

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	C1492
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Agency Information

Department / Agency	Prince Georges County Office of the Sheriff
Division / Unit	Bureau of Administration
Mission Statement/Link to division/unit website	<p>To fulfill the duties of the Office of the Sheriff in a fair, professional and dignified manner so as to inspire and maintain the confidence and trust of the public.</p> <p>To enhance the quality of life in Prince George's County in Partnership with its citizens.</p>

Schedule Information

Supersedes Schedule(s)	None
Amends Schedule(s)	None


Preparer Information

Name of Preparer	Michael L. Major #185
Title of Preparer	Deputy Sheriff Lieutenant
Preparer Email Address	MLMajor@co.pg.md.us
Preparer Telephone Number	240-286-7279
Date	

Agency Approval

Name of Agency Director	Sheriff Melvin C. High
Agency Director Signature	
Date	

State Archivist Approval

State Archivist Signature	<i>For Tim Baker</i> 
Date	11/6/2020

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Department / Agency	Prince Georges County Office of the Sheriff
Division / Unit	Bureau of Administration
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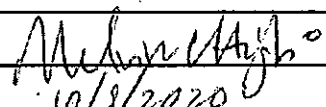
Schedule Information

Supersedes Schedule(s)	None
Amends Schedule(s)	None

Preparer Information

Name of Preparer	Michael L. Major #185
Title of Preparer	Deputy Sheriff Lieutenant
Preparer Email Address	MLMajor@co.pg.md.us
Preparer Telephone Number	240-286-7279
Date	10/8/2020

Agency Approval

Name of Agency Director	Sheriff Melvin C. High
Agency Director Signature	
Date	10/8/2020

State Archivist Approval

State Archivist Signature	
Date	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. 5111 C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: APPLICANT PHYSICAL REQUIREMENT TEST	Page 1 of 74
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Record Series Content	A form
Record Series Function	Contains information about a potential employee and their ability to pass the physical requirements test.
Organization/ Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	paper
Volume (file drawers, gigabytes, etc.)	62 File Drawers and 53 cubic ft of boxed forms.
Annual Accumulation (file drawers, gigabytes, etc.)	75 Forms per year
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; file room 150 and file room 213.
Audit Requirements	None
Date Span	1974- present
Completeness /Gaps	None
Schedule Item Number	1
Retention	Retain for the duration of employment then destroy
Justification for Permanent Retention	None.

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: APPLICATION FOR PATROL RIFLE PROGRAM	Page 2 of 74
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Record Series Content	Form
Record Series Function	Contains employee information on whether the employee successfully completed the Office of the Sheriff Patrol rifle programs requirement.
Organization/Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following: Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	8 file drawers
Annual Accumulation (file drawers, gigabytes, etc.)	25 Forms
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; file room 108 in the training section
Audit Requirements	None
Date Span	2015-Present
Completeness /Gaps	None

Schedule Item Number	2
Retention	Retain for the duration of employment plus 30 years then destroy
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C149Z (To be completed by DGS/Records Management Division)
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Records Series Title: ATTENDING PHYSICIAN'S NOTIFICATION	Page 3 of 74
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Record Series Content	Form
Record Series Function	Contains medical information of those potential hires and hired employees that have been injured on the job and their duty status.
Organization/Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Drawers and 53 cubic ft of boxed forms
Annual Accumulation (file drawers, gigabytes, etc.)	75 forms
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; file room 150 and file room 213.
Audit Requirements	None
Date Span	2012 to present
Completeness /Gaps	None

Schedule Item Number	3
Retention	Retain for the duration of employment plus 30 years then destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: AUTHORIZATION TO TRANSFER ANNUAL LEAVE/SICK LEAVE	Page 4 of 74
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Record Series Content	A memo created by agency Bureau Chief's and distributed to all personnel of the Office of the Sheriff by the Chief Assistant Sheriff.
Record Series Function	Authorization
Organization/ Arrangement	Name, employee ID number
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following: Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. 53 cubic ft of boxed forms located in file room 213
Annual Accumulation (file drawers, gigabytes, etc.)	15 memos per year
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; file room 150 and file room 213.
Audit Requirements	None
Date Span	1974- Present
Completeness /Gaps	None

Schedule Item Number	4
Retention	Retain duration of employment plus 30 years then destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: AWARD NOMINATION FORM	Page 5 of 74
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Record Series Content	Form
Record Series Function	Contains employee information and all supporting facts that need to be considered for an award
Organization/ Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following: Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Drawers and 53 cubic ft of boxed forms.
Annual Accumulation (file drawers, gigabytes, etc.)	50 Nominations per year
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; file room 150 and file room 213.
Audit Requirements	None
Date Span	2000-Present
Completeness /Gaps	None
Schedule Item Number	5
Retention	If the employee receives the award retain for the duration of employment plus 30 years, then destroy. If the employee does not receive an award destroy after the awards process is completed for that awards season.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: BODY ARMOR INSPECTION SHEET	Page 6 of 74
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Record Series Content	Form
Record Series Function	Contains information reference the status of issued body armor and the expiration date of the body armor Panels
Organization/ Arrangement	Month, year, Lieutenants Names, and section
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper and electronic
Volume (file drawers, gigabytes, etc.)	3 cubic ft
Annual Accumulation (file drawers, gigabytes, etc.)	.5 Cubic Ft
Current Location	Stored on the Prince George's County Network
Audit Requirements	None
Date Span	2017 to present
Completeness /Gaps	None

Schedule Item Number	6
Retention	Retain for 3 years then destroy.
Justification for Permanent Retention	None

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

Schedule No. *C1492*

(To be completed by DGS/Records Management Division)

Records Series Title: BUCK SLIP- BUREAU OF ADMINISTRATION BUREAU OF COURT SERVICES BUREAU OF FIELD OPERATIONS OFFICE OF THE CHIEF ASSISTANT SHERIFF		Page 7 of 74
Record Series Content	Cover Sheet	
Record Series Function	This cover sheet contains the proper routing of Memo through the agency.	
Organization/ Arrangement	Name	
Indexing System	None	
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-344 applies to Interagency or Intra-Agency letters or Memoranda. This information is subject to permissive non-disclosure where the information would not be ordinarily available to parties in litigation	
Formats (bound book, microfilm, pdf, tif, etc.)	Paper	
Volume (file drawers, gigabytes, etc.)	1 cubic ft	
Annual Accumulation (file drawers, gigabytes, etc.)	300 Cover Sheets	
Current Location	5303 Chrysler Way, Upper Marlboro Md., 20772: various offices throughout the building	
Audit Requirements	none	
Date Span	2015 to present	
Completeness /Gaps	None	
Schedule Item Number	7	
Retention	Retain for 3 years then destroy	
Justification for Permanent Retention	None	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: MILITARY DEPLOYMENT/DE-ACTIVATION	Page 8 of 74
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Record Series Content	A form
Record Series Function	Contains employee information and Military orders for deployment of that employee.
Organization/ Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-344 applies to Interagency of Intra-Agency letters or Memoranda. This information is subject to permissive non-disclosure where the information would not be ordinarily available to parties in litigation
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. 53 cubic ft of boxed forms located in file room 213
Annual Accumulation (file drawers, gigabytes, etc.)	30 Forms
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; file room 150 and file room 213.
Audit Requirements	None
Date Span	2010 to present
Completeness /Gaps	None

