

TOWN OF FAIRMOUNT HEIGHTS
PRINCE GEORGE'S COUNTY
OFFICE OF CENTRAL SERVICES
ADMINISTRATIVE SERVICES DIVISION
RECORDS CENTER

SCHEDULE NO. M-30	RECORDS RETENTION AND DISPOSAL SCHEDULE	PAGE NO. 1 of 2
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FAIRMOUNT HEIGHTS POLICE DEPARTMENT

DEPARTMENT/AGENCY DIVISION

ITEM NO.	DESCRIPTION	RETENTION
100	<u>ADMINISTRATIVE RECORDS</u>	
101	Correspondence (General) (Includes internal/external correspondence relating to police operations/functions.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
200	<u>POLICE RECORDS</u>	
201	Adult Arrest Reports (Includes case files relating to person arrested/tried for criminal activities.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
202	Juvenile Arrest Reports (Includes case files relating to offenses committed by persons under 18 years of age.)	Cutoff at end of calendar year. Retain for 3 additional years, then destroy.
203	Incident Reports (Includes police reports relating to crimes against persons, and property.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.
204	Motor Vehicle Accident Reports (Includes records relating to motor vehicle accident investigations.)	Cutoff at end of calendar year. Retain for 2 additional years, then destroy.

William R. Bamphill
SIGNATURE

Chief
TITLE OF DEPT/AGENCY REPRESENTATIVE

Aug 20, 1985
DATE

SIGNATURE

Chief Administrative Officer

DATE

Schedule Authorized by Hall of Records Commission

Howard Gump
SIGNATURE

State Auditor
TITLE

10/16/85
DATE

DISTRIBUTION: Original - Hall of Records; 2nd Copy - Department/Agency; 3rd Copy - Records Manager

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE
NO. M-30

PAGE 2 of 2
NO.

Item No.	Description	Retention
205	<p data-bbox="165 351 949 489">Daily Inspection Records (Includes inspection records relating to officer activities/events.)</p> <p data-bbox="165 691 933 755">PRINCE GEORGE'S COUNTY POLICE DEPARTMENT RETAINS RECORD COPIES OF ALL THE ABOVE RECORDS.</p>	<p data-bbox="1073 351 1577 457">Cutoff at end of calendar year. Retain for 2 additional years, then destroy.</p>