, Field Services Bureau.	Retain for three years after stats are gathered and recorded, then destroy.
19-1	Field Interview Report Contains copies of the Field Interview Reports when used as an intelligence-gathering document alone or in combination with a motor vehicle warning. If used as Intelligence document, maintained by the Chief, Field Services Bureau.	Retain for five years after closed or suspended, then destroy.
19-2	School Bus Violation Warning Contains a copy of school bus warning notices. This file is maintained by the Chief, Field Services Bureau.	Retain for three years after stats are gathered and recorded, then destroy.
19-3	Vehicle Pursuit Review Contains record copy of Carroll County Sheriff's Office vehicle pursuit reviews. This file is maintained by the Chief Deputy.	Retain for three years, then destroy.
20	Disabled Vehicle Daily Log Sheet Contains a listing and description of those vehicles unattended/abandoned on public property. This file is maintained by the Chief, Field Services Bureau.	Retain for thirty days, then destroy.

Agency
Carroll County Sheriff's Office

Division/Unit
Law Enforcement Records Unit

Item No.	Description	Retention
21	Speed Computer Calibration/Inspection and Certification Report Contains completed speed computer calibration/inspection and certification reports, which detail the accuracy of speed computers and certification of the operator on a monthly basis. This file is maintained by the Chief, Field Services Bureau. Each deputy is to keep his/her own speedometer record in his/her patrol vehicle at all times.	Retain for three years after the life of the vehicle, then destroy.
21-1	Speed Computer Data Concerning Repairs, Bulletins, Correspondence Contains all correspondence and reports received pertaining to speed computer operations and maintenance. This file is maintained by the Chief, Field Services Bureau.	Retain for one year after disposal of equipment, then destroy.
22	Speed Device Arrest Data Contains records of violations involving radar arrests recorded on speed device arrest data. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
22-1	Radar Data Concerning Repairs, Bulletins, and Correspondence Contains all correspondence and reports received pertaining to radar equipment and maintenance. This file is maintained by the Chief, Field Services Bureau.	Maintain in maintenance file while equipment is operable. Destroy once equipment is inoperable.
23	Driving While Intoxicated Cases Contains all open alcohol influence reports and all documents related to same, Alcohol Influence Report, State of Maryland Chemical Test Report, Preliminary Breath Test Advice of Rights and Disposition of Alcohol Chemical Test Case. This file is maintained by the Chief, Field Services Bureau.	Retain open files until closed. Retain DWI closed files for three years, then destroy.
23-1	Breath Testing Instrument Report Contains a copy of Breath Test Field Inspection Reports or Field Maintenance Inspection Report Intoximeter 3000; Chemical Test Equipment Repair Report or Intoximeter 3000 Repair Report. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 20 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
23-2	Instrument Certification File Contains copies of certification on breath testing instruments, semi-annual certifications, and re-certifications after repairs. This file is maintained by the Chief, Field Services Bureau.	Maintain in the equipment file while operable, then destroy.
23-3	Certification Material Contains a copy of the Alcohol Reference Solution certification letter and a copy of Ampoule Analyses Report. This file is maintained by the Chief, Field Services Bureau.	Retain until all related cases are adjudicated, then destroy.
23-4	Chemical Testing Data Repairs, Bulletins, and Related Correspondence Contains all correspondence and reports received pertaining to chemical testing. This file is maintained by the Chief, Field Services Bureau.	Maintain in equipment file while operable, then destroy.
23-5	Breath Test Operators Log Contains log of breath tests performed by each operator recorded on the Breath Test Operators Log. This file is maintained by the Chief, Field Services Bureau.	Retain as long as operator is certified, plus three additional years, then destroy.
23-6	Alcohol Influence Yearly Summary Contains copies of Alcohol Influence Yearly Summary. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
23-7	Preliminary Breath Test Log Contains a log of all preliminary breath tests offered. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
23-8	DR-15A Book Issuance Control Ledger Contains a record of DR-15A (DUI Suspension Citations and Temporary License for Maryland Residents) books issued to deputies. Coded by form number and issued in sequential order. This file is maintained by the Support Services Supervisor.	Retain completed forms for three years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 21 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