Schedule Item Number	8
Retention	Retain duration of employment plus 30 years then destroy.
Justification for Permanent Retention	None

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

Schedule No. C1492
(To be completed by DGS/Records Management Division)

Records Series Title: CEREMONIAL UNIT PARTICIPATION FORM	Page 9 of 74
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Record Series Content	A form
Record Series Function	Contains employee information and verifies that the employee is officially approved to participate on the Office of the Sheriffs Ceremonial Unit.
Organization/Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following: Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. 53 cubic ft of boxed forms located in file room 213.
Annual Accumulation (file drawers, gigabytes, etc.)	10 forms
Current Location	5303 Chrysler Way Upper Marlboro, Md., 20774; Rooms 150 and 213.
Audit Requirements	None
Date Span	1974-Present
Completeness /Gaps	None
Schedule Item Number	9
Retention	Retain for the duration of employment plus 30 years the destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: CERTIFICATION OF HEALTH CARE PROVIDER FOR EMPLOYEE'S SERIOUS HEALTH CONDITION	Page 10 of 74
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Record Series Content	A form
Record Series Function	Contains employee's medical information and their primary care physician information.
Organization/ Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. 53 cubic ft of boxed forms located in file room 213
Annual Accumulation (file drawers, gigabytes, etc.)	275 Forms per year
Current Location	5303 Chrysler Way Upper Marlboro, Md., 20774: File rooms 150 and 213
Audit Requirements	None
Date Span	1974 to present
Completeness /Gaps	None
Schedule Item Number	10
Retention	Retain duration of employment plus 30 years then destroy.
Justification for Permanent Retention	None

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

Schedule No. C1492

(To be completed by DGS/Records Management Division)

Records Series Title:
CERTIFICATION OF PHYSICAL COUNTINUED

Page 11 of 74

Record Series Content	A form that is a continuation of form in item 10
Record Series Function	Contains employee's medical information and their primary care physician information.
Organization/ Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. 53 cubic ft of boxed forms located in file room 213
Annual Accumulation (file drawers, gigabytes, etc.)	275 forms per year
Current Location	Paper
Audit Requirements	None
Date Span	1974-Present
Completeness /Gaps	None

Schedule Item Number	11
Retention	Retain duration of employment plus 30 years then destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: CRIMINAL HISTORY DISSEMINATION FORM		Page 12 of 74
Record Series Content	A form	
Record Series Function	Documents the dissemination of information contained in a Criminal History report(s) for potential employees	
Organization/ Arrangement	Name	
Indexing System	Name	
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-351 applies to Investigations; Intelligence Information; Security Procedures. This information is subject to permissive non-disclosure when the agency identifies the specific reasons for non-disclosure as outlined in the statute. Disclosure may also be made with proper redactions of certain sensitive information.	
Formats (bound book, microfilm, pdf, tif, etc.)	Paper	
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. 53 cubic ft of boxed forms located in file room 213	
Annual Accumulation (file drawers, gigabytes, etc.)	10 forms	
Current Location	5303 Chrysler Way, Upper Marlboro Md., 20774; Tele-type and Records section	
Audit Requirements	Every three years	
Date Span	2014-Present	
Completeness /Gaps	None	
Schedule Item Number	12	
Retention	Retain for five years the destroy.	
Justification for Permanent Retention	None	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: DAILY EVICTION LOG SHEET	Page 13 of 74
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Record Series Content	A log
Record Series Function	Contains information about scheduled evictions on the date of the log.
Organization/ Arrangement	Date
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-351 applies to Investigations; Intelligence Information; Security Procedures. This information is subject to permissive non-disclosure when the agency identifies the specific reasons for non-disclosure as outlined in the statute. Disclosure may also be made with proper redactions of certain sensitive information.
Formats (bound book, microfilm, pdf, tif, etc.)	Word document/ PDF
Volume (file drawers, gigabytes, etc.)	877 Kilobytes within 37 electronic files contained in 3 folders
Annual Accumulation (file drawers, gigabytes, etc.)	300 Kilobytes
Current Location	Stored on the Prince George's County Network
Audit Requirements	None
Date Span	2016-Present
Completeness /Gaps	None

Schedule Item Number	13
Retention	Retain the for 3 years then destroy.
Justification for Permanent Retention	None

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

Schedule No. C149Z
(To be completed by DGS/Records Management Division)

Records Series Title: DIRECT DEPOSIT SIGN-UP FORM	Page 14 of 74
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Record Series Content	A form
Record Series Function	Contains employee Banking information and allotment of payroll
Organization/ Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. 53 cubic ft of boxed forms located in file room 213
Annual Accumulation (file drawers, gigabytes, etc.)	100 Forms
Current Location	5303 Chrysler Way Upper Marlboro, Md., 20774: File rooms 150 and 213
Audit Requirements	None
Date Span	1997 to present
Completeness /Gaps	None

Schedule Item Number	14
Retention	Retain duration of employment plus 30 years then destroy.
Justification for Permanent Retention	None

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

Schedule No. C149Z
(To be completed by DGS/Records Management Division)

Records Series Title: DRIVER'S LICENSE VERIFICATION AND CONSENT FORM	Page 15 of 74
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Record Series Content	A form
Record Series Function	Contains employees' drivers Licenses information gives consent for Prince Georges County to obtain a copy of the employee Drivers License from the department of Motor vehicles.
Organization/ Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following: Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. 53 cubic ft of boxed forms located in file room 213
Annual Accumulation (file drawers, gigabytes, etc.)	275 forms
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; file room 150 and file room 213.
Audit Requirements	None
Date Span	1974- present
Completeness /Gaps	None

Schedule Item Number	15
Retention	Retain duration of employment plus 30 years then destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: Bureau of Administration EMERGENCY INFORMATION SHEET	Page 16 of 74
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Record Series Content	A form
Record Series Function	Contains employee emergency contact information.
Organization/ Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. 53 cubic ft of boxed forms located in file room 213
Annual Accumulation (file drawers, gigabytes, etc.)	275 forms
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; file room 150 and file room 213.
Audit Requirements	None
Date Span	1974-Present
Completeness /Gaps	None

Schedule Item Number	16
Retention	Retain duration of employment plus 30 years then destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: Bureau of Administration EMPLOYEE SEPARATION FORM	Page 17 of 74
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Record Series Content	A form
Record Series Function	Contains employee information that allows the agency to contact the employee once they have separated from the agency.
Organization/Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. 53 cubic ft of boxed forms located in file room 213
Annual Accumulation (file drawers, gigabytes, etc.)	20 Forms
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; file room 150 and file room 213
Audit Requirements	None
Date Span	1974- Present
Completeness /Gaps	None

Schedule Item Number	17
Retention	Retain duration of employment plus 30 years then destroy.
Justification for Permanent Retention	None

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

Schedule No. *C1492*
(To be completed by DGS/Records Management Division)

