

Frederick County Sheriff's Office  
 110 Airport Drive East  
 Frederick, Maryland 21701

Department of General Services  
 Records Management Division

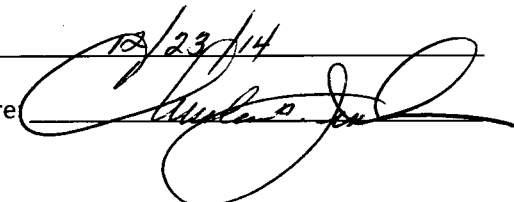
Schedule No.  
 C-1280

RECORDS RETENTION AND DISPOSAL SCHEDULE  
 Supersedes Schedule C1029

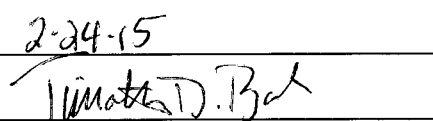
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Item No.	Description	Maintained By	Retention
1	Accident Reports (Includes fatals)	Records Management System/Records Archive	Scan to Maryland State Archives standards – then destroy paper originals; Retain images for 30 YR then destroy
2	Accident Reports – Departmental	Personnel Services	30 YR – then destroy
3	Accreditation Files – Current	Accreditation	3 YR – then destroy
4	Accreditation Files – Pending	Accreditation	6 YR – then destroy
5	Annual Reports – Sheriff's Office	Fiscal Services	20 YR – then transfer to the State Archives
6	Arrest ID Files – Adult	Records Section	30 YR – then destroy
7	Arrest ID Files – Juvenile	Records Section	30 YR – then destroy
8	Arrest Incident Files	Records Management System/ Records Archive	30 YR – then destroy
9	Bank Statements & Cancelled Checks – Law Enforcement AID Fund	Executive Assistant	8 YR – then destroy
10	Budget Files – Operating & Capital Improvement Projects	Fiscal Services	10 YR – then destroy
11	Budget Files – Operations Bureau	Fiscal Services	3 YR – then destroy
12	Chemical Test for Alcohol Monthly Statistics	Traffic Unit	3 YR – then destroy
13	Citation Book Issuance Control Ledger	Records Section	3 YR + Current – then destroy
14	Citation Transmittal Form (District Court)	Records Section	1 YR + Current – then destroy
15	Citations – Civil	Records Section	3 YR + Current – then destroy

Schedule Approved by Sheriff of Frederick County, MD:

Date: 10/23/14  
 Signature: 

Schedule Authorized by State Archivist:

Date: 2-24-15  
 Signature: 

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Item No.	Description	Maintained By	Retention
16	Citations – Equipment Repair Orders	Records Section	Scan to Maryland State Archives standards – then destroy paper originals; Retain images for 30 YR then destroy
17	Citations – Traffic	Records Management System/ Records Archive	Scan to Maryland State Archives standards – then destroy paper originals; Retain images for 30 YR then destroy
18	Citations – Warnings	Records Management System/ Records Archive	Scan to Maryland State Archives standards – then destroy paper originals; Retain images for 30 YR then destroy
19	Civil Process Documents	Civil Process Unit	8 YR – then destroy
20	Civil Process Disbursement Records	Civil Process Unit	8 YR – then destroy
21	Civil Process Deposit Records	Civil Process Unit	8 YR – then destroy
22	CJIS Logon Identification Files	Records Section	5 YR After Separation – then destroy
23	CJIS Logon Identification Reports	Records Section	3 YR + Current – then destroy
24	Commercial Vehicle Inspection Reports	Traffic Unit	2 YR + Current – then destroy
25	Community Deputy Contract Files	Fiscal Services	10 YR – then destroy
26	Confidential Informant/Intelligence Files	Narcotics Unit	20 YR – then destroy
27	STAT Monthly Reports	Patrol Operations	1 YR + Current – then destroy
28	Court Intakes	Records Management System/ Records Archive	Scan to Maryland State Archives standards – then destroy paper originals; Retain images for 30 YR then destroy
29	Courthouse Security Monthly Statistics	Judicial Operations	3 YR – then destroy
30	Crime Prevention Reports	Community Services	6 YR – then destroy
31	Crime Scene Report	Evidence Section	10 YR – then destroy