23-9	DR-15A/Allied Law Enforcement Agencies Contains copies of DR-15A's received from allied law enforcement agencies for service by the Sheriff's Office. This file is maintained by the Support Services Supervisor.	Retain for one year after service, then destroy.
23-10	DR-49 Citation Control Ledger Contains a record of DR-49 (Maryland Traffic Citation) books issued to deputies. Coded by form number and issued in sequential order. This file is maintained by the Support Services Supervisor.	Retain completed forms for three years, then destroy.
23-11	Drug Recognition Expert Log Contains logs from each Drug Recognition Expert within the agency. This file is maintained by the Field Services Bureau.	Retain for three years, then destroy.
24	Criminal Arrest Juvenile Detention Log Contains record of juvenile arrests. Contains copy of Detention Log for juvenile detentions only, for use in capturing data. These files are maintained by the Warrant Unit.	Retain for three years, then destroy.
24-1	Semi-Annual Report On Juveniles Held in Lockups/Cells Contains completed copy of the Semi-Annual Report on juveniles held in lockups/cells. These files are maintained by the Warrant Unit.	Retain for three years, then destroy.
25	Monthly Uniform Crime Reports (UCR) Contains non-record copy of the Sheriff's Office monthly Uniform Crime Report (UCR) reports. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
25-1	Crime Analysis Report Contains an analysis of all crimes occurring in Carroll County. This file is maintained by the Assistant Chief, Field Services Bureau.	Retain for three years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 22 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
26	Property Records Contains open property records filed consecutively by property record number, with related documents such as Crime Laboratory Division Evidence Receipt, Court Receipt for Property, Request for Laboratory Examination, and/or Request for Laboratory Controlled Dangerous Substance (CDS) Examination. These files are maintained by the Chief, Field Services Bureau.	Retain open records until closed. Retain closed records for three years, then destroy.
26-1	Property Record Log (Seized & Found) Contains a listing of property record numbers in sequence, along with other pertinent information concerning property records issued to Sheriff's office personnel recorded on the Property Record Control Log. This file is maintained by the Chief, Field Services Bureau.	Retain found property record log for three years after last closed record, then destroy. Retain seized property record log for twelve years, then destroy.
26-2	Evidence Property Log Contains data itemizing all material being held by the Sheriff's Office and disposition of same. This file is maintained by the Chief, Field Services Bureau.	Retain until the case is closed and released by the Evidence Manager. Retain for three years after last closed record, then destroy.
26-3	Quarterly Property Record Inventory Contains the current quarterly property record inventory. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
26-4	Evidence Room Record Inventory Contains the current evidence room inventory. This file is maintained by the Evidence Manager.	Retain for three years, then destroy.
26-5	Property Room Admittance Log Contains a log of personnel admitted into the Property Room to admit or retrieve property. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
26-6	Evidence Room Admittance Log Contains a log of personnel admitted in to the Evidence Room to admit or retrieve evidence. This file is maintained by the Evidence Manager.	Retain for three years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 23 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
27	Criminal Polygraph Contains a copy of examiner's findings regarding polygraph examinations involving criminal matters. This file is maintained by the Chief, Field Services Bureau.	Retain with related Criminal Investigation Report.
27-1	Non-Criminal Polygraph Contains a copy of examiner's findings regarding polygraph examinations involving non-criminal matters. These files are maintained by the Polygraph Examiner.	Retain for three years, then destroy.
28	K-9 Activities Contains copies of records of activities generated by K-9 personnel assigned to road patrol or court security. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
29	Petitions for Emergency Evaluations Contains copies of Petitions for Emergency Evaluations issued by the courts that the Sheriff's Office served. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
30	Civil Process Contains all correspondence that pertains to service of civil process. This file is maintained by the Chief, Management Services Bureau.	Retain for twelve years, then destroy.
31	ExParte/Protective Order Contains all open ExParte and Protective Orders and all correspondence that pertains to Domestic Violence cases. This file is maintained by the Domestic Violence Unit.	Once the order is served, place in the closed file. Retain closed ExParte/Protective Orders for three years, then destroy.
