

RECORDS INVENTORY AND RETENTION SCHEDULE COVER SHEET

Schedule Number <small>(To be completed by DGS/Records Management Division)</small>	C1494
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Agency Information

Department / Agency	Prince Georges County Office of the Sheriff
Division / Unit	Bureau of Field Operations
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	<i>Melvin C. High</i>
Date	10/22/2020

State Archivist Approval

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

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. C1494 (To be completed by DGS/Records Management Division)
Records Series Title: Domestic Violence Intake Form(s)		Page 1 of 33
Record Series Content	Advocate Intake Form Headquarters (English), Advocate Intake Form Courthouse (English) Advocate Intake Form Headquarters (Spanish), Advocate Intake Form Courthouse (Spanish) Case Notes	
Record Series Function	These forms document the people that were assisted throughout their Domestic Violence Proceedings.	
Organization/ Arrangement	By year and Alphabetical by last 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.)	39 file drawers located in the Domestic Violence file room	
Annual Accumulation (file drawers, gigabytes, etc.)	5000 forms per year	
Current Location	5303 Chrysler Way, Upper Marlboro, Md 20772 and 14735 Main St., Upper Marlboro, Md. 20772	
Audit Requirements	N/A	
Date Span	2014- present	
Completeness /Gaps	None	
Schedule Item Number	1	
Retention	Retain for five (5) years from date of initial interview then destroy	
Justification for Permanent Retention	None	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. C1494 <small>(To be completed by DGS/Records Management Division)</small>
Records Series Title: Consent to search		Page 2 of 33
Record Series Content	Consent to Search for,	
Record Series Function	Contain information about the person allowing the office of the Sheriff personnel to search their premises.	
Organization/ Arrangement	Case number 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., 4-351 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.)	1 cubic ft	
Annual Accumulation (file drawers, gigabytes, etc.)	25 forms	
Current Location	5303 Chrysler Way Upper Marlboro Md 20772	
Audit Requirements	N/A	
Date Span	8/1979-Present	
Completeness /Gaps	Some records were purged/ destroyed when the County Storage facility flooded, but those records would have since met retention.	
Schedule Item Number	2	
Retention	Retain for the duration of case and all criminal appeals then destroy.	
Justification for Permanent Retention	None	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. C1494 <small>(To be completed by DGS/Records Management Division)</small>
Records Series Title: Domestic Violence Lethality Report, Domestic Violence Intervention Supplemental Report		Page 3 of 33
Record Series Content	Forms	
Record Series Function	These reports assist the Domestic Violence Special Victims Assistants (SA) access victims needs and supplying them with services. Provides additional information about the domestic violence call.	
Organization/ Arrangement	Case number, 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.)	38 file draws	
Annual Accumulation (file drawers, gigabytes, etc.)	10 cubic ft	
Current Location	Domestic Violence file room and the Office of the Sheriff's Records Management System	
Audit Requirements	N/A	
Date Span	2014 to present	
Completeness /Gaps	None	
Schedule Item Number	3	
Retention	Retain for three years after the court case has a disposition then destroy	
Justification for Permanent Retention	None	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. C1494 <small>(To be completed by DGS/Records Management Division)</small>
Records Series Title: Vehicle Impound form Vehicle Impound Form release Vehicle Impound- Show Cause Hearing Notification		Page 4 of 33
Record Series Content	Forms	
Record Series Function	These forms contain all the information that's needed to Impound a vehicle, release a vehicle, and dispute the validity of the impound	
Organization/ Arrangement	Case number, Name	
Indexing System	Case number, 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.)	1 cubic ft	
Annual Accumulation (file drawers, gigabytes, etc.)	5 forms per year	
Current Location	5303 Chrysler Way Upper Marlboro Md. 20774; Teletype and records section and the Office of the Sheriff's Records Management System	
Audit Requirements	N/A	
Date Span	2017- Present	
Completeness /Gaps	None	
Schedule Item Number	4	
Retention	Retain for three years then destroy.	
Justification for Permanent Retention	None	

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

Schedule No. C1494
(To be completed by DGS/Records Management Division)