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Item No.	Description	Maintained By	Retention
32	Criminal Summons Sign-Out Log	Records Section	1 YR + Current – then destroy
33	Daily Assignment Sheets	Duty Desk/Records Section	2 YR + Current – then destroy
34	Detainee Property Sheets	Courthouse Security/Records Management System	Scan to Maryland State Archives standards – then destroy paper originals; Retain images for 1 YR then destroy
35	Discharge of Weapon Report	Personnel Services	10 YR – then destroy
36	DR-15A Tally Sheets & Control Ledger	Records Section	2 YR + Current or Until Audited, whichever is later – then destroy
37	Electronic Surveillance Records	Narcotics Unit	20 YR – then destroy
38	Emergency Evaluation Reports	Court Security Unit	1 YR – then destroy
39	Evidence Destruction Log	Evidence Section	20 YR – then destroy
40	Evidence Supervisory Inspection	Evidence Section	10 YR – then destroy
41	Expungement Files	Records Section	5 YR – then destroy
42	Field Interview Reports	Records Section	Scan to Maryland State Archives standards – then destroy paper originals; Retain images for 30 YR then destroy
43	Firearms License Checks	Records Section	1 YR + Current – then destroy
44	General Correspondence	All Sections	Retain for 3 YR – then screen & destroy with the following exceptions: transfer to the Maryland State Archives any materials having any administrative, legal, or historical value that serves to document the origin, development, functions, and accomplishments of the agency
45	Grant Files	Fiscal Services	15 YR – then destroy

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Item No.	Description	Maintained By	Retention
46	Hiring Process Records	Personnel Services	30 YR – then destroy
47	Hostage/Barricade Report	Hostage Negotiator Team Leader	10 YR – then destroy
48	Incident Photographs	Records Section/Evidence Section	Scan to Maryland State Archives standards – then destroy paper originals; Retain images for 30 YR then destroy
49	Incident Reports	Records Management System/Records Archive	Scan to Maryland State Archives standards – then destroy paper originals; Retain images for 30 YR then destroy
50	Internal Audit Reports – Civil Process	Fiscal Services Director	6 YR – then destroy
51	Internal Audit Reports – General Fund	Fiscal Services Director	6 YR – then destroy
52	Internal Audit Reports – Law Enforcement AID Fund	Executive Assistant	6 YR – then destroy
53	Internal Investigations	Chief Deputy's Administrative Assistant	30 YR – then destroy
54	Inventory Records	Fiscal Services	3 YR – then destroy
55	Investigator's Monthly Workload Report	Criminal Investigations Section	1 YR + Current – then destroy
56	Judicial Operations Schedule	Judicial Operations	3 YR – then destroy
57	Juvenile Justice Transmittal	Records Section	1 YR + Current – then destroy
58	Juvenile Lock-Up Log – Patrol	Records Section	3 YR + Current – then destroy
59	Juvenile Lock-Up Log – Courthouse	Judicial Operations	3 YR + Current – then destroy
60	K-9 Basic Patrol Dog Training Logs	K-9 Unit	15 YR – then destroy
61	K-9 Drug Retraining Form	K-9 Unit	10 YR – then destroy
62	K-9 Explosive Detection Form	K-9 Unit	10 YR – then destroy