Records Series Title:
EQUIPMENT CUSTODY RECEIPT

Page 18 of 74

Record Series Content	A list form
Record Series Function	Contains information about the issued equipment that each deputy received
Organization/ Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-344 applies to Interagency of Intra-Agency letters or Memoranda. This information is subject to permissive non-disclosure where the information would not be ordinarily available to parties in litigation.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	14 file draws in the Office of the Sheriff's Supply section
Annual Accumulation (file drawers, gigabytes, etc.)	50 forms
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774;
Audit Requirements	None
Date Span	1974 to present
Completeness /Gaps	None
Schedule Item Number	18
Retention	Retain the duration of employment then destroy.
Justification for Permanent Retention	None

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

Schedule No. C1492
(To be completed by DGS/Records Management Division)

Records Series Title: EXPLANATION OF MISSING FIXED ASSETS	Page 19 of 74
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Record Series Content	A form
Record Series Function	Contains information of fixed assets that is missing from the agency's inventory
Organization/ Arrangement	Name of property and fixed asset number
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	None
Volume (file drawers, gigabytes, etc.)	None
Annual Accumulation (file drawers, gigabytes, etc.)	None
Current Location	None
Audit Requirements	None
Date Span	None
Completeness /Gaps	None

Schedule Item Number	19
Retention	Send immediately back to the Office of Central Services
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: EXTRADICTION TRAVEL PROCEDURES	Page 20 of 74
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Record Series Content	A form
Record Series Function	Packets containing all Flight, Lodging, and rental car information needed to pick up a defendant that is being extradited from another jurisdiction back to Prince Georges County Maryland.
Organization/ Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-351 applies to Investigations; Intelligence Information; Security Procedures. This information is subject to permissive non-disclosure when the agency identifies the specific reasons for non-disclosure as outlined in the statute. Disclosure may also be made with proper redactions of certain sensitive information.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	10 Cubic Ft
Annual Accumulation (file drawers, gigabytes, etc.)	350 Forms
Current Location	5303 Chrysler way Upper Marlboro, Md. 20774; File room 159
Audit Requirements	None
Date Span	2014-present
Completeness /Gaps	None

Schedule Item Number	20
Retention	Retain 5 years then destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <u>C/492</u> <small>(To be completed by DGS/Records Management Division)</small>
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Records Series Title: FAMILY MEDICAL LEAVE ACT (FMLA) REQUEST	Page 21 of 74
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Record Series Content	A request form
Record Series Function	Allows members to request permission to take extended leave without repercussions. As outline in Prince Georges County Personnel Procedure 284.
Organization/ Arrangement	Name, employee identification number
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following: Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. 53 cubic ft of boxed forms located in file room 213
Annual Accumulation (file drawers, gigabytes, etc.)	20 forms
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; file room 150 and file room 213.
Audit Requirements	None
Date Span	1974- Present
Completeness /Gaps	None

Schedule Item Number	21
Retention	Retain duration of employment plus 30 years then destroy.
Justification for Permanent Retention	None

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

Schedule No. C1492
(To be completed by DGS/Records Management Division)

Records Series Title:
FAX COVER SHEET

Page 22 of 74

Record Series Content	A form
Record Series Function	Contains information of faxed items
Organization/ Arrangement	Name
Indexing System	Name
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	.5 Cubic Ft
Annual Accumulation (file drawers, gigabytes, etc.)	.05 Cubic Ft
Current Location	5303 Chrysler Way Upper Marlboro Md. 20774, Teletype and Records Section
Audit Requirements	None
Date Span	2017-Present
Completeness /Gaps	none

Schedule Item Number	22
Retention	Retain for 3 years then destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: FIREARM INSPECTION REPORT	Page 23 of 74
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Record Series Content	A report
Record Series Function	Contains firearms information and the condition of the fire are when it was inspected by a supervisor or agency armorer.
Organization/ Arrangement	Month, Lieutenants Name, Section
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	20 Cubic Ft.; 1gig
Annual Accumulation (file drawers, gigabytes, etc.)	2.5 cubic Ft; 25megabytes
Current Location	Stored on the Prince George's County Network
Audit Requirements	None
Date Span	2017-present
Completeness /Gaps	None

Schedule Item Number	23
Retention	Retain for 3 years then destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: FIREARM TRANSPORT FORM	Page 24 of 74
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Record Series Content	Form
Record Series Function	Contains civilian information when civilians transport fire-arms to the Prince Georges County Office of the Sheriff.
Organization/ Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	1 file drawer located in Property and evidence section. .5 Cubic ft.
Annual Accumulation (file drawers, gigabytes, etc.)	10 forms per year
Current Location	Paper
Audit Requirements	None
Date Span	2017- Present
Completeness /Gaps	None

Schedule Item Number	24
Retention	Retain for 3 years then destroy.
Justification for Permanent Retention	None

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

Schedule No. C1492
(To be completed by DGS/Records Management Division)

Records Series Title:
FIREARMS TRANSFER REPORT

Page 25 of 74

Record Series Content	A report
Record Series Function	Contains information about fire-arms and authorization to transfer said firearm(s).
Organization/ Arrangement	None
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	None
Annual Accumulation (file drawers, gigabytes, etc.)	None
Current Location	None
Audit Requirements	None
Date Span	None
Completeness /Gaps	None

Schedule Item Number	25
Retention	Sent immediately to Maryland State Police
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C149Z (To be completed by DGS/Records Management Division)
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Records Series Title: FIXED ASSETS INVENTORY CONTROL SHEET	Page 26 of 74
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Record Series Content	List form
Record Series Function	Contains information of fixed assets that are assigned to the Office of the Sheriff
Organization/Arrangement	Name of property and fixed asset number
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	None
Volume (file drawers, gigabytes, etc.)	None
Annual Accumulation (file drawers, gigabytes, etc.)	None
Current Location	None
Audit Requirements	None
Date Span	None
Completeness /Gaps	None
Schedule Item Number	26
Retention	Sent Immediately back to the Office of Central Services
Justification for Permanent Retention	None

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

Schedule No. *C1492*
(To be completed by DGS/Records Management Division)

Records Series Title:
FIXED ASSETS ITEM IDENTIFICATION SHEET

Page 27 of 74

Record Series Content	A form
Record Series Function	Contains assigned numbers of fixed assets that are assigned to the Office of the Sheriff.
Organization/ Arrangement	Asset number
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	None
Volume (file drawers, gigabytes, etc.)	None
Annual Accumulation (file drawers, gigabytes, etc.)	None
Current Location	None
Audit Requirements	None
Date Span	None
Completeness /Gaps	None
Schedule Item Number	27
Retention	Sent Immediately to the Office of Central Services.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: Holster Approval	Page 28 of 74
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Record Series Content	A form
Record Series Function	This form is the official request to use a holster that has been approved by the Office of the Sheriff's armorer. For use on duty.
Organization/ Arrangement	Name, employee ID
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	10 file drawers in Office 108
Annual Accumulation (file drawers, gigabytes, etc.)	10 forms
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; Office 108
Audit Requirements	None
Date Span	2008-Present
Completeness /Gaps	None

Schedule Item Number	28
Retention	Retain for 3 years then destroy.
Justification for Permanent Retention	None

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

Schedule No. C1492
(To be completed by DGS/Records Management Division)