32	Child Support Contains all correspondence that pertains to Child Support cases. This file is maintained by the Chief, Field Services Bureau.	Retain for ten years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 24 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
33	Request for Police Service Contains a copy of a citizen's request for police service and lead sheets. The original file is maintained by the Chief, Field Services Bureau.	Retain until no longer current, then destroy.
33-1	Child Identification Card The child identification card is presented at the time of fingerprinting. No file is maintained.	The Child Identification Card is presented to the parent/guardian at time of fingerprinting. No record copy retained.
33-2	Roll Call Contains roll call information for patrol deputies. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
33-3	Roll Call Training Contains lesson plans, instructional materials and student roster(s). This file is maintained by the Support Services Supervisor.	Retain for three years, then destroy.
33-4	Briefing Reports Contains briefing reports from each patrol shift. This file is maintained by the Office Executive Secretary.	Retain for three years, then destroy.
34	Intelligence File Contains original Intel report, bulletins, and other identifying information. This file is maintained by the Chief, Field Services Bureau.	Retain for five years after last entry, then destroy.
35	Parking Violations Contains correspondence that pertains to parking violations issued by the Sheriff's Office. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
36	Respirator Medical Clearance Contains correspondence that pertains to the use of respirators for emergency law enforcement use only. This file is maintained by the Chief, Management Services Bureau.	Retain for as long as equipment is in use, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 25 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
37	Court Security Contains correspondence that pertains to security procedures used in the Circuit and District Courthouses. This file is maintained by the Chief, Field Services Bureau.	Retain current information and destroy when outdated.
37-1	Briefing Reports Contains briefing reports for Circuit and District Courts. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
38	Constable Program Contains correspondence that pertains to the constable program for the Sheriff's Office. This file is maintained by the Chief, Field Services Bureau.	Retain for twelve years, then destroy.
39	Race, Religious or Ethnic Incidents Contains copies of criminal investigation reports involving racial, religious or ethnic incidents. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
40	Vehicle Search Report Contains reports that pertain to vehicle searches performed by the Sheriff's deputies. This file is maintained by the Chief, Field Services Bureau.	Retain in related case file following retention schedule for that file.
41	Speed Awareness Trailer Contains correspondence that pertains to the speed awareness trailer. This file is maintained by the Chief, Field Services Bureau.	Retain current year, then destroy.
42	Mobile Command Center Contains correspondence that pertains to the mobile command center. This file is maintained by the Support Services Supervisor.	Retain for three years, then destroy.
43	Critical Incident Review Contains correspondence that pertains to critical incidents, which occurred in Carroll County. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 26 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
44	Crisis Response Team Contains correspondence that pertains to the Carroll County Crisis Response Team. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
45	Noise Ordinance 05-08 Contains correspondence that pertains to the noise ordinance. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
46	A Child Is Missing Contains correspondence that pertains to A Child Is Missing program. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
47	Juvenile Traffic Violations Contains copies of parental notifications for juveniles that were issued citations for traffic violations. This file is maintained by the Chief, Field Services Bureau.	Retain for one year, then destroy.
48	Auxiliary Volunteer Program Contains correspondence that pertains to the Carroll County Sheriff's Office Auxiliary Volunteer program. This file is maintained by the Chief, Management Services Bureau.	Retain for three years after separation, then destroy.
49	Adult Drug Treatment Court Program Contains copies of adult drug treatment court program participant information forms. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
50	Sex Offender Registry Contains a ledger with the registered sex offenders located within Carroll County. This file is maintained by the Chief, Field Services Bureau.	Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.