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Item No.	Description	Maintained By	Retention
63	K-9 Monthly Statistic Report	K-9 Unit	10 YR – then destroy
64	K-9 Narcotic Detection Dog Training Log	K-9 Unit	10 YR – then destroy
65	K-9 Patrol Retraining Form	K-9 Unit	10 YR – then destroy
66	K-9 Search Report	Records Management System	20 YR – then destroy
67	Lawsuits	Chief Deputy's Administrative Assistant	40 YR – then destroy
68	Ledgers & Journals – Civil Process 2000-2005	Civil Process Unit	20 YR – then destroy
69	Ledgers & Journals – General Fund	Fiscal Services	Retain permanently; Transfer every 3 YR to the State Archives
70	Ledgers Journals – Law Enforcement AID Fund	Executive Assistant	Retain permanently; Transfer every 3 YR to the State Archives
71	Maglocen Forms	Fiscal Services	5 YR – then destroy
72	Medical & Psychological Files	Chief Deputy's Administrative Assistant	Retain for 10 YR from the date of separation, or for the life of the employee, whichever is longer - then destroy
73	Memorandums of Understanding – Expired	Executive Assistant	8 YR – then destroy
74	MILES Message Log	Duty Desk/Records Section	Retain current year at Duty Desk - then transfer to Records Department; Retain in Records Department for 3 YR - then destroy
75	Missing Persons Reports – Closed	Records Archive	3 YR – then destroy
76	Missing Persons Reports – Open	Records Section	Retain until closed - then transfer to Missing Persons Reports Closed File
77	Multi-Year Plans	Fiscal Services	20 YR – then destroy
78	Mutual Aid Agreements – Expired	Fiscal Services	8 YR – then destroy

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Item No.	Description	Maintained By	Retention
79	Neighborhood Watch Records	Community Services	10 YR – then destroy
80	Overtime Reports/Leave Requests	Individual Commanders	2 YR + Current – then destroy
81	Patrol Check Form	Duty Desk	Until Closed – then destroy
82	Patrol Monthly Inspections	Immediate Patrol Team Supervisor	1 YR + Current – then destroy
83	Pawn Receipts	Criminal Investigations Section	1 YR – then destroy
84	Personnel Background Investigations – Hired	Chief Deputy's Administrative Assistant	Retain for 10 YR from the date of separation, or for the life of the employee, whichever is longer - then destroy
85	Personnel Background Investigations – Not Hired	Chief Deputy's Administrative Assistant	20 YR – then destroy
86	Personnel Background Investigations – Volunteers	Personnel Services	Retain for 10 YR from the date of separation, or for the life of the employee, whichever is longer - then destroy
87	Personnel Complaint Inquiries	Chief Deputy's Administrative Assistant	Retain for 10 YR from the date of separation, or for the life of the employee, whichever is longer - then destroy
88	Personnel Equipment/Uniform Issuance Records	Fiscal Services	Until Separation – then destroy
89	Personnel Files	Personnel Services	Retain for 10 YR from the date of separation, or for the life of the employee, whichever is longer - then destroy
90	Personnel Transfer Records	Personnel Services	20 YR – then destroy
91	Photo Drop Box Log	Evidence Section	10 YR – then destroy
92	Photo Reports	Evidence Section	10 YR – then destroy
93	Policy Development & Revisions (General & Special Orders)	Accreditation	Retain permanently; Transfer every 3 YR to the State Archives
94	Polygraph Examination Files	Polygraph Section	40 YR – then destroy

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Item No.	Description	Maintained By	Retention
95	Preliminary Breath Test Advice of Rights	Traffic Unit	3 YR – then destroy
96	Preliminary Breath Test/Driving While Intoxicated Log	Traffic Unit	3 YR – then destroy
97	Premise Checks – Commercial	Community Services	10 YR – then destroy
98	Premise Checks – Residential	Community Services	10 YR – then destroy
99	Press Releases	Public Information Officer	Retain permanently; Transfer every 3 YR to the State Archives
100	Prisoner Tracking Forms – Adult	Judicial Operations	3 YR – then destroy
101	Promotional Process Records	Personnel Services	40 YR – then destroy
102	Property Destruction Authorizations	Evidence Section	40 YR – then destroy
103	Property Held Form – Evidence Copy	Evidence Section	40 YR – then destroy
104	Protective Order/Peace Order Files – Active	Duty Desk/Police Information Specialists	Retain until no longer active - then transfer to Protective Order/Peace Order Closed File
105	Protective Order/Peace Order Files – Closed	Police Information Specialists	2 YR + Current – then destroy
106	Protective Order/Peace Order Log	Duty Desk/Police Information Specialists	Retain current year at Duty Desk - then transfer to Records Department; Retain in Records Department for 3 YR - then destroy
107	Protective Order/Peace Order Service Reports	Police Information Specialists	1 YR – then destroy
108	Radar Certification of Accuracy	Traffic Unit	Life of Radar Unit - then destroy
109	Radar Repair Paperwork	Traffic Unit	Life of Radar Unit - then destroy
110	Radar/Laser Sign-Out Log	Traffic Unit	1 YR – then destroy
111	Receipts & Disbursement Records – General Fund	Fiscal Services	8 YR – then destroy