Records Series Title:
INFECTION CONTROL EXPOSURE REPORT

Page 29 of 74

Record Series Content	A report
Record Series Function	Contains employee and medical information about an employee after they have been exposed to any type of infectious disease(s).
Organization/ Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. 53 cubic ft of boxed forms located in file room 213.
Annual Accumulation (file drawers, gigabytes, etc.)	20 forms
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; file room 150 and file room 213.
Audit Requirements	None
Date Span	1974-Present
Completeness /Gaps	None
Schedule Item Number	29
Retention	Retain the duration of employment plus 30 years then destroy.
Justification for Permanent Retention	None

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS INVENTORY, AND RETENTION SCHEDULE**

Schedule No. C1492
(To be completed by DGS/Records Management Division)

**Records Series Title:
INITIAL ISSUE UNIFORM AND EQUIPMENT CARD**

Page 30 of 74

Record Series Content	Equipment list
Record Series Function	Contains all the information about the initial issued equipment
Organization/ Arrangement	Name
Indexing System	Name
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	14 file draws in the Office of the Sheriff's Supply section
Annual Accumulation (file drawers, gigabytes, etc.)	15 List per year
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; 14 file draws in the Office of the Sheriff's Supply section
Audit Requirements	None
Date Span	1974 - present
Completeness /Gaps	None

Schedule Item Number	30
Retention	Retain the duration of employment plus 30 years then destroy.
Justification for Permanent Retention	None

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

Schedule No. C1492
(To be completed by DGS/Records Management Division)

Records Series Title: INTER-OFFICE MEMORANDUM- BUREAU OF ADMINISTRATION BUREAU OF COURT SERVICES BUREAU OF FIELD OPERATIONS OFFICE OF THE CHIEF ASSISTANT SHERIFF		Page 31 of 74
Record Series Content	A memo	
Record Series Function	Contains various documented information about the day to day operations of the agency.	
Organization/ Arrangement	Name	
Indexing System	None	
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-344 applies to Interagency or Intra-Agency letters or Memoranda. This information is subject to permissive non-disclosure where the information would not be ordinarily available to parties in litigation.	
Formats (bound book, microfilm, pdf, tif, etc.)	Paper	
Volume (file drawers, gigabytes, etc.)	3 cubic ft	
Annual Accumulation (file drawers, gigabytes, etc.)	500 Memo's	
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; Various offices throughout the office of the Sheriff	
Audit Requirements	None	
Date Span	2008-Present	
Completeness /Gaps	None	
Schedule Item Number	31	
Retention	Retain for 3 years the destroy	
Justification for Permanent Retention		

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 <small>(To be completed by DGS/Records Management Division)</small>
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Records Series Title: INTER-OFFICE MEMORANDUM-DISPOSITION OF PROPERTY	Page 32 of 74
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Record Series Content	A memorandum created by the property section
Record Series Function	Information regarding unclaimed destroyed property of notified owners.
Organization/ Arrangement	Property number
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-344 applies to Interagency or Intra-Agency letters or Memoranda. This information is subject to permissive non-disclosure where the information would not be ordinarily available to parties in litigation.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	14 file draws in the Office of the Sheriff's Supply section
Annual Accumulation (file drawers, gigabytes, etc.)	30 forms
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; 14 file draws in the Office of the Sheriff's Supply section
Audit Requirements	None
Date Span	2008 to present
Completeness /Gaps	None
Schedule Item Number	32
Retention	Retain for the duration of the incumbent Sheriff, plus 3 years then destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: INVOICE SHEET	Page 33 of 74
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Record Series Content	An invoice form
Record Series Function	Contains items purchased
Organization/ Arrangement	Purchase order number
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	163 Cubic Ft.
Annual Accumulation (file drawers, gigabytes, etc.)	8 cubic Ft
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; Bureau of Administration File room #159
Audit Requirements	None
Date Span	2014 to present
Completeness /Gaps	None

Schedule Item Number	33
Retention	Retain for 5 years then destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: LANGUAGE INTERPRETERS RENEWAL FORM	Page 34 of 74
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Record Series Content	A form
Record Series Function	Contains employee information reference language interpreting qualifications.
Organization/ Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. 53 cubic ft of boxed forms located in file room 213
Annual Accumulation (file drawers, gigabytes, etc.)	10 Forms
Current Location	5303 Chrysler Way Upper Marlboro Md 20774
Audit Requirements	None
Date Span	1974-present
Completeness /Gaps	None

Schedule Item Number	34
Retention	Retain duration of employment plus 30 years then destroy.
Justification for Permanent Retention	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: Bureau of Administration MEMORANDUM-TIME SHEET ADJUSTMENT FORM	Page 35 of 74
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Record Series Content	Form
Record Series Function	Contains information about an employee's attendance and time sheet that has been adjusted due to an error.
Organization/ Arrangement	Employees name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-344 applies to Interagency of Intra-Agency letters or Memoranda. This information is subject to permissive non-disclosure where the information would not be ordinarily available to parties in litigation.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	1.5 Cubic ft
Annual Accumulation (file drawers, gigabytes, etc.)	20 forms
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774: File room 159
Audit Requirements	Random. The Auditors do not look past 5 years.
Date Span	2014-Present
Completeness /Gaps	None
Schedule Item Number	35
Retention	Retain for 5 years then destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: Bureau of Administration MILITARY DE-ACTIVATION AND RETURN- PROCESSING CHECK LIST AND SIGN OFF SHEET	Page 36 of 74
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Record Series Content	A check list
Record Series Function	Contains employee information ie, Name, date of birth, dates of deployment, Branch of government
Organization/ Arrangement	Name, ID number
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following: Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. 53 cubic ft of boxed forms located in file room 213
Annual Accumulation (file drawers, gigabytes, etc.)	2 per year
Current Location	5303 Chrysler Way Upper Marlboro Md., 20772
Audit Requirements	None
Date Span	1974 to present
Completeness /Gaps	None

Schedule Item Number	36
Retention	Retain duration of employment plus 30 years then destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: MILITARY DEPLOYMENT CHECK LIST AND SIGN OFF SHEET	Page 37 of 74
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Record Series Content	A check list
Record Series Function	Contains employee information; Name, date of birth, dates of deployment, Branch of government
Organization/ Arrangement	Name, ID number
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. 53 cubic ft of boxed forms located in file room 213
Annual Accumulation (file drawers, gigabytes, etc.)	2 per year
Current Location	5303 Chrysler Way Upper Marlboro Md., 20772
Audit Requirements	None
Date Span	1974 to present
Completeness /Gaps	None
Schedule Item Number	37
Retention	Retain for duration of employment plus 30 years.
Justification for Permanent Retention	None

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

Schedule No. C1492
(To be completed by DGS/Records Management Division)

Records Series Title:
MORNING REPORT

Page 38 of 74

Record Series Content	A report
Record Series Function	Contains employee information to include their shift assignment, leave status, and sections
Organization/ Arrangement	Date
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Electronic
Volume (file drawers, gigabytes, etc.)	10 gigabytes
Annual Accumulation (file drawers, gigabytes, etc.)	365 emails per year
Current Location	Stored on the Prince Georges County Network
Audit Requirements	None
Date Span	2017 to present
Completeness /Gaps	None

