

CITY OF HAGERSTOWN
 RECORDS MANAGEMENT DIVISION
 RECORDS RETENTION AND DISPOSAL SCHEDULE

Schedule No. *M-73*

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Agency:
 Public Safety

Division/Unit:
 Police Department

Item No.	Description	Retention
<u>ADMINISTRATIVE REPORTS AND FORMS</u>		
1.	General Orders/Special Orders Updates or changes to rules, regulations, or policies of the Police Department	1 year from issuance, then destroy.
2.	General Order/Special Order issuance record Shows receipt by signature of above orders	Permanent. Transfer periodically to the Md. State Archives.
3.	Memoranda Information that does not warrant a formal order - inter-agency/inter-departmental/division level	Retain for 1 year, then destroy
4.	Status Reports Used to complete the annual report and/or review of departmental efficiency	Retain for 2 years, then destroy
5.	Disaster Plans Emergency plans for disasters county wide and within major industries located within the City Limits	Retain until updated or superseded, then destroy
6.	Statistical Surveys/Reports Reports or surveys compiled for justification as well as reports from outside agencies used in compiling these statistics	Retain 2 years, then destroy
7.	Daily Attendance Records Attendance/Sign-in sheets documenting attendance	Retain 1 year, then destroy
8.	MILES/NCIC RECORD LOGS Log of daily/monthly messages transmitted on these systems from the dispatch computers	Retain 3 years, then destroy

Schedule Approved by Department Agency, or Division Representative.
 Date: *11-10-99*
 Signature: *GeorgiAnn N. Breichner*
 Typed Name: GeorgiAnn N. Breichner
 Title: City Clerk

Schedule Authorized by State Archivist
 Date: *DEC 3 1999*
 Signature: *Edward C. Papermaster*

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<u>ADMINISTRATIVE REPORTS AND FORMS (Cont'd)</u>		
9.	MILES/NCIC MESSAGES – OPEN Active Miles/NCIC entries	Permanent or until purged by MILES
10.	Staff/Line Inspection Forms Personnel and vehicle inspection forms	Retain 1 year, then destroy
11.	Application/Letter - Request for Inspection of Public Record - Approved	For period attached to the record viewed, then destroy.
12.	Application/Letter - Request for Inspection of Public Record - Denied	For period attached to the record requested, then destroy
13.	MILES/NCIC Audit Reports MILES Bi-Annual Inspection Report	Retain 2 years, then destroy.
14.	MILES/NCIC Training Correspondence Certification and Non-Certification correspondence dealing with dispatchers and other certified operators	Retain 3 years, then destroy
15.	General Agency Correspondence Administrative reports or documents not otherwise categorized in this section	Retain 1 year, then destroy
<u>PERSONNEL ADMINISTRATION FORMS</u>		
1.	Individual Employee Attendance Record - Yearly Documents attendance for the year on each employee	Retain 3 years, then destroy.
2.	Employee Payroll Record - Weekly Weekly Payroll Record Submitted by Shift or Division Supervisors	Retain 2 years, then destroy.

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Item No.	Description	Retention
3.	Weekly Duty/Assignment Schedules Enumerates work area or assignment for a seven day period	Retain 1 year, then destroy.
4.	Departmental Seniority Roster/Shift Roster/Personnel Address and Phone Listings	Retain until updated, then destroy
5.	Overtime/Compensatory Time Records Documents used to authorize/control comp time and overtime	Retain 2 years, then destroy.
6.	Performance Evaluations – Police Officer	Retain 10 years, then destroy.
<u>AUXILIARY LAW ENFORCEMENT PERSONNEL FORMS/RECORDS</u>		
1.	Performance Evaluations & Promotional Requests (self explanatory)	5 years (evaluations) 1 yr. (promotional rec) then destroy.
2.	Lost or Damaged Equipment Report	Retain 1 year, then destroy.
3.	Request for Transfer or Withdrawal of such request	Retain until updated, then destroy.
4.	Agency Accidents - Separate files of accident report copies involving only HPD Vehicles)	Retain 5 years, then destroy.
5.	Letters of Appreciation / Commendations	Length of employee's service, then destroy.
6.	Personnel Information update form (reflects change in address, phone, etc.)	Retain until updated, then destroy.
7.	Personnel Orders - Change of Assignment	Retain until updated, then destroy.
8.	Request for Secondary Employment & Withdrawal of Same	Retain until updated, then destroy.
9.	Request for Training	Retain until updated, then destroy