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Item No.	Description	Maintained By	Retention
112	Receipts & Disbursement Records – Law Enforcement AID Fund	Executive Assistant	8 YR – then destroy
113	Receipts Ledger – Law Enforcement Bureau	Records Section	8 YR – then destroy
114	Receipts Transmittal – Law Enforcement Bureau	Fiscal Services	8 YR – then destroy
115	Response to Resistance Form	Personnel Services	20 YR – then destroy
116	Ride Along Applications	Records Section	Scan to Maryland State Archives standards – then destroy paper originals; Retain images for 2 YR then destroy
117	School Bus Violation Warning Notice	Community Services	5 YR – then destroy
118	Secondary Employment Records	Personnel Services	20 YR – then destroy
119	Sign-Off Sheets	Personnel Services/ Accreditation	2 YR + Current – then destroy
120	Special Services Team Monthly Report	Special Operations	20 YR – then destroy
121	Special Services Team Operations Report	Special Operations	20 YR – then destroy
122	Speedometer Re-Certification	Traffic Unit	3 YR – then destroy
123	Staff Meeting Minutes	Executive Assistant	5 YR – then destroy
124	State's Attorney Transmittal	Records Section	1 YR + Current – then destroy
125	Traffic Complaint Log	Traffic Unit	1 YR – then destroy
126	Training Attendance Rosters	Training Services	5 YR – then destroy
127	Training Lesson Plans	Training Services	Scan to Maryland State Archives standards – then destroy paper originals; Retain images for 30 YR then destroy
128	Training Records – Individual	Training Services	Retain for 10 YR from the date of separation, or for the life of the employee, whichever is longer - then destroy



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Item No.	Description	Maintained By	Retention
129	Trespass Letters	Duty Desk	1 YR - then destroy with the following exception: If issued from FCSO, retain for 30 YR - then destroy.
131	Uniform Crime Reports	Records Section	20 YR - then destroy
132	Use of Personal Equipment Approval	Personnel Services	Until Separation - then destroy
133	Validation Records	Records Section	2 YR + Current - then destroy
134	Vehicle Pursuit Reports	Personnel Services	Scan to Maryland State Archives standards - then destroy paper originals; Retain images for 30 YR then destroy
135	Vehicle Seizure Files	Narcotics Unit	5 YR - then destroy
136	Vehicle Storage Log	Traffic Unit	Retain current year at Duty Desk - then transfer to Records Department; Retain in Records Department for 3 YR - then destroy
137	Vehicle Storage Reports - Closed	Records Section	3 YR - then destroy
138	Vehicle Storage Reports - Open	Duty Desk	Retain until closed - then transfer to Vehicle Storage Reports Closed File
139	Voided Citation Log	Records Section	2 YR + Current - then destroy
140	Warrant Sign-Out Log	Records Section	1 YR + Current - then destroy
141	Warrant Transmittal	Records Section	1 YR + Current - then destroy
142	Warrants	Duty Desk	Retain paper until served. Retain digital version for 40 YR then destroy.
143	Weapons Qualification Records	Training Services	5 YR - then destroy
144	Writs of Execution - Served	Civil Process Unit	12 YR - then destroy
145	Completed Sheriff Sales	Civil Process Unit	15 YR - then destroy

Note: Item 130 was omitted from the schedule.

DGS 550-1