Records Series Title: Advice of Rights and Waiver form English Advise of Rights and Waiver form Spanish		Page 5 of 33
Record Series Content	Forms	
Record Series Function	This form serves as proof that someone was read their Miranda rights, they understood them, and waived them.	
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.)	50 forms	
Annual Accumulation (file drawers, gigabytes, etc.)	10 per year	
Current Location	5303 Chrysler Way Upper Marlboro Md., 20774, Teletype Section in SDN folders	
Audit Requirements	N/A	
Date Span	2017-Present	
Completeness /Gaps	None	
Schedule Item Number	5	
Retention	Retain for three years then destroy	
Justification for Permanent Retention	None	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. C1494 <small>(To be completed by DGS/Records Management Division)</small>
Records Series Title: Arrest Reports		Page 6 of 33
Record Series Content	A report	
Record Series Function	Contain information about the arrested	
Organization/ Arrangement	Case number, Sheriff Identification number, and name	
Indexing System	Case number, Sheriff Identification number, and 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. 4-315 applies to Traffic Accident Reports, Criminal Charging Documents; Traffic Citations. These records are subject to limited disclosure. Only the parties involved in an accident or their attorneys may receive information. Criminal charging documents may not be disclosed until the defendant has been served or arrested.	
Formats (bound book, microfilm, pdf, tif, etc.)	Sheriff Identification Number folder	
Volume (file drawers, gigabytes, etc.)	500 cubic ft	
Annual Accumulation (file drawers, gigabytes, etc.)	1500 forms per year	
Current Location	5303 Chrysler Way Upper Marlboro Md 20774; Tele-type and records section	
Audit Requirements	N/A	
Date Span	1968 to present	
Completeness /Gaps	None, with the exception of expunged records.	
Schedule Item Number	6	
Retention	Expunged records are destroyed upon expungment. For all others, retain for 3 years after all warrants have been served, nolle prosequi, recalled, and or dismissed then destroy.	
Justification for Permanent Retention	None	

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

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(To be completed by DGS/Records Management Division)

Records Series Title: Circuit Court District Court for Prince George's County, Maryland Application and Affidavit for Search and Seizure Warrant, Circuit Court District Court for Prince George's County, Maryland Search and Seizure Warrant, Search and Seizure Warrant Information Sheet		Page 7 of 33
Record Series Content	Forms	
Record Series Function	These forms provide the courts with all the information needed to apply for and possibly receive a search warrant.	
Organization/ Arrangement	Case number, Name	
Indexing System	Case number, 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.)	None	
Annual Accumulation (file drawers, gigabytes, etc.)	None	
Current Location	None	
Audit Requirements	None	
Date Span	None	
Completeness /Gaps	None	
Schedule Item Number	7	
Retention	Forms are immediately returned to the custody of the District Court/ Circuit Court after completion.	
Justification for Permanent Retention	None	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. C1494 <small>(To be completed by DGS/Records Management Division)</small>
Records Series Title: Commanders Shift reports		Page 8 of 33
Record Series Content	Reports	
Record Series Function	Contains shift statistical information for the daily shift	
Organization/ Arrangement	Shift, squad number, date	
Indexing System	None	
Restrictions (Law or Regulation Citation)	None	
Formats (bound book, microfilm, pdf, tif, etc.)	Electronic	
Volume (file drawers, gigabytes, etc.)	1.65 gigabytes	
Annual Accumulation (file drawers, gigabytes, etc.)	.55 gigabytes	
Current Location	5303 Chrysler Way Upper Marlboro Md., 20774	
Audit Requirements	N/A	
Date Span	2017- present	
Completeness /Gaps	None	
Schedule Item Number	8	
Retention	Retain for 3 three years then destroy	
Justification for Permanent Retention	None	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1494 (To be completed by DGS/Records Management Division)
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Records Series Title: District Court of Maryland Application for statement of Charges	Page 9 of 33
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Record Series Content	An application to charge an individual criminally
Record Series Function	Contains the information that supports the criminal charges
Organization/Arrangement	None
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	N/A
Audit Requirements	None
Date Span	None
Completeness /Gaps	None

Schedule Item Number	9
Retention	Forms are immediately returned to the custody of District Court of Maryland after completion.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. C1494 (To be completed by DGS/Records Management Division)
Records Series Title: District Court of Maryland Non-Criminal charge against Fugitive		Page 10 of 33
Record Series Content	Forms	
Record Series Function	This form provides the Courts with information that allows the Office of the Sheriff to pick up fugitives	
Organization/Arrangement	Case number, 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.)	None	
Annual Accumulation (file drawers, gigabytes, etc.)	None	
Current Location	None	
Audit Requirements	None	
Date Span	None	
Completeness /Gaps	N/A	
Schedule Item Number	10	
Retention	Forms are immediately returned to the custody of the District Court after completion.	
Justification for Permanent Retention	None	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. C1494 (To be completed by DGS/Records Management Division)
Records Series Title: Expungement Circuit Court Compliance Letter Expungement District Court Compliance Letter		Page 11 of 33
Record Series Content	A letter to the Courts and Defendant showing that the requested files are sealed	
Record Series Function	To serve as confirmation that the record has been expunged as ordered by the courts from the Office of the Sheriff files.	
Organization/Arrangement	Case Number and Defendants 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, File folders,	
Volume (file drawers, gigabytes, etc.)	None	
Annual Accumulation (file drawers, gigabytes, etc.)	None	
Current Location	N/A	
Audit Requirements	None	
Date Span	None	
Completeness /Gaps	None	
Schedule Item Number	11	
Retention	Forms are immediately returned to the custody of the District/Circuit Courts after completion	
Justification for Permanent Retention	none	

