

DEPARTMENT OF GENERAL SERVICES
Records Management Division

RECORDS RETENTION AND DISPOSAL SCHEDULE

Hyattsville City Police Dept.

AGENCY

DIVISION

Item No.	Description	Retention
101	Correspondence - this file contains all correspondence sent and received by the police department concerning the operation of the department.	Current year + 1 year
102	Memos - this file contains all memos to and from the Chief of Police, in reference to the daily operation of the police department.	Current year + 1 year
103	Personnel - this file is the complete work history on all employees.	Transfer to City Personnel Office when terminated.
104	Budget - this file contains information pertaining to the finances of the department and is used for the daily operation of the department; original is retained in the City office.	Current year + 1 year
105	Statistical Reports - Monthly, quarterly and annual reports of productivity.	Current year + 1 year
106	Internal Investigations - This file contains investigations of complaints and charges against officers.	3 years
201	Payroll - Contains copies of all time sheets, leave and overtime requests.	Current year + 1 year
202	Purchase Orders - Copies of all purchase orders for departmental purchases; used as a reference for future purchases.	Current year + 1 year
301	Arrest Records - Records of all adults arrested	Retain until 75 years old.
302	Juvenile Records - Records of all juveniles arrested	Retain until 25 years old.
303	Offense Reports - Reports of all criminal activity reported to the police department.	10 years

Schedule Approved by Department, Agency, or Division Representative

Schedule Authorized by

11-12-86
Date

Lorraine M. Lynn
Signature

Servant
Title

12/12/86
Date

[Signature]
State Archivist

RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

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Item No.	Description	Retention
304	Incident Reports - Reports of police activity on non-criminal matters; used to document action taken	Current year + 1 year
305	Field Observation Reports - Report of contact with a suspicious person (adult) who was not arrested; used for investigation.	Current year + 1 year
306	Juvenile Field Report - Report of contact with a juvenile who was not arrested; used for investigation.	Until 18th birthdate
307	Accident - Reports of all accidents that are reported in the City of Hyattsville.	5 years
308	Impound Reports - Reports on all vehicles taken in custody.	3 years
309	Radio Logs - Report of all calls for service received and dispatched by the police department.	2 years
310	Property - Reports of all confiscated property that has been released or destroyed.	2 years
311	Dissemination Logs - Record of all Criminal History Record Information that is released.	3 years
312	City Tickets (Paid) - Paid parking citations.	2 years
313	State Tickets - All moving citations issued.	2 years
314	City Tickets (Unpaid) - Unpaid parking citations	5 years