Schedule Item Number	38
Retention	Retain for 3 years then destroy
Justification for Permanent Retention	None

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

Schedule No. C1492
(To be completed by DGS/Records Management Division)

Records Series Title:
NALOXONE USE REPORT

Page 39 of 74

Record Series Content	A report
Record Series Function	Contains employee and Medical information of the person treated for a drug overdose
Organization/ Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	Paper
Annual Accumulation (file drawers, gigabytes, etc.)	5 per year
Current Location	5303 Chrysler Way Upper Marlboro Md., 20774
Audit Requirements	None
Date Span	2020 to present
Completeness /Gaps	None

Schedule Item Number	39
Retention	Retain for 3 years then destroy
Justification for Permanent Retention	None

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

Schedule No. **C1492**
(To be completed by DGS/Records Management Division)

**Records Series Title
NOTICE OF LOSS OR DAMAGE REPORT**

Page 40 of 74

Record Series Content	A report
Record Series Function	Contains property information
Organization/ Arrangement	Item number and Incident report number
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper and Electronic
Volume (file drawers, gigabytes, etc.)	.5 cubic ft. Located in Tele-Type and records, 1 giga-byte
Annual Accumulation (file drawers, gigabytes, etc.)	25 paper reports per year and 50 electronic reports per year
Current Location	5303 Chrysler Way Upper Marlboro Md. 20772
Audit Requirements	None
Date Span	2017 to present
Completeness /Gaps	None

Schedule Item Number	40
Retention	Retain for 3 years then destroy
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: NOTICE OF UNAVAILABILITY FOR COURT- MILITARY DEPLOYMENT	Page 41 of 74
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Record Series Content	Form
Record Series Function	Information given to the courts to excuse the deputy from court obligations while being deployed.
Organization/Arrangement	Employees name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-344 applies to Interagency of Intra-Agency letters or Memoranda. This information is subject to permissive non-disclosure where the information would not be ordinarily available to parties in litigation.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	20 forms
Annual Accumulation (file drawers, gigabytes, etc.)	.1 Cubic ft
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774: File room 159
Audit Requirements	None
Date Span	2017-present
Completeness /Gaps	None
Schedule Item Number	41
Retention	Retain for 5 years then destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C149Z (To be completed by DGS/Records Management Division)
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Records Series Title: OFFICE OF FINANCE-ACCOUNTING DIVISION TRAVEL REQUEST	Page 42 of 74
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Record Series Content	A request
Record Series Function	Travel request
Organization/ Arrangement	Name
Indexing System	Name
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following:
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	20 cubic Ft
Annual Accumulation (file drawers, gigabytes, etc.)	4 cubic ft per year
Current Location	5303 Chrysler Way Upper Marlboro, Md. 20774
Audit Requirements	Every year
Date Span	2015 to present
Completeness /Gaps	None

Schedule Item Number	42
Retention	Retain for 5 years then destroy
Justification for Permanent Retention	None

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

Schedule No. C1492
(To be completed by DGS/Records Management Division)

Records Series Title: **Bureau of Administration
OFFICER FIRST AID KIT USAGE FORM**

Page 43 of 74

Record Series Content	A form
Record Series Function	Contains kit usage information
Organization/ Arrangement	Police incident number or Report Management Number
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	1 File draw located in Supply Services
Annual Accumulation (file drawers, gigabytes, etc.)	10 Forms
Current Location	5303 Chrysler Way Upper Marlboro Md, 20774
Audit Requirements	None
Date Span	2017- Present
Completeness /Gaps	None

Schedule Item Number	43
Retention	Retain for 3 years then destroy
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: OVERTIME/COMP TIME REQUEST FORM REQUEST FOR OVERTIME OR COMPENSATORY TIME EARNINGS GRID SHEET	Page 44 of 74
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Record Series Content	Form
Record Series Function	Contains employee information, date and hours to be compensated for hours worked by the employees submitting the form(s) and any center codes if needed.
Organization/Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-344 applies to Interagency of Intra-Agency letters or Memoranda. This information is subject to permissive non-disclosure where the information would not be ordinarily available to parties in litigation.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	163 Cubic Ft.
Annual Accumulation (file drawers, gigabytes, etc.)	1 Cubic Ft.
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; Bureau of Administration File room #159
Audit Requirements	yearly
Date Span	2015 to present
Completeness /Gaps	None
Schedule Item Number	44
Retention	Retain for 5 years then destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. **C1492**
 (To be completed by DGS/Records Management Division)

Records Series Title: PAST PERFORMANCE APPRAISAL	Page 45 of 74
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Record Series Content	Document
Record Series Function	This document gives supporting facts reference an employee's performance for the previous year
Organization/ Arrangement	Name and employee number
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following: Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. And 53 cubic ft of boxed forms located in file room 213.
Annual Accumulation (file drawers, gigabytes, etc.)	300 Past Performance Appraisals
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; file room 150 and file room 213.
Audit Requirements	None
Date Span	1974 - present
Completeness /Gaps	None

Schedule Item Number	45
Retention	Retain for the duration of employment plus 30 years the destroy.
Justification for Permanent Retention	None

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

Schedule No. *C1492*

(To be completed by DGS/Records Management Division)

Records Series Title:
PAYMENT VOUCHER

Page 46 of 74

Record Series Content	A Voucher form
Record Series Function	Contains payment information
Organization/Arrangement	Monthly/Fiscal year
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following. Sec., 4-344 applies to Interagency or Intra-Agency letters or Memoranda. This information is subject to permissive non-disclosure where the information would not be ordinarily available to parties in litigation
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	163 Cubic Ft.
Annual Accumulation (file drawers, gigabytes, etc.)	8 cubic Ft.
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774: Finance File Rom 159
Audit Requirements	Random
Date Span	2015-Present
Completeness /Gaps	None

Schedule Item Number	46
Retention	Retain for 5 years then destroy.
Justification for Permanent Retention	None

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

Schedule No. C1492
(To be completed by DGS/Records Management Division)

Records Series Title: PERSONNEL FOLDER LOG	Page 47 of 74
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Record Series Content	A log
Record Series Function	A sign out sheet that indicates who have viewed an individual's personnel folder.
Organization/ Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Book
Volume (file drawers, gigabytes, etc.)	1 log book
Annual Accumulation (file drawers, gigabytes, etc.)	3 pages within the log book
Current Location	5303 Chrysler Way Upper Marlboro Md. 20774
Audit Requirements	None
Date Span	1974-present
Completeness /Gaps	None

Schedule Item Number	47
Retention	Retain for 30 years then destroy
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: PHYSICIAN NOTIFICATION FORM	Page 48 of 74
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Record Series Content	A form
Record Series Function	Contains employee information; Name, Rank, type of injury, and tentative return to work date.
Organization/ Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following: Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Drawers and 53 cubic ft of boxed forms.
Annual Accumulation (file drawers, gigabytes, etc.)	75 forms per year
Current Location	5303 Chrysler Way Upper Marlboro Md. 20774. file room 150 and file room 213
Audit Requirements	none
Date Span	1974- Present
Completeness /Gaps	None