**DEPARTMENT OF GENERAL SERVICES
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Records Series Title: Prince George's County Homeland Security Intelligence Unit Suspicious Activity Report		Page 12 of 33
Record Series Content	An official report of any suspicious activity	
Record Series Function	To assist the Prince Georges County Office of Homeland Security, identify potential threats.	
Organization/ Arrangement	Case 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., 4-351 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.)	Electronic	
Volume (file drawers, gigabytes, etc.)	None	
Annual Accumulation (file drawers, gigabytes, etc.)	None	
Current Location	N/A	
Audit Requirements	None	
Date Span	None	
Completeness /Gaps	None	
Schedule Item Number	12	
Retention	Forms are immediately electronically transmitted to the Prince Georges County via email to this address: Police_HomelandSecurity@co.pg.md.us after completion.	
Justification for Permanent Retention	None	

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

Schedule No. C1494
(To be completed by DGS/Records Management Division)

Records Series Title: Incident reports Use of force reports		Page 13 of 33
Record Series Content	Reports	
Record Series Function	Detailed information about incidents; Details about the force used by the deputy on the call.	
Organization/ Arrangement	Case number- is generated through the Prince Georges County's Computer Aided dispatching system	
Indexing System	Prince Georges County's Computer Aided dispatching system (CAD)	
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.)	Electronic/Paper	
Volume (file drawers, gigabytes, etc.)	500 cubic ft	
Annual Accumulation (file drawers, gigabytes, etc.)	1500 forms	
Current Location	Sheriffs teletype section and the Office of the Sheriff's Records Management System	
Audit Requirements	N/A	
Date Span	1990-Present	
Completeness /Gaps	None	
Schedule Item Number	13	
Retention	Retain for the duration of report writers 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. C1494 <small>(To be completed by DGS/Records Management Division)</small>
Records Series Title: Late submission of Traffic citation		Page 14 of 33
Record Series Content	Reports	
Record Series Function	Advises the agencies which traffic citations and the citation numbers that were submitted late	
Organization/ Arrangement	Case number and Ticket number	
Indexing System	None	
Restrictions (Law or Regulation Citation)	Paper	
Formats (bound book, microfilm, pdf, tif, etc.)	None	
Volume (file drawers, gigabytes, etc.)	None	
Annual Accumulation (file drawers, gigabytes, etc.)	None	
Current Location	N/A	
Audit Requirements	None	
Date Span	None	
Completeness /Gaps	None	
Schedule Item Number	14	
Retention	Forms are immediately returned to the custody of the District Court after completion.	
Justification for Permanent Retention	None	

DEPARTMENT OF GENERAL SERVICES
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Records Series Title: Maryland Stop and Frisk Report	Page 15 of 33
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Record Series Content	A report gathering information on persons that were stopped and frisked
Record Series Function	Document any contact with suspicious individuals
Organization/Arrangement	None
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	N/A
Audit Requirements	None
Date Span	None
Completeness /Gaps	None

