

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

CITY OF ROCKVILLE		POLICE DEPARTMENT
AGENCY		DIVISION
Item No.	Description	Retention
1.	<p>Supersedes Schedule M-33 dated 3/14/89</p> <p><u>STATE OF MARYLAND UNIFORM COMPLAINT AND CITATION BOOK DR-49</u></p> <p>Size: 5" X .9" File Arrangement: Sequentially by State assigned number Distribution: #1 Court Copy #2 Law Enforcement Copy #3 Officer's Copy #4 Defendant's Copy</p> <p>Description: Self-Explanatory - Issued by State of Maryland</p> <p>Comment: TR 26-407, Pg. 391 empowers MVA to adopt regulation regarding disposition of traffic citations. No rules or regulations could be found in the Maryland M/V law. Recommendation based on prior experience.</p>	<p>Copy #2 retained for 3 years or until audited by State, whichever is later. Then destroy. Copy #3 disposed of by Officer subsequent to final disposition.</p>
2.	<p><u>STATE OF MARYLAND UNIFORM CRIMINAL/CIVIL CITATION DC-16</u></p> <p>Size: 5" X 10" File Arrangement: Alphabetically Distribution: Noted on cover of each book - Original to Court - Pink copy for Agency - Goldenrod for Officer</p> <p>Description: Self Explanatory - Issued by State</p>	<p>Pink copy retained on file for 3 years from date of offense then destroyed. Goldenrod retained by Officer until final disposition then destroy.</p>

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by Hall of Records Commission

11-27-95
Date

[Signature]
Signature

SUPPORT SERVICES SUPERVISOR
Title

4/27/96
Date

[Signature]
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO. 54

PAGE NO. 2 of 6

Item No.	Description	Retention
3.	<p><u>MARYLAND SAFETY EQUIPMENT & REPAIR ORDER/WARNING MSP157</u></p> <p>Size: 5" X 9" File Arrangement: Alphabetically by year of issue Distribution: MSP gets a copy only Description: Document provides 3 options for local law enforcement agency use (a) SERO - copy sent to MSP</p>	<p>Local filed copies kept for 3 years regardless of how document is used; then destroyed.</p>
4.	<p><u>CITY OF ROCKVILLE PARKING VIOLATION FORM</u></p> <p>Size: 4 1/2" X 9 1/2" File Arrangement: Court Copy - Active file by Tag #; File Copy - Sequentially by number and calendar year; Violator Copy - To vehicle in violation Description: Court Copy is maintained until either paid or violator requests trial date. If paid, Court Copy with paid receipt is filed by tag number within calendar year. If trial date is requested Court Copy is forwarded to Court. The Court subsequently returns copy with disposition.</p>	<p>File Copy - maintain for 3 years, then destroy, Court Copy - destroy copies with a receipt attached 3 years from date of receipt. Destroy Court Copy with final disposition 3 years from date of disposition.</p>

Fig. 6A

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

Item No.	Description	Retention
5.	<p><u>CRIMINAL FILE</u></p> <p>Contains 2 types of identifier files - (a) RCID 5" X 8" - Descriptive - Alphabetically with unique number assigned (b) ALPHA 3" x 5" - Descriptive</p> <p>Both give name, addresses and vital statistics of defendant. Serves as a locator for reports and arrest jackets and record checks.</p>	<p>Retain for 70 years, then destroy.</p>
6.	<p><u>INCIDENT FILE</u></p> <p>A sequential file by calendar year through 31 December '87 of original documents relating to events; crimes and other incidents reported to Police and required to be in writing by law, regulation or policy.</p> <p>Comment: On 1 January, 1988, the record system of this Department was integrated with the Montgomery County Police Department. Since that time, they are the custodian of the incident file for reports made on and after 1 January, 1988.</p>	<p>Retain for 70 years, thenadestroy permanently.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE M-54-
NO.

PAGE 4 of 6
NO.

Item No.	Description	Retention
7.	<p><u>CRIMINAL ARREST FILE</u></p> <p>A numerically sequential file by calendar year through 31 December, 1987 containing all documents relating to the arrest of individual including - original arrest report, copy of incident report, and other documents.</p> <p>Comment: Effective 1 January, 1988, Montgomery County Police Department became custodian of all City of Rockville arrest records executed on and after 1 January, 1988.</p>	<p>Retain for 70 years, except as required by expungement law, then destroy.</p>
8.	<p><u>COMMUNICATIONS DOCUMENTS</u></p> <p>Size: 3 1/4" X 6"</p> <p>Description: <u>Unit Activity Card</u> is self-initiated by an Officer when he takes some action on his own such as issuance of a traffic ticket, ERO or maybe an on view criminal arrest. Officer/Incident Reports are not generated as the result of a Unit Activity Card.</p> <p><u>Run Card</u> is initiated primarily as the result of a complaint received from external sources. On occasions a Run Card is generated as the result of activity captured on the Unit Activity Card, particularly where there is a resultant arrest requiring a report of some sort.</p> <p>The information contained on these cards is put in a computer and retained.</p>	<p>Retain cards for 3 years then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. M-54;

PAGE
NO. 5 of 6

Item No.	Description	Retention
9.	<p><u>DEPARTMENT GENERAL FILES</u></p> <p>(a) Reading File</p> <p>(b) Inter/Intra-Department Correspondence Files</p> <p>(c) Daily Operations Report</p> <p>(d) Staff Reports</p> <p>(e) Multi-purpose Receipt for payments received from the public</p> <p>(f) Non-Active Personnel Files</p> <p>(g) Training Files</p> <p>(h) Background Investigation Files</p> <p>(i) Internal Affairs Files</p> <p>(j) All other departmental reports, memoranda, minutes, writings not specifically covered by Federal, State, County, or local law</p> <p>(k) Complaint Control Log</p>	<p>Maintain during tenure of Chief of Police, plus 3 years. then destroy.</p> <p>3 years, then destroy.</p> <p>3 years, then destroy.</p> <p>3 years, then destroy.</p> <p>3 years, then destroy.</p> <p>5 years, then destroy.</p> <p>3 years, then destroy.</p> <p>5 years, then destroy.</p> <p>Maintain during tenure of Officer, plus 3 years. Then destroy.</p> <p>5 years, then destroy.</p> <p>5 years, then destroy.</p>

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE M-54

NO.

PAGE

NO. 6 of 6

Item No.	Description	Retention
10.	<p><u>MOTOR VEHICLE ACCIDENT REPORTS</u></p> <p>Description: All M/V Accident Reports on file through 31 December 1987 are covered by this schedule. Beginning 1 January 1988, Montgomery County Police became custodian of our M/V records. Their policy is to maintain these records for 3 years then destroy.</p>	Retain 3 years. Then destroy.
11.	<p><u>POLICE PROPERTY CARD</u></p> <p>Size: 8 1/2" X 11"</p> <p>Description: Reflects property coming into police possession for a variety of reasons. Shows final disposition of the property.</p>	Retain 3 years after disposition of property. Then destroy.
12.	<p><u>JUVENILE ARREST FILES</u></p> <p>Description: All documents relating to the arrest of juveniles - arrest report, event report, and other documents.</p> <p>Comment: Effective 1 January, 1988, Montgomery County Police Department became custodian of all City of Rockville arrest records executed on and after 1 January, 1988.</p>	Retain until the respondent is 18 years and 6 months old. Then destroy.