Schedule Item Number	48
Retention	Retain for the duration of employment plus 30 years then destroy
Justification for Permanent Retention	None

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

Schedule No. C1492
(To be completed by DGS/Records Management Division)

**Records Series Title: Bureau of Administration
PROPERTY NOTIFICATION LETTER**

Page 49 of 74

Record Series Content	A letter
Record Series Function	Letter sent to citizens advising that they have property at the Office of the Sheriff that can be release.
Organization/ Arrangement	Property number
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-344 applies to Interagency of Intra-Agency letters or Memoranda. This information is subject to permissive non-disclosure where the information would not be ordinarily available to parties in litigation.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	57.5 Cubic Ft.
Annual Accumulation (file drawers, gigabytes, etc.)	50 forms
Current Location	5303 Chrysler Way, Upper Marlboro. Md., 20774; Supply services section
Audit Requirements	None
Date Span	2002- Present
Completeness /Gaps	None

Schedule Item Number	49
Retention	Retaine for 3 years after the property has been released then destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: PROPERTY TURN-IN REPORT SEIZED FIREARMS REPORT	Page 50 of 74
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Record Series Content	Report
Record Series Function	Contains property information and personal information about the property owner, including seizure orders.
Organization/ Arrangement	Property numbers
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-344 applies to Interagency of Intra-Agency letters or Memoranda. This information is subject to permissive non-disclosure where the information would not be ordinarily available to parties in litigation.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	57.5 Cubic Ft.
Annual Accumulation (file drawers, gigabytes, etc.)	200 forms
Current Location	5303 Chrysler Way, Upper Marlboro. Md., 20774; Supply services section
Audit Requirements	None
Date Span	2002-present
Completeness /Gaps	None

Schedule Item Number	50
Retention	Retaine for 3 years after the property has been released then destroy.
Justification for Permanent Retention	None

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

Schedule No. *C1492*
(To be completed by DGS/Records Management Division)

Records Series Title: **PURCHASING CARD PROGRAM** Page 51 of 74

Record Series Content	A form
Record Series Function	Contains purchasing information
Organization/ Arrangement	Monthly/ Fiscal year
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-344 applies to Interagency or Intra-Agency letters or Memoranda. This information is subject to permissive non-disclosure where the information would not be ordinarily available to parties in litigation.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	163 Cubic Ft.
Annual Accumulation (file drawers, gigabytes, etc.)	8 cubic Ft.
Current Location	5303 Chrysler Way Upper Marlboro Md., 20772; file room # 159
Audit Requirements	Yearly
Date Span	2015-Present
Completeness /Gaps	None

Schedule Item Number	51
Retention	Retain for 5 years then destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. <i>C149.2</i> <small>(To be completed by DGS/Records Management Division)</small>
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Records Series Title: RECEIPT OF SEIZED FIREARMS/AMMUNITION, RECEIPT OF SEIZED FIREARMS/AMMUNITION CONTINUATION FORM	Page 52 of 74
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Record Series Content	Receipt
Record Series Function	Contains firearm and ammunition information contains personal information about the property owner.
Organization/ Arrangement	Property numbers.
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-344 applies to Interagency of Intra-Agency letters or Memoranda. This information is subject to permissive non-disclosure where the information would not be ordinarily available to parties in litigation.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	57.5 Cubic Ft.
Annual Accumulation (file drawers, gigabytes, etc.)	50 Forms
Current Location	5303 Chrysler Way, Upper Marlboro. Md., 20774; Supply services section
Audit Requirements	None
Date Span	2017-present
Completeness /Gaps	None

Schedule Item Number	52
Retention	Retain for 3 years after the property has been released or the seizure order has been satisfied then destroy. (See Item # 50)
Justification for Permanent Retention	None

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

Schedule No. C1492
(To be completed by DGS/Records Management Division)

**Records Series Title:
REPORT/PHOTOGRAPH REQUEST FORM**

Page 53 of 74

Record Series Content	A request form
Record Series Function	Contains request information to get the appropriate incident report and photographs.
Organization/ Arrangement	Name, County Case Number
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	1cubic Ft.
Annual Accumulation (file drawers, gigabytes, etc.)	10 forms per year
Current Location	5303 Chrysler Way Upper Marlboro Md., 20772: Teletype and Records section
Audit Requirements	None
Date Span	2017 to present
Completeness /Gaps	None

Schedule Item Number	53
Retention	Retain for 3 years then destroy.
Justification for Permanent Retention	None

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

Schedule No. *C1492*
(To be completed by DGS/Records Management Division)

Records Series Title: REQUEST FOR CERTIFICATION FOR LANGUAGE SKILLS	Page 54 of 74
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Record Series Content	Form
Record Series Function	Contains request information for deputies seeking to be certified as language interpreters.
Organization/Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. 53 cubic ft of boxed forms located in file room 213
Annual Accumulation (file drawers, gigabytes, etc.)	20 forms
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; file room 150 and file room 213.
Audit Requirements	None
Date Span	1974- Present
Completeness /Gaps	None

Schedule Item Number	54
Retention	Duration of employment plus 30 years then destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C149Z (To be completed by DGS/Records Management Division)
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Records Series Title: REQUEST FOR DETERMINATION (WAIVER FOR SMALL PURCHASES) ie Credit Card	Page 55 of 74
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Record Series Content	Form
Record Series Function	Contains purchasing information
Organization/ Arrangement	Month/Fiscal year
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-344 applies to Interagency or Intra-Agency letters or Memoranda. This information is subject to permissive non-disclosure where the information would not be ordinarily available to parties in litigation
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	163 Cubic Ft.
Annual Accumulation (file drawers, gigabytes, etc.)	8 cubic ft
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774: Finance File Rom 159
Audit Requirements	Every year
Date Span	2014-Present
Completeness /Gaps	None

Schedule Item Number	55
Retention	Retain for 5 years then destroy.
Justification for Permanent Retention	None

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

Schedule No. *C1492*
(To be completed by DGS/Records Management Division)

Records Series Title:
REQUEST FOR TRAINING

Page 56 of 74

Record Series Content	Form
Record Series Function	Contains employee and training information
Organization/ Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. 53 cubic ft of boxed forms located in file room 213.
Annual Accumulation (file drawers, gigabytes, etc.)	30 forms
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; file room 150 and file room 213.
Audit Requirements	None
Date Span	2015 to present
Completeness /Gaps	None

Schedule Item Number	56
Retention	Retain for 3 years then destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C149Z (To be completed by DGS/Records Management Division)
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Records Series Title: RETIREMENT/RESIGNATION CHECKLIST AND SIGN OFF SHEET	Page 57 of 74
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Record Series Content	List form
Record Series Function	Contains employee information
Organization/Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following: Sec., 4-312 applies to Retirement Records. Retirement Records are subject to mandatory non-disclosure to anyone that is not the person in interest.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	163 Cubic Ft.
Annual Accumulation (file drawers, gigabytes, etc.)	8 forms
Current Location	5303 Chrysler Way Upper Marlboro Md., 20774; File room 159
Audit Requirements	None
Date Span	2012 to present
Completeness /Gaps	None