Schedule Item Number	15
Retention	Forms are immediately returned to the custody of Maryland State Police after completion.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. C1494 (To be completed by DGS/Records Management Division)
Records Series Title: Petition and Peace Order Return of Service, Petition and Temporary Peace Order Return of Service, Petition and Final Peace Order Return of Service, Petition for Contempt and Show Cause Return of Service, Petition and Interim Protective Order Return of Service, Petition and Temporary Protective Order Return of Service, Final Protective Order Return of Service, Petition for Contempt and Show Cause Order Return of Service, Petition and Permanent Protective Order Return of Service		Page 16 of 33
Record Series Content	Written acknowledgement stating that there was service	
Record Series Function	Shows that each party was served/ if the parties involved were not served/ if the order has expired/ and the number of attempts	
Organization/ Arrangement	Numerical by case number, 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)	None	
Volume (file drawers, gigabytes, etc.)	None	
Annual Accumulation (file drawers, gigabytes, etc.)	None	
Current Location	Returned to issuing Court	
Audit Requirements	None	
N/A	Present	
Completeness /Gaps	None	
Schedule Item Number	16	
Retention	Forms are immediately returned to the custody of issuing Court upon service, expiration, Noll pross, or recall	
Justification for Permanent Retention	None	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. <i>C1494</i> (To be completed by DGS/Records Management Division)
Records Series Title: Prince George's County Vehicle Accident Report Prince George's County Supervisors Accident Investigation & Report for vehicles.		Page 17 of 33
Record Series Content	Reports	
Record Series Function	Contain information about the vehicle accidents and the investigating supervisor's recommendations.	
Organization/Arrangement	Case number 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., 4-351 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/ Electronic	
Volume (file drawers, gigabytes, etc.)	None	
Annual Accumulation (file drawers, gigabytes, etc.)	None	
Current Location	N/A	
Audit Requirements	None	
Date Span	None	
Completeness /Gaps	None	
Schedule Item Number	17	
Retention	Forms are immediately returned to the custody of Maryland State Police after completion.	
Justification for Permanent Retention	None	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1494 <small>(To be completed by DGS/Records Management Division)</small>
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Records Series Title: Prince Georges County Police Department Report Chain of Custody Log/ Request for Analysis Report Prince Georges County Evidence Tag	Page 18 of 33
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Record Series Content	A report requesting crime lab analysis; A tag used to identify the property that was sent to the tag
Record Series Function	Documents everyone that encountered the evidence related to a crime.
Organization/ Arrangement	None
Indexing System	None
Restrictions (Law or Regulation Citation)	N/A
Formats (bound book, microfilm, pdf, tif, etc.)	Paper
Volume (file drawers, gigabytes, etc.)	None
Annual Accumulation (file drawers, gigabytes, etc.)	None
Current Location	N/A
Audit Requirements	None
Date Span	None
Completeness /Gaps	None

Schedule Item Number	18
Retention	Forms are immediately returned to the custody of the Prince Georges County Police
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1494 (To be completed by DGS/Records Management Division)
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Records Series Title: Prince Georges County Police Department Report of Narcotic and Vice Law Violations	Page 19 of 33
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Record Series Content	A report
Record Series Function	Contains the information reference a crime involving narcotics
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	N/A
Audit Requirements	None
Date Span	None
Completeness /Gaps	None

Schedule Item Number	19
Retention	Forms are immediately returned to the custody of the Prince Georges County Police.
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1494 (To be completed by DGS/Records Management Division)
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Records Series Title: Sheriff Identification Number File backs slips		Page 20 of 33
Record Series Content	Sheriff Warrant folders	
Record Series Function	This form identifies which Sheriff identification number folders that has been checked out	
Organization/ Arrangement	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., 4-351 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.)	0 Cubic Ft	
Annual Accumulation (file drawers, gigabytes, etc.)	0 cubic ft	
Current Location	5303 Chrysler Way Upper Marlboro Md 20772; Teletype Section	
Audit Requirements	N/A	
Date Span	N/A	
Completeness /Gaps	None	
Schedule Item Number	20	
Retention	Destroy all slips once the files have been returned to Records.	
Justification for Permanent Retention	None	

**DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
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(To be completed by DGS/Records Management Division)

Records Series Title: Sheriff Return of service District Court Sheriff Return of service Circuit Court		Page 21 of 33
Record Series Content	Reports	
Record Series Function	Advises the Agency's disposition on the following items Subpoenas, Writ of summons, Complaint/Petition/Motion, Domestic case information report form, Financial Statement, Show cause Order and Petition, and all other forms	
Organization/Arrangement	Case number and name	
Indexing System	None	
Restrictions (Law or Regulation Citation)	N/A	
Formats (bound book, microfilm, pdf, tif, etc.)	Paper	
Volume (file drawers, gigabytes, etc.)	None	
Annual Accumulation (file drawers, gigabytes, etc.)	None	
Current Location	N/A	
Audit Requirements	None	
Date Span	None	
Completeness /Gaps	None	
Schedule Item Number	21	
Retention	Forms are immediately returned to the custody of the District or Circuit Court after completion.	
Justification for Permanent Retention	None	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1494 (To be completed by DGS/Records Management Division)
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Records Series Title: State of Maryland Motor Vehicle Accident Report	Page 22 of 33
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Record Series Content	A report gathering information on persons involved in a Motor Vehicle Accident
Record Series Function	Document all events reported during a motor vehicle accident
Organization/ Arrangement	Case number
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	N/A
Audit Requirements	None
Date Span	None
Completeness /Gaps	None