DEPARTMENT OF GENERAL SERVICES
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Item No.	Description	Retention
<u>FISCAL ADMINISTRATIVE FORMS & RECORDS (Cont'd)</u>		
5.	Ordinance Equipment Inventory Inventory of handcuffs and agency issued ordinance - includes individual employee issuance as well as department inventory listings)	Most recent - replace as updated - maintain 2 years listings
6.	Tactical Equipment Inventory (SRT individual member inventory and department inventory)	Most recent - as updated, maintain 2 years listing
7.	Cash Collection Forms Departmental deposit slips for any deposit made	3 years or the period stipulated if funds come from a grant and those limits exceed 3 years, then destroy.
<u>OPERATIONS FORMS AND RECORDS</u>		
1.	MVA Form 39 - Request for Driver's Retesting Applicant Investigation Log	Retain 1 year, then destroy.
2.	Departmental log showing applicant test scores and rankings if applicable	Retain 3 years, then destroy.
3.	Warrants/Court Documents Paperwork issued by a court requiring service by a police agency	Until service or recall Then destroy.
4.	Firearms Reports MSP Form 36 (Stop & Frisk) and Firearms Trace Reports	MSP #36 - 1 year Others-life of supporting documentation or 15 yr. Then destroy.
5.	Cell Block Check Sheets Document time increments by date of cell block checks	Retain 3 years, then destroy.
6.	Officer's Court Log Log of court summons by individual officer outlining court date and defendant name	Retain 1 year, then destroy.

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<u>OPERATIONS FORMS AND RECORDS (Cont'd)</u>		
7.	Electronic Surveillance Equipment Registrations/Repairs Correspondence relating to registration of electronic surveillance equipment and logs of repairs to such equipment	Life of equipment, then destroy
8.	Second hand precious metals and gem dealer records Pawn/purchase sheets submitted per state law	1 year - paper copy, then destroy. Computer entry - until purged
9.	Criminal Complaint Ledger - Run Sheets Tracks daily calls for service in time sequence and location	1 year - paper copy, then destroy
10.	Incident Reports Reports of police activities on non-criminal matters	Retain 15 years, then destroy.
11.	Offense reports Reports of police activity on criminal matters - NOTE: Both categories include all supporting documentation relevant to the report.	Retain 15 years, then destroy.
12.	State of Maryland Accident Report	Retain 5 years, then destroy.
13.	Crime Prevention Reports Commercial and residential surveys and other reports documenting crime prevention activity.	Retain 3 years, then destroy.
14.	Requests for residential/commercial special checks.	Length of time check is active, then destroy.
15.	Juvenile - Criminal/Civil Citations Citations for alcohol / curfew violations.	Retain 3 years, then destroy.
16.	Criminal/Civil Citations Citations for persons 18 - 21 years of age for certain alcohol violations. Citations for criminal or municipal violations.	Retain 3 years, then destroy.

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<u>OPERATIONS FORMS AND RECORDS (Cont'd)</u>		
17.	Citation Book Issuance Control Ledger Record of issuance of State Motor Vehicle Citation Booklets	Retain 3 years, then destroy
18.	Traffic Citation Transmittal Form an Law Enforcement HQ Copy Record of citations forwarded to District Court	Retain 1 year, then destroy.
19.	Field Observation Cards (F. I. Cards) Intelligence gathering cards recording identities of suspicious persons	1 year (paper copy), then destroy.
20.	Vehicle Pursuit Form/Review Forms outlining pursuit actions and critiques	Retain 7 years, then destroy.
21.	Chalked Vehicle Logs Logs outlining vehicles parking in violation requiring observation or marking before taking police action.	Retain 1 year, then destroy.
22.	Speed Computer Repair Documents Documentation outlining repairs and maintenance to Speed Computer Equipment.	1 year beyond the disposal of the equipment, then destroy.
23.	State of Maryland Traffic Citation Moving and non-moving citations	Retain 3 years, then destroy.
24.	Alcohol Influence Summary Monthly report of individual breath tests run	Retain 4 years, then destroy.
25.	Breath Test Incident Report Copies of field tests, maintenance, and inspections HPD copy issued by State CTAU.	Retain 3 years, then destroy.