Schedule Item Number	57
Retention	Duration of employment plus 30 years.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. <u>C1492</u> <small>(To be completed by DGS/Records Management Division)</small>
Records Series Title: SHERIFF IDENTIFICATION FOLDERS (SDN)		Page 58 of 74
Record Series Content	Identity record, Fingerprint Cards, Photos, Recall letters, Indictment Services, Investigative paperwork, Fugitive Paperwork	
Record Series Function	Each of the documents listed are used to identify and locate people wanted in connection with a crime.	
Organization/ Arrangement	Name	
Indexing System	None	
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following: Sec., 4-351 applies to Investigations; Intelligence Information; Security Procedures. This information is subject to permissive non-disclosure when the agency identifies the specific reasons for non-disclosure as outlined in the statute. Disclosure may also be made with proper redactions of certain sensitive information.	
Formats (bound book, microfilm, pdf, tif, etc.)	Paper and electronic	
Volume (file drawers, gigabytes, etc.)	2500 cubic ft	
Annual Accumulation (file drawers, gigabytes, etc.)	50 cubic ft per year	
Current Location	5303 Chrysler Way, Upper Marlboro Md., 20774; Tele-type and Records section	
Audit Requirements	None	
Date Span	1974- Present	
Completeness /Gaps	None	
Schedule Item Number	58	
Retention	Scan to Maryland State Archives standards and retain paper and images until the agency receives a death certificate or case is expunged, whichever is sooner, then destroy.	
Justification for Permanent Retention	None	

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. *C149Z*
 (To be completed by DGS/Records Management Division)

Records Series Title:
 STAT SHEET-BLDG SECURITY/K9

Page 59 of 74

Record Series Content	A Stat Sheet
Record Series Function	Contains court security information
Organization/ Arrangement	Month
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	2.5 Cubic Ft.
Annual Accumulation (file drawers, gigabytes, etc.)	72 stat sheets
Current Location	Paper
Audit Requirements	None
Date Span	2017- Present
Completeness /Gaps	None

Schedule Item Number	59
Retention	Retain for 3 years the destroy
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: SUPERVISOR REFERRAL FORM-EMPLOYEE ASSISTANCE FORM	Page 60 of 74
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Record Series Content	A form
Record Series Function	Contains employee information.
Organization/ Arrangement	Name
Indexing System	Name
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following: Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. 53 cubic ft of boxed forms located in file room 213.
Annual Accumulation (file drawers, gigabytes, etc.)	75 Forms
Current Location	Paper
Audit Requirements	None
Date Span	2012 to present
Completeness /Gaps	5303 Chrysler Way, Upper Marlboro, Md., 20774; file room 150 and file room 213.

Schedule Item Number	60
Retention	Retain for the duration of employment plus 30 years.
Justification for Permanent Retention	None

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

Schedule No. *C1492*
(To be completed by DGS/Records Management Division)

Records Series Title: SUPERVISOR'S FOLLOW-UP AND RETURN TO WORK NOTICE	Page 61 of 74
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Record Series Content	Form
Record Series Function	Contains employee injury information and when they can return to full or light duty.
Organization/ Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following: Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. 53 cubic ft of boxed forms located in file room 213.
Annual Accumulation (file drawers, gigabytes, etc.)	85 forms
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; file room 150 and file room 213.
Audit Requirements	None
Date Span	1974- Present
Completeness /Gaps	None

Schedule Item Number	61
Retention	Retain for the duration of employment plus 30 years
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: SUPERVISOR'S MONTHLY PERSONNEL INSPECTION & REPORT	Page 62 of 74
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Record Series Content	Form
Record Series Function	Contains information about monthly inspections and the conditions of agency equipment
Organization/ Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following: Sec., 4-344 applies to Interagency or Intra-Agency letters or Memoranda. This information is subject to permissive non-disclosure where the information would not be ordinarily available to parties in litigation.
Formats (bound book, microfilm, pdf, tif, etc.)	Electronic and paper
Volume (file drawers, gigabytes, etc.)	10 cubic ft; 1gigabyte
Annual Accumulation (file drawers, gigabytes, etc.)	2.5 cubic ft; 1gigabyte
Current Location	5303 Chrysler Way Upper Marlboro Md
Audit Requirements	None
Date Span	2012 to present
Completeness /Gaps	None

Schedule Item Number	62
Retention	Retain for 3 years then destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C149Z (To be completed by DGS/Records Management Division)
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Records Series Title: SWORN SIGN IN SHEET	Page 63 of 74
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Record Series Content	Form
Record Series Function	Contains employee information and the dates and time that they attend Inservice training sessions
Organization/ Arrangement	Year and Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec. 4-344 applies to Interagency or Intra-Agency letters or Memoranda. This information is subject to permissive non-disclosure where the information would not be ordinarily available to parties in litigation.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	127.5 Cubic ft.
Annual Accumulation (file drawers, gigabytes, etc.)	30 forms
Current Location	5303 Chrysler Way, Upper Marlboro, Md. 20774: Training file room 004
Audit Requirements	None
Date Span	2002-present
Completeness /Gaps	none

Schedule Item Number	63
Retention	Retain for 3 years the destroy
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C149Z (To be completed by DGS/Records Management Division)
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Records Series Title: Bureau of Administration TRAINING COMMITMENT AGREEMENT	Page 64 of 74
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Record Series Content	Form
Record Series Function	Contains information about training received and the employees that participated in the training. This form also advises the length of time the employee has to remain with the agency once the training was completed and paid for by the agency.
Organization/ Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-344 applies to Interagency of Intra-Agency letters or Memoranda. This information is subject to permissive non-disclosure where the information would not be ordinarily available to parties in litigation.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	127.5 Cubic ft.
Annual Accumulation (file drawers, gigabytes, etc.)	20 Forms
Current Location	5303 Chrysler Way, Upper Marlboro, Md. 20774: Training file room 004
Audit Requirements	None
Date Span	2002- Present
Completeness /Gaps	None

Schedule Item Number	64
Retention	Retain for the duration of the time employee has to remain with the agency then destroy.
Justification for Permanent Retention	None

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

Schedule No. C1492
(To be completed by DGS/Records Management Division)

Records Series Title:
TRAINING EVALUATION

Page 65 of 74

Record Series Content	A form
Record Series Function	Contains training information and the student perception of the training and the training the received.
Organization/ Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-344 applies to Interagency or Intra-Agency letters or Memoranda. This information is subject to permissive non-disclosure where the information would not be ordinarily available to parties in litigation.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	127.5 Cubic Ft
Annual Accumulation (file drawers, gigabytes, etc.)	10 Cubic Ft.
Current Location	5303 Chrysler Way, Upper Marlboro, Md. 20774: Training file room 004
Audit Requirements	None
Date Span	2017-Present
Completeness /Gaps	None

Schedule Item Number	65
Retention	Retain for 3 years then destroy.
Justification for Permanent Retention	None

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

Schedule No. *C1492*
(To be completed by DGS/Records Management Division)

Records Series Title: TRANSFER OF FIXED ASSETS	Page 66 of 74
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Record Series Content	Form
Record Series Function	Contains information about fixed assets that were transferred between county agencies.
Organization/ Arrangement	Batch number
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	None
Volume (file drawers, gigabytes, etc.)	None
Annual Accumulation (file drawers, gigabytes, etc.)	None
Current Location	None
Audit Requirements	None
Date Span	None
Completeness /Gaps	None