Agency
Carroll County Sheriff's Office

Division/Unit
Law Enforcement Records Unit

Item No.	Description	Retention
51	Pawn Brokers and Secondhand Dealers Contains correspondence that pertains to pawn brokers and Secondhand Dealers. This file is maintained by the Chief, Field Services Bureau.	Retain for three years, then destroy.
5-0	**Legal** These files contain copies of Federal, State, County, City and local laws and amendments, which have, or if enacted, may have, a direct impact on the Sheriff's Office operations. Included are correspondence, interpretations, decisions, and opinions of the Attorney General's Office and other legal authorities. These files are maintained by the Office Executive Secretary.	
1	U.S. Laws Self explanatory.	Retain as reference copies until repealed, then destroy.
2	State Laws Self explanatory.	Retain as reference copies until repealed, then destroy.
3	County Ordinances Self explanatory.	Retain as reference copies until repealed, then destroy.
4	City Ordinances Self explanatory.	Retain as reference copies until repealed, then destroy.
5	Local District Regulations created by the county or city government. Regulations that affect Sheriff's Office operations.	Retain as reference copies until repealed, then destroy.
6	Attorney General's Opinion Self explanatory.	Retain current opinions for five years, then transfer to the Maryland State Archives.
7	Proposed Legislation This file contains legislation that the Sheriff is proposing for the next year.	Retain for one year, then destroy.