Schedule Item Number	22
Retention	Forms are immediately returned to the custody of Maryland State Police after completion.
Justification for Permanent Retention	None

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

Schedule No. C1494

(To be completed by DGS/Records Management Division)

Records Series Title: Executive Command Staff Statistical Information, Child Support Enforcement Section Statistical Information, Landlord and Tenant Section Statistical Information, Civil Section Statistical Information, Extradition/ Fugitive Processing Statistical Information, Warrant Processing Statistical Information, Warrant Squad Statistical Information, DVID Sworn Personnel Statistical Information, DVID/CS/SVA Personnel Statistical Information, DVID Processing Statistical Information		Page 23 of 33
Record Series Content	Depicts what work is being completed on a daily, monthly and quarterly bases	
Record Series Function	Track trends and maintain a working knowledge daily, monthly, and quarterly	
Organization/ Arrangement	Organized by section and day, month, and or quarter	
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:	
Formats (bound book, microfilm, pdf, tif, etc.)	Sheriff I drive	
Volume (file drawers, gigabytes, etc.)	3kilobytes	
Annual Accumulation (file drawers, gigabytes, etc.)	1kilobyte	
Current Location	Office of the Sheriff I Drive	
Audit Requirements	None	
Date Span	2017-present	
Completeness /Gaps	None	
Schedule Item Number	23	
Retention	Retain for 3 years from date of completion then destroy	
Justification for Permanent Retention	N/A	

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

Schedule No. C1494
(To be completed by DGS/Records Management Division)

Records Series Title: Threat Assessment High Risk Incident Check list		Page 24 of 33
Record Series Content	Forms	
Record Series Function	This form provides the information needed to determine if the agency's Specialized Service Team should be deployed	
Organization/ Arrangement	Case number	
Indexing System	Prince Georges County's Computer Aided dispatching system (CAD)	
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.)	240 Forms	
Annual Accumulation (file drawers, gigabytes, etc.)	20 Forms	
Current Location	5303 Chrysler way Upper Marlboro Md 20772	
Audit Requirements	N/A	
Date Span	2017- Present	
Completeness /Gaps	None	
Schedule Item Number	24	
Retention	Retain for three years the destroy	
Justification for Permanent Retention	None	

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

Schedule No. C1494
(To be completed by DGS/Records Management Division)

Records Series Title: Traffic Stop Form- T001	Page 25 of 33
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Record Series Content	A report gathering information on persons that were stopped during a Traffic violation
Record Series Function	Document any contact during a Traffic violation
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	N/A
Audit Requirements	None
Date Span	None
Completeness /Gaps	None

Schedule Item Number	25
Retention	Forms are immediately returned to the custody of the Maryland State police
Justification for Permanent Retention	None

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. C1494 (To be completed by DGS/Records Management Division)
Records Series Title: Vital Statistics Sheet		Page 26 of 33
Record Series Content	A source of demographic data	
Record Series Function	Shows dates times and attempts and services of domestic violence orders	
Organization/Arrangement	Numerical by case number, 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.)	File folders	
Volume (file drawers, gigabytes, etc.)	38 file drawers	
Annual Accumulation (file drawers, gigabytes, etc.)	3 cubic ft	
Current Location	5303 Chrysler way Upper Marlboro Md 20772	
Audit Requirements	None	
Date Span	2014- present	
Completeness /Gaps	None	
Schedule Item Number	26	
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. C1494
(To be completed by DGS/Records Management Division)

Records Series Title: Airline Travel Arrangements for Extraditions		Page 27 of 33
Record Series Content	Form	
Record Series Function	Lists travel information for deputies going on an extradition (flight and car rental)	
Organization/Arrangement	Log number, Date and Chronological order.	
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.)	Folder	
Volume (file drawers, gigabytes, etc.)	112.5 Cubic Ft	
Annual Accumulation (file drawers, gigabytes, etc.)	22.5 Cubic Ft per year	
Current Location	5303 Chrysler Way	
Audit Requirements	yearly	
Date Span	2015- Present	
Completeness /Gaps	None	
Schedule Item Number	27	
Retention	Retain for five years then destroy	
Justification for Permanent Retention	None	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE	Schedule No. C1494 (To be completed by DGS/Records Management Division)
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Records Series Title: Civil Process Transmittal Sheet	Page 28 of 33
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Record Series Content	Form
Record Series Function	Form used to document civil papers issued by the court that have been returned to the court by deputies.
Organization/ Arrangement	By name, By date, By area
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.)	Folders
Volume (file drawers, gigabytes, etc.)	7.5 Cubic Ft
Annual Accumulation (file drawers, gigabytes, etc.)	2.5 Cubic ft per year
Current Location	5303 Chrysler Way Upper Marlboro Md 20772
Audit Requirements	None
Date Span	2017-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: C1494
(To be completed by DGS/Records Management Division)