Schedule Item Number	66
Retention	Sent Immediately back to the Office of Central Services
Justification for Permanent Retention	None

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

Schedule No: C1492
(To be completed by DGS/Records Management Division)

**Records Series Title:
TRAVEL, TRAINING AND SEMINAR REQUEST
FORM**

Page 67 of 74

Record Series Content	Form
Record Series Function	Contains employee, training information
Organization/ Arrangement	Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. 53 cubic ft of boxed forms located in file room 213.
Annual Accumulation (file drawers, gigabytes, etc.)	75 forms
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; file room 150 and file room 213.
Audit Requirements	None
Date Span	2007 to present
Completeness /Gaps	None

Schedule Item Number	67
Retention	Retain the duration of employment plus 30 years.
Justification for Permanent Retention	None

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

Schedule No. C1492
(To be completed by DGS/Records Management Division)

**Records Series Title: VEHICLE ASSIGNMENT
REQUEST FORM**

Page 68 of 74

Record Series Content	A request from
Record Series Function	Contains employee and vehicle information
Organization/ Arrangement	Name
Indexing System	Name
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following: Sec., 4-344 applies to Interagency of Intra-Agency letters or Memoranda. This information is subject to permissive non-disclosure where the information would not be ordinarily available to parties in litigation.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	10 Cubic ft
Annual Accumulation (file drawers, gigabytes, etc.)	60 forms
Current Location	5303 Chrysler Way Upper Marlboro, Md. 20774: Supply Services
Audit Requirements	None
Date Span	1974-Present
Completeness /Gaps	None

Schedule Item Number	68
Retention	Retain for 3 years then destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES
 RECORDS MANAGEMENT DIVISION
 RECORDS INVENTORY AND RETENTION SCHEDULE

Schedule No. C1492
 (To be completed by DGS/Records Management Division)

Records Series Title:
 VEHICLE INSPECTION FORM

Page 69 of 74

Record Series Content	A form
Record Series Function	Contain information about agency assigned vehicles
Organization/Arrangement	Deputies name and assigned vehicle number
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-344 applies to Interagency of Intra-Agency letters or Memoranda. This information is subject to permissive non-disclosure where the information would not be ordinarily available to parties in litigation.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper and electronic
Volume (file drawers, gigabytes, etc.)	25 cubic ft, 1 gigabyte
Annual Accumulation (file drawers, gigabytes, etc.)	5 cubic ft, 1 gigabyte
Current Location	On the Prince Georges county Network
Audit Requirements	None
Date Span	2015 to present
Completeness /Gaps	None

Schedule Item Number	69
Retention	Retain for 3 years then destroy.
Justification for Permanent Retention	None

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

Schedule No. **C149Z**
(To be completed by DGS/Records Management Division)

**Records Series Title:
WEAPON APPROVAL**

Page 70 of 74

Record Series Content	A form
Record Series Function	Contains employee, weapon information, and gives deputies permission to use this weapon after it has been inspected and approved by the agency armorer and/or their designee
Organization/ Arrangement	Name, employee ID
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following: Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. And 53 cubic ft of boxed forms located in file room 213.
Annual Accumulation (file drawers, gigabytes, etc.)	15 forms
Current Location	Paper
Audit Requirements	None
Date Span	1974- Present
Completeness /Gaps	None

Schedule Item Number	73
Retention	Retain for duration of employment plus 30 years then destroy.
Justification for Permanent Retention	None

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

Schedule No. C1492
(To be completed by DGS/Records Management Division)

Records Series Title:
WEAPONS RELEASE VERIFICATION FORM

Page 71 of 74

Record Series Content	A form
Record Series Function	Contains civilian and firearms information about firearms that has been impounded for various reasons and released back to the owner after all checks have been completed.
Organization/Arrangement	Property number
Indexing System	None
Restrictions (Law or Regulation Citation)	None
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	2.5 cubic ft
Annual Accumulation (file drawers, gigabytes, etc.)	50 forms
Current Location	5303 Chrysler Way Upper Marlboro, Md. 20774: Supply Services
Audit Requirements	None
Date Span	1974- Present
Completeness /Gaps	None

Schedule Item Number	71
Retention	Retain for 3 years after weapon has been released then destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: WORK SCHEDULE FORM	Page 72 of 74
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Record Series Content	Form
Record Series Function	Contains employee work hours information
Organization/ Arrangement	Employee Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. And 53 cubic ft of boxed forms located in file room 213.
Annual Accumulation (file drawers, gigabytes, etc.)	250 forms
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; file room 150 and file room 213.
Audit Requirements	None
Date Span	
Completeness /Gaps	None

Schedule Item Number	72
Retention	Retain for 3 years then destroy.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1492 (To be completed by DGS/Records Management Division)
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Records Series Title: WORKERS COMPENSATION EMPLOYER'S FIRST REPORT OF INJURY OR ILLNESS	Page 73 of 74
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Record Series Content	Report
Record Series Function	Contains employee information and the details about a reported injury while on the job.
Organization/ Arrangement	Employees Name
Indexing System	None
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following; Sec., 4-311 applies to Personnel Records. Personnel records are subject to mandatory non-disclosure to any requestor that is not the party in interest (the subject of the record) or a proper supervisor or employer of the person.
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	62 File Draws-The individual's personnel folders located in room 150 with in the file cabinets that is alphabetically organized. And 53 cubic ft of boxed forms located in file room 213.
Annual Accumulation (file drawers, gigabytes, etc.)	50 forms
Current Location	5303 Chrysler Way, Upper Marlboro, Md., 20774; file room 150 and file room 213.
Audit Requirements	None
Date Span	1974 to present
Completeness /Gaps	None

Schedule Item Number	73
Retention	Retain for duration of employment plus 30 years then destroy.
Justification for Permanent Retention	None

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

Schedule No. C1492

(To be completed by DGS/Records Management Division)

Records Series Title: Bureau of Administration Arrest Report		Page 74 of 74
Record Series Content	Form	
Record Series Function	Contains information about the arrested	
Organization/Arrangement	By Arrestees, Name, Sheriff identification number	
Indexing System	None	
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Article, Sec. 4-101 and following: Sec., 4-316 applies to Arrest Warrants and Charging Documents. These may not be disclosed before 90 days from issuance and may be denied disclosure afterward if certain criteria are met (like the possible exposure of a CI, or sensitive personal information of a victim). The document may be redacted to prevent disclosure of certain information.	
Formats (bound book, microfilm, pdf, tif, etc.)	Paper	
Volume (file drawers, gigabytes, etc.)	125 Cubic Ft	
Annual Accumulation (file drawers, gigabytes, etc.)	3000 reports per year	
Current Location	5303 Chrysler Way Upper Marlboro Md., 20774: Tele-type and records section	
Audit Requirements	None	
Date Span	1994- Present	
Completeness /Gaps	None	
Schedule Item Number	74	
Retention	Retain for 3 years after arrest and final disposition then destroy.	
Justification for Permanent Retention	None	