Agency
Carroll County Sheriff's Office

Division/Unit
Law Enforcement Records Unit

Item No.	Description	Retention
6-0	**Liaison** These files include miscellaneous correspondence with other government agencies, which does not relate to any other category in this filing system. These files are maintained by the Office Executive Secretary.	
1	Federal Agencies Self explanatory. Create files as needed.	Retain for three years or until no longer needed, whichever is later, then destroy.
2	State Agencies Excluding Courts Self explanatory. Create files as needed.	Retain for three years or until no longer needed, whichever is later, then destroy.
2-1	Carroll County Advocacy & Investigative Center (CCAIC) Contains information that pertains to the CCAIC.	Retain for three years or until no longer needed, whichever is later, then destroy.
3	State Courts Self explanatory.	Retain for three years or until no longer needed, whichever is later, then destroy.
4	Municipal Governments Contains informative data concerning local police departments, city health agencies, and related organizations.	Retain for three years or until no longer needed, whichever is later, then destroy.
5	County Government Contains informative data concerning inter-governmental operations.	Retain for three years or until no longer needed, whichever is later, then destroy.
6	Board of Education Contains correspondence from the Board of Education.	Retain for three years or until no longer needed, whichever is later, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 29 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
7	Emergency Communications Center Contains correspondence relating to the Emergency Communications Center.	Retain for three years or until no longer needed, whichever is later, then destroy.
8	Commission on Accredited Law Enforcement Agencies (CALEA) Contains correspondence that pertains to CALEA.	Retain for three years or until no longer needed, whichever is later, then destroy.
9	Carroll Community College Contains correspondence that pertains to Carroll Community College.	Retain for three years or until no longer needed, whichever is later, then destroy.
10	Carroll Community Television Contains correspondence that pertains to Carroll Community Television.	Retain for three years or until no longer needed, whichever is later, then destroy.
11	Carroll Hospital Center Contains correspondence that pertains to the Carroll Hospital Center.	Retain for three years or until no longer needed, whichever is later, then destroy.
12	Carroll County Health Department Contains correspondence that pertains to the Carroll County Health Department.	Retain for three years or until no longer needed, whichever is later, then destroy.
13	Carroll County Public Library Contains correspondence that pertains to the Carroll County Public Library.	Retain for three years or until no longer needed, whichever is later, then destroy.
14	Carroll County Public Schools Contains correspondence that pertains to the Carroll County Public Schools.	Retain for three years or until no longer needed, whichever is later, then destroy.
15	Central Booking Unit Contains correspondence that pertains to the Central Booking Unit.	Screen annually, then destroy. Retain material with historical value fifty years, then transfer to the State Archive.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 30 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
16	Chamber of Commerce Contains correspondence that pertains to the Chamber of Commerce.	Retain for three years or until no longer needed, whichever is later, then destroy.
17	Community Fire Companies Contains correspondence relating to all the fire companies in Carroll County.	Retain for three years or until no longer needed, whichever is later, then destroy.
18	County Attorney Contains correspondence relating to the County Attorney's Office.	Retain for three years or until no longer needed, whichever is later, then destroy.
19	County Commissioners Contains correspondence relating to the County Commissioners.	Retain for three years or until no longer needed, whichever is later, then destroy.
20	Correspondence from Municipal Police Agencies Self explanatory.	Retain for three years or until no longer needed, whichever is later, then destroy.
21	Correspondence from Other Police Agencies Self explanatory.	Retain for three years or until no longer needed, whichever is later, then destroy.
22	Mid-Western Region Highway Traffic Safety Task Force Contains correspondence relating to the Mid-Western Region Highway Traffic Safety Task Force organization.	Retain for three years or until no longer needed, whichever is later, then destroy.
23	Drug Abuse Resistance Education (DARE) Program Contains correspondence relating to the (DARE) program in the Middle Schools throughout Carroll County.	Retain for three years or until no longer needed, whichever is later, then destroy.
24	Detention Center Contains correspondence relating to the Carroll County Detention Center.	Retain for three years or until no longer needed, whichever is later, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 31 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
25	Diplomatic Immunity Contains correspondence relating to diplomatic immunity.	Retain for three years or until no longer needed, whichever is later, then destroy.
26	Domestic Violence Unit Contains correspondence relating to the Domestic Violence Unit.	Retain for three years or until no longer needed, whichever is later, then destroy.
27	Drug Task Force Contains correspondence relating to the Carroll County Drug Task Force.	Retain for three years or until no longer needed, whichever is later, then destroy.
28	Firearms Training Facility Contains correspondence relating to the Firearms Training Facility.	Retain for three years or until no longer needed, whichever is later, then destroy.
29	Fraternal Order of Police Contains correspondence relating to the Fraternal Order of Police.	Retain for three years or until no longer needed, whichever is later, then destroy.
30	Grand Jury Contains correspondence pertaining to the Grand Jury.	Retain for three years or until no longer needed, whichever is later, then destroy.
31	Home Detention Contains correspondence relating to the Home Detention program in the Detention Center.	Retain for three years or until no longer needed, whichever is later, then destroy.
32	Immigration and Customs Enforcement (I.C.E.) Contains correspondence relating to the ICE program in the Detention Center.	Retain for three years or until no longer needed, whichever is later, then destroy.
33	International Association for Chief's of Police Contains correspondence relating to the International Association for Chiefs' of Police.	Retain for three years or until no longer needed, whichever is later, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 32 of 38
Agency Carroll County Sheriff's Office	**Division/Unit** Law Enforcement Records Unit

Item No.	Description	Retention
34	Junction, Inc. Contains correspondence relating to Junction, Inc.	Retain for three years or until no longer needed, whichever is later, then destroy.
35	Keystone Contains correspondence relating to the Keystone computer system.	Retain for three years or until no longer needed, whichever is later, then destroy.
36	Local Government Insurance Trust Contains correspondence relating to the Carroll County Governments insurance carrier.	Retain for three years or until no longer needed, whichever is later, then destroy.
37	Local Management Board Contains correspondence relating to the Local Management Board, in which a member of the Sheriff's Office sits on the committee.	Retain for three years or until no longer needed, whichever is later, then destroy.
38	Maryland Chief's of Police Association Contains correspondence relating to the MD Chief's of Police.	Retain for three years or until no longer needed, whichever is later, then destroy.
39	Maryland Department of the Environment Contains correspondence relating to the MD Department of the Environment.	Retain for three years or until no longer needed, whichever is later, then destroy.
40	Maryland Police & Correctional Training Commission Contains correspondence relating to the MD Police & Correctional Training Commission.	Retain for three years or until no longer needed, whichever is later, then destroy.
41	Maryland State Bar Association Contains correspondence relating to the Maryland State Board Association.	Retain for three years or until no longer needed, whichever is later, then destroy.
42	Maryland Sheriff's Association Contains correspondence relating to the Maryland Sheriff's Association.	Retain for three years or until no longer needed, whichever is later, then destroy.
43	Maryland State Police Contains correspondence relating to the Maryland State Police.	Retain for three years or until no longer needed, whichever is later, then destroy.