Records Series Title: Extradition Notification		Page 29 of 33
Record Series Content	Form	
Record Series Function	Form used to notify and approve the Fugitive Unit Deputies for an extradition of a defendant.	
Organization/ Arrangement	By date, By name, By SDN	
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.)	1500 packets	
Annual Accumulation (file drawers, gigabytes, etc.)	300 packets per year	
Current Location	5303 Chrysler Way Upper Marlboro Md 20772, Teletype and records section	
Audit Requirements	yearly	
Date Span	2014- Present	
Completeness /Gaps	None	
Schedule Item Number	29	
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. C1494 <small>(To be completed by DGS/Records Management Division)</small>
Records Series Title: Request for Nolle Pros/Dismissal/Stet Fugitive from Justice		Page 30 of 33
Record Series Content	Form	
Record Series Function	Form to request approval for Nolle Pros/Dismissal/ Stet Fugitive from Justice to State's attorney for Prince George's County	
Organization/ Arrangement	By Case Number, By 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.)	None	
Annual Accumulation (file drawers, gigabytes, etc.)	None	
Current Location	N/A	
Audit Requirements	None	
Date Span	None	
Completeness /Gaps	None	
Schedule Item Number	30	
Retention	Forms are immediately returned to the custody of the District Court after completion.	
Justification for Permanent Retention	None	

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

Schedule No. *C1494*
(To be completed by DGS/Records Management Division)

Records Series Title: Schedule of Goods Replevied		Page 31 of 33
Record Series Content	Form	
Record Series Function	Form lists schedule of Goods Replevied by deputy	
Organization/ Arrangement	Court case 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., 4-351 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.)	None	
Annual Accumulation (file drawers, gigabytes, etc.)	None	
Current Location	N/A	
Audit Requirements	None	
Date Span	None	
Completeness /Gaps	None	
Schedule Item Number	31	
Retention	Forms are immediately returned to the custody of the District Court after completion.	
Justification for Permanent Retention	None	

DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS INVENTORY AND RETENTION SCHEDULE		Schedule No. C1494 (To be completed by DGS/Records Management Division)
Records Series Title: Schedule, Appraisal, and Return of Levied Property Under A Writ of Execution Continuation Sheet		Page 32 of 33
Record Series Content	Two Forms	
Record Series Function	Form lists schedule of goods, and chattels, lands and tenements levied and appraised	
Organization/ Arrangement	Court case 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., 4-351 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.)	None	
Annual Accumulation (file drawers, gigabytes, etc.)	None	
Current Location	N/A	
Audit Requirements	None	
Date Span	None	
Completeness /Gaps	None	
Schedule Item Number	32	
Retention	Forms are immediately returned to the custody of the District Court of Maryland after completion	
Justification for Permanent Retention	None	

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

Schedule No. C1494
(To be completed by DGS/Records Management Division)

Records Series Title: Waiver of Extradition		Page 33 of 33
Record Series Content	Form	
Record Series Function	Used for a defendant to waive the formality of extradition provided by the Annotated Code of Maryland.	
Organization/ Arrangement	By Case Number, By SDN Number (Sheriff Identification Number), By Date	
Indexing System	Prince Georges County's Computer Aided dispatching system (CAD).	
Restrictions (Law or Regulation Citation)	Maryland Public Information Act is codified at Md. Code Ann., General Provisions Articles., 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.)	Folder	
Volume (file drawers, gigabytes, etc.)	100 cubic ft	
Annual Accumulation (file drawers, gigabytes, etc.)	20 cubic ft	
Current Location	5303 Chrysler Way Upper Marlboro Md 20772. Teletype and records section	
Audit Requirements	None	
Date Span	2017- Present	
Completeness /Gaps	None	
Schedule Item Number	33	
Retention	Retain for 3 years then destroy	
Justification for Permanent Retention	None	