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<u>OPERATIONS FORMS AND RECORDS (Cont'd)</u>		
37.	Confidential Informant File	5 years past last documented contact, then destroy.
38.	Alarm Response Forms/Renewal Logs Documentation of police response to automatic alarm activation's and yearly renewal forms.	Replace as renewed yearly, then destroy.
39.	Other Alarm Correspondence Any correspondence relating to enforcing the Alarm Ordinance of the City of Hagerstown	Retain 2 years, then destroy.
40.	Polygraph Reports - Criminal & Non-criminal	Retain 5 years, then destroy.
41.	K-9 Activity Reports	Retain 3 years, then destroy.
42.	Audio/Visual Recordings	Until outdated or intended purpose is served, then destroy.
43.	General Operational Correspondence Correspondence not specifically enumerated dealing with the department's operational function.	3 years or until outdated or intended purpose is served
44.	City Parking Tickets - Paid	Current and one prior year, then destroy.
45.	City Parking Tickets - Unpaid	3 years - until written off by accounting, then destroy.
46.	City Parking Tickets - Warning	Retain 1 year, then destroy.
1.	<u>LEGAL CORRESPONDENCE/FILES/DOCUMENTS</u> U. S. Laws/State Laws/ County Ordinances/City Ordinances	Permanent unless updated or repealed. Transfer periodically to the Md. State Archives.

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Item No.	Description	Retention
	<u>LIAISON CORRESPONDENCE/FILES/DOCUMENTS</u>	
	These files contain miscellaneous correspondence with other governmental agencies which does not relate to any subject matter or categories specified in this retention schedule.	
1.	Federal Correspondence Uncategorized material from the FBI, Bureau of Census, Secret Service, etc.	3 years or until updated, then destroy.
2.	State Correspondence Correspondence from Department of Transportation, Health and Mental Hygiene, State Fire Marshal, State Highway Administration, MSP, etc.	3 years or until updated, then destroy.
3.	State Court Correspondence Self Explanatory	3 years or until updated, then destroy.
4.	County/Municipal Government Correspondence Uncategorized	3 years or until updated, then destroy.
5.	Supply and Requisition Forms/Purchase Orders	Retain 1 year, then destroy.
6.	Motor Vehicle Histories Records on individual departmental vehicles	Life of vehicle plus 1 year, then destroy.
7.	Material Safety Data Sheets (MSDS Forms) Lists hazardous and toxic substances used by the Police Department. Lists proper handling and emergency contact procedures for each.	37 years after product's use is discontinued, then destroy.
8.	Tactical/SRT Supplies and Inventory Listing of above equipment owned by HPD and used by the SRT team	Retain 3 years, then destroy.

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<u>PUBLIC RELATIONS FILES AND DOCUMENTS</u>		
1.	<p>Organizations - Outside</p> <p>All correspondence and replies concerning ceremonies, escorts, parades, and other correspondence referencing HPD personnel participating in functions such as lectures, recruitment drives and waiver forms for HPD ride-along programs.</p>	3 years from completion of event, then destroy.
2.	<p>Press Releases - Written</p> <p>Authorized releases for public dissemination.</p>	Retain 1 year, then destroy.
3.	<p>Reference Files - Listings of names, addresses, phone numbers, titles of public officials, names of business/agencies representatives used in carrying out the police function.</p>	Perpetual - update as necessary or when outdated, then destroy.
4.	<p>Public Inquiries and Requests - (Not related to any enumerated specific subject in this guide.)</p>	Retain 3 years, then destroy.
<u>TRAINING FILES AND DOCUMENTS</u>		
1.	<p>Notification of outside training (posted opportunities). Requests for outside training consideration.</p>	1 year from award of training, then destroy.
2.	<p>College Programs</p> <p>Information concerning college opportunities for HPD Personnel.</p>	Perpetual - update as needed, then destroy.
3.	<p>Weapon Qualifications</p> <p>All paperwork on individual officers weapons qualifications.</p>	Retain 3 years, then destroy.
4.	<p>In-Service Training Records</p> <p>Files dealing with individual officers mandated bi-yearly certification. Original tests and scores. Maryland Police and Training Commission Approvals.</p>	<p>Scores – Retain 50 years, then destroy.</p> <p>Tests - 4 years, then destroy. (individual student files) MPTC approvals – Retain 50 years, then destroy.</p>

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	<u>ACCREDITATION FILES</u>	
1.	Individual standard compliance and general correspondence dealing with accreditation.	Period accreditation is in effect, replace as updated for re-accreditation, then destroy.
	<u>GRANT DOCUMENTATION</u>	
1.	All correspondence dealing with grant applications, approvals, denials, justifications, updates and final reports.	3 years unless grant stipulation requires retaining for a period in excess of 3 years, then destroy.
	<u>MEDICAL RECORDS</u>	
1.	All documents containing information about a medical condition (past or present), details sick leave usage, medication, etc., on individual police department employees.	Retain 50 years, then destroy.
	<i>END POLICE RETENTION SCHEDULE</i>	