Agency
Carroll County Sheriff's Office

Division/Unit
Law Enforcement Records Unit

Item No.	Description	Retention
44	Motor Vehicle Administration Contains correspondence relating to the Motor Vehicle Administration.	Retain for three years or until no longer needed, whichever is later, then destroy.
45	National Association for the Advancement of Colored People Contains correspondence relating to the NAACP.	Retain for three years or until no longer needed, whichever is later, then destroy.
46	National Sheriff's Association Contains correspondence relating to the National Sheriff's Association.	Retain for three years or until no longer needed, whichever is later, then destroy.
47	Pre-Trial Services Contains correspondence relating to the Pre-Trial Services program in the Detention Center.	Retain for three years or until no longer needed, whichever is later, then destroy.
48	Rape Crisis Contains correspondence relating to the Rape Crisis Center.	Retain for three years or until no longer needed, whichever is later, then destroy.
49	Safe Haven Contains correspondence relating to the Safe Haven House for women.	Retain for three years or until no longer needed, whichever is later, then destroy.
50	State's Attorney's Office Contains correspondence relating to the Carroll County State's Attorney's Office.	Retain for three years or until no longer needed, whichever is later, then destroy.
51	State Highway Administration Contains correspondence relating to the State Highway Administration.	Retain for three years or until no longer needed, whichever is later, then destroy.
52	State of Maryland Contains correspondence relating to the State of Maryland.	Retain for three years or until no longer needed, whichever is later, then destroy.
53	State of Maryland – Task Force Public Safety Contains correspondence relating to the Task Force Public Safety Office.	Retain for three years or until no longer needed, whichever is later, then destroy.

Agency
Carroll County Sheriff's Office

Division/Unit
Law Enforcement Records Unit

Item No.	Description	Retention
54	Triad Program Contains correspondence relating to the Triad Program.	Retain for three years or until no longer needed, whichever is later, then destroy.
55	U.S. Department of Justice Contains correspondence relating to the U.S. Department of Justice.	Retain for three years or until no longer needed, whichever is later, then destroy.
7-0	**Supply and Services** These files consist of correspondence and documents for supplies, equipment and utilities, which are used by the Sheriff's Office.	
1	Requisitions – Open Non-Capital Equipment Contains copies of requests for materials not yet received. This file is maintained by the Chief, Management Services Bureau.	Retain until closed, then transfer to Requisitions – Closed non-capital equipment.
2	Requisitions – Closed Non-Capital Equipment Contains copies of requests for materials, which have been filled. This file is maintained by the Chief, Management Services Bureau.	Retain for three years, then destroy.
8-0	**Public Relations** These files are maintained by the Office Executive Secretary.	
1	Organizations Contains copies of correspondence from organizations concerning ceremonies, escorts, parades, ride-a-longs and other requests for Sheriff's Office participation.	Retain for one year after the assignment is complete, then destroy.
2	Press Releases Contains those authorized notice released for public dissemination.	Retain for fifty years, then transfer to Maryland State Archives.
3	Public Officials Contains names, addresses, telephone numbers and titles of local public officials and agencies to which citizens can be referred for matters not handled by the Sheriff's Office.	Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 35 of 38
Agency **Carroll County Sheriff's Office**	**Division/Unit** **Law Enforcement Records Unit**

Item No.	Description	Retention
4	Public Inquiries and Requests Miscellaneous file which encompasses all non-specific requests and correspondence with the public.	Retain for three years, then screen and destroy material that is no longer needed for current business. Any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value, transfer to the Maryland State Archives for permanent retention.
5	Proposed Legislation Contains all correspondence that pertains to proposed legislation.	Retain for three years, then screen and destroy material that is no longer needed for current business. Any material that serves to document the origin, development, and accomplishments of the office and has continuing administrative, fiscal, legal or historical value, transfer to the Maryland State Archives for permanent retention.
9-0	**Training** Documents in this file consist of brochures, announcements, schedules and reports requiring attendance at, or participation in, training programs conducted at police academies and various civilian institutions. These files are maintained by the Chief, Management Services Bureau.	
1	Academies and Special Courses Contains informative materials relating to special schools available to Sheriff's Office personnel.	Maintain as a perpetual file by updating when amended or revised and destroying obsolete material.

Agency
Carroll County Sheriff's Office

Division/Unit
Law Enforcement Records Unit

Item No.	Description	Retention
1-1	Request for Special Assignment/Training Reports Contains copies of requests for training or special assignment reports.	Retain until completed and then place in the employee's official training file, which is located in **2-0 Personnel Administration**, 5-9 Training Records.
2	College Programs Contains informative materials concerning college programs available to Sheriff's Office personnel.	Retain until no longer current, then destroy obsolete materials.
3	Tactical Training Contains information relating to tactical training conducted by and for Sheriff's Office personnel.	Maintain in training file and retain for three years after separation, then destroy.
10-0	**Medical Records** Any documents containing information about the medical condition (past or present), details of sick leave use, medications, etc. of an employee are maintained as follows. These files are maintained by the Chief, Management Services Bureau. A. Medical records will be filed separately from any other documents. The storage location will be locked in a file in a locked office preventing access to the medical information while other non-related files are being accessed. B. Handling and access to the actual records will be limited to an individual designated by the commander/director. C. All medical information and records concerning any Sheriff's Office employee will be considered confidential. D. Supervisors may be advised of restrictions on or modifications to the work or duties of a particular employee, but NOT the reasons for those changes or restrictions.	

Agency
Carroll County Sheriff's Office

Division/Unit
Law Enforcement Records Unit

Item No.	Description	Retention
	E. Emergency services personnel may be apprised of a medical condition should that information assist at a time that emergency treatment of the employee is necessary and the employee is not capable of providing the information. F. Properly authorized representatives of the Equal Employment Opportunity Commission, the body charged with enforcing the requirements of the American with Disabilities Act, may be provided relevant information upon request. G. Relevant information may be provided to the State Worker's Compensation Commission or "second injury" funds in accordance with State Worker's Compensation Commission Laws. H. Upon request, the properly authorized employee of the Medical Services Section, DHR may be provided information from the local file. I. Locally, the medical file will contain a folder for each assigned employee arranged alphabetically. J. The employee's local medical file will accompany the employee if transferred between departments.	
1	Medical Status and Medication Report The employee will fill our FMLA paperwork, Essential Functions – Medical Release to Full Duty Report and an Accident and Sick Leave Report for any and all sick leave. If an employee is out of work for more than five days on sick leave, that employee will be put on FMLA through the Department of Human Resources. If the employee is out on sick leave for more than five days, that employee needs to provide the employer with a Medical Practitioner's Certificate.	Retain for fifty years after separation, then destroy.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE (Continuation Sheet)	Schedule No. C1205 Page 38 of 38
Agency **Carroll County Sheriff's Office**	**Division/Unit** **Law Enforcement Records Unit**

Item No.	Description	Retention
2	Duty Related Illness or Injury If an employee becomes ill or injured on the job, the employee or his/her immediate supervisor will contact the Office of Risk Management. The supervisor will fill out Worker's Compensation paperwork, an Accident & Sick Leave Report and if out for more than five days the Essential Job Functions – Medical Release to Full Duty paperwork must be forwarded to the Office of Risk Management and placed in the employee's medical file.	Retain for fifty years after separation, then destroy.